



Government
of Canada

Gouvernement
du Canada

S Info Source

**Sources
of Federal
Government
Information
2001-2002**

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Canada

SInfo Source®

Sources
of Federal
Government
Information
2001-2002

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Introduction

Note: This introduction to **Info Source** is in large print to assist persons with visual disabilities.

About Info Source

The information contained in this document is a compilation of data submitted by federal departments and agencies. Consequently, each department and agency is responsible for the information it submits.

Info Source: Sources of Federal Government Information will make it fast and easy for you to find out about the Government of Canada, its organization and its information holdings. It will help you determine where you should go, write or call to make government enquiries, and is likely to be the first and only step you'll need to take to locate the source of the information you want.

This book is also the key to learning how to exercise your rights under two Canadian laws – the *Access to Information Act* and the *Privacy Act*. This Introduction tells you what you need to know to request information under those legislations.

First, however, it is helpful for you to understand the basic differences between the *Access to Information Act* and the *Privacy Act*. The information contained under each Act is different and there are different procedures to obtain it. The following pages describe the essential details.

Info Source combines and replaces the **Access Register** and the **Index to Personal Information**, two publications you might have seen or used before.

The annual edition of **Info Source** is complemented by bulletins, including the **Directory of Federal Government Enquiry Points**.

Inside Info Source

This Info **Source book** has three main components:

Table of Contents

The Table of Contents is organized alphabetically by the commonly used name of the department or agency, such as Agriculture and Agri-Food Canada or Health Canada, rather than by their legal titles, Department of Agriculture and Agri-Food or Department of Health.

Introduction

The Introduction includes:

- information about the terms used throughout the book, some essential points about the *Access to Information Act* and the *Privacy Act*, and directions on how to locate information by using **Info Source** or by making a formal request under either Act;
- a listing of Access to Information and Privacy Coordinators, which is organized in the same order as the Table of Contents, gives you the address and telephone number of all Access to Information and Privacy offices; and
- the description of the Standard Program Records — see definition under “Useful Terms” below.

Chapters

There is one chapter for each federal government department or agency subject to the *Access to Information Act* and the *Privacy Act*, or to the *Privacy Act* only.

Except for the institutions subject to the *Privacy Act* only, each chapter contains:

General Information about the institution, including:

- Background
- Responsibilities
- Legislation
- Organization

Information Holdings including:

- Program Records
- Standard Program Records
- Personal Information Banks
- Classes of Personal Information
- Manuals

Additional Information including:

- Address of a central information source, as well as regional addresses, if any
- Reading Room(s)

Useful terms

Access to Information and Privacy Coordinator Each federal government department or agency has an Access to Information and Privacy Coordinator. The Coordinators' offices are staffed by people who can answer questions and help you identify the records you wish to see. The Coordinators may be contacted in person, by telephone or by letter. If you send a letter, include as much information as you can to help the staff locate the records you want and send you a reply as soon as possible.

Bank Number (See "Program Record Number or Bank Number" below.)

Classes of Personal Information Other personal information not used administratively or not retrievable by personal identifier, for instance unsolicited opinions, complaints or correspondence, is described under "Classes of Personal Information". This category was included to ensure that government departments and agencies account for all personal information which they hold.

Manuals The manuals listed under this title contain the directives, instructions, guidelines or procedures which are used by the employees of a department or agency to carry out its operations, activities or programs.

Personal Information Banks Personal Information Banks provide a summary of the type of information about individuals which is held by federal departments and agencies. The *Privacy Act* requires that Personal Information Banks include all personal information that is organized and retrievable by a person's name or by an identifying number, symbol or other particular assigned only to that person. Personal Information Banks must also include personal information which has been or is being used, or is available for use for an administrative purpose.

Personal Information Banks – Federal Employees The Personal Information Banks for Government of Canada employees are now described in a separate publication, **Info Source: Sources of Federal Employee Information**. This book is available in the office of the Access to Information and Privacy Coordinator at each federal government department or agency, federal government personnel offices and federal libraries.

Program Records The Program Records provide pointers to program information held by each federal government department or agency and describe the subject areas covered by these programs.

Program Record Number or Bank Number The Program Record Number or Bank Number you see at the end of each Program Record or Personal Information Bank helps the Access to Information and Privacy office to locate the information you require.

Reading Room The *Access to Information Act* requires all government institutions to provide facilities where their manuals can be inspected. The location of one or more reading rooms is provided under this heading.

Standard Program Records Many departments and agencies use Standard Program Records to list information on administrative subject areas which are common to many institutions, for example Accounts and Accounting, Budgets, Buildings, etc.

Access to Information Act

The *Access to Information Act* gives Canadian citizens as well as people and corporations present in Canada the right to have access to federal government records that are not of a personal nature. The Act complements but does not replace other procedures for obtaining government information. It is not intended to limit in any way the access to government information that is normally available to the public upon request.

Wide range of information You can ask for information, no matter what form it is in, including letters, memos, reports, photographs, films, microfilms and computerized data. This **Info Source** book has been designed to help you pinpoint the department or agency where the information is held and assists you in obtaining it.

Using the Access to Information Act

Some information may be exempt or excluded under the *Act*.

- **Exemptions:** Exemptions protect certain types of information that could cause harm if released. For example, some information on national security, law enforcement or trade secrets falls into this category.
- **Exclusions:** The *Access to Information Act* does not apply to public information that is already available, such as publications and material in libraries and museums. It also excludes material such as Cabinet documents.

- **Note:** Of course, the *Act* cannot give you access to records that are not controlled by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments each have legislation similar to the *Access to Information Act*. Consult the provincial government listings in the blue pages of your local telephone book.

How to apply

Once you have decided to make a formal request under the *Access to Information Act*, there are certain simple procedures to follow:

- Consult **Info Source** to find the appropriate department or agency.
- Obtain an **Access to Information Request Form** from any location where **Info Source** is available (including the Web Site: www.tbs-sct.gc.ca/tbsf-fsct_e.html).
- If it is not convenient for you to fill in a form, you may send a letter, mentioning the *Act* (see details below).
- Enclose the application fee (see details below).
- **Send the form or the letter to the Access to Information Coordinator at the appropriate department or agency.**

If you decide to submit a letter, you must state clearly that you are requesting information under the *Access to Information Act*, and include the following:

- name of the government department or agency you believe has the information you want;
- description (be as specific as possible) of the records you want to see;
- preferred method of seeing the records (e.g. do you want to receive photocopies of the original documents or see the originals in the government office where they are located?);

- your name, street, address, city or town, province or territory, postal code, telephone number(s) and your signature;
- date of your request;
- application fee.

Fees and costs An application fee of \$5 (subject to change) applies and additional costs may be charged for each request. You will be notified in advance if there are additional costs and you may be asked to make a deposit. Cheques and money orders are payable to the Receiver General of Canada (unless otherwise stated).

Turnaround time Government departments must acknowledge your request within 30 days under the *Access to Information Act*. However, in special cases, they may need more time to process your request. If you feel it's taking too long, you can complain to the Information Commissioner.

Information Commissioner

The Information Commissioner investigates formal complaints from members of the public arising from the *Access to Information Act*. If you have a complaint about the denial of access to information, fees charged for access, the time taken to respond to requests, refusal to give access in the official language requested, **Info Source** publications and other matters that relate to requesting or obtaining access to records, you may contact:

Office of the Information Commissioner

Place de Ville, 22nd Floor, Tower B
112 Kent Street, Ottawa, Ontario K1A 1H3

General Enquiries (613) 995-2410
 Fax (613) 947-7294
 Toll-free 1-800-267-0441
 TTY (613) 992-9190

Web Site www.infocom.gc.ca

When the Information Commissioner's investigation is completed, an individual who is of the opinion that they have not been given access to all information which they are entitled to receive has the right to apply to the Federal Court – Trial Division for a review of the matter.

Privacy Act

In its day-to-day operations, federal government departments and agencies collect personal information from almost all Canadians. The *Privacy Act* gives Canadian citizens and people present in Canada the right to have access to information that is held about them by the federal government. It also protects against unauthorized disclosure of that personal information. In addition, it strictly controls how the government will collect, use, store, disclose and dispose of any personal information.

Most information is available when you ask Because much of your personal information is available to you informally at your request, this **Info Source** book has been designed to help you pinpoint the department or agency where the information is held and assist you in obtaining it.

Types of personal information held You probably already know about many of the programs and operations of the government that use personal information such as income tax at Canada Customs and Revenue Agency, citizenship at Citizenship and Immigration Canada and the Employment Insurance program at Human Resources Development Canada.

Note The *Privacy Act* does not control nor give you access to records that are not held by the federal government, such as those maintained by provincial or municipal governments or by private organizations such as commercial banks and credit bureaus. Most provincial governments have legislation similar to the *Privacy Act*. Consult the provincial government listings in the blue pages of your local telephone book.

Some personal information is confidential The federal government must keep some personal information confidential under the *Privacy Act*, much of which relates to other people, national security or law enforcement.

How to apply

When you have decided to make a formal request under the *Privacy Act*, there are certain procedures to follow. Remember, you will find what you are looking for faster if you already have a good idea of which department or agency has the information you want.

- Obtain a **Personal Information Request Form** at any location where **Info Source** is available (including the Web Site: www.tbs-sct.gc.ca/tbsf-fsct_e.html).
- Fill out the form and identify yourself in such a way that the government can verify who you are, i.e. that it is you, and not someone else, asking for your information. The more precise the information you provide, the faster your request can be answered.
- **Send the form to the Privacy Coordinator of the appropriate department or agency.**
- There is no charge to apply for information under the *Privacy Act*.

To change the information If you believe the information which a federal institution has on file about you is untrue or misleading, you can ask to have it corrected. Even if the department or agency does not agree to change this information, it must make a note that you have asked for the change and attach it to the file.

Safeguarding personal information The protection of your personal information and privacy is also a very important purpose of the *Privacy Act*. The *Act* states how and when the government can collect, store and dispose of personal information. It also covers specifically why and how the information can be used or given out, as well as who can use or receive it.

Giving out information The government can only disclose your information to someone else with your consent or when one or more of the criteria in the *Privacy Act* are met, such as to comply with a subpoena.

Turnaround time Under the law, all or most of the information you ask for should be disclosed within 30 days of receiving the request. If a time extension is required, you will be notified within the first 30 days and told why up to another 30 days may be needed.

Privacy Commissioner

The Privacy Commissioner is a representative of the people with the power to look into complaints of improper collection, use, storage, disclosure or disposal of personal information. The Privacy Commissioner can also help if you are dissatisfied with the results of your formal application or the time it has taken to obtain your personal information.

When the Privacy Commissioner's investigation is completed, an individual who is of the opinion that they have not been given access to all of their personal information to which they are entitled, has the right to apply to the Federal Court – Trial Division for a review of the matter.

You can write or call the Privacy Commissioner's office at:

Office of the Privacy Commissioner

Place de Ville, 3rd Floor, Tower B
112 Kent Street, Ottawa, Ontario K1A 1H3

General Enquiries (613) 995-8210
Fax. (613) 947-6850
Toll-free. 1-800-282-1376
TTY (613) 992-9190

Web Site. www.privcom.gc.ca

Using Info Source quickly and effectively

Determine the correct chapter Turn to the chapter of the department or agency you think has the information, and check the Program Records and the Personal Information Banks.

If you are unsure about the correct department or agency, a telephone call or letter to any Access to Information and Privacy Coordinator's office should provide the answer.

For persons with disabilities Individuals who are unable to exercise their rights using regular procedures may obtain further assistance from any Access to Information and Privacy Coordinator's office.

Where to obtain Info Source

For more information about **Info Source**, the *Access to Information Act* or the *Privacy Act*, you may contact:

Treasury Board of Canada Secretariat

L'Esplanade Laurier, 8th Floor, East Tower
140 O'Connor Street, Ottawa, Ontario K1A 0R5

General Enquiries	(613) 957-2400
Publications	(613) 995-2855
Library	(613) 996-5494
Fax	(613) 996-0518
TTY	(613) 957-9090

Web Site www.tbs-sct.gc.ca

If you would like a copy of the **Directory of Federal Government Enquiry Points** or a brochure on the *Access to Information Act* or the *Privacy Act*, please contact:

Treasury Board Distribution Centre

L'Esplanade Laurier, Room P-140, Level P-1W
300 Laurier Avenue West, Ottawa, Ontario K1A 0R5

Telephone (613) 995-2855
Fax (613) 996-0518
E-Mail Services-Publications@tbs-sct.gc.ca

If you would like to purchase a copy of **Sources of Federal Government Information** or **Sources of Federal Employee Information**, please contact:

Canadian Government Publishing – Communication Canada
Ottawa, Ontario K1A 0S9

Telephone(819) 956-4800
Fax(819) 994-1498
Toll-free1-800-635-7943

Web Site www.communication.gc.ca/publications/publications_e.html

Info Source is also available on the Web at: infosource.gc.ca

Note: *Access to Information Act* and *Privacy Act* requests must be addressed to the appropriate institutions, at the addresses listed in the pages which follow.

Access to Information and Privacy Coordinators

Agricultural Products Board
see Agriculture and Agri-Food
Canada

**Agricultural
Stabilization Board**
see Agriculture and Agri-Food
Canada

**Agriculture and
Agri-Food Canada**
Victor Desroches
Room 255, Sir John
Carling Building
930 Carling Avenue
Ottawa, Ontario K1A 0C5

Tel: (613) 759-7083
Fax: (613) 759-6547

**Atlantic Canada
Opportunities Agency**
Claudia Gaudet
Blue Cross Centre
644 Main Street, 3rd Floor
P.O. Box 6051
Moncton, New Brunswick
E1C 9J8

Tel: (506) 851-3845
1-800-561-7862
Fax: (506) 851-7403

**Atlantic Pilotage Authority
Canada**
Peter MacArthur
Purdy's Wharf, Tower 1
1959 Upper Water Street
Suite 1402
Halifax, Nova Scotia B3J 3N2

Tel: (902) 426-2550
Fax: (902) 426-4004

Bank of Canada
Ted Requard
234 Wellington Street, 4-Centre
Ottawa, Ontario K1A 0G9

Tel: (613) 782-8537
Fax: (613) 782-7003

Belledune Port Authority
Port Manager
261 Shannon Drive
Belledune, New Brunswick
E8G 2W1

Tel: (506) 522-1200
Fax: (506) 522-0803

British Columbia Treaty Commission

Chief Commissioner
1155 West Pender Street
Suite 203
Vancouver, British Columbia
V6E 2P4

Tel: (604) 482-9200
Fax: (604) 482-9222

Business Development Bank of Canada

Robert D. Annett
5 Place Ville Marie, Suite 400
Montreal, Quebec H3B 5E7

Tel: (514) 283-3554
Fax: (514) 283-9731

Canada Council for the Arts

Irène Boilard
350 Albert Street, 9th Floor
P.O. Box 1047
Ottawa, Ontario K1P 5V8

Tel: (613) 566-4414 Ext 4261
1-800-263-5588 Ext 4161
Fax: (613) 566-4411

Canada Customs and Revenue Agency

Suzanne Lafrance
Albion Tower
25 Nicholas Street, 11th Floor
Ottawa, Ontario K1A 0L5

Tel: (613) 957-8819
Fax: (613) 941-9395

Canada Deposit Insurance Corporation

Claudia Morrow
50 O'Connor Street, 17th Floor
Ottawa, Ontario K1P 5W5

Tel: (613) 947-0268
Fax: (613) 996-6095

Canada Economic Development for Quebec Regions

Andrée Narbonne
800 Victoria Square, Suite 3800
P.O. Box 247
Montreal, Quebec H4Z 1E8

Tel: (514) 283-8418
Fax: (514) 283-9679

**Canada Industrial
Relations Board**

Ruth Smith
C.D. Howe Building
4th Floor West
240 Sparks Street
Ottawa, Ontario K1A 0X8

Tel: (613) 947-5441

Fax: (613) 947-5407

**Canada Lands
Company Limited**

Brian Way
200 King Street West, Suite 1500
Toronto, Ontario M5H 3T4

Tel: (416) 952-6176

Fax: (416) 952-6200

**Canada Mortgage and
Housing Corporation**

D.V. Tyler
700 Montreal Road
Ottawa, Ontario K1A 0P7

Tel: (613) 748-2892

Fax: (613) 748-4098

**Canada-Newfoundland
Offshore Petroleum Board**

Jim Doyle
TD Place, 5th Floor
140 Water Street
St. John's, Newfoundland
A1C 6H6

Tel: (709) 778-1464

Fax: (709) 778-1473

**Canada-Nova Scotia Offshore
Petroleum Board**

Michael S. McPhee
TD Centre, 6th Floor
1791 Barrington Street
Halifax, Nova Scotia B3J 3K9

Tel: (902) 422-5588

Fax: (902) 422-1799

Canada Post Corporation

Richard A. Sharp
2701 Riverside Drive
Suite N0060
Ottawa, Ontario K1A 0B1

Tel: (613) 734-4369

Fax: (613) 734-7128

**Canada Science and
Technology Museum**

Graham Parsons
P.O. Box 9724, Station T
Ottawa, Ontario K1G 5A3

Tel: (613) 991-3033

Fax: (613) 990-3635

**Canadian Advisory Council
on the Status of Women**

see Status of Women Canada

Canadian Artists and Producers Professional Relations Tribunal

Josée Dubois
240 Sparks Street, 8th Floor West
Ottawa, Ontario K1A 1A1

Tel: (613) 996-4053
Fax: (613) 947-4125

Canadian Centre for Management Development

Lisa Robinson
P.O. Box 420, Station A
373 Sussex Drive
Ottawa, Ontario K1N 8V4

Tel: (613) 996-1363
Fax: (613) 943-1038

Canadian Centre for Occupational Health and Safety

Bonnie Easterbrook
250 Main Street East
Hamilton, Ontario L8N 1H6

Tel: (905) 572-2981 Ext 4401
Fax: (905) 572-2206

Canadian Commercial Corporation

Sharon Fleming
50 O'Connor Street, Suite 1100
Ottawa, Ontario K1A 0S6

Tel: (613) 943-0953
Fax: (613) 995-2121

Canadian Cultural Property Export Review Board

Sonia M. Lismer
15 Eddy Street, 3rd Floor
Hull, Quebec K1A 0M5

Tel: (819) 997-7752
Fax: (819) 997-7757

Canadian Dairy Commission

Susan Bertrand
1525 Carling Avenue, Suite 300
Ottawa, Ontario K1A 0Z2

Tel: (613) 792-2032
Fax: (613) 998-4492

Canadian Environmental Assessment Agency

Ann Amyot
200 Sacré-Coeur Boulevard
Room 905
Hull, Quebec K1A 0H3

Tel: (819) 953-8351
Fax: (819) 953-2891

Canadian Film Development Corporation

John P. Pelletier
2 Bloor Street West, 22nd Floor
Toronto, Ontario M4W 3E2

Tel: (416) 973-6436 Ext 2510
Fax: (416) 973-2826

**Canadian Food
Inspection Agency**

Debbie Chorney
59 Camelot Drive
Nepean, Ontario K1A 0Y9

Tel: (613) 225-2342 Ext 4728

Fax: (613) 228-6639

Canadian Forces

see National Defence

**Canadian Forces
Grievance Board**

Martine Bélanger
270 Albert Street, 11th Floor
Ottawa, Ontario K1P 5G8

Tel: (613) 996-8628

Fax: (613) 996-6491

**Canadian Government
Standards Board**

see Public Works and
Government Services Canada

Canadian Grain Commission

Victor Desroches
Sir John Carling Building
Room 255
930 Carling Avenue
Ottawa, Ontario K1A 0C5

Tel: (613) 759-7083

Fax: (613) 759-6547

Canadian Heritage

E.W. Aumand
25 Eddy Street, 3rd Floor
Hull, Quebec K1A 0M5

Tel: (819) 997-2894

Fax: (819) 953-9524

**Canadian Human Rights
Commission**

Lucie Veillette
Canada Place, 8th Floor
344 Slater Street
Ottawa, Ontario K1A 1E1

Tel: (613) 943-9505

Fax: (613) 941-6810

**Canadian Human
Rights Tribunal**

Greg Miller
900 – 473 Albert Street
Ottawa, Ontario K1A 1J4

Tel: (613) 995-1707

Fax: (613) 995-3484

**Canadian Institutes of
Health Research**

Guy D'Aloisio
410 Laurier Avenue W., 9th Floor
Address Locator 4209A
Ottawa, Ontario K1A 0W9

Tel: (613) 954-1946

Fax: (613) 954-1800

**Canadian International
Development Agency**

Andrée Potvin
200 Promenade du Portage
12th Floor
Hull, Quebec K1A 0G4

Tel: (819) 997-0846

Fax: (819) 953-3352

**Canadian International
Trade Tribunal**

Susanne Grimes
333 Laurier Avenue West
Ottawa, Ontario K1A 0G7

Tel: (613) 993-4717

Fax: (613) 998-1322

**Canadian Museum of
Civilization**

Louise Dubois
100 Laurier Street
Hull, Quebec J8X 4H2

Tel: (819) 776-7115

Fax: (819) 776-7122

Canadian Museum of Nature

Greg Smith
P.O. Box 3443, Station D
Ottawa, Ontario K1P 6P4

Tel: (613) 566-4214

Fax: (613) 364-4022

**Canadian Nuclear Safety
Commission**

Bernard E. Beaudin
280 Slater Street
P.O. Box 1046, Station B
Ottawa, Ontario K1P 5S9

Tel: (613) 947-2977

Fax: (613) 995-5086

Canadian Polar Commission

John Bennett
Constitution Square, Suite 1710
360 Albert Street
Ottawa, Ontario K1R 7X7

Tel: (613) 943-0716

Fax: (613) 943-8607

**Canadian Radio-television
and Telecommunications
Commission**

Wendy Ward
Terrasses de la Chaudière
1 Promenade du Portage
5th Floor
Hull, Quebec K1A 0N2

Tel: (819) 997-1540

Fax: (819) 994-0218

**Canadian Security
Intelligence Service**

Laurent Duguay
P.O. Box 9732, Station T
Ottawa, Ontario K1G 4G4

Tel: (613) 231-0506
1-877-995-9903
Fax: (613) 231-0672

Canadian Space Agency

Danielle Bourgie
6767 route de l'Aéroport
Saint-Hubert, Quebec J3Y 8Y9

Tel: (450) 926-4866
Fax: (450) 926-4878

**Canadian Tourism
Commission**

Paula Brennan
235 Queen Street, West Tower
8th Floor
Ottawa, Ontario K1A 0H6

Tel: (613) 946-1369
Fax: (613) 954-3989

**Canadian Transportation
Agency**

John Parkman
Jules Léger Building
15 Eddy Street
Hull, Quebec K1A 0N9

Tel: (819) 994-2564
Fax: (819) 997-6727

Canadian Wheat Board

Deborah Harri
423 Main Street
P.O. Box 816, Station Main
Winnipeg, Manitoba R3C 2P5

Tel: (204) 983-1752
Fax: (204) 984-7815

**Citizenship and
Immigration Canada**

Diane Burrows
Narono Building
360 Laurier Avenue West
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Federal Mortgage Exchange Corporation

see Department of Finance
Canada

Federal-Provincial Relations Office

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Finance Canada

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see Fisheries and
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**Fisheries Prices
Support Board**

see Fisheries and
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see Veterans Affairs Canada

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Standard Program Records

This section describes the subject matter of certain records which are common to most federal departments and agencies, such as personnel records, financial records, purchasing and property control records, materiel management and central services. Individuals seeking access to the Standard Program Records of a particular institution should forward their access requests to the Access to Information and Privacy Coordinator at the address given in the previous pages.

Accounts and Accounting

Description: Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances. **Program Record Number:** 915

Acts and Legislation

Description: Acts and legislation – general, departmental, federal, foreign and provincial. **Program Record Number:** 902

Administration

Description: Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; audit, review and evaluation; badges, emblems and flags; bilingualism and biculturalism; cafeterias and eating facilities; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency measures; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; visits and tours. **Program Record Number:** 901

Administration and Management Services

Description: Administrative and management services generally; correspondence management; duplication services; electronic data processing; electronic networks; forms management; information services; legal services; library services; mail, messenger and postal services; management services; records management; security services; telecommunications; travel and transportation services; secretarial, typing and word processing services; translation services. **Program Record Number:** 903

Audits

Description: Auditor General reports and internal audit reports. **Program Record Number:** 916

Budgets

Description: Budgets generally; estimates and supplementary estimates; and program forecasts. **Program Record Number:** 917

Buildings

Description: Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; disposal; fire and fire prevention; and maintenance. **Program Record Number:** 906

Buildings and Properties

Description: Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics. **Program Record Number:** 905

Classification of Positions

Description: Classification generally; audits; category and group; individual positions; and standards. **Program Record Number:** 919

Co-operation and Liaison

Description: Co-operation and liaison generally and at the federal, international, provincial, university, college and school levels. **Program Record Number:** 904

Employment and Staffing

Description: Employment and staffing generally; applications; casual and term employees; competitions; programs recruitment; requests for staffing action; and summer students. **Program Record Number:** 920

Equipment and Supplies

Description: Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery. **Program Record Number:** 909

Finance

Description: Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses. **Program Record Number:** 914

Furniture and Furnishings

Description: Furniture and furnishings generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings; and pictures. **Program Record Number:** 910

Human Resources

Description: Human resources generally; career management; inventories; performance appraisal; reports and statistics; requirements and utilization.

Program Record Number: 921

Lands

Description: Lands – general; acquisition; concessions; development; disposal; fencing; flood control; landscaping parking areas; roads; streets and sidewalks. **Program Record Number:** 907

Occupational Health, Safety and Welfare

Description: Occupational health, safety and welfare generally; counselling; health units; medical examinations; nursing services; recreation and sports; and surveys. **Program Record Number:** 922

Office Appliances

Description: Office appliances generally; calculators; data processing hardware; duplicating equipment; photographic and microfilming equipment; recorders and typewriters. **Program Record Number:** 911

Official Languages

Description: Official languages generally; identification and designation of bilingual positions; language requirements program; recruitment; and replacements.

Program Record Number: 923

Pensions and Insurance

Description: Pensions and insurance generally; superannuation plans; Canada Pension Plan; Quebec Pension Plan; reciprocal agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance and unemployment insurance plan. **Program Record Number:** 924

Personnel

Description: Personnel – general; accidents and injuries; appointments; attendance; awards and honours; Corps of Commissionaires; positions and levels; hours of work and overtime; leave and holidays; promotions and reclassifications; regulations and directives; reports and statistics; retirements; and separations. **Program Record Number:** 918

Procurement

Description: Procurement generally; contracts; local purchase orders; procedures and regulations; requisitions; standing offer agreements. **Program Record Number:** 912

Salaries and Wages

Description: Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations; salary revisions; and severance pay. **Program Record Number:** 925

Staff Relations

Description: Staff relations generally; adjudication; bargaining agents; collective agreements and interpretations; discipline; grievances; managerial and confidential exclusions; and union relations. **Program Record Number:** 926

Training and Development

Description: Training and development generally; attendance; course content; course evaluations; individual courses; language training; nominations; plans; schedules and directives; and types of courses. **Program Record Number:** 927

Utilities

Description: Utilities – general; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation. **Program Record Number:** 908

Vehicles

Description: Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences. **Program Record Number:** 913

Immigration and Refugee Board

Chapter 72

General Information

Background

The Board is an independent, statutory tribunal created by Parliament under Part IV of the Immigration Act. The Chairperson of the Board reports to Parliament through the Minister of Citizenship and Immigration. The Board carries out three major functions: immigration inquiries and detention reviews; immigration appeals; and refugee determination. It is committed to providing both fair and efficient proceedings to all persons appearing before it.

Responsibilities

Decision making is carried out by three divisions whose functions are quite distinct: the Adjudication Division, the Immigration Appeal Division (Appeal Division) and the Convention Refugee Determination Division (Refugee Division).

Legislation

- Adjudication Division Rules, SOR/93-47
- Convention Refugee Determination Division Rules, SOR/93-45
- Immigration Act, R.S.C. 1985 (4th Sup.), c.28, as amended
- Immigration Appeal Division Rules, SOR/93-46, as amended
- Immigration Regulations, 1978, SOR/78-172, as amended

Organization

Adjudication Division

The Adjudication Division conducts immigration inquiries and detention reviews for people believed to be inadmissible to, or removable from, Canada.

Convention Refugee Determination Division

The Refugee Division deals exclusively with claims to Convention refugee status. It is an independent, quasi-judicial tribunal that hears refugee claims within Canada. The Division is responsible for determining claims fairly and expeditiously, so that Canada can offer protection to Convention refugees.

Corporate Services Branch

The Corporate Services Branch is responsible for the following Directorates: Corporate Management Directorate (which comprises Finance, Administration and Informatics) and the Human Resources Directorate.

Immigration Appeal Division

The Appeal Division hears appeals by Canadian citizen or permanent resident sponsors against the refusal of an application for permanent residence made by a close family member as well as appeals from removal orders issued against permanent residents, visa holders, or Convention refugees. It also hears a small number of appeals made by the Minister of Citizenship and Immigration against certain adjudicator's decision to grant admission or not order removal.

Legal Services

The Legal Services Branch provides advice on matters of procedure. Legal Services provides advice to support policy, operational and personnel decisions. Legal Services manages all litigation on behalf of the Board. Legal Services participates in appeals and applications before the higher courts as *amicus curiae* in appropriate cases. Legal Services is responsible for drafting all the legal reference papers. Legal Services coordinates the Board's regulatory initiatives, including drafting the Rules of practice and procedure of the Board's three Divisions. Legal Services plays an active role in the training of Board decision-makers and staff. Legal Services produces a publication, RefLex, which contains digests of decisions of the Board and maintains electronic reference material for decision-makers and staff in Intranet, and for the wider public on the Board's internet site.

Executive Secretariat Directorate

The Executive Secretariat is responsible for the following Directorates:

◆ Access to Information and Privacy Directorate

The Executive Secretariat also includes the responsibility for the administration of the Board's access to information and privacy requirements, in accordance with the principles of open government and the protection of the privacy of the individual.

◆ Public and Parliamentary Affairs Directorate

The Directorate provides communications advice, planning and support for all communications activities undertaken by the Board, including media relations, issue management, speeches, publications, public environment analysis, and information for the public. The Directorate coordinates writing services for senior management correspondence, briefing material and the production of corporate documents.

◆ Secretariat Services Directorate

The Directorate provides administrative support to the Ministerial Advisory Committee for the selection of Members of the Board. It also provides executive support services to the Office of the Chairperson of the Board.

◆ Editing and Translation Services Directorate

Manages the Board's translation and editing services for headquarters and the regions, including the establishment of quality standards and guidelines, translation in both official languages, multilingual translation services, and editing and quality control. The Directorate is also responsible for interpretation services at the IRB.

Corporate Services Branch

The Corporate Services Branch is responsible for the following Directorates:

◆ Corporate Management Directorate

Finance Division is responsible for the application of financial policies, systems and procedures in accordance with legislation, regulations and central agency directives. It is also responsible for a full range of services to all Board employees in the areas of general administration, accommodation, telecommunications, security (personal and physical), materiel management (contracting, forms management, inventory control, printing procurement, supplies and furnishings). The Recorded Information Management Division is also part of the Corporate Management Directorate. Informatics Division is responsible for the provision of information systems and technology in support of the Board's programs and services. They are also responsible for the development and implementation of national informatics policy, procedures, standards, security and training.

◆ Human Resources Directorate

The Directorate provides direction, services and strategic advice related to the human resource aspects of the Board's programs, activities and initiatives.

Human resource services are delivered to Public Service employees and Members across the Board, through four regional human resource offices. Services are provided in the areas of staffing, classification, organization design, training and development, strategic planning, employment equity, official languages, employee assistance, compensation, staff relations and workforce adjustment.

Policy, Planning and Research Branch

The Policy, Planning and Research Branch (PPR) is responsible for policy development coordination, the development of standards, and the provision of operational support, advice, and analysis to the Chairperson, Executive Director, the Convention Refugee Determination Division, the Immigration Appeal Division, the Adjudication Division, and Regional Operations. This is achieved through the development of policies, tribunal procedures, service standards, performance measures, and monitoring systems, as well as through the strategic planning of operational resource utilization, that supports fair, efficient, and well-reasoned decision making in a consistent fashion across the country. The Board's operations is highly decentralized. Regional Directors and District Managers now report to the Executive Director. Effective September 15, 1997, PPR is also responsible for the Research Program. The Research Program exists to meet the information requirements of those involved in Canada's refugee determination system. The Program produces and makes publicly available, current and reliable information related to human rights, refugee and migration issues by providing documentation that supports fair refugee determination. The Research Program also acts as an educational resource for organizations and individuals interested in these issues. Since November 1995, the Research Program has also been mandated to process research directives of a claim or claimant-specific nature in accordance with the instructions for the Acquisition and Disclosure of Information for Proceedings in the Refugee Division.

Information Holdings

Program Records

Adjudication Operation – Adjudicator Schedules

Description: Link many variables including availability of facilities, counsel, interpreter, calendar errata and adjudicators assigned. **Topics:** Hearings scheduled.

Access: Records arranged in alpha-numeric order.

Program Record Number: IRB INF 155

Adjudication Operation – Adjudicator Statistics

Description: Numbers of hearings scheduled and completed, decisions, participants and office statistics. **Topics:** Status, workload. **Access:** Records arranged in alpha-numeric order. **Program Record Number:** IRB INF 160

Adjudication Operation – Adjudication Tracking System

Description: Information is tracked on the application of person concerned. Administrative data is also recorded on each case. **Topics:** Person concerned information. **Access:** Records arranged in alpha-numeric order. **Program Record Number:** IRB INF 165

Appeals Process

Description: Information on the conduct of hearings into appeals and related matters before the Appeal Division of the Board. **Topics:** Practices and procedures for Operational Staff; practices and procedures for interpreters; standard forms and orders. **Access:** Records arranged in alphabetical order. **Program Record Number:** IRB OPS 025

Communications Information

Description: Information given on the functions and responsibilities of the Board, refugee questions and migration matters. **Topics:** Press releases; videotapes; brochures; annual reports and speeches. **Access:** Records arranged in alphabetical order. **Program Record Number:** IRB COM 055

Convention Refugee Claims

Description: The record of personal, individual claims to Convention refugee status made before the Board's Convention Refugee Determination Division. **Topics:** Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions; system for scheduling and tracking cases and reporting statistics. **Access:** Records arranged by individual. **Program Record Number:** IRB OPS 015

Convention Refugee Determination Division Positive Decisions Infobase

Description: Indexed digests of selected reasons for positive decisions from the Refugee Division of the Board in application of its Policy on Reasons for Positive Decisions. **Topics:** Abstracts of Refugee Division decisions and reasons with keywords. **Access:** File number, keywords, etc. through SHARENet. **Program Record Number:** IRB CRD 150

Detention – Adjudication

Description: Information on guidelines and procedures with respect to provisions pertaining to detention. **Topics:** Correspondence and other documents relating

to policies and procedures on the various statutory provisions pertaining to detention; the Chairperson's Guidelines on Detention; jurisdiction of an adjudicator to review detention; form and content of bonds, terms and conditions, retaking into custody and legislative requirements for periodic review of detention. **Access:** Records arranged by alpha-numeric order. **Program Record Number:** IRB ADJ 120

Immigration Appeal Board Case Files

Description: The record of individual appeals and applications for refugee status redetermination made before January 1, 1989, to the former Immigration Appeal Board. **Topics:** Information, evidence, exhibits, arguments and submissions upon which the Board makes its decisions. **Access:** Records arranged by individual. **Program Record Number:** IRB OPS 005

Inquiries – Adjudication

Description: Guidelines and procedures with respect to conducting Immigration inquiries, presentation of evidence and decisions under the Immigration Act and Regulations. **Topics:** Correspondence and other documents relating to policies and procedures with respect to conducting personal, individual Immigration inquiries, presentation of evidence and decisions under the Act and Regulations; correspondence and other documents relating to procedures concerning the adjournment and resumption of inquiries, the nature and form of evidence at inquiries, the appointment of representatives pursuant to Directorate 29(5) of the Immigration Act and their role at inquiries; correspondence and other documents relating to substantive and procedural issues concerning an adjudicator's jurisdiction; permanent resident issues and ordering the removal of persons found at inquiry to be in violation of the Immigration Act. **Access:** Records arranged by alpha-numeric order. **Program Record Number:** IRB ADJ 125

Interpreter Data

Description: Records of interpreters who may be contracted by the Board to assist in hearings before the Refugee Division, the Appeals Division and the Adjudication Division. **Topics:** Personal Information needed for the purposes of contracting interpreters. **Access:** Records arranged by name of individual interpreter. **Program Record Number:** IRB OPS 110

Legal Information

Description: Advice to the client IRB Branches and Divisions on the application of the Immigration Act, its subordinate legislation, and related legislation; interpretation of decisions of the Federal Court and Supreme Court, and of decisions on general administrative law and Charter law issues; advice on legal aspects of operations, policy and personnel matters; training materials for IRB Members and

employees on substantive and procedural legal issues.

Topics: Acts of Parliament; subordinate legislation; hearings, inquiries, detentions and other proceedings; federal tribunals; administrative law; interpretation of decisions of the IRB and of the Federal and Supreme Courts. **Program Record Number:** IRB LEG 045

Legislation and Application – Adjudication

Description: Information on the Immigration Act and Regulations and related legislation, and on adjudication functions and activities. **Topics:** General correspondence and other documents relating to the Act and Regulations and related legislation, and to adjudication policy, functions and activities; correspondence and other documents relating to various legislation which may impact on Immigration policies and procedures, including the effect of the Charter on the Immigration Act; correspondence and other documents relating to natural justice, bias, fairness, the role of the adjudicator; correspondence and other documents relating to appeals and appeals procedure to the Supreme Court of Canada, the Federal Court and the Immigration Appeal Division. **Access:** Records are arranged by alpha-numeric order. **Program Record Number:** IRB ADJ 130

RefLex (publication)

Description: Information on jurisprudence of the IRB. **Topics:** RefLex contains digests of significant decisions of the IRB's three Divisions. **Access:** IRB web site and public access computer in Documentation Centres by random access. **Program Record Number:** IRB LEG 145

Refugee Determination Process

Description: Information on the refugee determination process that is carried out before the Refugee Division of the Board. **Topics:** Practices and procedures for hearing room administration including expedited process monitoring reports focussing on the review of RCO reports and recording of interviews; practices and procedures for interpreters and Refugee Claims Officers; practices and procedures related to preparing cases for hearings; orders, decisions and reasons; detained persons; transcripts. **Access:** Records arranged by subject. **Program Record Number:** IRB OPS 020

Refugee Division Reasons for Decisions

Description: Selected reasons from the Refugee Division of the Board. **Topics:** Refugee Division decisions and reasons. **Access:** Records arranged in numeric order. **Program Record Number:** IRB DOC 060

Refugee Operations – Backlog Hearings

Description: Information is recorded on hearing schedules, claimants and assigned Member. **Topics:** Refugee Personal data, Country data and results. **Access:** Records arranged in alpha-numeric order. **Program Record Number:** IRB INF 115

Refugee Operations – Member Tracking

Description: A calendar of members' appointments and the progress of assigned reasons. **Topics:** Status of reasons. **Access:** Records arranged in alpha-numeric order. **Program Record Number:** IRB INF 075

Refugee Operations – Schedules

Description: Links many variables including availability of facilities, counsel, interpreters, calendar errata and members assigned. **Topics:** Hearing Schedules and Status. **Access:** Records arranged in alpha-numeric order. **Program Record Number:** IRB INF 070

Refugee Operations – Statistics

Description: Numbers of hearings scheduled and completed, duration, continuations, adjournments, decisions, and participants. **Topics:** Country, Status, Workload, Reasons. **Access:** Records arranged in alpha-numeric order. **Program Record Number:** IRB INF 080

Refugee Operations – System to Track Appellants and Refugees

Description: Information is tracked on the applications of refugees and appellants. Administrative data is also recorded on each case. **Topics:** Refugee and appellant information. **Access:** Records arranged in alpha-numeric order. **Program Record Number:** IRB INF 065

Research – Claim Specific Information

Description: Specific information from Canadian and/or foreign sources related to an individual and/or to a specific claim, generally for use in one hearing. This information is not placed in the public domain. **Topics:** Ministers' information, status of individuals in third countries, verification of membership in political and religious organizations; other. **Access:** Files arranged in numerical order. **Program Record Number:** IRB DOC 135

Research – General Country of Origin Information

Description: Canadian-compiled information on the human rights conditions in the country of origin of refugee claimants. **Topics:** Country profiles, Question and Answer series; issue papers, responses to requests for information. **Access:** Records arranged in alphabetical and numeric order; from 1995 onwards, reports available on IRB web site. **Program Record Number:** IRB DOC 050

Research – Refugee Bibliographic Records

Description: A computerized record of documents held in Resource Centre and Regional Documentation Centres with refugee research value. **Topics:** Author, Date, Abstracts, Location, Publisher, Dates, Edition. **Access:** Records arranged by alphabetic and numeric order. **Program Record Number:** IRB INF 090

Specific Information Research Unit Tracking System

Description: Claimant-specific files in an automated form from the Specific Information Research Unit of the Policy, Planning and Research Branch. **Topics:** Research directives seeking claimant-specific information for use in the hearing. **Access:** Records arranged in numeric order. **Program Record Number:** IRB DOC 140

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Personal Information Banks

Access to Information and Privacy Bank

Description: This bank contains requests from individuals seeking information under the Access to

Information and Privacy Acts, replies to such requests and information related to their processing. **Class of Individuals:** Canadian citizens, other individuals who have made requests under the Acts. **Purpose:** The bank is used to process requests of access to information and privacy and report the total number of requests processed. **Consistent Uses:** Compiling statistics relating to the administration of the Acts. **Retention and Disposal Standards:** Records are maintained for two years following the last administrative action. **TBS Registration:** 005096 **Bank Number:** IRB PPU 150

Adjudication Case Files

Description: The files contain documents presented at an immigration inquiry, conference or detention review; or filed in making an application or motion, so that both the person concerned and representative of the Immigration Department have knowledge of the information. **Class of Individuals:** This personal information, recorded by name and file number, relates to the individual's file when an adjudicator is called upon to conduct either an inquiry or a detention review. **Purpose:** The purpose of this bank is to record information used in the conduct of immigration inquiries and detention reviews pursuant to the Immigration Act, the Regulations and the Adjudication Division Rules. The material on file, which is adduced at the proceeding, is used by the adjudicator in making the decision on the allegations that were raised at the proceeding. **Consistent Uses:** It may be shared for internal audit purposes. This information may be shared with Citizenship and Immigration Canada. **Retention and Disposal Standards:** The retention period for case files is two years after the conclusion of the proceeding. **Related to PR#:** IRB ADJ 120/125/130/155/160/165 **TBS Registration:** 003312 **Bank Number:** IRB PPU 140

Convention Refugee Determination

Division Records

Description: The records contain all the documentation related to the processing of any action before the Refugee Division of the Board, including all of the papers, submissions, evidence and exhibits provided by the parties to the action before, during and after the hearing. Decisions of the Division, reasons for decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record. **Class of Individuals:** Persons whose claim to Convention refugee status has been referred to the Refugee Division. **Purpose:** This bank contains, in hardcopy and by audio tape recordings, the documentation and proceedings before the Refugee Division of the Board. **Consistent Uses:** Information is used to schedule and track cases before the Refugee Division, and to report statistics on cases being processed by the Refugee Division. Selected information is shared with Citizenship and Immigration

Canada, Canadian Security Intelligence Service, the Royal Canadian Mounted Police, provincial and municipal police forces and Corrections Canada. A Board policy on the acquisition of claimant specific information has been implemented. Personal information is used not only to determine the refugee claim of the person concerned, but may be used, when reasonable, to determine the refugee claim(s) of any other person(s) concerned. **Retention and Disposal Standards:** The case file is maintained in the regional office where the case is heard for six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further twenty years. **Related to PR#:** IRB OPS 015/065/070/080/140 **TBS Registration:** 003971 **Bank Number:** IRB PPU 115

CRDD Reasons for Decisions

Description: The records contain selected reasons for decisions from the Refugee Division of the Board. **Class of Individuals:** Persons whose claim to Convention refugee status has been referred to the Refugee Division. **Purpose:** To provide precedent cases from the Refugee Division of the Board. **Consistent Uses:** Tracking precedent cases from the Refugee Division available through the Board's Regional Documentation Centres. Selected sanitized decisions are available through QuickLaw (Q.L.) **Retention and Disposal Standards:** The reasons for decisions are maintained at the Board for three years after the decision date, then referred to the National Archives of Canada to be retained for a further twenty years. **Related to PR#:** IRB DOC 060 **TBS Registration:** 002786 **Bank Number:** IRB PPU 120

Immigration Appeal Board Records

Description: The records contain all the documentation related to the processing of any action before the former Immigration Appeal Board, including all the papers, submissions, evidence and exhibits provided by the parties to the action before, during and after the hearing. Decisions of the Board, the reasons for the decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record. **Class of Individuals:** Permanent residents of Canada, Convention Refugees or persons lawfully in possession of a valid returning resident permit, who have been ordered deported; persons holding a valid visa who are refused entry into Canada; Canadian citizens and permanent residents who have sponsored an application for permanent residence in Canada of a relative, after that application is refused; persons who filed applications for redetermination to the former Immigration Appeal Board. **Purpose:** This bank records, in hardcopy and by audio tape recordings, the proceedings before the former Immigration Appeal Board of Canada. **Consistent Uses:** Information from Citizenship and Immigration Canada (C&I) is used in the Immigration Appeal Board proceedings. **Retention and**

Disposal Standards: The case file is maintained in the regional office where the case is heard for six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further twenty years. **Related to PR#:** IRB OPS 005 **TBS Registration:** 002340 **Bank Number:** IRB PPU 105

Immigration Appeal Division Records

Description: The records contain all the documentation related to the processing of any action before the Immigration Appeal Division of the Board, including all the papers, submissions, evidence and exhibits provided by the parties to the action before, during and after the hearing. Decisions of the Division, the reasons for the decisions, notices of any proceeding before a higher court and decisions of higher courts also form part of the record. **Class of Individuals:** Permanent residents of Canada, Convention refugees or persons lawfully in possession of a valid returning resident permit who have been ordered deported; persons holding a valid visa who are refused entry into Canada; Canadian citizens and permanent residents who have sponsored an application for permanent residence in Canada of a relative, after that application is refused. **Purpose:** This bank records, in hardcopy and by audio tape recordings, the proceedings before the Immigration Appeal Division of the Board. **Consistent Uses:** Information is used to schedule and track cases before the Appeal Division and to report statistics on cases being processed by the Appeal Division. Information is shared with Citizenship and Immigration Canada and with provincial and municipal police forces. Information from Citizenship and Immigration Canada is used in the Immigration Appeal Division proceedings. **Retention and Disposal Standards:** The case file is maintained in the regional office where the case is heard for six months after the final action is taken; it is then transferred to the National Archives of Canada, where it is retained for a further twenty years. **Related to PR#:** IRB OPS 025 **TBS Registration:** 002341 **Bank Number:** IRB PPU 110

Interpreter Data

Description: The records contain all the documentation related to interpreters who may be contracted by the Board to assist in hearings before the Refugee Division, the Appeal Division and the Adjudication Division. The records include personal employment background information and may include the results of the Board's language test for interpreters. **Class of Individuals:** Persons who may be contracted to provide interpreter services to the Board. **Purpose:** This bank records personal information needed for the purposes of contracting interpreters. **Consistent Uses:** Information is used to maintain records of interpreters who may be contracted to provide interpreter services to the Board. **Retention and Disposal Standards:** Interpreter files are maintained in the regional offices where interpreters

have submitted documentation for a minimum of two years after the last administrative action. **Related to PR#:** IRB OPS 110 **TBS Registration:** 002952 **Bank Number:** IRB PPU 125

Research Directives – Claim and Claimant-Specific Information

Description: Claimant-related information, for example, names, dates and places of birth; nationality; political and religious affiliation; validity of travel documents bearing claimants' names, from Canadian and foreign sources. **Class of Individuals:** Persons who claim to be Convention Refugees and who have been referred to the Refugee Division. **Purpose:** To confirm claimants' religious and/or political status, nationality, residency in third countries for use in Convention Refugee Determination Division hearings. **Consistent Uses:** Disclosure of personal information to Citizenship and Immigration (MOU), R.C.M.P., foreign government and agencies and UNHCR, to identify the subject of the Member's research directive in order to facilitate the required research (Immigration Act). **Retention and Disposal Standards:** The retention period for files is a minimum of two years after the conclusion of the hearings. (Subject to National Archives approval). **Related to PR#:** IRB DOC 135 **TBS Registration:** 003925 **Bank Number:** IRB PPU 145

Unsolicited Résumés and Applications (Regular Positions)

Description: Unsolicited résumés and applications including letters of reference and second language exams. **Class of Individuals:** Non-public servants and public servants. **Purpose:** The purpose of this data bank is to identify potential employees for the Board. **Retention and Disposal Standards:** Unsolicited résumés are retained in an inventory for 6 months. They are then purged by Records and destroyed in classified waste. If they have been considered in any staffing action the resumé or application must be retained for two years. **Related to PR#:** IRB ADM 920 **TBS Registration:** 003179 **Bank Number:** IRB PPU 130

Manuals

- “ATS” (Adjudication Tracking System) User Manual
- “STAR” (System for Tracking Appeals and Refugees) User Manual
- Adjudication Procedures Manual
- Backlog Subdivision Procedures
- Briefing Book for Members
- CRDD: Case Processing Manuals
- CRDD Member's Handbook
- Finance and Administration Manual
- IAD Procedures Manual
- Information Management Plan

- Instructions for the Acquisition and Disclosure of Information for Proceedings in the Refugee Division
- Instructions Governing Extra-Hearing Communication Between Members of the Refugee Division and Refugee Claim Officers and Between Members of the Refugee Division and other Employees of the Board
- Operational Policies
- Oral Reasons Reference Manual
- Personnel Manual
- Procedures Manual for Refugee Hearing Officers
- Quick Reference Book for RHOs
- RHO Training Manual
- STAR Report Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Immigration and Refugee Board, its programs and functions, may be directed to:

Access to Information and Privacy Coordinator
Immigration and Refugee Board
344 Slater Street, 14th Floor
Ottawa, Ontario
K1A 0K1

Tel.: (613) 995-3514

Reading Room

The Board's Documentation Centres have been designated under the Access to Information Act as public reading rooms. Their addresses are:

Alberta

9th Floor, Fording Place
205-9th Avenue S.E.
Calgary, Alberta
T2G 0R3

British Columbia

Library Square
300 Georgia Street West
Suite 1600
Vancouver, British Columbia
V6B 6C9

Halifax

5657 Spring Garden Road
Compartment 118
Halifax, Nova Scotia
B3J 3R4

Headquarters

344 Slater Street
11th Floor
Ottawa, Ontario
K1A 0K1

Ontario

74 Victoria Street
Suite 400
Toronto, Ontario
M5C 3C7

Quebec

1st Floor, East Tower
Guy Favreau Complex
200 René Lévesque Boulevard West
Montréal, Quebec
H2Z 1X4

Indian and Northern Affairs Canada

Chapter 73

General Information

Background

The department was established under section 15 of the Government Organization Act, 1966, now the Department of Indian Affairs and Northern Development Act (RSC 1985 c. I-6, as amended). The department is an amalgamation of the responsibilities of the then Department of Northern Affairs and Natural Resources, and the then Department of Citizenship and Immigration pertaining to Indian people in Canada.

Responsibilities

The federal government's legislative responsibilities for Indians and Inuit derive from section 91 (24) of the Constitution Act (1867) formerly called the B.N.A. Act which gives the federal government the exclusive authority to pass laws relating to "Indians, and lands reserved for Indians". On the basis of this authority, the Indian Act, which remains the major expression of federal jurisdiction in this area, was passed and a series of treaties was concluded between Canada and various Indian bands across the country. Federal jurisdiction for Indian peoples under the Constitution Act was subsequently (in 1939) interpreted by the courts to apply to Inuit as well.

Within this legislative framework, the department has a number of interlocking responsibilities and objectives. The department's principal emphasis is on pursuing initiatives to assist First Nation communities to overcome obstacles to their development and to help them marshal the human and physical resources necessary to build and sustain viable communities. Particular focus will be on: negotiating First Nation governance; settling land claims; supporting the development of communities to improve on-reserve economic opportunities and living conditions; achieving the transfer of provincial-type responsibilities to the territorial governments; and promoting northern environmental awareness and sustainable development. Increasingly, the department is devolving its powers and responsibilities to the First Nation peoples and territorial governments directly concerned.

Legislation

- Alberta Natural Resources Act
- An Act for the settlement of certain questions between the Governments of Canada and Ontario respecting Indian Reserve Lands Act

- An Act respecting the Caughnawaga Indian Reserve and to amend the Indian Act
- An Act respecting the Songhees Indian Reserve
- An Act to Amend the Nunavut Act and the Constitution Act 1867
- An Act to confirm an Agreement between the Government of Canada and the Government of the Province of New Brunswick respecting Indian Reserves
- An Act to confirm an Agreement between the Government of Canada and the Government of the Province of Nova Scotia respecting Indian Reserves
- Arctic Waters Pollution Prevention Act
- British Columbia Indian Cut-Off Lands Settlement Act
- British Columbia Indian Lands Settlement Act
- British Columbia Indian Reserves Mineral Resources Act
- British Columbia Treaty Commission Act
- Canada Lands Surveys Act, (Part III)
- Canada Oil and Gas Operations Act
- Canada Petroleum Resources Act
- Canada-Yukon Oil and Gas Accord Implementation Act
- Canadian Polar Commission Act
- Condominium Ordinance Validation Act
- Cree-Naskapi (of Quebec) Act
- Department of Indian Affairs and Northern Development Act
- Dominion Water Power Act
- Federal Real Property Act
- First Nations Land Management Act
- Fort Nelson Indian Reserve Minerals Revenue Sharing Act
- Grassy Narrows and Islington Indian Band Mercury Pollution Claims Settlement Act
- Gwich'in Land Claim Settlement Act
- Indian (Soldier Settlement) Act
- Indian Act
- Indian Lands Agreement (1986) Act
- Indian Lands, (Settlement of Differences) Act (B.C.)
- Indian Oil and Gas Act
- James Bay and Northern Quebec Native Claims Settlement Act
- Kanesatake Interim Land Base Governance Act

- Land Titles Act
- Land Titles Repeal Act
- MacKenzie Valley Resource Management Act
- Manitoba Claim Settlements Implementation Act
- Manitoba Natural Resources Act
- Manitoba Supplementary Provisions Act
- Mi'kmaq Education Act
- Natural Resources Transfer (School Lands) Amendment Act
- Nelson House First Nation Flooded Land Act
- Nisga'a Final Agreement Act
- Northern Canada Power Commission (Share Issuance and Sale Authorization) Act
- Northern Canada Power Commission (Yukon Assets Disposal) Authorization Act
- Northern Scientific Training Program: Annual Report
- Northern Scientific Training Program: Bibliography
- Northern Scientific Training Program: Chairpersons Manual
- Northern Scientific Training Program: Guidelines
- Northern Scientific Training Program: Student's Manual

Organization

Administration Program

◆ Corporate Services

Responsible for integrated management processes of the department covering financial administration and management; framework for funding arrangements with First Nations; allegations and complaints; contracts and administration; informatics and information management; the internal audit and evaluation of departmental programs; and the human resources function.

◆ Office of the Corporate Secretariat

Serves as a central link on such items as ministerial and executive correspondence, briefings, parliamentary relations, appointments, protocol and requests made under the Access to Information Act and the Privacy Act.

Indian and Inuit Affairs Program

◆ Claims and Indian Government Sector

Responsible for managing the negotiation and settlement of comprehensive, specific and special claims with respect to Aboriginal rights; lawful obligations of other types, or on other grounds; managing and conducting self-government negotiations in accordance with approved mandates, and providing

support to negotiations being conducted by Regions; has federal lead for developing the self-government policy framework to guide negotiations, managing the federal approval process for mandates and agreements; coordinating reporting on Gathering Strength theme of strengthening Aboriginal governance; and taking the lead in putting in place the Gathering Strength theme of a new fiscal relationship, including the development and implementation of appropriate fiscal relations policies and practices that complement policies on governance (under both the Indian Act and self-government regimes). It is involved in negotiations, research, policy development, funding support, and planning for and coordinating the implementation of any settlement or self-government agreement reached.

◆ Lands and Trust Services

Works to fulfil the fiduciary and statutory obligations of the Government of Canada in matters respecting Indians and the lands reserved for Indians in relation to lands, oil and gas, natural resources, revenues and trusts. It exists to protect and administer reserve lands and their resources; to administer the trust funds of bands and the estates of certain individual Indians; to administer the estates of deceased Indians who ordinarily live on reserve; to determine the entitlement of persons to Indian status and band membership and maintain the Indian Register and departmentally administered band lists; and to administer the elections of band councils, the passage of bylaws, and the Crown's treaty obligations. It also exists to assist First Nations in addressing environmental concerns affecting the health and safety, economic and social well-being of Indian people.

◆ Policy and Strategic Direction

Responsible for developing the Government's national policy towards First Nations and Inuit people. More specifically, the Sector is responsible for monitoring the strategic implementation of Gathering Strength – Canada's Aboriginal Action Plan, the federal government response to the report of the Royal Commission on Aboriginal Peoples. It is also responsible for integrating the department's long term strategy for creating a new relationship with First Nations and Inuit peoples; for managing the related policy analysis and development, strategic research, consultation and legislative initiatives; for managing the government's commitment to seek the advice of Treaty First Nations on how to achieve a mutually acceptable process to interpret the treaties in contemporary terms; for the development and implementation of a departmental policy on gender equality analysis and to provide a departmental focal point for Aboriginal women's issues; it also manages departmental-level relations with First Nations and Inuit organizations, other federal departments, the provinces and territories, foreign governments and international organizations.

In addition, it is also responsible for overall communications informing DIAND's client groups about the policies and activities of the department; to inform all Canadians about Aboriginal peoples and the North; to provide the Government and the department with feedback on the interests and concerns of Canadians with respect to DIAND's responsibilities, and provide functional direction to communications officers in all regions. Responsible for the strategic management of Aboriginal and other litigation where DIAND is the lead department, and the test case funding program.

◆ Socio-Economic Policy Program

Responsible for providing support to the overall objectives of Gathering Strength and focuses primarily on supporting strong communities, people and economies. It is responsible for developing policy and program frameworks to assist First Nations in meeting the social, educational, economic development, housing and infrastructure. Responsible for economic initiatives including the Procurement Strategy for Aboriginal Business, business support programs, and economic partnership initiatives with the private sector, the provinces, Aboriginal economic organizations and other governments. This includes providing First Nation communities with the resources to deliver, child and family services, social assistance, National Child Benefit Program, family violence prevention programs, Governance Statistical Initiative and other types of social programs.

Northern Affairs Program

The Program is responsible for managing land, water and non-renewable resources in the Yukon Territory, the Northwest Territory and Nunavut (established April 1, 1999), as well as forestry in the Yukon; assisting northerners with political, economic and social development; participating in the negotiation of land claims settlements and the transfer of resource management responsibilities to the territorial governments; coordinating the federal government's activities in the North; providing support for federal policy and activities in circumpolar affairs; ensuring that the quality of the Arctic environment is maintained; fostering knowledge of the North through scientific investigation and technological development.

Regional Organizations

The regional offices are responsible for implementing departmental programs and policies. They are directly involved in funding First Nations and First Nations institutions, and negotiating and implementing sectoral self-government agreements and other intergovernmental arrangements. They also manage the delivery of residual education, social development and economic development services which have not yet been taken over by the First Nations. Regional staff work

closely with the local client groups, their representatives, and representatives of provincial/territorial governments.

In addition, the Yukon, Northwest Territories and Nunavut regional officials are responsible for the management of minerals, water, the majority of lands and forests. Responsibilities for environmental assessment of proposals for the use of these resources, and carried out in conjunction with resource management functions. Provide support to the negotiation and implementation of comprehensive land claim agreements.

Indian Oil and Gas Canada, located in Calgary, Alberta, is responsible for the management of the oil and gas right on Indian reserve lands across Canada which are south of the 60th parallel.

Information Holdings

Program Records

Administration Program

Access to Information and Privacy

Description: Information relating to the operation of the Access to Information and Privacy Unit. **Topics:** Access to Information and Privacy — general; Info Source and Bulletins; acts and legislation; committees; federal information collection, directives and procedures, Personal information Index and Bulletins; requests — formal requests, informal requests, consultations from other government departments; reports. **Program Record Number:** INA DSS 369

Automated Real Property Management System

Description: Computerized records of base-level information on real property assets for which the department is the custodian. **Topics:** Information on land, structures, environmental aspects, accessibility, security and heritage designation. **Program Record Number:** INA CSS 080

Audit and Evaluation

Description: Audit — Systematic and independent examination of the efficiency and degree of compliance of some or all the components of a program's management framework relative to established policies, plans, procedures and applicable laws and regulations; Evaluation — Systematic and independent review and assessment of a policy and its underlying programming to determine, in light of current circumstances the relevance and adequacy of its objectives, design and delivery structure; Review — Special ad hoc studies or analyses of programs, policies, operations, systems

and practices which take a strategic overview of cross-cutting issues. **Topics:** Audit — internal audit reports of departmental activities; Evaluation — evaluation reports of existing or proposed programs; Review — review reports of a broad issue or subject area. **Program Record Number:** INA CSS 400

Band Management and Funds

Description: Band local services; legal opinions; Orders-in-Council; Cabinet documents, Treasury Board submissions; association support and community-based planning. **Topics:** Policy; eligibility; program descriptions; terms and conditions; funding formula/criteria; administrations; and operational guidelines. **Program Record Number:** INA CSS 403

Capital Assets Inventory System/Asset Condition Reporting System

Description: Base level information on capital assets, community services and facilities in First Nations communities. **Topics:** Information on the location, type, quantity, year of construction, and condition of capital assets on reserve. **Program Record Number:** INA CSS 900

Cultures and Customs

Description: The cultures and customs of Inuit people are outlined. **Topics:** Arts and crafts — production, trademarks, Inuit artists' biographies. **Program Record Number:** INA CSS 171

Cultural Contributions

Description: Contributions to Inuit organizations and individuals for the advancement of the Inuit culture. **Topics:** Exhibit opening and catalogues; arts and crafts; study tours and workshops; arts; music; theater; dance; films; literature; languages; newspapers; anthropological, sociological studies and tours. **Program Record Number:** INA CSS 044

Children's Programs

Description: Children's Programs aims to ensure that First Nations children receive the best possible opportunity to fully develop their potential as healthy, active and contributing members of First Nations communities. Records are kept on the expenditure of national Child Benefit (NCB) reinvestment dollars, number and type of programs undertaken by communities, impact (anecdotal) of programs, number of families and children benefitting from the NCB reinvestment programs. **Topics:** Child/day care; child nutrition; early child development; employment and training opportunities; and other (i.e. youth development, traditional/cultural teachings). **Program Record Number:** INA SEP 083

Data Development and Performance Measurement

Description: Information is kept on the activities (meeting minutes) of the First Nations Data Statistics Technical Table Performance Measurement Frameworks for First Nations Social Programs, Indicator and Benchmark development as well as Comprehensive Community Planning Models and the Sustainable Development Strategy, research and discussion papers. **Topics:** Data sharing protocols, capacity development with regard to data collection and analysis, info-structure needs with regard to First Nations, First Nations centered indicator and performance measurement frameworks. **Program Record Number:** INA SEP 084

Finance and Material Management Information Database

Description: OASIS is a single, national user-oriented financial and material management information system that is available to users of Indian and Northern Affairs Canada. **Class of Individuals:** Bands, customers, suppliers, employees and other government departments with whom the department does business with. **Purpose:** OASIS database is used to update the department internal Set of Books, to ensure the financial statement and other reports reflects the department's financial position. **Retention and Disposal Standards:** These records are kept for six complete fiscal years. **Program Record Number:** INA CSS 089

Fixed Assets Module

Description: Information on moveable assets used within the department. **Topics:** Information on the cost, date of purchase, serial number, location and custodian. **Program Record Number:** INA CSS 081

Housing and Infrastructure Assets

Description: Records relating to the adequacy of basic community services and housing in First Nations communities. **Topics:** Housing counts and conditions; water delivery and sewage disposal services; and information on community services; and information on community services such as fire protection, solid waste disposal, road access and electrification. **Program Record Number:** INA CSS 920

Information Management

Description: Includes files and reports produced during projects to assess, develop or integrate management practices, processes and systems. **Topics:** Management practices; management processes; management systems. **Program Record Number:** INA CSS 376

Justice Programs

Description: Information is kept on the various justice programs being delivered in First Nations communities, by other departments. **Topics:** Aboriginal Justice

Strategy, Crime Prevention, Youth Justice, Aboriginal Policing, Aboriginal Corrections, Firearms, Gaming, etc.
Program Record Number: INA SEP 082

Labour Force

Description: Records are kept on federal employment, training, literacy and adult basic education programs.
Topics: Employment-related training and mobility; labour force development. **Program Record Number:** INA CSS 071

Management Development Training

Description: Provides support for management training and development of First Nations based on community identified concerns and needs. Provides resources to First Nations for the professional development and training of band administrators, managers and their staff. Provides funds for the development of their public service organizations to ensure suitable management development programs and courses are available.
Topics: Management support and advice, systems development, organizational development, and management training. **Program Record Number:** INA CSS 399

Non-Registered On-Reserve Population

Description: Statistical information concerning the non-registered population residing on Indian reserves, designated lands and surrendered lands. **Topics:** Profiles of First Nation's communities. **Program Record Number:** INA CSS 204

Records Management

Description: Information relating to the management of corporate records. **Topics:** File classification system, essential records, records information management system, retention and disposition, management of government information holdings. **Program Record Number:** INA CSS 700

Security files

Description: Records related to employee identification, building security, security incidents, security violations and security investigations that contain personal information. **Topics:** Identification card applications, building access register, security investigation reports, security incident reports. **Program Record Number:** INA CSS 101

Security Screening Records

Description: Records related to the security screening of departmental employees and contractors (employed by the department) as required under the Government Security Policy. **Topics:** Reliability checks, security clearances, name checks, security questionnaires, fingerprints which contain personal information. **Program Record Number:** INA CSS 201

Services and Goods Contracts

Description: Information is included on service and goods contracts and the selection of suppliers. **Topics:** Includes all aspects of service and goods contracts; including temporary help services; requests for proposals; contract awards and amendments. **Program Record Number:** INA CSS 366

Socio-demographic Statistics and Research

Description: Information on the demographic and social conditions of registered Indians, Inuit and northerners. **Topics:** Population projections; social conditions; economic conditions; enrollment projections; community profiles. **Program Record Number:** INA CSS 372

Socio-economic and Financial Data

Description: Collection, compilation and statistical interpretation of socio-economic and public finance data for the Northwest Territories and Yukon. **Topics:** Data are published annually in Northern Indicators just as for Northern Expenditures and every five years, following the Census in Northern Census Highlights. **Program Record Number:** INA CSS 271

Threat and Risk Assessment Files

Description: Records related to the assessment of the threat and risk to departmental programs, offices and facilities as required under the Government Security Policy. **Topics:** Threat and risk assessment reports, and remedial security measures and safeguards. **Program Record Number:** INA CSS 301

Transfer Payments

Description: Authorities, policies, generic funding arrangements, reporting guides and technology used to flow approved funds for the benefits of Indian/Inuit/Innu communities and to secure accountability. **Topics:** Funding Arrangements and Recipient Audits. **Program Record Number:** INA CSS 398

Indian and Inuit Affairs Program

Aboriginal Workforce Participation

Description: Records are kept on funding and results achieved through the Aboriginal Workforce Participation. **Topics:** Aboriginal workforce participation. **Program Record Number:** INA SEP 085

Business Development

Description: Records are kept on the financial support provided to Indians and Inuit through business programs for the creation and expansion of businesses as well as funding provided to support regional partnerships for economic development opportunities benefiting First Nations and Inuit Communities. **Topics:** Indian Economic Development

Fund direct and guaranteed loans; Opportunity fund; Resources Acquisition Initiative, Resource Partnerships Program, Regional Partnership Fund, Major Business Projects Program. **Program Record Number:** INA SEP 066

Capital Facilities and Maintenance

Description: Assistance to on-reserve First Nations for the planning, design, construction and operation and maintenance of basic infrastructure and capital facilities. This includes, water and sewer, roads, electrification, fire protection services, schools and community buildings. Databases include the Capital Asset Inventory System (CAIS) and the Asset Condition Reporting System (ACRS). Related policies and level of service standards can be found on the departmental Website. **Program Record Number:** INA SEP 087

Claims and Indian Government Implementation

Description: Records are kept relating to the development and negotiation of implementation plans and the monitoring of implementation activities for comprehensive land claim agreements and self-government agreements. **Topics:** Implementation plans; negotiations; funding arrangements; implementation issues; implementation-related legislation; policy positions and advice; boards and committees; federal obligations tracking; annual reports on implementation; financial tracking; research projects, studies and contracts; planning process; monitoring process; correspondence; briefings. **Program Record Number:** INA CIG 226

Communications

Description: Public (including media), interprogram, interdepartmental, intergovernmental information and briefing materials; communications planning, evaluation, polling, strategy development and programming.

Topics: Communications plans, policies, studies, evaluation, programs, meetings and contracts; publications; videos, exhibits, government/departmental communications guidelines, services, requirements; special communications events; media evaluations; polls; public, media and government requests for information; communications planning for Cabinet; information on departmental mandates, objectives, programs and activities. **Program Record Number:** INA PSD 381

Community Economic Development

Description: Records are kept on the expenditure of funds and results achieved with respect to the delivery of economic development programs and services by First Nations, Inuit, and Innu community economic development organizations. **Topics:** Opportunity Fund, Resource Acquisition Initiative, Federal Provincial

Territorial Partnership Initiatives, CESO Aboriginal Services, Council for Advancement of Native Development Officers. **Program Record Number:** INA SEP 081

Comprehensive Claims

Description: Records relating to undertaking and supporting research and public education related to the claims settlement process, and comprehensive claims negotiations. **Topics:** Research projects; studies; research and advice on particular claims situations; claims issues and negotiations; policy positions; the claim process; the eligibility of groups submitting claims; obligations; claim benefits; precedents; the hiring of consultants to conduct various services related to Native comprehensive claims. **Program Record Number:** INA CIG 016

Economic Policy and Analysis

Description: Records are kept on surveys, studies, statistical data, research policy frameworks and strategies designed to advance economic development in First Nations and Inuit communities. **Topics:** Growth of firms, employment trends, income, businesses and co-operatives, resource-based economy, traditional economy, access to lands and resources, access to skills, business and market development, access to capital, community economic infrastructure economic partnerships. **Program Record Number:** INA SEP 086

Education

Description: Information maintained for the coordination of programs relevant to the education of First Nation and Inuit students. **Topics:** Funding programs related to elementary, secondary and post-secondary education and cultural/educational centres; research projects; studies; policy positions; evaluations. **Program Record Number:** INA SEP 041

Environmental Impacts

Description: Records are kept relating to the Environmental Issues Inventory and Remediation Plan on reserve lands, the Indian Environmental Assistance Fund and the Community Preventative Training.

Topics: Identification, assessment and remediation of environmental issues and associated costs through contributions, contribution funds toward First Nation's representation and intervention in environmental panel hearings, and funding for the provision of training programs on environmental issues. **Program Record Number:** INA LTS 131

Environmental Management System

Description: Information is included on the overall system for the management of environmental issues such as procedures, practices, responsibilities,

processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy related to departmental operations. **Topics:** Includes procurement, fleet management, waste management, land use and facilities management, energy efficiency and water conservation. **Program Record Number:** INA LTS 601

Family Violence Prevention Program Initiative

Description: Records of funding to bands for Family Violence Prevention Projects and operation and management funding to Shelters for battered women. **Topics:** Information pertaining to funding of Family Violence Prevention Projects and Shelters. **Program Record Number:** INA SEP 402

First Nations and Inuit Veterans

Description: Veterans Land Act (Records relating to DIAND's involvement in veterans issues as it pertains to its past role in administering benefits, pursuant to the VLA) and, its support to commemorate First Nations veterans' contributions to support Canada during the wars and to address First Nations veterans' grievances. **Topics:** VLA, National Round Table on First Nations' veterans, funding agreements with veterans' organizations, conferences, committees, meetings, policy advice, correspondence, briefing notes, studies, reports, communications, public education, commemorative activities. **Program Record Number:** INA PSD 060

First Nations and Inuit Youth Employment Strategy

Description: Records are kept on the implementation and results achieved under the Strategy's five programs, including numbers of participants, program guidelines, annual reports, promotional material, conference reports and resource materials. **Topics:** First Nations and Inuit Summer Student Career Placement Program, First Nations and Inuit Youth Business Program, First Nations and Inuit Youth Work Experience Program, First Nations and Inuit Science and Technology Camp Program, First Nations Schools Co-operative Education Program. **Program Record Number:** INA SEP 005

Fiscal Policy

Description: Records relating to fiscal transfer programs in Canada and some other countries; policy developments on the development of new fiscal relationships involving Canada, Aboriginal groups, provinces and territories; and, the status of discussions and/or negotiations or processes related to developing new fiscal relations in the context of both the current legislative framework and future self-government arrangements. **Topics:** Federal and DIAND policies and programs; fiscal relations policies and issues; fiscal relations negotiation tables; taxation issues, administrative, financial and personnel matters; workshops, meetings, conferences; studies

(public sources, para-public institutions, academic sources). **Program Record Number:** INA CIG 001

Gender Equality

Description: Records relating to gender equality analysis as it pertains to the development and implementation of DIAND's gender equality analysis policy and, its role in promoting DIAND's policy to other government departments as well as outside the Government. **Topics:** DIAND's Gender Equality Analysis Policy, DIAND's Gender Equality Guide, national and international conferences, National Aboriginal Women organizations, funding agreements, committees, meetings, presentations, policy advice, correspondence, briefing notes, studies, reports, communications, training tools. **Program Record Number:** INA PSD 434

Housing

Description: Housing assistance for First Nations. **Topics:** House maintenance and insurance, provision of ministerial loan guarantee for housing, renovations, construction, training and integration with related programs such as economic development and community infrastructure. **Program Record Number:** INA SEP 404

Indian Government Support

Description: To provide assistance to First Nations and their government institutions toward the overhead costs of managing their communities. **Topics:** Information pertaining to Band Support Funding (BSF), Tribal Council Funding (TCF) in accordance to the application for Grant form and Band Employee Benefits (BEB), First Nation/Tribal Council Affiliation. **Program Record Number:** INA SEP 401

Intergovernmental Relations

Description: Records relating to federal-provincial-territorial-Aboriginal relations at a national and strategic level and to departmental relations with national Aboriginal organizations. **Topics:** Aboriginal participation in multilateral meeting; federal-provincial-territorial-Aboriginal meetings of Ministers responsible for Aboriginal Affairs and national Aboriginal leaders, departmental implementation of national federal-provincial-territorial policies, national Aboriginal associations, partnership frameworks with national Aboriginal organizations; committees, meetings, policy advice, correspondence, briefing notes. **Program Record Number:** INA PSD 500

Indian Act Alternative

Description: Records relating to the financial and technical support provided to various Chiefs' Working Groups in their pursuit of alternative legislation to the Indian Act. **Topics:** Land management, forestry and governance. **Program Record Number:** INA PSD 394

Indian Lands Registry

Description: Contains information and documentation pertaining to the management, surveys and the establishment of Indian Reserves across Canada.

Topics: Agreements, individual land holdings, leases, permits, right-of-ways, surveys and other interests granted in Indian reserve, designated or surrendered lands. **Program Record Number:** INA LTS 111

Indian Registration and Band Membership

Description: Records relating to the determination of entitlement to registration and band membership, transfer of control of band membership to Indian bands, the amalgamation of two or more Indian bands to form a single band, the division of existing bands into two or more bands, and the constitution of new bands from registered Indians and/or members of existing bands. **Topics:** Subjects include entitlement of individuals to registration and band membership, adoptions, protests, births, marriages, divorces, deaths transfers between bands, band membership rules and records access requests. **Note:** The name of the band concerned should be included with each request. **Program Record Number:** INA LTS 121

International

Description: Records relating to Aboriginal issues in international fora, primarily developments on human rights, environment, trade issues, United Nations organizations, and the International Year and the International Decade of the World's Indigenous People. **Topics:** Multilateral and international organizations, human rights conventions, international conferences, developments in other countries, traditional knowledge, sustainable development, visits to and from Canada, international communications, and the International Year and the International Decade of the World's Indigenous People. **Program Record Number:** INA PSD 395

Implementation of the James Bay and Northern Quebec Agreement (JBNQA) and the Northeastern Quebec Agreement (NEQA), Implementation Agreement

Description: Information concerning the James Bay and Northern Quebec Agreement, the Northeastern Quebec Agreement, the implementation agreements concerning the Inuit governments and the administration of lands. **Topics:** Land regime, local government, health and social services, education, administration of justice, police, environment, hunting, fishing and trapping, compensation, legal entities, economic and social development and Income Security Program. **Program Record Number:** INA CIG 011

Legislation, Policy and Program Development Information

Description: Resource data and relevant federal, provincial and private sector program and policy

information which might affect or influence the administration and management of natural resources on Indian lands. **Program Record Number:** INA LTS 106

Litigation Management and Resolution Branch

Description: Information on specific issues related to litigation involving the department. **Topics:** Documents related to litigation; research reports; policy and legal positions, litigation management and resolution processes; test case funding; case summaries; court rulings. **Program Record Number:** INA PSD 393

Manitoba Northern Flood Agreement

Description: Advice and assistance to Manitoba First Nations on the Northern Flood Agreement and related developments of the Churchill Nelson Rivers Diversion Project. **Topics:** Flood and water control; resource development impacts, negotiations. **Program Record Number:** INA LTS 136

National Child Benefit (NCB) Reinvestment Program

Description: Information related to the range of programs and services that have been developed by First Nations communities for low income families and children. **Topics:** Number of families and children who benefited from NCB reinvestment programs, types of reinvestment programs, program funding. **Program Record Number:** INA CSS 940

Natural Resources

Description: The cutting, removal and disposition of timber, and the mining, removal and disposition of minerals. **Topics:** Natural resources policies and procedures. **Program Record Number:** INA LTS 116

Oil and Gas

Description: Oil and gas resources on Indian reserve lands. **Topics:** All matters relating to the inventory, control, development and management of oil and gas. **Program Record Number:** INA LTS 096

Policy Coordination and Band Government

Description: Coordination of Indian band government policy and implementation of land claims settlement, Indian and Inuit Affairs Program (IIAP) input to the drafting of Indian band government legislation and revision of the Indian Act. **Topics:** Local Indian government policy coordination (e.g., district councils); Indian Act revision; Indian band government legislation; implementation of claims settlement coordination (e.g., James Bay). **Program Record Number:** INA LTS 126

Procurement Strategy for Aboriginal Business

Description: Records relating to the implementation of the Procurement Strategy for Aboriginal Business (PSAB), which aims to increase the number of Aboriginal suppliers bidding for, and winning, federal

government contracts. **Topics:** Communications, advocacy, supplier development, and sector studies. **Program Record Number:** INA SEP 132

Registration of Petroleum Storage Tanks

Description: Information is included on aboveground and underground storage tank systems registered with DIAND in accordance with Schedule I of the Registration of Storage Tank Systems for Petroleum Products on Federal Lands. **Program Record Number:** INA LTS 602

Resource Development

Description: Renewable and non-renewable resource development activities on and off reserve. **Topics:** Mineral inventories, contribution funding for resource development initiatives, resource development policies and procedures. **Program Record Number:** INA LTS 076

Self-Government Policy

Description: Records relating to the inherent right of Aboriginal self-government, status of negotiations with respect to such issues as lands and resources, legal status and capacity, governance e.g. structures and procedures of government, membership, financial arrangements, application of the Indian Act, infrastructure, education, social and welfare services, justice, taxation, health, wildlife management, agriculture, environment, succession, culture, traffic and transportation; implementation plans, negotiations funding; policy development; and, process and machinery for implementation of the inherent right of Aboriginal self-Government. **Topics:** Committees, procedures, and meetings (Federal Steering Committee on Self-Government and Comprehensive Claims, Mandating Committee on Self-Government), policy guidelines, policy advice, self-government proposals, assessments and responses, negotiation reports, conferences and workshops, contracts and funding, legal advice, correspondence, briefing notes, and budgets. **Program Record Number:** INA CIG 006

Social Development

Description: Records covering subjects related to 1. Social Assistance – Records on on-reserve social assistance programs. 2. Social Support Services – Records covering subjects related to child and family services, adult care, and family violence. 3. Income Security. **Program Record Number:** INA SEP 046

Special Claims

Description: Process for the analysis, negotiation and settlement of grievances that do not meet the criteria of the comprehensive or specific claims programs. Assessment of comprehensive claims submissions; provision of funding to Native claimants for researching and negotiating claims. **Topics:** Information on the analysis and negotiation of special claims; research

projects; studies; research services and information on claims or special historical situations; financial arrangements to enable Indian participation in the claims settlement process; the hiring of consultants to conduct various services related to Native claims. **Program Record Number:** INA CIG 392

Specific Claims

Description: Information records are kept on the claims process and negotiations and outcomes. **Topics:** Claims issues and negotiations; policy positions; compensation of claims; the claims process. **Program Record Number:** INA CIG 141

Statistics and Reference Documents

Description: Statistics and information on the history of the Canadian Indian. **Topics:** Statistical information; in-house reports; unpublished research documents and papers; policy statements; procedures and guidelines; Orders-in-Council; Treasury Board minutes and circulars; program delegations of authority relating to the Indian and Inuit Affairs Program and annual reports. **Program Record Number:** INA LTS 109

Taxation

Description: Minimal records are kept by Band governance on property taxation bylaws adopted by First Nations. **Topics:** All matters relating to property taxation on reserve lands are dealt by the Indian Taxation Advisory Board (ITAB). **Program Record Number:** INA LTS 091

Treaty Land Entitlement

Description: Information on Treaty Land Entitlement issues, claims and specific processes. **Topics:** Saskatchewan Framework Agreement, Manitoba Framework Agreement, entitlement issues, policy positions, land acquisition process, ratification process, third party interests. **Program Record Number:** INA CIG 600

Treaty Payments

Description: Information on the provision of annual treaty annuity payments, hunting and fishing allowances and triennial clothing as provided for in the eleven numbered and two Robinson treaties. **Program Record Number:** INA LTS 999

Treaty Policy Directorate

Description: The Directorate serves as a centre of expertise for understanding of historic treaties with Indians, and works to affirm the importance of the treaty relationship and to develop bridges between the historic treaties and modern relationships. We conduct research, discuss treaty issues with First Nations, provide information and advice to federal departments, and develop policy. **Topics:** Exploratory Treaty

Discussions; Office of the Treaty Commissioner in Saskatchewan; Treaty Issues and Claims; Historic Treaty-Related Litigation and Legal issues; Individual Treaty Files. **Program Record Number:** INA PSD 855

Trust Moneys and Estates

Description: Records are kept on moneys held in the Consolidated Revenue Fund on behalf of Indian Bands and certain individuals. **Topics:** Trust accounting information, per capita distributions, moneys of minors, mental incompetents, adoptees, deceased Indians and missing persons. **Program Record Number:** INA LTS 300

Women's Issues

Description: Records relating to the Women's Issues and Gender Equality Directorate as it provides a focal point on First Nations women's issues within the department and, an advocate across the Government. **Topics:** First Nations women's rights, socio-economic issues, national conferences, women organizations, funding agreements, committees, meetings, policy advice, correspondence, briefing notes, studies, reports, communications, public education, commemorative activities, Special Representative on the protection of First Nations women's rights. **Program Record Number:** INA PSD 955

Northern Affairs Program

Advisory Committee on Northern Development

Description: The support of the Advisory Committee on Northern Development. **Topics:** Sub-committees on communications, science and technology, transportation, finances, employment of Native northerners, northern training programs, agendas, minutes. **Program Record Number:** INA NAP 156

Circumpolar

Description: Promotion and coordination of circumpolar cooperation, and information pertaining to developments in the circumpolar regions. **Topics:** Arctic Council, circumpolar policy, Canada-Russia co-operation, Canada-Greenland co-operation, Indigenous issues, economic development, environmental co-operation **Program Record Number:** INA NAP 396

Devolution and Major Programs

Description: Records pertaining to the devolution and health services in the territories. **Program Record Number:** INA NAP 203

Economic Development

Description: Records contained outline the planning and development of programs to encourage economic development in the north. **Topics:** Agriculture; northern

businesses and co-operatives; employment and labour; fishing; forestry; industrial development funds, loans; recreation and tourism; taxation and royalties; energy regulation, distribution and consumption; population growth and structure; northern native employment and relocation, and the social aspects of employment. **Program Record Number:** INA NAP 266

Education

Description: Educational programs designed to raise the educational level of the Native people of the North. **Topics:** Adult education — educational assistance; special and vocational training; language training; teachers and teaching; counseling and guidance; facilities and transportation. **Program Record Number:** INA NAP 181

Employment

Description: The information includes work force information on northern projects; employers; and socio-economic aspects of northern development. **Topics:** Employment and recruiting; counseling; unions; studies, surveys, reports and statistics; memoranda of understanding. **Program Record Number:** INA NAP 276

Environmental Protection

Description: The record contains information on the environmental protection of the Canadian North. It also includes a public register on environmentally-screened projects, which is part of the implementation of the federal Environmental Assessment and Review Process (EARP) and Canadian Environmental Assessment Act (CEAA). **Topics:** Pollution and pollutants of air, land and waters; pollution causes — garbage, industry, oil and gas, pipelines, radioactive material, waste disposal; recreation areas; water; projects, regulations, reports, surveys and studies; offenses and violations of environmental laws. **Program Record Number:** INA NAP 231

Environmental Studies Revolving Fund (ESRF) Studies

Description: Records relating to the Environmental Studies Revolving Fund (ESRF) Studies. **Topics:** Physical environmental effects on oil and gas activities; the interaction of such activities with living organisms on the land, in the sea and in the air; the research and development necessary to bring mitigating technologies into effect; the development of long-term biological monitoring; the socio-economic effects of oil and gas activities in terms of employment, training; waves; sea; bottom ice; scour; oil spill research and countermeasures; social issues North; social issues South; effect monitoring; icebergs; bottom sediment transport. **Program Record Number:** INA NAP 241

Exploration and Geological Services

Description: Production and dissemination of geological information on both territories. **Topics:** Published maps and reports, open-file maps and reports, including those submitted for representation work requirements. Also, specialized libraries for air photos and drill cores. **Access:** Filed by locality, name and owner of mineral property; publication title, author and publisher. **Program Record Number:** INA NAP 296

Federal-Territorial Agreements and Arrangements

Description: Agreements and arrangements with the Yukon, Nunavut and Northwest Territories. **Program Record Number:** INA NAP 166

Forestry

Description: Records relating to the development of legislation and regulations concerning the protection, management and control and regeneration of the Yukon forest. Records relating to the control, development, management and protection from fire, of forest resources in the north. **Topics:** Territorial lands, legislation and regulations, reports on consultation process, reforestation information such as expenditures and revenue collection. Logs and logging; timber — cutting rights, reserves, sawmills, surveys and studies, transportation; accidents and accident prevention and safety programs; forest fires — agreements, behavior, detection, prevention, suppression and pre-suppression, research, reports; weather forecast and stations. **Access:** Permit information is available by permit number, name of permittee or location covered by the permit. **Program Record Number:** INA NAP 256

Hospital and Physician Services

Description: Administer financial contribution agreements to reimburse the Government of the Northwest Territories and the Nunavut Government for a portion of the territorial governments costs to provide hospital services and physician services to Status Indians and Inuit residing in the respective territory. **Topics:** Memorandum of Agreement – Hospital and Physician Services. **Program Record Number:** INA NAP 180

Hydrocarbon Development

Description: Hydrocarbon development planning and research activities, which are funded under the Northern Oil and Gas Action Program (NOGAP) and which are conducted by the federal and territorial governments. **Topics:** Oil and gas; environment; socio-economics; hydrocarbon transportation; planning and research. **Program Record Number:** INA NAP 316

International Affairs and Relations

Description: International affairs and relations with foreign countries. **Topics:** Arctic and Antarctic science

co-operation; human rights; marine science; economic development; environmental co-operation. **Program Record Number:** INA NAP 191

Land Use Planning in the North

Description: Land use plans will be developed in the coming years pursuant to a number of northern land claim agreements. **Topics:** Structure and organization; northern land use planning publication; planning appraisals; plan implementation; government/Native/industry liaison; agreements, commissions; planning areas. **Program Record Number:** INA NAP 261

Lands

Description: The protection, conservation, management and administration of territorial lands under the control of the department are described. **Topics:** Territorial lands, legislation, land use — operations, Arctic land use, planning, inventory; surveys, mapping; reservations; roads, highways; airports, airstrips; recreation, parks; game preserves, sanctuaries, International Biological Program ecological sites; transfers; claims, Indian reserves; pipelines; railways; electric power development; transmission lines; communication facilities; sub-surface rights; studies, assessments; granular materials; waste collection; agriculture; town sites, settlements; group/guard (land identifiers); trespass, Northern Land Use Planning; Ports, Harbours. **Note:** Claims arranged by individual claims. Arctic land use projects arranged by project name. **Program Record Number:** INA NAP 246

Major Non-renewable Resource Development Projects

Description: Files on the coordination of government activities relating to the assessment and, as appropriate, the implementation of major industrial projects to develop northern non-renewable resources. **Topics:** Oil and gas; mining and other individual development projects. **Program Record Number:** INA NAP 311

Mineral Policy

Description: Information on the development of policies to encourage exploration and orderly development of resources in Northern Canada. **Topics:** Northern Mineral Policy; Native issues; regulatory review; fiscal regime; mineral tax incentives; mineral potential; project assessment and project monitoring; further processing and smelter feasibility studies. **Program Record Number:** INA NAP 281

Mining

Description: The filing and recording of mineral rights in the North are outlined. **Topics:** Claims; coal; companies; dredging; exploration; exports; geology; inspections; maps and charts; prospecting and prospectors; placer mining; quartz mining; recorders

and agents; regulations; research, studies and surveys, reports and statistics; mining leases; territorial coal exploratory licences; mineral production royalties; technical exploratory work reports. **Access:** Placer and quartz titles should be identified by claim name and grant number. (Published up-to-date claim reference maps displaying this information are available to the public for this purpose at nominal cost.) Coal and dredging leases should be identified by locality and owner. **Program Record Number:** INA NAP 286

Northern Air Stage Program

Description: The administration of the funding provided to Canada Post Corporation to subsidize the shipment of perishable food and other essential items to isolated northern communities. **Topics:** Agreement between DIAND and Canada Post Corporation; public consultations; food price surveys; northern food baskets; nutrition surveys; food security; air stage volumes; revenues and costs; socio-economic conditions in isolated communities. **Program Record Number:** INA NAP 397

Northern Political Development

Description: Records pertaining to political and constitutional development in the territories outlined. **Program Record Number:** INA NAP 202

Northern Regulatory Review

Description: Reports, articles and correspondence about regulatory and approval processes North of 60 degrees. **Program Record Number:** INA NAP 321

Northwest Territories Constitutional Development

Description: Records relating to the development of a new constitution in the Northwest Territories. **Topics:** Constitutional Development Steering Committee, Constitutional Working Group, public consultations on new constitution, "Partners in a New Beginning", "Common Ground", Aboriginal Summit, Northwest Territories' Political Accord, federal funding support. **Program Record Number:** INA NAP 501

Nunavut Implementation

Description: Records relating to the creation of the Nunavut Territory and government of April 1, 1999. **Topics:** Human Resources Planning and Development for Nunavut, training, Inuit employment plans, infrastructure development, costs estimates, reports, surveys and studies of Nunavut Implementation, legislation, heraldy, information technology, celebrations, federal coordination, Interim Commissioner's role and responsibilities, minutes of meetings, Statutes Revision, Nunavut Implementation Commission, Partnering

Arrangement with Nunavut Tunngavik Incorporated, Commissioner of Nunavut, DIAND Nunavut Regional Office staffing and infrastructure, Resource management shared service agreements. **Program Record Number:** INA NAP 140

Oil and Gas — Transportation — Pipelines — Norman Wells

Description: Information relating to the management and regulation of the Norman Wells project, including policy, environmental and socio-economic terms, conditions and studies. **Topics:** Contribution agreements; surveillance and monitoring studies and reports, committees and company socio-economic plans and business and employment opportunities. **Program Record Number:** INA NAP 221

Oil and Gas Lands

Description: Information on the control, development and management of oil and gas lands in the North. **Topics:** Norman Wells Proven Area Agreement; various oil and gas companies; standard data on expenditures and revenues; oil and gas policy in the North; project files. Registry of Petroleum Exploration production and related rights; prospectus of Northern Petroleum geology; Northern Oil and Gas Bulletins and annual reports. **Program Record Number:** INA NAP 306

Pipelines

Description: The use of pipelines or tankers in the transportation of oil and gas. **Topics:** Pipeline proposals; Polar Gas Project; Arctic Pilot Project; Norman Wells Project; Esso Beaufort Oil Pipeline. **Program Record Number:** INA NAP 201

Policy Development

Description: These records contain policy analysis and development. **Topics:** General range of policy issues relating to the federal responsibility in the North. **Program Record Number:** INA NAP 146

Roads

Description: Outlining and management of a new roads policy in the two territories, taking into account economic, environmental and social impacts. **Topics:** Environmental studies; socio-economic considerations; incentives programs; finance; planning, design and construction; alternative modes of transportation and the transfer of inter and intra territorial roads responsibilities to the two territorial governments in the 1980's and early 1990's. **Access:** Arranged by road or highway title and subdivided according to construction sub-activity or consideration. **Program Record Number:** INA NAP 301

Scientific Training Grants

Description: All applications made since 1963 by the various Canadian universities in the Northern Scientific Training Grants Program. **Topics:** Training grants; Northern research. **Program Record Number:** INA NAP 211

Tankers

Description: Records relating to the use of icebreaking tankers to transport oil or liquid natural gas from the Beaufort Sea or Arctic Islands. **Topics:** Dome Petroleum; Beaufort Sea Developments; Arctic Pilot Project; Norman Wells Project; Trans-Canada Liquefied Natural Gas Project. **Program Record Number:** INA NAP 206

Territorial Government Administration

Description: Plans and policies for the development of the Yukon, Northwest Territories and Nunavut governments. **Topics:** Councils of the Yukon, Northwest Territories and Nunavut — debates, elections, members, rules, territorial ordinances, legislative programs, devolution, division of Northwest Territories, Nunavut, and constitutional development. **Note:** Public ordinances arranged by individual ordinance. **Program Record Number:** INA NAP 161

Water Resources

Description: Control, development and management of water resources in the North are included. **Topics:** Hydro power; hydrometric network; meteorological and water quality networks; licences; regulations; studies and surveys. **Access:** Licences arranged by location. **Program Record Number:** INA NAP 251

Wildlife

Description: Animals — diseases, furs, hides, hunting, hunting licences and permits, predator control, preserves and sanctuaries, traps and trapping, regulations, studies and surveys; birds — diseases, licences, traps, regulations, studies and surveys; fish — culture, diseases, licences, regulations, studies and surveys, reports; insects. **Program Record Number:** INA NAP 236

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Finance

Human Resources

Personal Information Banks

Administration Program

Access to Information and Privacy Requests

Description: This bank contains requests for access to information under the Access to Information Act, or the Privacy Act, the replies to such requests and information related to their processing. This bank also contains requests submitted by third parties seeking disclosure of personal information under the categories of permissible disclosures to third parties outlined in subsection 8(2) of the Privacy Act. **Class of Individuals:** Individuals who apply, under the Access to Information Act or the Privacy Act, for access to information; or third parties requesting access to information about other individuals. **Purpose:** The information is used to process access requests in accordance with the Access to Information Act and the Privacy Act. **Consistent Uses:** The bank is used to report to Treasury Board and to Parliament on requests received under the Access to Information Act and Privacy Act; to verify the identity of requesters; and for the purpose of consultations with other government institutions. **Retention and Disposal Standards:** Files are retained a minimum of two years after the last administrative action. **Related to PR#:** INA DSS 376 **TBS Registration:** 002539 **Bank Number:** INA PPU 186

Consulting, Professional and Other Services Inventory

Description: This bank is a list of firms and individuals from whom consulting, professional and other services may be obtained. The inventory contains the names of firms or individuals, as well as the field of expertise and type of service they offer. **Class of Individuals:** Firms and individual consultants. **Purpose:** The inventory is consulted by departmental managers when a need arises for consulting, professional or other services from the private sector. **Retention and Disposal Standards:** Records are retained for five years and are then transferred to the National Archives of Canada for selective retention. **Related to PR#:** INA CSS 366 **TBS Registration:** 002538 **Bank Number:** INA PPU 181

Elementary/Secondary Data (Nominal Roll)

Description: This bank contains demographic, general and personal information on students. **Class of Individuals:** Elementary and secondary registered Indian students resident on reserve and attending First Nations, provincial or federal schools. **Purpose:** The purpose of the Nominal Roll system is to provide educational statistics of a non-financial nature, for department use. Information is used for obtaining funding for elementary and secondary education and educational programs to First Nations, as justification for the expenditure of capital funds to derive indicators of program achievement. **Consistent Uses:** The information is used as a source

for education statistics. Verification of information within the organization, including data matching. **Retention and Disposal Standards:** These records are maintained indefinitely. **Related to PR#:** INA PSD 041 **TBS Registration:** 002515 **Bank Number:** INA PPU 045

Indian Artists Files

Description: This bank consists of files in the Indian Art Centre relating to artists' biographies, information on exhibitions, the artists and their work. **Class of Individuals:** Indian and Metis artists and artisans. **Purpose:** The purpose of this bank is to provide information on Indian and Metis artists and artisans in order to enhance the understanding of the art in general and in particular, the department of Indian and Northern Affairs' National Indian art collection. **Consistent Uses:** The information is available to art curators and researchers of Indian art. In addition, the Indian Art Centre has visual documentation on slides and photos of the art. **Retention and Disposal Standards:** These records are maintained indefinitely. **TBS Registration:** 002540 **Bank Number:** INA PPU 200

Indian Economic Development Fund (Direct and Guaranteed Loans)

Description: This bank contains personal and financial information on Indians, as defined in the Indian Act, or regarding other persons who qualify for financial assistance under the Indian Economic Development Fund. As of April 1, 1990, direct loans to incorporated businesses are no longer made by DIAND. Guarantees are made to Indian individual proprietors. **Class of Individuals:** Indians, as defined in the Indian Act, or other persons who qualify for financial assistance under the Indian Economic Development Fund. **Purpose:** The information is used for the control and evaluation of transactions under the Indian Economic Development Fund. **Consistent Uses:** Verification of information with other organizations, including data matching. **Retention and Disposal Standards:** Records are retained for six fiscal years after the date that each case file is closed and are then transferred to the National Archives of Canada for selective retention. **Related to PR#:** INA PSD 066 **TBS Registration:** 002519 **Bank Number:** INA PPU 075

Information Disclosed to Federal Investigative Bodies

Description: This bank contains a copy of access request for disclosure to federal investigative bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act to DIAND under section 8(2)(e) of the same Act. This bank also contains the replies to such requests and gives particulars related to their processing. **Class of Individuals:** Persons being investigated by federal law investigative bodies. **Purpose:** The purpose of this bank is to verify the conditions of disclosure to federal law enforcement bodies which are met under section 8(2)(e) of

the Privacy Act and to account to the Privacy Commissioner as required by the Privacy Act. **Retention and Disposal Standards:** Files are retained for a minimum of two years after the last administrative action. **PAC Number:** 85-001 **TBS Registration:** 001739 **Bank Number:** INA PPU 195

Inuit Artists Files

Description: This bank contains information and files relating to artists' biographies, information on exhibitions, the artists and their work. **Class of Individuals:** Inuit artists and artisans. **Purpose:** The purpose of this bank is to provide information on Inuit artists in order to enhance the understanding of Inuit art in general and in particular, the Department of Indian and Northern Affairs' Inuit Art Collection. **Consistent Uses:** The information is available to art curators and researchers of Inuit art. In addition, the Inuit Art Centre has visual documentation on slides and photos of the art of Inuit artists and artisans. **Retention and Disposal Standards:** Records are maintained indefinitely. **TBS Registration:** 002531 **Bank Number:** INA PPU 146

Inuit Loan Fund

Description: This bank contains personal and financial information about individual applicants. Records in the bank relate exclusively to the Inuit. **Class of Individuals:** This personal information relates to Inuit individuals, groups, companies and corporations (including co-operatives) applying for a loan from the Inuit Loan Fund. **Purpose:** The purpose of this bank is to record applications for loans from the Inuit Loan Fund. **Consistent Uses:** Verification of information with other organizations, including data matching. **Retention and Disposal Standards:** Records are retained for six fiscal years after the repayment of the loan and then transferred to the National Archives of Canada for selective retention. **Related to PR#:** INA NAP 226 **TBS Registration:** 002528 **Bank Number:** INA PPU 136

Non-Registered On-Reserve Population

Description: This bank contains personal information related to non-registered individuals ordinarily residing on Indian reserves, designated lands and surrendered lands. The personal information includes names, dates of birth, gender. **Class of Individuals:** Non-Registered individuals who normally reside on Indian reserves, designated lands and surrendered lands. **Purpose:** The purpose of the information in this bank is to identify individuals residing on Indian reserves, designated lands and surrendered lands. **Consistent Uses:** This bank is used for statistical purposes within the department for projecting population growth. Verification of information within the organization, including data matching. **Retention and Disposal Standards:** Records are retained for 10 years and are then transferred to the National Archives of Canada for permanent retention. **TBS Registration:** 004085 **Bank Number:** INA PPU 015

Post-secondary Education Data

Description: This bank contains personal information on students related to academic program of study.

Class of Individuals: Registered Indian and Inuit students attending post-secondary institutions and whose studies are funded directly or indirectly by the department. **Purpose:** This information is used for statistical reporting and program evaluation. Verification of information within organization, including data matching. **Retention and Disposal Standards:** These records are maintained indefinitely. **Related to PR#:** INA ISP 041 **TBS Registration:** 002516 **Bank Number:** INA PPU 050

Records of Allegation and Complaint System (RACS)

Description: This bank contains details on allegations and complaints received by the department from individuals across Canada. This database provides details on the date the information came to the department, personal information on the individual from whom the information was received, details on action taken, etc. **Class of Individuals:** It may contain general information about First Nations as well as personal information about specific First Nation individuals against whom the allegation or complaint may have been directed. **Purpose:** The information is used to report to Parliament on the progress being made, by the department in managing allegations and complaints which are forwarded to Indian and Northern Affairs Canada. Additionally, the information is used for statistical analysis and the identification of any emerging trends in order that corrective action might be taken, where warranted. **Consistent Uses:** The bank will be used to provide annual statistics to be published in the INAC Departmental Performance Report. **Retention and Disposal Standards:** Records are retained for 5 years after the file is closed. **TBS Registration:** 004454 **Bank Number:** INA PPU 151

Security Services Information System

Description: This bank contains information on security clearances, reliability checks, keys, locks, identification cards and building passes. **Class of Individuals:** Employees of the department and contractors employed by the department. **Purpose:** The purpose of this bank is to record security data/information (e.g. security clearance, identification card, keys, combination, building passes) on employees and contractors employed by the department in order to provide and maintain related security services for the department. **Consistent Uses:** The information is available to departmental security officers, and limited use by departmental records office and human resources officials (e.g. read only access). **Retention and Disposal Standards:** These records are kept until the security clearance or reliability check expires plus two years. **TBS Registration:** 004455 **Bank Number:** INA PPU 196

Indian and Inuit Affairs Program

Adult Care

Description: The bank contains information on numbers of eligible on reserve Indian adults receiving services and for whom the department accepts financial responsibility. **Class of Individuals:** This information related to Indian adults on reserve eligible for Adult Care Services. **Purpose:** To record information on numbers of persons receiving care and support either at home or in an institution and to assist in planning, allocating budgets and monitoring services provided to registered Indian adults. **Consistent Uses:** Statistical purposes within the department for measuring performance indicators and updating ongoing policy papers. Verification of information with other organizations, including data matching. **Retention and Disposal Standards:** Records are retained for five years after each case is closed and then transferred to the National Archives of Canada for selective retention. **Related to PR#:** INA SEP 031 **TBS Registration:** 002715 **Bank Number:** INA PPU 215

Applicant Inventory for Boards and Committees

Description: Inventory contains resumes and applications. **Class of Individuals:** Persons applying for or being appointed to positions on boards, committees and councils established pursuant to comprehensive land claim agreements. **Purpose:** To maintain a record of applications from individuals seeking to be board members. **Consistent Uses:** This information may be used by the department to select candidates for similar boards, committees or councils. **Retention and Disposal Standards:** Records are retained for five years and are then destroyed. **Note:** Inventory is held at Headquarters. **Related to PR#:** INA CIB 016 **TBS Registration:** 003431 **Bank Number:** INA PPU 010

Band Trust Funds and Trust Fund Suspense Accounts

Description: This bank contains financial information on Indian monies held in the Consolidated Revenue Fund to the credit of the Indian bands, and in Trust Fund Suspense accounts, pending credit to a specific account. **Class of Individuals:** Indian Bands. **Purpose:** This bank is maintained in the Trust Fund Management System and records financial transactions made on behalf of bands as well as transactions in the Trust Fund Suspense accounts. This bank is used to monitor and evaluate the activities within Bands and Suspense accounts. **Retention and Disposal Standards:** Records are retained for thirty years from date of issuance and then transferred to the National Archives of Canada for an indefinite retention period. **Related to PR#:** INA LTS 300 **TBS Registration:** 002525 **Bank Number:** INA PPU 120

Child and Family Services

Description: The bank contains financial data related to services provided to Indian children and their families for whom the department accepts financial responsibility.

Class of Individuals: This information relates to Indian children and their families resident on reserve. **Purpose:** The purpose of this bank is to record information on Child and Family Services and other social services to assist in planning, allocating budgets and monitoring services provided to registered Indian children, by provincial/territorial governments or accredited agencies. **Consistent Uses:** The bank is used for statistical purposes within the department for measuring performance indicators and updating ongoing policy papers. Verification of information with other organizations, including data matching. **Retention and Disposal Standards:** Records are retained for five years after each case is closed and then transferred to the National Archives of Canada for selective retention.

Related to PR#: INA PSD 031 **TBS Registration:** 002714 **Bank Number:** INA PPU 210

Farm Credit Corporation Guaranteed Loans

Description: This bank contains personal and financial information on Indians eligible for Farm Credit Corporation loans guaranteed by the department of Indian and Northern Affairs. Effective November 14, 1989, the department has terminated the 1969 Agreement with FCC. **Class of Individuals:** Indians, as defined in the Indian Act, engaged in on- reserve agricultural activities. **Purpose:** The information is used for the control and evaluation of loan activity with respect to the Farm Credit Corporation loans guaranteed by the department. **Consistent Uses:** Verification of information with other organizations, including data matching. **Retention and Disposal Standards:** Records are retained for six years after the last administrative action on a loan and all HQ defaulted FCC loan files are transferred to the National Archives of Canada. **Related to PR#:** INA PSD 081 **TBS Registration:** 002520 **Bank Number:** INA PPU 085

Indian and Inuit Off-Reserve Housing Assistance Program

Description: This bank contains personal and financial information on registered Indians who received loans from the department. This program was discontinued in 1985. **Class of Individuals:** Indians and Inuit participating in the Off-Reserve Housing Assistance Program. **Purpose:** The purpose of this bank is to establish a record of Indian off-reserve and Inuit housing and to administer the loans within the terms and conditions of the program. **Retention and Disposal Standards:** Records are retained for 30 years after each case is closed and then transferred to the National Archives of Canada for selective retention. **TBS Registration:** 002508 **Bank Number:** INA PPU 005

Indian Community Human Resource Strategy (ICHRS)

Description: Contains personal and financial information on Indians and Inuit who undertook training under components of the ICHRS Program. Information is collected at the regional level only. **Class of Individuals:** Indians and Inuit who qualify for financial assistance under the ICHRS Program. **Purpose:** Information is used for the control and evaluation of fund transactions under the Program. Records are restricted to Native people and used to monitor individuals' progress and for evaluation purposes. **Retention and Disposal Standards:** Records are retained for six fiscal years after the date that each case file is closed and transferred to the National Archives of Canada. **Note:** This program has been subsumed by the Community Economic Development Program: INA PSD 081. These records are retained for six fiscal years after the date that each case file is closed and transferred to the National Archives of Canada. **TBS Registration:** 002719 **Bank Number:** INA PPU 235

Indian Estates

Description: This bank contains personal information related to the estates of deceased Indians. **Class of Individuals:** Deceased Indians who were ordinarily resident on reserve during their lifetime. **Purpose:** The purpose of this bank is to establish official records of Indian estates. The bank is used in the administration and settlement of Indian estates. **Consistent Uses:** Verification of information with other organizations, including data matching. **Retention and Disposal Standards:** Records are retained for six years after files are closed and are then transferred to the National Archives of Canada for selective retention. **Related to PR#:** INA LTS 300 **TBS Registration:** 002523 **Bank Number:** INA PPU 105

Indian Genealogy

Description: Records treaty payments made to Indians and some per capita distributions of band funds. Depending upon the treaty the earliest records available will range from 1850 to the early 1900's. As well, the bank contains census lists for the 1920's and 1930's for a number of bands in British Columbia. **Class of Individuals:** Personal information relates to all persons who are/were treaty Indians as well as some persons who are/were members of non-treaty bands. **Purpose:** The treaty and per capita distribution pay lists were compiled to record proof of payments to individuals. The census lists were compiled to record the members of the bands. **Consistent Uses:** Support the compilation of genealogies; permit the production of lists of past band chiefs and councillors; assist federal and provincial governments and individuals on the establishment of ages for purposes such as the procurement of old age security payments, delayed

birth registration and passports; support litigation and claims research; provide proof of Indian ancestry; and assist in the identification of heirs to deceased estates.

Retention and Disposal Standards: Records are retained for thirty years from date of payment and then transferred to the National Archives of Canada for selective retention. **Related to PR#:** INA LTS 121 **TBS Registration:** 002716 **ng1033 Bank Number:** INA PPU 220

Indian Lands Registry

Description: This bank contains instruments and documents which grant or change interests in Indian reserves, designated and surrendered lands, including information about title or status of lands. **Class of Individuals:** Individuals with interests in Indian reserves designated and surrendered lands. **Purpose:** The information provides a permanent record of all transactions affecting Indian lands, as required by sections 21 and 55 of the Indian Act. **Retention and Disposal Standards:** These records are retained indefinitely by the department. **Related to PR#:** INA LTS 111 **TBS Registration:** 002521 **Bank Number:** INA PPU 090

Indian Register and Departmentally Administered Band Lists

Description: This bank consists of the Indian Register and departmentally-administered Band lists and files pertaining to applications for registration. **Class of Individuals:** Registered Indians and Indian band members in accordance with the Indian Act and those who have applied for registration. **Purpose:** The purpose of the information in this bank is to maintain an official record of all persons who are registered as Indians and recorded on departmentally-administered band lists, in accordance with the Indian Act. This information can be used to prepare lists containing data for administering provisions of the Indian Act, for administering programs for Indian people by this and other departments, and for statistical purposes.

Consistent Uses: It can be used, upon request by provinces, to compile lists of Indians who may be selected to serve as jurors in the courts or for the purpose of administering or enforcing any law or carrying out a lawful investigation and to confirm that given individuals have the rights and entitlements ensuing from being registered under the Indian Act, such as disclosure to Citizenship and Immigration Canada for the purpose of entry into Canada. It can also be used by Health Canada for the purposes of health services to Indian people. Verification of information with other organizations, including data matching. **Retention and Disposal Standards:** Records are retained indefinitely. **TBS Registration:** 001826 **Bank Number:** INA PPU 110

Individual Trust Fund Accounts

Description: This bank contains information concerning financial accounts maintained on behalf of estates of deceased Indians, Indian minors, missing or absent heirs, mentally incompetent Indians, and Indian children adopted by non-Indians, as recorded in the Trust Fund Management System. **Class of Individuals:** Eligible Indians. **Purpose:** This bank keeps a record of funds held in trust in the Consolidated Revenue Fund for individual Indians until such time as they have the capacity to receive them or until such time as the estate of a deceased Indian has been distributed. **Retention and Disposal Standards:** Records are retained for thirty years from date of issuance and then transferred to the National Archives of Canada for an indefinite retention period. **Related to PR#:** INA LTS 300 **TBS Registration:** 002526 **Bank Number:** INA PPU 125

Inuit Culture and Linguistics Evaluation Study

Description: This bank is comprised of two sections: (a) Inuktitut language promotion, containing information on all of the 11 Canadian organizations involved in Inuktitut language promotion; and (b) Inuktitut magazine, containing information on the receipt, use and acceptance of the magazine in Inuit households. The bank contains data on the magazine's content, orthographies, language preference, and the age, education level and area of employment of persons interviewed. **Class of Individuals:** Members of Canadian organizations involved in Inuktitut language development, as well as Inuit, and other persons interviewed. **Purpose:** The purpose of this bank is to identify any gaps or duplication of efforts in order to determine the department's future role in the area of Inuktitut language development. This information is also used to evaluate the effectiveness of Inuktitut magazine. **Retention and Disposal Standards:** Records are retained for five years and are then transferred to the National Archives of Canada for selective retention. **Related to PR#:** INA PSD 381 **TBS Registration:** 002537 **Bank Number:** INA PPU 175

Inuit Cultural Grants Program

Description: This bank contains information on Inuit individuals and organizations applying for cultural grants. Information recorded is limited to project descriptions. Records in the bank relate exclusively to the Inuit. **Class of Individuals:** Inuit individuals and organizations applying for cultural grants. **Purpose:** The purpose of this bank is to record information relating to grants for the promotion of Inuit culture. **Retention and Disposal Standards:** Records are retained for 10 years after the completion of the cultural project and are then transferred to the National Archives of Canada. **Related to PR#:** INA NAP 196 **TBS Registration:** 002530 **Bank Number:** INA PPU 145

Netlands

Description: This bank contains lease and permit information for reserve lands leased or permitted to third parties by the department. **Class of Individuals:** Indians and bands who wish to lease or permit their land and individuals or companies who lease or permit the land. **Purpose:** The information is used for real property management as required to fulfil the department's responsibilities under the Indian Act. **Retention and Disposal Standards:** These records are retained for five years after the lease expires. **Related to PR#:** INA LRT 111 **TBS Registration:** 002522 **Bank Number:** INA PPU 096

On-Reserve Housing Program

Description: This bank contains personal information on subsidies and loan details for which a Ministerial Guarantee has been provided. Recipients: As defined in the Order in Council P.C. 1999-2000, dated November 4, 1999. **Purpose:** The purpose of this bank is to establish records of loans for housing, from Canada Mortgage and Housing Corporation (CMHC) or NHA approved lender to an applicant living on land as defined in the terms and conditions approved by the Order in Council P.C. 1999-2000, dated November 4, 1999. Loans are then monitored and administered under the terms of the Ministerial Guarantee. **Consistent Uses:** Verification of information with other organizations, including data matching. **Retention and Disposal Standards:** Records are retained for 30 years after each case is closed and then transferred to the National Archives of Canada for selective retention. **Related to PR#:** INA PSD 404 **TBS Registration:** 002509 **Bank Number:** INA PPU 011

Per Capita Distributions

Description: Contains personal and financial information concerning per capita distribution payments made to Indians in accordance with those sections of the Indian Act and Regulations and departmental policies, and directives which are related to Indian monies. **Class of Individuals:** Personal information relates to each individual registered band member within the limits of legislation. **Purpose:** This bank is a record of payment made, or in arrears, to eligible Indians within the limits of legislation. **Retention and Disposal Standards:** Records are retained for 30 years then transferred to National Archives of Canada for permanent retention. **Related to PR#:** INA LTS 300 **TBS Registration:** 002718 **Bank Number:** INA PPU 230

Social Assistance

Description: Contains personal and financial information on eligible recipients and/or dependents of social assistance benefits. **Class of Individuals:** This personal information relates to Indians and Inuit receiving social assistance benefits and certain categories of non-status recipients on-reserve and

off-reserve. **Purpose:** To record operational and accounting information pertaining to social assistance and services. The bank is used to regulate, monitor, and evaluate the program, to assist in budgeting and to provide input information to other departmental programs. **Consistent Uses:** This bank is used for statistical purposes within the department for measuring performance indicators and updating ongoing policy papers. Verification of information with other organizations, including data matching. **Retention and Disposal Standards:** Records are retained for five years after each case is closed and then transferred to the National Archives of Canada for selective retention. **Related to PR#:** INA PSD 046 **TBS Registration:** 002713 **Bank Number:** INA PPU 240

Survey Data for Program Evaluations

Description: This bank contains socio-demographic characteristics, attitudes and opinions of the department's clientele, as well as data on how the clientele has used and plans to use departmental and other related federal programs. **Class of Individuals:** Relates to the Indian and Inuit population of Canada and to other Native and Northern population segments. **Purpose:** This information will serve to evaluate departmental programs and Northern population segments. **Consistent Uses:** The survey data could be used by the programs concerned to analyze the program's conception and expectations with respect to the request for service and to undertake statistical work having a direct link with the activities of the department. **Retention and Disposal Standards:** Records are retained for five years. **TBS Registration:** 002666 **Bank Number:** INA PPU 205

Treaty Payment System

Description: This bank contains information concerning annual treaty payments owed to treaty individuals by the department in accordance with the treaties concluded between Canada and various Indian bands as recorded in the Treaty Payment System. **Retention and Disposal Standards:** Records are retained indefinitely. **Class of Individuals:** Persons registered under the Indian Act with First Nations who signed treaties. **Purpose:** This bank keeps a record of eligible recipients, their registration number, monies owed (current and arrears) and payments made. **Related to PR#:** INA LTS 999 **TBS Registration:** 004259 **Bank Number:** INA PPU 009

Northern Affairs Program

Nunavut Training

Description: This bank contains personal information on Inuit attending training programs. It includes their names, addresses, telephone numbers, age of individuals, sex, marital status, education, social insurance number, ethnic origin. **Class of Individuals:**

Inuit students attending training programs and whose studies are funded directly or indirectly by the department. **Purpose:** The information is issued to monitor and control the provision of training of Inuit for jobs in the Nunavut Government to April 2000.

Retention and Disposal Standards: 5 years from end of training. **TBS Registration:** 003921 **Bank Number:** INA PPU 020

On-the-Job Training

Description: This bank contains information on the training period, the individual's monthly allowances, and a monthly evaluation by the training agency. **Class of Individuals:** Northern Native people. **Purpose:** The purpose of this bank is to maintain training agreements between Northern Natives and training agencies. Records in the bank are restricted to Northern Native people and are used to monitor each individual's progress. **Consistent Uses:** Verification of information with other organizations, including data matching.

Retention and Disposal Standards: Records are retained for two years and then destroyed. **Related to PR#:** INA NAP 276 **TBS Registration:** 002536 **Bank Number:** INA PPU 170

Prospectors' Assistance

Description: This bank contains information about applicants, supplied according to the Prospectors' Assistance Program Regulations. **Class of Individuals:** Individuals applying for Prospectors' Assistance Program. **Purpose:** The purpose of this bank is to record and maintain applications for Prospectors' Assistance Program. **Consistent Uses:** The bank is also used to monitor the Prospectors' Assistance Program. **Retention and Disposal Standards:** Records are retained for six years after each case is closed and then transferred to the National Archives of Canada. **Related to PR#:** INA NAP 286 **TBS Registration:** 002533 **Bank Number:** INA PPU 155

Small Business Loan Fund

Description: This bank contains personal information on individuals applying for or receiving funds. **Class of Individuals:** Individuals applying for or receiving funds. **Purpose:** The purpose of this bank is to maintain records relating to small business loans in the Yukon Territory. It is also used to monitor the repayment of loans by individuals. **Consistent Uses:** Verification of information with other organizations, including data matching. **Retention and Disposal Standards:** Records are retained for 10 fiscal years after repayment of the loan and then transferred to the National Archives of Canada for selective retention. **Related to PR#:** INA NAP 226 **TBS Registration:** 002529 **Bank Number:** INA PPU 140

Territorial Lands and Land Use Records

Description: This bank contains the Application for Federal Crown Land form and supporting documentation and is held in the regional office.

Class of Individuals: Individuals who submit an Application for Federal Crown Land. **Purpose:** The purpose of this bank is to maintain a record of transactions dealing with surface interests to federal Crown lands. **Consistent Uses:** It is used to register and monitor the administration of the sale, leasing or other disposition of territorial lands and land use activities. **Retention and Disposal Standards:** These records are retained indefinitely. **Related to PR#:** INA NAP 246 **TBS Registration:** 002532 **Bank Number:** INA PPU 150

Manuals

- A Guide for Electoral Officers
- Access to Information and Privacy Annual Report
- Access to Information and Privacy Manual
- Administration Manual
- Adoption Officers Manual
- Approval and Management of Ministerial Loan Guarantees for Housing
- Band Classification Manual
- Band Code Implementation Manual
- Band Governance Management Systems – Elections
- Band Governance Management Systems – By-law
- Capital Management Procedures Manual (Manitoba)
- Circulars on Housing (J1 to J5)
- Communications Products, Practices and Procedures Manual
- Corporate Organization Manual
- Delivery of Technical Services — Departmental Directive
- Entitlement Officers Manual
- Environmental Screening Guidelines
- ESRF Guidelines for Applications for Payment
- ESRF Guidelines for Levies
- ESRF Guidelines for Study Proposals
- Estates Reporting System User Guide
- Estates Procedures Manual
- Executive Guide to the Land Management Funding Formula
- Federal Policy Guide – Aboriginal Self-Government
- File Classification Manual
- Fire Management Manual — Yukon Territory
- First Nations and Inuit Science and Technology Camps Program Guidelines
- First Nations and Inuit Summer Student Career Placement Program Guidelines

- First Nations and Inuit Youth Business Program Guidelines
- First Nations National Reporting Guide (1999-2000) Backgrounder — On-Reserve Housing
- First Nations and Inuit Youth Work Experience Program Guidelines
- First Nations Schools Co-operative Education Program Guidelines
- Gender Equality Analysis Policy
- Guidelines for Band Councils (British Columbia)
- Guidelines for Claims Settlement
- Guidelines for Claim Settlement Implementation Planning
- Guidelines for Funding under the Resource Partnerships Program
- Guidelines for Housing (British Columbia)
- Guidelines for the Acquisition of Leases on First Nations' Lands
- Guidelines for the Development of First Nations Housing Proposals
- Guide to Gender Equality Analysis
- How Population Data Can Benefit Your First Nation
- How to Prepare a Specific Claim
- Human Resources Manual
- Indian Band By-Law Handbook
- Indian Economic Development Fund-Direct Loan Operating Manual
- Indian Government Support System User Guide (1996)
- Indian Lands Registration Manual
- Indian Lands Registration Manual (1998)
- Indian Moneys Directive — 1A: Administration of Moneys Belonging to Indian Minors
- Indian Oil and Gas Canada Annual Report
- Indian Oil and Gas Canada Reporting Guidelines
- Indian Registration Manual for Data Entry
- Indian Registry Reporting Manual
- Information Management Strategic Vision
- Land Leasing Activities
- Land Management and Procedures
- Land Management Manual
- Local Government Finance Manual (British Columbia)
- Local Government Program Development Manual (British Columbia)
- Managing Funding Arrangements, Volume 1.1 and 1.2, DIAND's Accountability Framework
- Manual for the Administration of Band Moneys
- Ministerial Correspondence, Briefings and Parliamentary Affairs Manual
- National Standards for Child Welfare
- National Standards for the Social Assistance Program, with Corresponding Regional Manuals
- National Status Report
- Negotiation Preparedness Initiative
- News Release 1-9630
- Non-Registered On-Reserve Population (NRORP) Data Handbook
- News Release 1-9630
- On Reserve Services Handbook
- On-Reserve Housing Operating Manual (British Columbia)
- Operational Policy Guidelines
- Outstanding Business – A Native Claims Policy
- Preparation of Treasury Board Capital Submissions
- Process Manual For Specific Claims
- Program Directive — Chapter 5 (Social Development)
- Program Directive — Chapter 6 (Capital Facilities and Community Services)
- Program Directive — Chapter 7 (Band Management)
- Program Directive – Social Assistance On-Site Compliance Review Process
- Provision of Oil and Gas related Information to First Nations
- Public Information Status Report
- Regional Reporting Guide (Education)
- Registered Index Plan(s) (British Columbia)
- Rental Housing (British Columbia)
- Reporting Guidelines, Royalty and Gas Cost Allowance
- Settling a Family Member's Estate
- Social Assistance Reference Guide for the Submission of 1999-2000 Data (Regional use)
- Social Development Policy and Procedures Manual
- Special Claims Branch Process Manual
- Standard Surface and Sub-surface Agreements
- Status Report by Province
- Survey Practices and Procedures Manual (British Columbia)
- Tendering Policy on Federally Funded Capital Projects for First Nations on Reserve
- Terms and Conditions for Contribution Agreements
- Terms and Conditions for Ministerial Loan Guarantees as defined in the P.C. 1999-2000, November 4, 2000
- Terms and Conditions on Housing Regulations — P.C. 1981-810
- Terms and Conditions Respecting the Housing of

Individual Indians on Reserves — P.C. 1980-2753

- Treaty Payment System – The Administration of Property Belonging to Mentally Incompetent Indians
- Why Make a Will

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The department encourages requesters to utilize the present lines of communication and to request personal information through informal channels. The intent is to make available as much information as possible through informal channels. Therefore enquiries for personal information should be made directly, where possible, to the departmental office having control of the record(s) concerned. For further information contact the departmental coordinator or our regional offices.

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Reading Room

As required under the Access to Information Act, the library of this institution has been designated as public reading room: The address is:

Room 1400
Les Terrasses de la Chaudière
10 Wellington Street
Hull, Quebec

Tel.: (819) 997-0811

Industry Canada

Chapter 74

General Information

Background

Industry Canada promotes the growth of a strong, dynamic Canadian economy and helps Canadians take advantage of the opportunities offered by the global, knowledge-based economy.

Responsibilities

Industry Canada's mandate is to help make Canadians more productive and competitive in the global, knowledge-based economy. The department's policies, programs and services help create an economy that: provides more and better-paying jobs for Canadians; supports stronger business growth through continued improvements in productivity and innovation performance; and gives consumers, businesses and investors confidence that the marketplace is fair, efficient and competitive.

To reach its clients, Industry Canada collaborates extensively with partners at all levels of government and the private sector, and has become a leader in providing leading-edge service products such as the Canada Business Service Centres, and Internet services such as Strategis (<http://strategis.gc.ca>) and ExportSource (<http://exportsource.gc.ca>). These provide businesses and individuals with strategic information services 24 hours a day, seven days a week. For clients who prefer personal contact with the department, Industry Canada has regional offices, as well as local service points located in 50 communities.

The department's efforts are concentrated on five strategic micro economic objectives in order to build the competitive advantage Canada needs for long-term economic growth:

- improving Canada's innovation performance;
- making Canada the most connected nation in the world;
- building a fair, efficient and competitive marketplace;
- improving conditions for investments; and
- increasing Canada's share of global trade.

The Minister of Industry is responsible for 15 federal departments and agencies that make up the Industry Portfolio. These organizations are uniquely positioned to further the government's goal of building a

knowledge-based economy in all regions of Canada and to advance the government's jobs and growth agenda. The Industry Portfolio includes:

- Atlantic Canada Opportunities Agency
- Business Development Bank of Canada
- Canada Economic Development for Quebec Regions
- Canadian Space Agency
- Canadian Tourism Commission
- Competition Tribunal
- Copyright Board Canada
- Enterprise Cape Breton Corporation
- Industry Canada
- National Research Council of Canada
- Natural Science and Engineering Research Council
- Social Sciences and Humanities Research Council
- Standards Council of Canada
- Statistics Canada
- Western Economic Diversification Canada

Legislation

- Agreement on Internal Trade Implementation Act, S.C. 1996, c. 17
- Agricultural and Rural Development Act, R.S. 1985, c. A-3
- Atlantic Fisheries Restructuring Act, R.S. 1985, c. A-14 (in respect of certain companies)
- Bankruptcy and Insolvency Act, R.S., 1985, c. B-3
- Bills of Exchange Act, R.S. 1985, c. B-4 (Part V: Consumer Bills and Notes)
- Boards of Trade Act, R.S., 1985, c. B-6
- British Columbia Telephone Company Act, S.C. 1916, c. 66 (private act)
- Business Development Bank of Canada Act, S.C. 1995, c. 28
- Canada Business Corporations Act, R.S., 1985, c. C-44
- Canada Cooperatives Act, S.C. 1998, c. 1
- Canada Corporations Act, R.S.C., 1970, c. C-32
- Canada Foundation for Innovation: Parts I and XI of the Budget Implementation Act, 1997, S.C. 1997, c. 26
- Canada Small Business Financing Act, S.C. 1998, c. 36

- Canadian Space Agency Act, S.C. 1990, c.13
- Canadian Tourism Commission Act, S.C. 2000, c. 28
- Civil International Space Station Agreement, S.C. 1999, c. 35
- Companies' Creditors Arrangement Act, R.S., 1985, c. C-36
- Competition Act, R.S., 1985, c. C-34
- Competition Tribunal Act, R.S., 1985, c. 19 (2nd Supp.)
- Consumer Packaging and Labelling Act, R.S., 1985, c. C-38
- Copyright Act, R.S., 1985, c. C-42
- Corporations and Labour Unions Returns Act, R.S. 1985, c. C-43
- Department of Industry Act, S.C. 1995, c. 1
- Electricity and Gas Inspection Act, R.S., 1985, c. E-4
- Employment Support Act, S.C. 1970-71-72, c. 56
- Government Corporations Operation Act, R.S. 1985, C. G-4
- Industrial and Regional Development Act, R.S. 1985, c. 1-8
- Industrial Design Act, R.S., 1985, c. I-9
- Integrated Circuit Topography Act, S.C. 1990, c. 37
- Investment Canada Act, R.S., 1985, c. 28 (1st Supp.)
- Lobbyists Registration Act, R.S., 1985, c. 44 (4th Supp.)
- National Research Council Act, R.S., 1985, c. N-15
- Natural Sciences and Engineering Research Council Act, R.S., 1985, c. N-21
- Patent Act, R.S., 1985, c. P-4
- Pension Fund Societies Act, R.S. 1985, c. P-8 (ss. 4, 6 and 7)
- Personal Information Protection and Electronic Documents Act, S.C. 2000, c. 5
- Precious Metals Marking Act, R.S., 1985, c. P-19
- Public Documents Act, R.S. 1985, c. P-28
- Public Officers Act, R.S. 1985, c. P-31
- Public Servants Inventions Act, R.S., 1985, c. P-32
- Radiocommunication Act, R.S., 1985, c. R-2
- Regional Development Incentives Act, R.S. 1970, c. R-3
- Seals Act, R.S. 1985, c. S-6
- Small Business Investment Grants Acts, S.C. 1980-81-82-83, c. 147
- Social Sciences and Humanities Research Council Act, R.S., 1985, ch. S-12
- Special Areas Act, R.S. 1985, c. S-14 (Ontario and Quebec)
- Standards Council of Canada Act, R.S., 1985, c. S-16
- Statistics Act, R.S. 1985 c. S-19
- Telecommunications Act, S.C. 1993, c. 38
- Teleglobe Canada Reorganization and Divestiture Act, S.C. 1987, c. 12 (specified functions)
- Telesat Canada Reorganization and Divestiture Act, S.C. 1991, c. 52 (policy role)
- Textile Labelling Act, R.S., 1985, c. T-10
- Timber Marking Act, R.S. 1985, c. T-11
- Trade Unions Act, R.S. 1985, c. T-14
- Trade-marks Act, R.S., 1985, c. T-13
- Weights and Measures Act, R.S., 1985, c. W-6
- Winding-up and Restructuring Act, R.S., 1985, c. W-11 (Part I only)

Organization

Audit and Evaluation

Conducts internal audits and evaluations consistent with Departmental and Central agency policies.

Chief Information Officer

The Chief Information Officer is accountable to the Deputy Minister and the Industry Canada Management Committee for the effective and efficient management of strategic information and informatics within Industry Canada. A major responsibility of the CIO is the planning, coordination and delivery of Industry Canada's strategy to put the departmental key services on line through Strategis, Canada's largest business Web site at <http://strategis.gc.ca>. Specifically, the CIO manages the department's informatics resources including the high capacity national wide area network; operates Industry Canada's library and information products; manages the electronic publishing process and development of custom information products; manages the Department's national efforts in the network of Canada Business Services Centres; establishes and implements marketing strategies to promote the use of strategic business information; and undertakes systematic client feedback assessments.

The CIO also manages the BusinessGateway.ca, the Government of Canada's portal site for Canadian Business. This function includes managing an intra-departmental partnership, technical housing and maintenance of the site, the provision of client support services and developing site content through client – feedback mechanisms, partnerships with other levels of government and the private sector.

◆ **Canada Business Service Centres (CBSCs)**

The Canada Business Service Centres (CBSCs) are the gateway to government information for business providing a wide range of information on government services, programs and regulations. The CBSCs answer client questions about starting a new business or improving an existing one. Services are available by telephone, fax, mail, E-mail, on the Web and in person. Currently there are thirteen CBSCs – one in every province, the Northwest Territories, Yukon and Nunavut. The CBSCs also have regional access arrangements with existing business service organizations in many communities across Canada. The CBSC initiative is a cooperative arrangement among 37 federal departments and agencies, provincial governments and, in some cases the private sector. A National Secretariat, located in Ottawa, is responsible for supporting the CBSCs and maintaining the technical network, web site, information databases, and products. Also see the Atlantic Canada Opportunities Agency (ACOA), Canada Economic Development for Quebec Regions, and Western Economic Diversification (WED) for listings on CBSCs.

Communications Branch

The Communications Branch plays a pivotal role in ensuring that the Canadian public, departmental clients and employees, receives information about Industry Canada's policies, programs and services.

Services provided by the Branch include communications research and public environmental analysis; communications planning and advice to the Minister and senior management on communicating Ministerial and departmental priorities, policy development, and program planning and implementation; media relations; and the coordination, production and distribution of speeches, news releases, publications and multimedia materials. Through the Industry Canada Corporate web site (www.ic.gc.ca) the Branch provides current information on departmental activities, as well as links to the Industry Portfolio's various resources. The Branch is also responsible for handling enquiries from the public.

Communications Research Centre

Communication Research Centre Canada (CRC) has been dedicated to advanced communications R&D for over 30 years. Its research provides a technical basis for the development of regulations and standards in support of public policy. Key research areas include: radio sciences; terrestrial wireless; broadcast technologies; satellite communications; broadband network systems; and microelectronic and optical technologies. CRC has a strong tradition of technology transfer to industry and has been responsible for the

creation of more than 60 companies. It operates an Innovation Centre to provide high-tech startups with access to its technologies, research expertise and unique laboratories.

Competition Bureau

The Competition Bureau promotes competition and efficiency in the Canadian economy through the administration of the Competition Act concentrating on a balance between enforcement activities and compliance programs, public awareness and submissions on regulatory matters. The Bureau also promotes a fair and efficient marketplace through the administration of the Textile Labelling Act, the Precious Metals Marking Act, and the Consumer Packaging and Labelling Act emphasizing a compliance approach by working with business to predict and prevent problems from occurring. The Commissioner of Competition, the head of the Competition Bureau, is a statutory appointment under the Competition Act with the responsibility of administering and enforcing the Competition Act and the other Acts cited above. The Competition Bureau consists of six branches, four of which are responsible for the enforcement of the Acts. A unit has also been established for the purpose of co-ordinating possible amendments to the Competition Act.

◆ **Civil Matters Branch**

Responsible for administering the reviewable section of the Competition Act (excluding mergers). The Civil Matters Branch is also responsible for the Commissioner's regulatory representations before Boards, Commissions and other Tribunals.

◆ **Compliance and Operations Branch**

This Branch is comprised of two directorates, plus a Communications Unit and an Informatics Centre:

Compliance and Coordination Directorate

Assists in the development and dissemination of Bureau policies and procedures; provides research assistance to the enforcement branches; provides preliminary assessment or referrals of complaints and information requests received through its Information Centre, and develops and coordinates internal operational training for Bureau staff.

Communications Unit

Provides strategic advice on all internal and external communications issues, coordinates Bureau publications and manages media relations.

Management Policy and Services Directorate

Responsible for Bureau strategic, operational, and resource planning and reporting; operational review; and administrative and personnel services.

COMPASS Information Management Centre

Responsible for information systems and support within the Bureau.

◆ **Criminal Matters Branch**

Responsible for administering the criminal provisions of the Competition Act (excluding misleading advertising and deceptive marketing practices).

◆ **Economic and International Affairs Branch**

Provides economic, policy and strategic analysis and advice to the Commissioner and other units of the Bureau dealing with enforcement and policy issues. The Directorate also participates in departmental and interdepartmental development of government policies and legislation with relevance to the Competition Act, and is responsible for Canada's participation in and contribution to the work of international organizations such as the Organization for Economic Development and United Nations Conference on Trade and Development in the field of competition policy.

◆ **Fair Business Practices Branch**

Responsible for enforcing the misleading advertising and deceptive marketing practices provisions of the Competition Act and for administering the Textile Labelling Act, the Precious Metals Marking Act, and the Consumer Packaging and Labelling Act, as well as the guidelines concerning the Care Labelling of Textiles, the Marketing of diamonds, Coloured Gemstones and Pearls, and Environmental Labelling and Advertising.

◆ **Mergers Branch**

Responsible for the administration of the merger provisions of the Competition Act (including the notifiable transaction requirements) in all sectors of the Canadian economy.

Comptroller's Branch

Provides advice to the Deputy Minister and provides functional direction and advice to managers on comptrollership, covering both financial and non-financial matters. The branch is responsible for maintaining a financial management framework within the department and reports periodically to the Deputy Minister and the Comptroller General in compliance with government-wide standards. Operationally, the Comptroller's Branch provides corporate planning and reporting including performance management coordination, establishes and manages systems, processes and procedures for financial and material management. The Branch is also responsible for the overall liaison on these matters with Treasury Board Secretariat, the Deputy Comptroller General, and PWGSC.

Human Resources Branch

The Human Resources Branch provides strategic information, advice and operational services to the department on corporate management and succession planning strategies, relationships with unions, demographic profiling, research and analysis, indicators of the health of the organization, strategic infrastructure for training, rejuvenation and revitalization program strategies. Operationally, it provides decentralized, comprehensive and timely advice, guidance and assistance to departmental management and employees on classification, staffing and researching, official languages, employment adjustment, labour management, employee equity, training and development, awards and recognition, career planning, compensation and benefits.

Industry Portfolio Office

The Industry Portfolio Office (IPO) provides executive secretariat support to the Minister, Deputy Minister and Associate Deputy Minister of Industry as it relates to their broad Industry Portfolio coordination responsibilities.

The fifteen Industry Portfolio members are: Atlantic Canada Opportunities Agency; Business Development Bank of Canada; Canadian Space Agency; Competition Tribunal; Copyright Board Canada; Canada Economic Development for Quebec Regions; Canadian Tourism Commission; Enterprise Cape Breton Corporation; Industry Canada; National Research Council Canada; Natural Sciences and Engineering Research Council of Canada; Social Sciences and Humanities Research Council of Canada; Standards Council of Canada; Statistics Canada; and Western Economic Diversification Canada.

Industry and Science Policy

The Industry and Science Policy Sector is responsible for leading development of industry, science, international business and economic framework policy in the Department, and for influencing policies of other government departments in order to enhance the business climate and to promote Canada's industrial competitiveness and scientific excellence.

◆ **Corporate Governance Branch**

Responsible for all research and policy development activities which lead to legislative reform of corporate law, intellectual property law and regulatory and standards policy in the department. The Branch develops and directs research activities, and participates in international and intergovernmental negotiations.

To enhance competitiveness, manage Industry Canada's contribution to the development and implementation of corporate governance policy initiatives respecting regulations, standards and issues concerning harmonization and business framework legislation under the jurisdiction of Industry Canada.

◆ Innovation Policy Branch

The Innovation Policy Branch formulates the federal government's science, technology and innovation policies to ensure that these policies support business growth through research and innovation and lead the shift to a knowledge-based economy. Three directorates carry out these policies: Science and Technology Strategy, whose main focus is government science; Knowledge Infrastructure, who liaise with the university community and the federal granting councils; and Marketplace Innovation, whose focus is Canadian firms and international collaboration. The Branch also serves as secretariat for the Council of Science and Technology Advisors (CSTA).

◆ Intergovernmental Relations and Outreach

The Intergovernmental Relations and Outreach (IRO) Branch supports and furthers the sector and the department's policy agenda by identifying, facilitating and coordinating consultation opportunities, including outreach activities, with key departmental clients, stakeholders as well as provincial and territorial colleagues. It is responsible for monitoring provincial government developments impacting on the agenda of Industry Canada and for developing strategies for the effective management of federal-provincial relations within the department. The Branch also negotiates, with provinces, actions necessary to deepen the commitment for barrier-free domestic trade either through a strengthened Agreement on Internal Trade or complementary instruments.

◆ International Business Branch

International Business Branch (IBB) is responsible for policy analysis and coordination for Industry Canada's international business policies and strategies. IBB undertakes policy and industrial impact analysis, and participates in negotiations for international trade and investment, including services and provides strategic information to Canadian business through Strategis and other means. IBB is also responsible for high-level trade missions; a variety of international industrial cooperation agreements; and is the departmental focal point for APEC.

◆ Investment Review Division

Responsible for identifying potentially reviewable foreign direct investment transactions; reviewing and assessing investment proposals to determine net benefit to

Canada; and ensuring that formal plans and undertakings given by investors are carried out.

◆ Management & Administrative Services

The Management and Administrative Services Unit provides centralized corporate support services to the Industry and Science Policy Sector.

◆ Micro-Economic Policy Analysis Branch

The Branch is Industry Canada's centre of excellence in micro-economic analysis and responsible for providing the fundamental economic research and analysis underpinning the policy development process of the department. Collaborating with leading experts, the Branch provides leadership in the provision of both current economic analysis and strategic information on issues relating to micro-economic policy, marketplace rules and services and industry sector development. In addition to organizing a number of conferences, workshops, seminars, distinguished speaker series and consultations with the private sector, the academic community and other levels of government, the branch runs a nationally recognized research publications program, both of which serve to convey timely information and facilitate an informed public debate on economic policy issues. The branch also publishes a number of regular reports, including the Monthly Economic Indicators and the Micro-Economic Monitor, and is responsible for maintenance of the Economic Information Source – a value-added database service which is accessible by all Industry Canada employees.

◆ Small Business Policy Branch

The Small Business Policy Branch is responsible for maintaining a strategic overview of Canadian small business, across regions and industrial sectors, including assessing gaps and weaknesses in the marketplace, and advising on government policy and programs. Main activities focus on providing policy direction and advice in the following areas: access to financing; business management skills; E-business; self-employment; business climate policy; and business information products. The Branch also provides advice in the development of a coherent long term government small business agenda. To achieve its mandate, the Branch works in partnership with other government organizations and with key private sector organizations (e.g., CFIB, CCC, CMA, CBA, etc.)

◆ Strategic Policy

The Branch is responsible for strategic policy leadership, both within Industry Canada and interdepartmentally, with respect to the micro-economic policy agenda. Specific functions include: development of the micro-economic framework agenda including key policy initiatives; advice on horizontal policy issues such

as youth, skills, rural and sustainable development; industrial policy analysis and integration; analysis and advocacy with respect to economic framework policies; strategic planning and priority setting; managing departmental relations with the OECD and G-7 on policy issues; managing the planning function within the Industry and Science Policy sector; the departmental policy development process, management of the Cabinet briefing process in the department and coordination and advice on the department's support to the Minister in Parliament.

◆ **The Advisory Council on Science and Technology Secretariat (ACST)**

The Secretariat provides policy advice, coordination and administrative services to the Prime Minister's Advisory Council on Science and Technology (ACST). It is responsible for: planning and coordinating meetings and activities; providing policy analysis and research assistance; facilitating communications and linkages among advisory bodies, various levels of governments and the S&T community.

Industry Sector

The Industry Sector helps Canadian industry and businesses compete, grow and create jobs in the knowledge-based economy. Through its efforts, the Industry Sector contributes to Industry Canada's five strategic objectives – trade, investment, innovation, connectedness and marketplace. It facilitates the delivery of industrial and related policy analyses and strategies designed to promote the global competitiveness of Canadian industry. As well, the Sector offers a broad range of services, leading-edge information resources, and sector policies and strategies that support stronger business growth.

The Industry Sector connects Canadian businesses with an evolving collection of timely information products, business tools, research and strategic analyses, as well as data and information resources about a wide range of Canadian Industries. For more information about Industry Sector's products, visit the Business Information by Sector area on Strategis, Industry Canada's on-line business information source at <http://strategis.ic.gc.ca/bis>

◆ **Aerospace and Automotive Branch**

Aerospace and Automotive Branch is responsible for developing and implementing policies, programs and services aimed at promoting the international competitiveness and sustainable growth in the aerospace, defence, automotive, truck, and rail sectors of the Canadian economy. The Branch fulfils its mission by gathering and analyzing sectoral and business intelligence for which it develops policies and strategies for promoting trade, attracting investment, advancing

new technologies and enhancing productivity and employee skill levels. It also develops business intelligence information products for delivery to industry clients.

◆ **Canadian Biotechnology Secretariat**

The Canadian Biotechnology Secretariat oversees the implementation of the Canadian Biotechnology Strategy. Under this strategy, the Secretariat supports the Canadian Biotechnology Advisory Committee (CBAC) and the new interdepartmental coordinating structures. The Executive Director reports to the Assistant Deputy Minister, Industry Sector, Industry Canada and the Associate Deputy Minister Health Protection Branch, Health Canada.

The Secretariat includes a new policy framework, a broad-based advisory committee, strengthened interdepartmental management and a ten-point work plan that is being developed with interested partners. CBAC, an independent, expert panel, advises ministers on the ethical, social, economic, scientific, regulatory, environmental and health aspects of biotechnology. It also provides Canadians with an ongoing forum to voice their opinions and participate in an open and transparent dialogue on biotechnology issues. A team of seven ministers (Agriculture and Agri-Food, Environment, Fisheries and Oceans, International Trade, Industry, Health, Natural Resources), coordinated by the Industry Minister, oversees the strategy and addresses issues that cut across the mandates of various federal department agencies.

◆ **Environmental Affairs Branch**

Environmental Affairs Branch fulfils three important roles. It coordinates and integrates Industry Canada's input to the government's environmental regulatory initiatives. The Branch also promotes the development and diffusion of key environmental science and technological capabilities, which enhance industrial competitiveness. As well, it promotes the growth and development of an internationally competitive environmental industry and facilitates the transfer of environmental technologies to other countries through trade and development work.

◆ **Industrial Analysis and Strategy Branch**

The Industrial Analysis and Strategies Branch, in partnership with Industry Sector branches and other stakeholders in the department, government and industry, conducts a broad range of analysis to help advise the Minister and the government on industrial development policies. The analysis focuses on Industry Canada's five strategic objectives: innovation, connectedness, marketplace framework, investment, and trade with emphasis on the knowledge-based economy and its potential for high-growth

opportunities. Accessing, using and building knowledge for the benefit of Canadian business is a key role. Currently, resources are directed at priority policy analysis in three areas: North American Linkages, innovation and sustainable development.

◆ Information, Planning and Program Management Branch

Information, Planning and Program Management Branch takes the lead for the Industry Sector on cross-sectoral issues and initiatives and managing programs by providing other branches with leadership, specialized advice and support. Within the perspective of government, departmental and Industry Sector objectives and priorities, the Branch ensures smooth linkages and flow of information between branches and organizations and consistency across horizontal issues. In addition, the branch is responsible for expanding the reach and influence of Industry Sector and the products, services and intelligence it generates.

Key areas of service include: planning; strategic issues and policy planning; briefing and correspondence; parliamentary affairs; connectedness and Industry Sector on-line presence; emergency planning; client outreach including communications, marketing and the development and production of information products; human resource and organizational development; program repayments administration; best practices and network advice.

◆ International Business Opportunities Centre

International Business Opportunities Centre matches Canadian companies, particularly small and medium-sized enterprises, with export leads generated by Canadian trade officers around the world. Operated jointly by Industry Canada and the Department of Foreign Affairs and International Trade (DFAIT), the Centre works on a case-by-case basis to provide a useful, accurate and timely response to foreign buyers. Using search tools such as DFAIT's WIN Exports and Industry Canada's Canadian Company Capabilities (Strategis) databases as well as a broad network of other sources, the Centre contacts Canadian companies to advise them of product or service-specific inquiries from foreign buyers. To view a sample of daily international business opportunities, and to receive international business leads directly by way of e-mail, visit <http://www.iboc.gc.ca>

◆ Life Sciences Branch

The Life Sciences Branch advances the economic growth and competitiveness of the Canadian health and biotechnology industries for the improvement of the quality of life of Canadians. It provides a national perspective for the formation of responsible economic

policies for the health and biotechnology industries; conducts analysis; shapes policy and regulatory issues for industry clients based on sectoral intelligence and reasoned advocacy; and develops products, services and networks for health and biotechnology stakeholders. The Branch work contributes to the development of Canada's health and biotechnology industries with respect to: innovation and productivity; global sales; adoption of information technologies and telecommunications; investment climate; and in engendering confidence for businesses, investors and consumers in a fair, efficient and competitive marketplace.

Initiatives include: advocacy on regulatory issues such as the Patent Act and intellectual property policies; trade and investment development strategies and activities, including two Trade Team Canada initiatives and leadership of a Life Sciences Investment Round Table; Technology Roadmaps; and dissemination to industry of intelligence on trade, investment, regulation, technology and sectoral contacts through Web sites on Strategis.

◆ Manufacturing Industries Branch

The Manufacturing Industries Branch is responsible for a diverse group of manufacturing sectors located across Canada. These sectors include industrial products (e.g. steel, chemicals), consumer products (e.g. apparel, textiles, furniture), building and forestry products, and electric power and oil and gas equipment and services. Together, they account for more than 50 percent of Canadian manufacturing shipments, and almost 55 percent of manufacturing employment. The Branch also focuses on advanced manufacturing and processing technologies, ocean technologies, and advanced industrial materials that have application across all industrial sectors.

The prime objective of the Branch is to enhance the international competitiveness of its sectors by focussing on activities such as trade and investment, innovation, skills, e-commerce and information products, and sustainable development. With the objectives of increasing Canadian exports, branch staff manage three Trade Team Canada sectors – Plastics, Electric Power Equipment and Services, and Building Products. The Branch also participates actively in the promotion of sustainable development by working directly with industry and by participating in the development and implementation of Industry Canada's Sustainable Development Strategy.

◆ Service Industries Branch

Service Industries Branch focuses on the business, professional, tourism, marketing and distribution industries and on capital projects-related industries such as consulting engineering, architecture and

construction. It maintains a wide knowledge base on Canadian companies undertaking domestic and international capital projects and provides strategic information and analysis, services and policy products to improve their international competitiveness. The Branch works in partnership with the private sector and with industry associations to produce trade strategies and information products to meet their members' needs.

Specific activities include: promoting export readiness; encouraging partnerships and strategic alliances; promoting electronic commerce and the Internet economy; raising the profile of Canadian firms; assisting firms in exploiting major project opportunities; delivering timely market and other strategic information products; promoting participation in Public-Private Infrastructure projects; undertaking studies and analyses of policy and horizontal service industry issues; supporting Canadian industry access to both domestic and international markets through such initiatives as SourceCan and Development Finance Institutions; and supporting international projects through the Sustainable Cities Initiative, a multi-stakeholder trade initiative whose key objective is the development of integrated strategies and solutions, through cooperation and partnerships, to the range of urban problems generated by rapid urbanization. The Branch also seeks to protect the interest of Canadian service firms through the WTO, GATS and NAFTA and ensures that existing agreements are effective.

Information and Privacy Rights Administration

Oversees the administration and policy development of the Access to Information Act and the Privacy Act as related to the Department. It processes formal requests, advises senior management on the administration of the legislation and the disposition of cases, and promotes awareness of the legislation within the Department.

Investment Partnerships Canada

Investment Partnerships Canada (IPC), a joint venture between Industry Canada and the Department of Foreign Affairs and International Trade, undertakes research and analysis to target investment prospects, and develops and manages investment campaigns directed at selected multinational enterprises in key strategic sectors.

IPC also provides one-stop servicing of the investment interests of client companies and other major investors. IPC has been mandated to act as the federal government's focal point in partnership ventures with sector branches, other departments, and posts abroad.

For more information, please call our general inquiries number at 1 (613) 941-3356.

Office of Consumer Affairs

The Office of Consumer Affairs (OCA) works to promote a fair and efficient marketplace for Canadian consumers, and to protect the consumer interest. The Office helps consumers obtain credible marketplace information; provides analysis of key policy issues from the consumer perspective; and works with governments, business and consumer groups to improve Canada's system of consumer protection.

Office of the Corporate Secretary

The Office of the Corporate Secretary (OCS) provides executive support to the offices of the Minister, Secretaries of State, Deputy Minister and Associate Deputy Minister. It provides timely and quality service to ensure executive clients are effectively supported in all their briefing, correspondence and parliamentary affairs requirements. OCS supports departmental management committee activities and the day-to-day operations of executive offices. OCS has four primary business lines:

◆ Executive Briefings and Appointments

OCS coordinates the preparation and provision of executive briefing materials. It supports the office of the Minister in managing the process for governor-in-Council and Ministerial appointments under the Industry portfolio and coordinates the provision of departmental advice on appointments.

◆ Parliamentary Affairs

OCS coordinates departmental activities to support the Minister in daily Question Period and in parliamentary relations. It also ensures that Executives are supported for appearances before parliamentary committees.

◆ Executive Correspondence

OCS manages the departmental correspondence process for the Minister, two secretaries of State, Deputy Minister and Associate Deputy Minister. It establishes and administers procedures, provides editing and quality control services, manages the flow and storage of documents, produces reports and maintains the electronic system database.

◆ Executive Services

OCS supports the day-to-day operations of executive offices by providing administrative, financial and informatics services. It also manages Industry Canada's conference planning and official hospitality.

Office of the Ethics Counsellor

The Ethics Counsellor administers the Prime Minister's Conflict of Interest and Post-Employment Code for Public Office Holders as it applies to ministers, secretaries of state, parliamentary secretaries, full-time Governor in Council appointees and ministerial staff. The Ethics Counsellor maintains a registry of public declarations and provides guidance on conflict of interest and other ethical issues to departments, agencies, other governments and individuals on request. The Ethics Counsellor is available to the Prime Minister to investigate allegations of impropriety against Ministers and senior officials.

The Registrar Lobbyists Registration of the Office of the Ethics Counsellor administers the Lobbyists Registration Act by registering paid lobbyists and maintaining a public registry. Lobbyists are required to disclose information on their activities, and the Registrar has formal powers to issue interpretation bulletins. The Branch also provides guidance to potential lobbyists and information on lobbyists to federal officials and the general public. The Registrar produces an annual report for Parliament.

Under the Lobbyists Registration Act, the Ethics Counsellor is responsible for the administration of a Lobbyists' Code of Conduct. The Ethics Counsellor is required to investigate alleged breaches to the Code, and prepare reports on them for Parliament. The Ethics Counsellor also prepares an annual report on these responsibilities for Parliament.

Operations Sector

The Operations Sector is Industry Canada's service delivery arm with 2400 employees providing services in over 50 Canadian communities. It serves the business community with a full range of information and intelligence on trade, investment and technology opportunities; through the marketplace component, it contributes to a framework for the orderly conduct of business and the development of new technologies and promotes an environment that will improve the competitiveness of Canadian industry and fair market practices.

Branches that make up the Sector include: Aboriginal Business Canada, Canadian Intellectual Property Office, Corporations, FedNor, Measurement Canada, Office of the Superintendent of Bankruptcy, Programs and Services, Regional Offices, Strategic Planning and Corporate Services, and Trade and Operations Branch.

◆ Aboriginal Business Canada

Aboriginal Business Canada promotes the growth of Aboriginal businesses in Canada, and helps integrate them into the national and international economies. The

program provides a range of services, support, and information to Canadian Indian, Métis, and Inuit entrepreneurs and business organizations. This support includes advice and counselling by business development officers; business planning assistance; management training and networking opportunities, and direct financial assistance to Aboriginal companies in the form of contributions or loan insurance. Strategic priorities have been established for: trade and market expansion (including Aboriginal tourism), innovation, Aboriginal youth entrepreneurship, and strengthening Aboriginal financial and business organizations, in particular the network of Aboriginal Capital Corporations.

Aboriginal Business Canada benefits from the direct involvement of the National Aboriginal Economic Development Board. This Board sets program policy, and provides strategic direction, contributing to the advancement of the program's specific strategic priorities. In some cases, the Board reviews and recommends proposals to be supported. Membership is made up primarily of Aboriginal entrepreneurs and individuals with backgrounds in business and economic development.

◆ Canadian Intellectual Property Office

The Canadian Intellectual Property Office (CIPO) is responsible for granting and registering intellectual property rights in Canada and for ensuring that the information acquired, in exchange for such rights, is made available to the public. The development, management and exploitation of intellectual property is important to Canada's economic development and international competitiveness. CIPO's role is to ensure that intellectual property contributes to an acceleration of Canada's economic development and that the benefits of the intellectual property system accrue to Canadians.

◆ Corporations Directorate

Corporations Directorate administers the Canada Business Corporations Act (CBCA), the Canada Cooperatives Act, the Canada Corporations Act, and several other statutes, through the examination of applications for federal incorporation, continuance, amalgamation and dissolution of corporations; the management of a database on federal corporations and the collection, assessment and verification of information made available to the public. It issues exemptions from certain requirements of the CBCA and monitors and enforces compliance with various statutory requirements. As of April 1, 1995, the Corporations Directorate assumed responsibility for the Registration Division. The Office of the Registrar General within the Registration Division is the guardian of the Great Seal of Canada. Documents are issued under the Formal Documents Regulations, the Public

Officers Act and the Seals Act (Commissions, Proclamations, etc.). The Division accepts and retains on file railroad deposits under Sections 104 and 105 of the Canada Transportation Act.

◆ FedNor

FedNor is the Federal Economic Development Initiative for Northern Ontario. Its mission is to promote economic growth, diversification, job creation and sustainable, self-reliant communities in Northern Ontario by working with community partners and other organizations to improve small business access to capital, information and markets.

In support of its mission, FedNor directs its efforts toward planning, developing and implementing innovative strategies designed to meet the needs of Northern Ontario. In addition, FedNor continues to maintain responsibility for delivery of the Community Futures Program throughout northern and rural southern Ontario. FedNor also remains positioned to continue to assist northern Ontario and rural southern Ontario in a manner that responds to the expressed needs of its stakeholders by providing a coordinated approach to economic development.

FedNor supports Industry Canada's strategic priorities of improving conditions for investment in the Canadian economy, of contributing to Canada becoming the most connected nation in the world, of improving Canada's innovation performance and the transition to the knowledge-based economy, of working with Canadian companies to increase Canada's share of global trade, of building a fair, efficient and competitive marketplace for business and consumers.

Ontario's 52 Community Futures Development Corporations (CFDCs) are governed by volunteers in partnership with FedNor, to help develop and diversify the local economy through community strategic planning, business counselling and investment in small business.

Through its community and business partnerships and networking within the region, and between the region and elsewhere; FedNor, through its offices in Sudbury, Sault Ste-Marie and Thunder Bay, ensures a strong Northern Ontario voice in national affairs.

◆ Measurement Canada

Measurement Canada administers and enforces the Electricity and Gas Inspection Act and the Weights and Measures Act. The mission of the Agency is to ensure equity and accuracy, where goods and services are bought and sold on the basis of measurement, in order to contribute to a fair and competitive marketplace for Canadians.

Direct services provided by Measurement Canada include: calibration and certification of measurement standards; compliance assurance; device approval; marketplace surveillance; dispute investigation and accreditation. Other services and activities provided include: policy and legislative development and client services, including responding to complaints and enquiries.

◆ Office of the Superintendent of Bankruptcy

The Office of the Superintendent of Bankruptcy supervises the administration of the Canadian bankruptcy and insolvency process. It maintains a public record of bankruptcies and receiverships, as well as consumer and commercial proposals, which enable individual debtors and viable businesses to reorganize their financial affairs and possibly avoid bankruptcy. It is responsible for the licensing, monitoring and disciplining of private sector trustees. The office of the Superintendent of Bankruptcy also helps maintain a sound and modern legislative framework, which promotes fair treatment of creditors and debtors and acts to deter abuses, and ensures public access to relevant insolvency data.

◆ Programs and Services Branch

The Programs And Services Branch is responsible for the administration of the Small Business Loans Act (SBLA) and the Canada Small Business Financing Act (CSBFA), pursuant to which lenders in the private sector are encouraged to make term loans to small businesses, to finance specified fixed assets for new or expanded operations. Responsibility includes registration of loans made by lenders, auditing and adjusting of lender's claim for loss and interpretation of the program's legislation (Act and Regulations). The Branch also serves as the department's focal point for direction and coordination of all Industry Canada's financial assistance programs and business services' activities. These include program design and program policy development and interpretation. The Branch is responsible for providing secretariat services and related administrative support to the Programs and Services Board which serves as a forum for senior departmental officials to provide corporate direction in the selection, design, implementation and performance monitoring of financial assistance programs and business services originating from the various sectors of the department. It acts as a focal point for the Environmental Assessment function throughout the department and is responsible to ensure departmental compliance with the Canadian Environmental Assessment Act. It is also mandated to protect Crown interests through recovery action on defaulted loans, loan guarantees and contributions related to all departmental programs.

◆ Regional Offices

Industry Canada has regional and district offices across Canada. They deliver a wide range of Industry Canada programs and services to foster a fair and competitive marketplace. The regional offices also bring a national perspective to the development of micro-economic policy and the enhancement of national objectives by reflecting regional realities. The regional offices support international business development through the International Trade Centres (ITC) by helping firms to become export-ready and to be knowledgeable about markets and competitive opportunities. They also work closely with their portfolio partners, such as the Regional Agencies, the Business Development Bank of Canada (BDC), National Research Centre of Canada (NRC)/Industrial Research Assistance Program (IRAP) and other federal departments and agencies at the regional level as well as with the provinces and with the municipalities to offer business intelligence services through the Canada Business Services Centres (CBSC).

◆ Strategic Planning and Corporate Development Branch

The Strategic Planning and Corporate Development Branch directly supports the Assistant Deputy Minister (ADM), Operations Sector. On behalf of the ADM, the Branch provides analysis and advice on major operational policy issues facing the Sector, develops the Sector's strategic direction, objectives, performance measurement and accountability accords. The Branch plays a key role in improving service strategies and providing integration amongst the Sector's business units, and across the department's Marketplace Services, on emerging service delivery and corporate governance issues. In addition, the Branch is responsible for the management of central services, which are comprised of financial services, human resources management and organizational development for the Operations Sector, and the management of facilities (leased and owned properties), moveable assets, records and mail and telecommunications facilities for Industry Canada.

◆ Trade and Operations Branch (TOBI)

This Branch comprises the Trade Integration Directorate (TID), the Operations Directorate, Facilities Management and the Management Consulting Centre.

TID plays a key role in developing strong Team Canada Inc (TCI) partnerships across the federal government and the regions. TID serves as a focal point for International Business Development (IBD) within the Department and promotes and integrates a range of departmental IBD-related initiatives. TCI's key access points are through the national Export Information Service toll-free number (1-888-811-1119) and the ExportSource.ca Internet site, which enable business clients to access helpful information through links to the federal TCI partners.

The Operations Directorate provides timely briefings, national program and special Departmental and Sectoral project/initiative coordination and delivery, information dissemination, and other management support services to Regional Offices, to the Minister and Secretary of State and to senior officials (e.g., the ADM Operations, the DM and Associate DM) of the Department. The Operations Directorate is also responsible for national program delivery of Section 41 of the Official Languages Act (S41) in the Department.

Facilities Management is responsible for the management of facilities (leased and owned properties), moveable assets and telecommunications for Industry Canada, as well as occupational health and safety activities and environmental stewardship initiatives for the department.

The Management Consulting Centre provides consulting services on a broad range of issues within Industry Canada on a cost-recovery basis.

Spectrum, Information Technologies and Telecommunications Sector

The objective of this sector is to facilitate the development and use of information and communication technologies, systems and services that serve the economic and social needs of all Canadians. This responsibility includes formulating telecommunications and information policies, which provide an encouraging and predictable environment for investment and innovation; providing a competent base of expertise in technical and strategic issues in the area of systems interconnection goods and related telecommunications and information technology standards; ensuring the availability and use of communications and information goods and services to all Canadians; improving the international competitiveness of Canada's information and communication technologies industry; accelerating Canadians connection to, competence on, and development of content on the Information Highway through programs such as SchoolNet, Community Access Program, Computers for Schools Program, Digital Collections Program and various Youth Employment Strategy Programs; enhancing the competitiveness of the information and communications industries through the delivery of innovation, trade support, investment promotion and policy advocacy programs; developing policies aimed at achieving Canadian interests in multilateral communications organizations such as the International Telecommunications Union (ITU) and the Organization for Economic Cooperation and Development (OECD); managing the department's bilateral telecommunications relationships; and, achieving international R&D cooperation and technical marketing. The Sector also strives to ensure the accommodation of as many users of the radio

frequency spectrum as possible with a minimum of interference; promotes the development and growth of radio; manages spectrum use by Canadian broadcasters, operators and radio licence holders; and, protects Canada's rights and interests regarding spectrum use through international agreements and regulations.

◆ **Electronic Commerce Branch**

Electronic commerce is a key component of the Government's Connectedness Agenda. The Branch is coordinating the development of a comprehensive strategy for electronic commerce in Canada. The goal is to provide the proper environment and the level of support necessary for investment in e-commerce, and for its rapid diffusion throughout the economy in order to maximize its contribution to industrial competitiveness and productivity. It is working with the private sector, consumer and public interest organizations, the provinces and territories, other federal government departments and agencies on a policy framework to build trust, clarify rules and position Canada so that we can maximize the social and economic benefits derived from electronic commerce.

The Branch is working in three areas. First, it is maintaining domestic and policy leadership favourable to the conduct of e-commerce. An intensive communications and consultation initiative is underway, over the three year implementation period, to ensure Canadian industry fully understands the Personal Information Protection and Electronic Documents Act and its implications for their businesses. The Branch is also engaged in consultations to encourage the development of an economy-wide framework for electronic authentication and certification to ensure secure electronic transactions and the compatibility of electronic business processes. The Branch participates in international policy development and coordination activity on privacy, authentication, cryptography (through the Wassenaar Arrangement), the security of electronic commerce (through the G8 Lyon Group and Council of Europe) and trade issues relating to organizations such as the OECD, APEC, WTO, FTAA, G8 and GBDe. A key issue for this coming year is to ensure that our developing country trade partners fully benefit from the adoption and use of electronic commerce as a means of narrowing the "digital divide".

Second, the branch is working to accelerate the rapid adoption and use of e-business by Canadian industry and individuals. Its activities include support for private sector-led initiatives such as the Canadian E-Business Opportunities Roundtable, as well as the development of sectoral and regional initiatives in cooperation with government partners. Efforts are focused on establishing Canada's e-brand domestically and internationally, accelerating the e-business transformation of existing business, fostering e-business creation and growth,

expanding the e-business talent pool, making government on-line a priority for all governments in Canada, and building on Canada's leadership in international Internet policy development.

Third, the Branch is encouraging innovation in approaches to the development of e-commerce technology and applications. Its activities are focused on bringing together the efforts of academic researchers, business and government as part of a comprehensive, co-ordinated and multi-disciplinary research strategy for e-commerce and the new economy.

◆ **SITT Sector Strategic Policy and Planning**

The directorate provides sector strategic planning and coordination services including the framework and policy for connectedness. Activities include the coordination of federal-provincial-territorial initiatives related to the information highway, the coordination of statistical and research plans, the preparation of sector strategic plans, and the management of sector financial resources and administrative services, including ATIP.

◆ **Information and Communications Technologies Branch**

The Information and Communications Technologies Branch is committed to improving the competitiveness of the Canadian ICT industry, including the disability support industry, through its business analysis, trade, policy advocacy, technology and investment activities. The ICT Branch is responsible for:

- delivering the CANARIE and PRECARN programs;
- leading the government role on CANARIE, Canada's advanced Internet development organization;
- developing strategies and implementing promotional programs to attract and retain value-added multi-national enterprise (MNE) activities in Canada;
- supporting industry associations in their work in fields such as quality, standards, international marketing and strategic alliances for the ICT industry;
- promoting Canadian interests in multilateral and bilateral telecommunications trade development and assisting Canadian ICT industries to access export markets and foreign technology;
- developing information products and services to improve access by SMEs to market and business intelligence. This includes market studies, directories of company capabilities, industry surveys and statistics located on the Strategis and ICT Team Canada websites.

◆ **Information Highway Applications Branch**

The Information Highway Applications Branch works toward connecting Canadians to, and development of content on the Information Highway through programs

such as SchoolNet; Community Access Program; Computers for Schools Program; Canada's Digital Collections Program; SchoolNet First Nations Program; SchoolNet Grassroots Program; Office of International Partnerships; SkillNet.ca; Volnet; Smart Communities; and various Youth Employment Strategy Programs. These various programs also foster the innovation and information technology skills needed for a knowledge-based economy; encourage the development of multimedia learnware applications and the development of a Canadian multi-media learnware industry and foster the expansion of community networks.

◆ Radiocommunication and Broadcasting Regulatory Branch

Under the authority of the Radiocommunication and Broadcasting Acts, the Radiocommunication and Broadcasting Regulatory Branch develops spectrum management regulatory and operational policies and procedures. The Branch also plans, authorizes and manages radio spectrum use by Canadian operators and radio licence holders, and certifies broadcasting facilities. Its principal activities include: pursuing and protecting Canadian regulatory interests in the International Telecommunication Union and other bilateral or multilateral fora where International regulations, allocations, standards and planning methods are developed; drafting legislation and regulations required for the spectrum management program; licensing the operation of radio facilities using the most appropriate licensing process (first-come, first-served, comparative or auction) including mobile radio systems, satellites, microwave relay stations etc.; certifying broadcasting facilities (CATV, television, AM and FM); technical evaluation and exchange of international notifications of TV, AM, FM, DTV, MDS and DRB assignments under bilateral or lateral agreements; coordinating enforcement with respect to non-compliance, for example, illegal broadcasting stations and the use of illegally modified (chipped) satellite decoders; developing and promulgating all operational policies and procedures; operating, maintaining and updating the automated spectrum management system (SMS) and the Broadcasting and Cable Database System used by all departmental spectrum field offices; conducting examinations for radio operators, and; planning for the continuity of telecommunications in the event of a national emergency, including catastrophic earthquakes.

◆ Spectrum Engineering Branch

The Spectrum Engineering Branch performs the engineering studies required for rational communications policy and the accommodation of new technologies. It is responsible for all engineering issues required for the effective and efficient delivery of the spectrum management program, the Terminal Attachment

Program, as well as the technical planning and regulation of all broadcasting facilities in Canada.

It is also responsible for engineering aspects of the national and international negotiations and legal arrangements needed to ensure the orderly introduction of new telecommunications technology and evolution of the Canadian telecommunications system. Its main activity is to conduct all engineering studies required as a basis for: the international negotiation of spectrum allocations; the development of domestic policy for the exploitation of those allocations; international and domestic spectrum sharing agreements and, finally; the corpus of engineering plans, standards, specifications and procedures necessary for the assignment of interference-free frequencies to Canadian radio services and assurance of the continuing quality of the spectrum and the Canadian telecommunication system. Ancillary services are provided through: the development of automated tools for spectrum management; the promotion of spectrum management technology to Canadian industry for export; the provision of laboratory and test facilities to support the Branch's engineering analysis and certification obligations; ensuring the maintenance and staging of spectrum surveillance vehicles and Integrated Spectrum Observation Centre (ISOC) equipment; providing engineering support to regional spectrum offices and; under an IC/DND MOU, the performance of the spectrum management engineering functions required to ensure the compatible accommodation, in Canada, of the radio facilities of the Department of National Defence and its military allies. In short, the Branch is responsible for all engineering aspects of the implementation of the Radiocommunication, Telecommunication, and Broadcasting Acts with the primary objective of forestering electromagnetic and regulatory environments, both domestic and international, in which Canada's multi-billion dollar telecommunications service and manufacturing industries will continue to prosper. A fundamental aspect of this work is that the Branch provides Canada's primary technical interface with all of the responsible international bodies in the field, such as: the International Telecommunication Union, (ITU) and its radio and telecommunications arms (ITU-R and ITU-T), the International Special Committee on Radio Interference (CISPR), and a broad range of other regional, multinational and binational affiliations. It is also the focus for the technical negotiations for mutual recognition agreements with other countries and world regions and implementation of telecommunication aspects of Free Trade Agreements such as NAFTA and CCFTA to facilitate international trade in telecommunications products.

◆ Telecommunications Policy Branch

The Telecommunications Policy Branch formulates policies, recommendations, regulations and legislation governing and promoting the orderly development and efficient operation and competitiveness of the

telecommunications facilities and services required by Canadians for national and international communications, including the present and future use of the radio frequency spectrum and use of geostationary orbits. The Branch develops policy proposals related to the structure of the industry providing telecommunications services; develops policy proposals fostering the orderly development and use of Canadian national and international telecommunications facilities and networks, including radio licensing policies and technical standards; assumes policy development, coordination and representational functions in multilateral and bilateral telecommunications negotiations; develops business and regulatory policy proposals affecting the telecommunications industry, new media and the Internet including regulatory reform proposals, and develops analysis and recommendations respecting the possible review by the Governor in Council of regulatory decisions.

Technology Partnerships Canada (TPC)

Technology Partnerships Canada (TPC) is a technology investment fund established to contribute to the achievement of Canada's objectives: increasing economic growth, creating jobs and wealth, and supporting sustainable development.

TPC makes strategic investments in research, development and innovation in order to encourage private sector investments, and to maintain and grow the technology base and technological capabilities of Canadian industry.

Eligible activities for TPC funding include:

- Industrial research,
- Pre-competitive development, and
- Studies.

TPC supports research, development and innovation in:

- Enabling technologies such as advanced manufacturing and processing technologies, advanced materials processes and applications, and applications of biotechnology and of selected information technologies.
- Environmental technologies that contribute to the achievement of sustainable development or have significant environmental benefits. It involves projects in priority areas such as the development of sustainable alternatives, as well as pollution prevention, abatement, and remediation.
- Aerospace and defence projects for the development and application of technologies essential to these sectors. Included are projects that sustain and expand technological capacity and capability, as well as defence conversion projects.

Information Holdings

Program Records

Aboriginal Business Canada

Description: Aboriginal Business Canada provides a range of support and services to Aboriginal businesses across Canada. The program focuses on four strategic priority areas for support: trade and market expansion, including Aboriginal tourism, innovation, youth entrepreneurship, and strengthened Aboriginal business and financial institutions. **Topics:** All components of the Aboriginal Business Development Program; Special Agricultural & Rural Development; Native Economic Development. **Program Record Number:** IC IC 010

Access to Information and Privacy

Description: Records relating to the administration of the access to information and privacy legislation, information collection and public opinion research, information management practices and inventories of information holdings. **Topics:** Policy; procedures; reports; studies; audits; legal advice; training; surveys; personal information banks and classes; disclosures to investigative bodies; Info Source; delegation of authority; consultations; requests; complaints and correspondence. **Access:** Information is filed by subject. Individual requests are filed by name and sequential number by fiscal year. **Storage Medium:** Paper file and EDP system. **Program Record Number:** IC IC 020

Accreditation

Description: Information on the Accreditation Program. **Topics:** Accreditation, electricity and gas, weights and measures, verifiers, manufacturers, contractors (utilities), service organizations, accredited, factory initial inspections, accreditation standard, International Organization for Standardization (ISO), quality assurance criteria, administrative requirements, initial transition period, manual review procedure, audit procedure, enforcement policy. **Access:** Internet. **Program Record Number:** IC IC 405

Advanced Devices and Reliability

Description: Information pertaining to research and development of new microelectronic devices and circuits, particularly those based on compound semiconductor materials such as gallium arsenide (GAAs), and the evaluation of these materials in regard to their suitability for device and circuit fabrication. **Topics:** Device and circuit fabrication processes and evaluations; GAAs high-speed logic optoelectronic devices and circuits for data processing; and broadband switching applications. **Program Record Number:** IC IC 030

Behavioural Research

Description: This bank contains reports, studies, field trial evaluations, surveys and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour, and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report to establish the identity and credibility of the source. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. **Program Record Number:** IC IC 040

Broadcast Engineering Database

Description: This bank contains technical and administrative information related to broadcasting certificates. The information is used in the issue, renewal and amendment of certificates under the Radiocommunications Act and in providing technical certification to the Canadian Radio-Television and Telecommunications Commission (CRTC) to permit the issue of broadcast licenses under the Broadcasting Act. It is also used in meeting the technical criteria in bilateral agreements with the U.S.A. and agreements administered by the International Telecommunications Union (ITU). Some of this information is shared with: the Department of Transport to ensure that transmission of FM broadcasting stations do not interfere with aircraft communications; Energy, Mines and Resources Canada in preparing topographical maps; CRTC; Federal Communications Commission of the U.S.A. (FCC) related to the above agreements. **Program Record Number:** IC IC 050

Broadcast Technologies Research and Development

Description: Information on research and development in broadcasting and related technologies, systems and services. **Topics:** Television; sound (radio); datacasting; imagery; video and film generation; interactive home-services; behavioural research; broadcast standards and networks. **Program Record Number:** IC IC 060

Cable Television Database

Description: This bank contains technical and administrative information related to broadcasting certificates for cable television distribution systems. The information is used in the issue, renewal and amendment of certificates under the Radiocommunications Act and in providing technical certification to the Canadian Radio-Television and Telecommunications Commission

(CRTC) to permit the issue of licenses under the Broadcasting Act. Parts of this information are shared with: the Department of Transport to ensure that transmission towers do not interfere with aircraft communications and navigation, and with the CRTC.

Program Record Number: IC IC 080

Canada Awards for Business Excellence

Description: Covers subjects relating to Canada Awards for Business Excellence. **Topics:** Dealings with businesses, industries and individuals, relating to specific categories of Canada Awards for Business Excellence, finalists and winners in each category; presentation ceremony events such as public relations, invitations, banquet, entertainment; promotion such as mailing list, advertising, entry kits, entry solicitations, flyers, pins, buttons, posters; proposals such as reports, bids, etc. from consultants who want to participate in the adjudication and events and networks of centres of excellence. **Program Record Number:** IC IC 090

Communications Application Research

Description: Information on the development, implementation, testing and marketing of new or improved communications and information technology products and services to meet the requirements of industry, governments and special needs groups such as people with disabilities, aboriginal peoples, seniors and those in remote locations. This involves project management resulting from the application of policy and R & D developed by the Department and its partners. **Topics:** Social and informatics applications, disabilities, native syllabics, database industry. **Program Record Number:** IC IC 110

Competition

Description: Information on enquiries, complaints, legal proceedings and prosecutions under the Competition Act. **Topics:** Program of compliance; international agreements; co-operation and liaison; enquiries and investigations; exports; imports; investments; textiles labelling; merchandising; mergers and pre-notifications; monopolies; price fixing; research; sales; services; tariffs; trade marks; transportation; warranties; guaranties. Industries: agricultural and retail services, fishing and trapping; logging and forestry; mining; manufacturing; construction; transportation and storage; communications and other utilities; wholesale and retail trade; finance and insurance; real estate and operating insurance agents; business services; government services; educational services; health and social services; accommodation; food and beverage services. **Access:** Case files are arranged under the 18 major groups of the standard industrial classification system. **Storage Medium:** Microfilm, magnetic tape. **Program Record Number:** IC IC 120

Components and Subsystems

Description: Information pertaining to research and development on the design, testing and application of GAAS monolithic microwave integrated circuits (MMIC), miniature hybrid microwave integrated circuits (MHMIC), components for use in the EHF frequency band, and the design and application of silicon very large scale integrated circuits (VLSI). **Topics:** MMIC components and devices; EHF MHMIC components; high speed digital components; and phased array antennas (for communications, radar and microwave landing system application). **Program Record Number:** IC IC 130

Conflict of Interest

Description: Information on conflict of interest provisions. **Topics:** Reports and appointments; correspondence with federal government departments, agencies, councils and commission; conflict of interest measures such as trust arrangements and guidelines for Ministers, their exempt staff, Parliamentary Secretaries, and full-time Governor in Council appointees; co-operation and liaison with provincial and international ethics agencies; complaints and enquiries. **Program Record Number:** IC IC 140

Consumer Affairs

Description: Information on consumer issues, policy, marketplace trends and grants and contributions to consumer groups. **Topics:** Applications for funding **Program Record Number:** IC IC 150

Consumer Products – General

Description: Information on regulations, company liaison, complaints and enquiries, reference materials, sampling and testing, and enforcement concerning specific products. **Topics:** Alarm and protective devices; artist supplies and stationery; appliances; automotive; entertainment; furnishings; furniture care supplies; garden and yard equipment; home fuels; home structures and building material; insulation; housewares; infant and children's products; maintenance products; paper products and containers; personal use items; recreation equipment; sports and protective equipment; textiles; tobacco; tools and workshop equipment; toys; compliance. Complaints analysis – established to analyse product – related complaints by the Branch. **Access:** Files are arranged by product. **Storage Medium:** EDP System. **Program Record Number:** IC IC 160

Consumer Products – Packaging and Labelling

Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections, seizures, prosecutions, statistical data, sampling and testing concerning non-food products. The portion relating to agri-food and labelling has been transferred to the department of Agriculture Canada. **Topics:** Surveillance and liaison with Canadian General Standards Board.

Access: Files arranged by subject with a case file arrangement for company enquiries by name. **Storage Medium:** A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. **Program Record Number:** IC IC 170

Consumer Products – Precious Metals and Fur Garment Marking

Description: This class covers information on regulations, interpretations and rulings, complaints and enquiries, correspondence, inspections, seizures, prosecutions, statistical data, sampling and testing concerning precious metal products and fur garments. **Topics:** Fur: garment marking, liaison, surveillance and enforcement; precious metals marking: liaison, surveillance and enforcement, foreign government marks, national mark, trade marks. **Access:** Files arranged by subject with a case file arrangement for company enquiries by name. **Storage Medium:** A system on magnetic tape is used to evaluate the compliance of various commercial establishments with the different consumer protection laws. **Program Record Number:** IC IC 180

Copyright, Integrated Circuit Topography and Industrial Design

Description: Information on copyright, integrated circuit topography and industrial design legislation. **Topics:** Copyright Act, Integrated Circuit Topography Act, Industrial Design Act; copyright, integrated circuit topography and industrial design case files; Timber Marking Act; registration and revision, enquiries, surveys, consultations with provinces, the private sector, and other departments; registration and enquiries about authors' and designers' works; applications for licenses. **Access:** Registration and files arranged by title with cases filed numerically by subject, registration number and owner name. **Storage Medium:** EDP system. **Program Record Number:** IC IC 190

Corporations

Description: Information concerning incorporation of federal companies – contains data on federal corporations which are used for internal record keeping and information dissemination via the Canada Corporations Bulletin, telephone, mail, fax or internet. The master file also contains data used for the issuance of certificates of incorporation and corporate changes, and for the administration of Directorate programs dealing with compliance enforcement activities. **Topics:** Applications, charters, financial statements, annual returns, enquiries, liaison with companies, enforcement and surveillance investigations; exemptions; take-over bids; boards of trade; corporations. **Access:** Files accessible by corporation name with a numeric case file arrangement. **Storage Medium:** Microfiche and EDP systems. **Program Record Number:** IC IC 200

Departmental Programs

Description: Governmental programs carried out by the department and includes correspondence and material related to the initial contact with applicants, initial requests for information, investigations and analysis. **Topics:** Programs include: Acid Rain Abatement Program (ARAP); Canada Scholarships; PRECARN and CANARIE Grants & Contributions program; Computers for Schools; Environmental Technology Commercialization Program (ETCP); SchoolNet; Community Access Program; Defense Industry Productivity Program (DIPP); Technology Outreach Program (TOP); Program for Export Market Development (PEMD); Federal Economic Development Initiative in Northern Ontario (FedNor); Ontario Community Futures Program ; Small Business Loans Act (SBLA). **Program Record Number:** IC IC 300

Economic Policy

Description: Information on economic and industrial policies; trade; financial institutions; the environment. **Topics:** Federal-provincial relations; foreign; monetary; prices – indexes and surveys regional situation; regulations; taxes; unemployment; industries; Canada, distribution, industry, legislation and programs, prices and indexes, processing, retailing, United States; agreements on tariffs and trade, United Nations Committee on Trade and Development; tariffs – imports, quotas; trade – agreements, extra-territoriality. **Access:** Files arranged by subject. **Program Record Number:** IC IC 210

Electricity and Gas

Description: Information on the electricity and gas program. **Topics:** Electricity – approvals, imports and exports, statistics, inspection regulations and reports, calibrations, registration applications; gas – inspection regulations, approvals, calibrations, technical information, inspection reports, metric conversion standards and equipment, and registration applications. **Storage Medium:** EDP system. **Program Record Number:** IC IC 220

Emergency Telecommunications

Description: Information on emergency telecommunications planning in support of the Department's mandate summarized in Emergency Preparedness Act dated April 27, 1988 and Departmental Responsibilities for Emergency Preparedness dated May 1985. **Topics:** Emergency preparedness and crisis management; interdepartmental, intergovernmental and international committees on civil emergency planning; emergency telecommunications programs and contingency plans; emergencies broadcast system and support by regions; NATO and U.S./Canada military and civil exercises. **Program Record Number:** IC IC 230

Engineering

Description: This class of documents contains information on technical standards and procedures for radio equipment and systems, the development and implementation of radio frequency plans and frequency assignment criteria. It also contains the Terminal Attachment Program standards and procedures. **Topics:** Equipment type approval; technical methods, practices, procedures and standards; development and engineering. Spectrum management: assignment and licensing subsystems, research, special projects, pilot projects, spectrum surveillance system, automated systems development. **Program Record Number:** IC IC 240

Industry Development

Description: Information on the development of Canadian products industries for Canadian and Foreign markets. **Topics:** Beverages; adhesives; petroleum and industrial chemical products; plastics; commercial services; consumer products – cultural products, leisure products, sporting goods; construction industry; defence industry; distribution services; electrical and electronics; communications equipment; environmental industry; fishing and trapping; food industries; forest industries – wood products, pulp and paper; furniture and fixtures – business and household products; information and communications technologies; leather and applied products; machinery; metals and minerals – iron, steel, non-ferrous; oil & gas, paper and allied products; retail trade; rubber products; scientific and professional industries; textile industries; tobacco products; transportation – air, marine, automotive, military, railway and street railway; wood industries – fabricated materials; framework policies; biotechnology. **Program Record Number:** IC IC 290

Industry Structure and Services

Description: Policies relating to corporate relations and services in the telecommunications carriage industry. **Topics:** Legislation; competition; terms and conditions of service; terminal attachment. **Program Record Number:** IC IC 310

International Comparative Policy

Description: Information on Canada's telecommunications and cultural relations with multilateral trade organizations as well as Canada's bilateral relations with the United States in the field of telecommunications to ensure the successful pursuit of Canada's bilateral interests, and the promotion of the Canadian communications trade and industry. Also, information, studies, briefs and documentation on related cultural and communications policies in selected foreign countries. **Topics:** Canada United States trade relations; spectrum coordination matters; cable and satellite retransmission rights; satellite services – direct broadcasting satellites (DBS); European Economic Community (EC); Organization for Economic

Cooperation and Development (OECD); Asia Pacific Economic Cooperation (APEC); comparative policy analyses of Canadian communications policies versus those of other countries and regions. **Program Record Number:** IC IC 320

International Telecommunications & Coordination

Description: Development, analysis and the national integration of international telecommunications policy and strategic positions, the provision of advocacy and representational services to the department and government through promoting, negotiating and implementing privileged bilateral, and multilateral government-to-government cooperative and framework agreements, the development and elaboration of telecommunications trade policy, and the provision of authoritative advice and recommendations on issues and opportunities to support the realization of the corporate vision of increasing Canada's competitive advantage in the international fora. **Topics:** International telecommunications policy strategy and positions; Treaty-based inter-governmental organizations (e.g. ITU, CTO); Privileged bilateral relations; Emerging strategic markets; Multilateral and regional market liberalization (e.g. WTO, FTAA, APEC, TAFTA, EFTA); International policy and regulatory developments; WTO commitments; International fora of influence (e.g. OECD, CITEL, APEC, PTC, Francophonie); Global Information Society (GIS); Government/Industry consultative committees (e.g. ITU, CITEL, APEC, OECD); World radio, standardization and development conferences; International policy coordination; Gender issues and telecommunications (e.g. ITU, APEC). **Program Record Number:** IC IC 330

International Telecommunications Union (ITU) Activities

Description: Information pertaining to Canada's involvement in the International Telecommunications Union activities in consultation, management, regulation, development, standards setting and technical assistance. **Topics:** Plenipotentiary Conferences, Council, Council Working Group on ITU Reform, world conferences on international telecommunications, the Radiocommunication Sector (ITU-R); world and regional radiocommunication conferences, radio regulation board, radiocommunication assemblies, radiocommunication advisory group, national and international study groups; Telecommunications Standardization Sector (ITU-T); world telecommunication standardization assembly (every four years); national and international study group meetings, telecommunication standardization advisory group; Telecommunication Development Sector (ITU-D); telecommunications development conferences; national and international study groups, and the telecommunication development advisory group, world and regional telecommunication development conferences. **Program Record Number:** IC IC 340

Investment Research and Policy – Research Projects

Description: Information and correspondence pertaining to specific research projects. **Topics:** General; Decimal studies and reports; joint venture projects; high tech studies; venture capital project; scanning model; health care industry in Canada; foreign investment, technology and economic growth; investment flows; strategic alliances; key company analysis; mergers and acquisitions; corporate taxation; Phoenix project; Canada's technological capabilities; Canadian investment to year 2000; portfolio investment project; Gleneagles research project; CDIA and Trims project; Canadian minority equity participation; world product mandate; Canada's fair share of international direct investment; Canada's leading companies; investment activity database; business roundtable discussions on international investment issues (Conference Board of Canada); multi-lateral investment agreement-Strategicon; multinationals and international competitiveness. Research series – Corporate Globalization through mergers and acquisitions; foreign investment, technology and economic growth; Canadian direct investment abroad; Multi-national enterprises in North America. **Access:** By specific issue or project. **Program Record Number:** IC IC 350

Investment Research and Policy – Working Papers

Description: Includes correspondence relating to the various working papers written for the Agency by research and policy. **Topics:** Working papers-general; Canadian Minority Equity Participation in Foreign Controlled Subsidiaries; Subsidiary Strategy in a Free Trade Environment; Formation and Operation of Joint Ventures in Canada; Trends and Traits of Canadian Joint Ventures; Business Implications of Globalization; International Investment; Canadian Developments in a Global Context; Opportunities and Challenges of North American Free Trade: A Canadian Perspective; A Multilateral Investment Accord: issues, models and options; International Investment and Competitiveness; Contribution of Investment and Savings to Productivity and Economic Growth in Canada; Business Performance Following a Takeover; Foreign Investment in Canada: Measurement and Definitions; Issues Surrounding Merger and Acquisition Activity in Canada and by Canadian Firms Abroad; Foreign Investment Protection Agreements: A Canadian Perspective; Extraterritoriality in the 1990s; Foreign Multinationals and Canada's International Competitiveness; Economic Integration in North America: Trends in Foreign Direct Investment. **Access:** By specific topic or title. **Program Record Number:** IC IC 360

Investment Review – Legal Opinions

Description: Contains information on ministerial opinions and related information concerning requests that the Minister determines whether he/she is satisfied that a delay in implementing an investment would result

in undue hardship to the investor or would jeopardize the operations of the Canadian business that is the subject of an investment; Views and opinions on the applicability of the provisions of the Investment Canada Act, regulation and interpretation notes, in response to written requests submitted by one or more parties to an Investment and Ministerial opinions and related information as to whether or not an investor is a Canadian as defined in the Investment Canada Act.

Topics: Status opinions – rules respecting control of entities; trusts; corporations deemed to be Canadian; equal ownership of a corporation; transitory provisions concerning Foreign opinion; Corporate reorganization; acquisition of control; joint ventures; partnerships; indirect acquisitions; oil and gas properties and mining properties; business and Canadian business; calculation of thresholds; step transaction; absolute rights. **Access:** Files arranged by name of applicants who ask for an opinion (individual, company, partnership, joint venture, government or agency of a foreign corporation). **Program Record Number:** IC IC 370

Legal Metrology

Description: Information on metering, specifications, symbols and standards, metric conversion, international measurement, international standards, and Canada's participation in international working groups and Canada's comments and votes. Programs include Organisation internationale de métrologie légale.

Topics: Calibrations; liaison with associations, councils and international organizations; technical enquiries; metric conversion; misleading advertising and standards. **Program Record Number:** IC IC 380

Lobbyists Registration

Description: Information concerning the registration of lobbyists. **Topics:** Lobbyist registration, information systems, forms, legislation, regulation, policies and procedures, and administration, studies. **Access:** Files arranged by subject. **Storage Medium:** EDP system.

Program Record Number: IC IC 390

Marketing Practices

Description: Enquiries, complaints, investigations, legal proceedings, interpretations and correspondence on misleading advertising and deceptive marketing practices. **Topics:** Advertising enquiries; misleading advertising complaints (National, Pacific, Ontario, Quebec, Atlantic and headquarters); program of compliance; surveys and studies. **Access:** Files are arranged by subject, company and individual name.

Storage Medium: EDP system. **Program Record Number:** IC IC 400

Network Policy and Standards Management

Description: National policies related to the orderly development and implementation of telecommunications

networks and standards, and management of the Canadian national effort in the CCITT or the ITU.

Topics: Network development; standards policy; northern communications. **Program Record Number:** IC IC 420

Notifications

Description: Information concerning the notification of investments by non-Canadians – a complete record of the notification of each non-Canadian investment, from the submission of a notice to the issuance of a receipt by the Agency. **Topics:** Notices in prescribed form; subsequent correspondence with investors; consultations with relevant provincial governments and federal departments concerning investments related to Canada's cultural heritage or national identity; statutory receipts; orders for the review of investments relating to Canada's cultural heritage or national identity. **Access:** Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country). **Program Record Number:** IC IC 430

Office of the Superintendent of Bankruptcy

Description: Information on investigations, licensing, assets and liabilities, enquiries, discharges, legal actions, control and audits, enquiries on civil and common law, and correspondence on bankruptcies. **Topics:** Audits and auditing; student loans; examination; fraudulent bankruptcies; enquiries – civil law, common law; bonds and bonding; claims; conferences; liaison – foreign governments, provinces, etc.; costs and taxation; dividends; estates; fees and expenses; instruction bulletins; licences; offenses; petitions; projects; prosecutions; reports and statistics; trustees; investigation of bankruptcies; trustees-in-bankruptcy; bankruptcy estate control files; retired or rejected applications. **Access:** Trustee files are arranged by name of individual or corporation. **Storage Medium:** EDP system; contains insolvency data used by bankruptcy offices to publish bankruptcy notices.

Program Record Number: IC IC 440

Optical Communications Technologies

Description: Information pertaining to research and development on optical communications and electrophotonics that have application in communications and informatics. **Topics:** Research on standards; field trials; optical computing and switching; optical and passive waveguides; military applications; fibre optics local networks. **Program Record Number:** IC IC 450

Patents

Description: Information concerning inventive works.

Topics: Applications, registrations, licensing, legal actions, studies, surveys, correspondence, regulation, complaints and enquiries, and research and technical data; liaison with universities, associations, departments,

foreign governments, provinces; information retrieval; court actions, legislation; agents; classification; public servants' inventions; technology. **Access:** Files arranged by subject with a large case system by applicant names. **Storage Medium:** Paper file and EDP system. **Program Record Number:** IC IC 460

Radio Communications Technologies

Description: Research and development in the area of radio communications technology, and the performance of radio communications equipment in its operating environment for military and civil applications. **Topics:** Radio communications technology; radio frequency environment, radio systems techniques; radio networks; military communications. **Program Record Number:** IC IC 480

Radio Propagation

Description: Information on the transmission of radio waves in the very low-frequency (VLF) through the extra high-frequency (EHF) bands and the design and management of analog and digital communication systems for both civilian and military applications. **Topics:** VHF/UHF propagation studies, experiments and modelling; Space Shuttle/Waves in Space Plasmas project; VLF/LF/MF/HF studies and models; microwave propagation studies; wireless local area networks; UHF/VHF prediction Program and Topographic Database. **Program Record Number:** IC IC 490

Regional Development

Description: Covers records related to the promotion of regional economic development. **Topics:** Economic development in areas of Canada where low incomes and slow economic growth are prevalent or where opportunities for productive employment are inadequate. Programs (description): Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Federal Economic Development Initiative in Northern Ontario (FedNor); Various federal-provincial economic & regional development agreements (ERDA); Miscellaneous programs which expired but which may have a small number of projects still not completed. **Program Record Number:** IC IC 500

Registration

Description: Information on formal documents, regulations, studies, enquiries, correspondence with other federal and provincial government departments, certified copies, railway mortgages and letters patent of incorporation. **Topics:** Railway mortgages, proclamations. **Storage Medium:** Microfilm and EDP systems. **Program Record Number:** IC IC 510

Review of Applications

Description: Information on the review of non-Canadian investment proposals – a complete record of the review of each non-Canadian investment proposal, from the submission of an application to the Minister's decision whether or not the investment is likely to be of net benefit to Canada; in the case of investments that the Minister has decided are likely to be of net benefit to Canada, a record of investor performance with respect to plans and undertakings. **Topics:** Application in prescribed form; certificates of receipt; subsequent correspondence with investors, including revised plans and undertakings; consultations with relevant provincial governments and federal departments; third-party representations; statutory documentation to the Minister; advice, including recommended courses of action to the Minister; results of monitoring the performance of investors' plans and undertakings, including the renegotiation of plans and undertakings that have not been fulfilled. **Access:** Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country). **Program Record Number:** IC IC 520

Satellite Communications

Description: Information on the research and development of communications and other space systems and subsystems. **Topics:** Space communications systems research; military satellite communications; search and rescue satellite (SARSAT); mobile satellite communications; communications signal processing; low-cost satellite telephony terminals. **Program Record Number:** IC IC 530

Small Business Policy Branch

Description: The analysis of small business issues and development of policy and program options, advocacy of small business interests within the department and across the federal government and promotion of entrepreneurship and information on financing and sources of financing. **Program Record Number:** IC IC 250

Space and International Regulatory Activities

Description: This class of documents contains information on the application of Radiocommunication Act, the International Telecommunication Union Radio Regulations and Bilateral Agreements; the Authorization of space services, development and administration of procedures and regulations. **Topics:** Coordination and Notification of space and terrestrial systems; World Radiocommunications Conferences (Preparatory and Post Conference Activities); Regulations; Authorization of space services; Policies and Procedures, (Applications and Development); ITU-R (Radiocommunications Sector Activities). **Program Record Number:** IC IC 545

Spectrum Management Operations

Description: This class of documents contains information on the application of the Radiocommunications Act and the development and administration of regulations.

Topics: Call signs; procedures; standards and practices; regulations; spectrum management. Computer system operation: data management, Assignment Licensing System (PIB 2004). Interference: complaints and suppressions; prosecutions for unauthorized installations; Radio Operator Certification Records. Frequencies: coordination, amateur, experimental, private and public commercial, radio telephone, ships; monitoring (spectrum surveillance). **Program Record Number:** IC IC 560

Technology and Policy Planning

Description: Information about technological trends and priorities and the technical, economic, institutional, regulatory and social impacts of those key technologies.

Topics: Technology assessment, research environment, telecommunications program design and assessment; artificial intelligence, new video technologies, electronic publishing, information technology; Vision 2000 Project. **Program Record Number:** IC IC 580

Technology Partnerships Canada

Description: Information on Technology Partnerships Canada. **Topics:** Aerospace and Defence relating to product development, process development, technology development, production capability development, market feasibility studies and defence conversion; Enabling Technologies relating to advanced manufacturing and processing, applications of biotechnology, applications of advanced information technologies; Environmental Technologies relating to clean process technologies, waste reduction and recycling, air and water pollution control, energy and water conservation and clean car technologies.

Access: Files arranged numerically. **Program Record Number:** IC IC 650

Telecommunications Policy and Regulations

Description: Policies relating to the regulation of the telecommunications industry. **Topics:** Regulatory reform; regulatory policy and planning. **Program Record Number:** IC IC 260

Telecommunications Engineering and Certification

Description: Information on research and development in computer/data communications and information technology. Particularly comprehensive data on Open Systems Interconnection and standards. Information is held in the form of reports, studies, national standards, international standards and standards committee working documents. **Topics:** Open Systems Interconnection, Integrated Services Digital Networks, Standards, Conformance Testing, Systems Architecture, Text and Office Systems. **Program Record Number:** IC IC 570

Textile Labelling

Description: Information on regulations, interpretations and rulings, complaints and enquiries, correspondence, company registration, inspections, seizures and prosecutions, sampling and testing of textile products.

Topics: Textile labelling and legislation; liaison with the Canadian General Standards Board; Canada standards size program; care labelling program; liaison with other departments, provinces, boards, councils, industries, associations; identification numbers (CA); importation; laboratory compliance program; surveillance and enforcement; investigations; surveys; testwork; upholstered and stuffed articles; reference material. **Program Record Number:** IC IC 590

Tourism

Description: Information on the advertising, marketing plans including the Rendez-vous Canada promotion which is held annually in Canada, research and analysis, industry development, and also deals with the economic & regional development agreements relating to tourism development. **Topics:** Research, Economic and Regional Development Agreements. Industry development: aboriginal; accommodation; adventure; attractions; cities; culture; distribution; food services; leisure & sport; parks; speciality tourism; touring; transportation. Issues: environment; human resources; investment; taxation; technology. Marketing: advertising; External Affairs and International Trade Canada; regional offices; media relations; partnerships; public relations; rendez-vous Canada. **Program Record Number:** IC IC 600

Trade-Marks

Description: Information concerning trade-marks and their uses. **Topics:** Applications, registrations, licensing, regulation, correspondence and enquiries; trade-marks interpretations; abandonments; appeals, oppositions, registered users, trade-mark agents and examinations; appellation of origin. **Access:** Files arranged by subject with case filing by trade-marks. **Storage Medium:** EDP system. **Program Record Number:** IC IC 610

Urea Formaldehyde Foam Insulation (UFFI)

Description: Information on regulations, grant applications, complaints, procedures and methods for testing, and related research. **Topics:** Federal government departments and agencies; federal- provincial relations – conferences, groups and associations; compensation and assistance; management information systems; claims; legal; medical; technical research; company enquiries; laboratory accreditation; bidders; contracts; removal devices and proposals; testing – pilot and main projects.

Access: Case files are arranged by name and address of owner. **Storage Medium:** EDP Systems. Urea formaldehyde insulation system – established to control and monitor amount of money requested by homeowner and the amount spent to provide information on

homeowners, contractors and statistical analysis; to provide information on what stage the homeowner is at in the program. **Program Record Number:** IC IC 620

Weights and Measures

Description: Information on the measurement of volumes, linear and cubic area, and mass. **Topics:** Linear and cubic area – approvals, calibrations, statistics; mass and volume – approval, calibration, technical information, metric conversion, tests and test methods; interpretations, specifications, prosecutions, standards, testing and iteration measurement. **Storage Medium:** EDP system. **Program Record Number:** IC IC 630

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

such material as initial contact, request for information, investigation and analysis, project monitoring, claims and payment, business performance review, and program evaluation. The following programs are included: Aboriginal Business Development; Native Economic Development Program; Special Agricultural & Rural Development Program; Aboriginal Capital Corporations. The types of information which the bank contains are: names, addresses, telephone numbers, gender (in some cases), and Aboriginal ancestry and other related data on program clients and other Aboriginal peoples interested in business development and entrepreneurship. **Class of Individuals:** The personal information relates to business clients, entrepreneurs and other Aboriginal people who have made application for financial assistance or have participated in a program-sponsored data collection exercise. **Purpose:** Information is collected for the purpose of determining eligibility, to assess the applicant's request for financial assistance, to review the data on applicants, and to assist in the development of new Aboriginal entrepreneurs in Canada. **Consistent Uses:** The information is to be used for the purpose outlined in the purpose of the bank. **Retention and Disposal Standards:** Retained for six years and transferred to National Archives of Canada for selective retention. **Related to PR#:** IC IC 010 **TBS Registration:** 003408 **Bank Number:** IC PPU 008

Aboriginal Compensation

Description: This bank contains information related to the establishment of salary scales in conformity with national, provincial or regional benchmarks; the establishment of salary scale comparisons with similar financial entities; the fixing of acceptable variances between salary and cash incentives; resolving issues of long-term incentive compensation using industry norms and the establishment of allowable tolerances for turnover. **Class of Individuals:** The information in this bank relates to 171 employees working for the Aboriginal Capital Corporations across Canada. **Purpose:** The information will result in a report which can be used as a planning tool; also, allows for the design of programmes which can produce significant changes in overall performance. **Consistent Uses:** The information in this bank will be used as a management tool in filling management and clerical positions normally found in an Aboriginal Capital Corporation. **Retention and Disposal Standards:** Retained for two years and then destroyed. **PAC Number:** 89/023 **Related to PR#:** IC IC 010 **TBS Registration:** 003354 **Bank Number:** IC PPU 055

Aboriginal Digital Collections – Participant Information

Description: This bank contains the names, addresses, telephone numbers, email addresses, age categories, gender, Aboriginal heritage and disabled. **Class of**

Personal Information Banks

Aboriginal Business Canada

Description: Covers records related to fostering business development among Canada's Aboriginal people through Aboriginal Business Canada. Includes

Individuals: Youth who have or are currently participating in the Aboriginal Digital Collections program, including the pilot phase. **Purpose:** The purpose of this bank is to support management in the development of a program evaluation and the measurement of the impact of the program on youth employment and skills development over the long-term. **Consistent Uses:** The information gathered will be used by program management to track the youth and to survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of a program evaluation, but also for ongoing management purposes, as it will provide vital information on the efficiency and cost-effectiveness of the program. This will be necessary to guide management and in any potential changes in program direction which may be required over time. **Retention and Disposal Standards:** This information will be retained for six years after the study or survey has ceased or been implemented. Before disposal the Public Archives of Canada will be consulted. **PAC Number:** 89/023 **TBS Registration:** 004174 **Bank Number:** IC PPU 081

Access to Information and Privacy (ATIP) Requests

Description: This bank contains request submitted by individuals seeking access to information under the Access to Information Act and the Privacy Act; replies to such requests; and information relating to their processing. **Class of Individuals:** Individuals submitting requests for access to information under the Access to Information Act and the Privacy Act. **Purpose:** The information is used to process formal access requests in accordance with the Access to Information Act and the Privacy Act. **Consistent Uses:** This bank is also used to report to Treasury Board and to Parliament on access requests received under the Access to Information Act and the Privacy Act; to verify the identity of requesters; and for purposes of consultations with other government institutions. **Retention and Disposal Standards:** Records are retained for 2 years after the last administrative action and are then destroyed. **PAC Number:** 98/001 **Related to PR#:** IC IC 020 **TBS Registration:** 001114 **Bank Number:** IC PPU 024

Applications for Employment

Description: This bank serves as a reference for any applications for employment submitted directly by individuals to any of the offices of the Federal Economic Development Coordinator (FEDC). These requests usually consist of a covering letter, curriculum vitae, and replies to such requests. **Class of Individuals:** Individuals seeking employment. **Purpose:** This bank is used by the FEDC offices to store applications for employment submitted by individuals seeking employment. **Retention and Disposal Standards:** Retained for one year and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 001112 **Bank Number:** IC PPU 004

Bankruptcy Detection/Investigation Files

Description: The content of this bank includes the name of the person being investigated, the initial complaint, the investigation order from the Superintendent of Bankruptcy to the RCMP, RCMP investigation reports, investigation results, court decisions, and the fines or jail terms imposed. The name and the special investigation number are needed to access this information. **Class of Individuals:** Individuals in bankruptcy or involved in a bankruptcy. **Purpose:** The purpose of this bank is to facilitate the monitoring of the relative propriety of all proceedings under the Bankruptcy and Insolvency Act both before and after the declaration of bankruptcy. **Consistent Uses:** The bank is used to monitor the progress, results and backlogs of investigations initiated by the personnel of the office of the Superintendent of Bankruptcy and investigated by the Royal Canadian Mounted Police under the authority of the Bankruptcy and Insolvency Act. **Retention and Disposal Standards:** The files are kept open until the investigation is closed. Files are retained in the division offices indefinitely. **PAC Number:** M19-84 **Related to PR#:** IC IC 010 **TBS Registration:** 000122 **Bank Number:** IC PPU 035

Call-Centre Information Bank

Description: The data bank contains telephone call reports from consumers wishing to obtain information on the products and services available from the Canadian Intellectual Property Office (CIPO). It includes information on: clients (e.g. identify, address, telephone number), the Information Officer, nature of the call, questions/needs of clients, and the information supplied by CIPO. **Class of Individuals:** Clients that contact CIPO by telephone to obtain information. **Purpose:** Assist Information Officers deliver quality enquiry services. **Consistent Uses:** Facilitate continuous service improvements. **Retention and Disposal Standards:** Retained for two years and then destroyed. **PAC Number:** 78/005 **TBS Registration:** 004045 **Bank Number:** IC PPU 079

Canada Business Service Centres National Web-services Information System

Description: The bank of information contains records of both public and private sector clients (individuals and individuals representing companies and associations) who have requested and received web-related information and referral services (such as the "Talk to Us!" web support service), from the Canada Business Service Centres. Information provided by individuals and included in the database may include contact name, address, telephone, fax, e-mail address, language, type of organization, length of time in business, nature of enquiry, service provided. Client satisfaction information provided on web-based feedback forms is also maintained but is not linked to any personal information volunteered during the session. **Class of Individuals:** Recipients of web-related

service from the Canada Business Service Centres.

Purpose: Data from bank is used at an aggregated level to determine and analyze service impact, client profile, service demand and services provided by Canada Business Service Centre staff. Client satisfaction data is rolled-up to a summary level as input to service improvements. Information from this database will only be made available to Canada Business Service Centre personnel to help them respond to clients' requests for business information. Aggregate information is shared with partner organizations. **Consistent Uses:** To be used only as outlined above. **Retention and Disposal Standards:** Will be retained for two years and then destroyed. **PAC Number:** 98/001 **TBS Registration:** 004456 **Bank Number:** IC PPU 090

Canada/Quebec Subsidiary Agreement on Industrial Development

Description: This bank contains project applications of funding assistance under the Agreement. The applications consist of the applicant's profile and supporting documentations; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation. **Class of Individuals:** Businesses submitting applications for funding assistance from the Department. **Purpose:** To retain a records of all requests for and inquiries about funding assistance under the implementation by departmental officials. The bank also provides reference and statistical data. **Consistent Uses:** As outline in the purpose. **Retention and Disposal Standards:** Records are retained for three years, from the date of the last administrative action, after which they are transferred to the National Archives of Canada for three years. Note: Transferred from Federal Office of Regional Development (Quebec) **TBS Registration:** 003558 **Bank Number:** IC PPU 065

Claims By and Against the Crown (Motor Vehicle Accidents)

Description: This bank contains police reports of accidents that occur between departmental employees and the general public, supervisor's reports of accidents, statements by departmental employees on the accidents, and Department of Justice decisions on liability. **Class of Individuals:** General public and employees. **Purpose:** To house all relevant data on accidents to determine liability and make settlements. **Consistent Uses:** Information is also used for the purpose of analysis to determine common recurrent causes of accidents and initiate corrective training programs. **Retention and Disposal Standards:** Records are retained for six years in the five regional offices after settlement of claims. **PAC Number:** 98/001 **TBS Registration:** 000120 **Bank Number:** IC PPU 031

Complaints and Enquiries Database

Description: Electronic data Bank contains information on individual complaints against businesses. Includes names, addresses and phone numbers of individual. **Class of Individuals:** General public. **Purpose:** Monitoring consumer complaint activity; allows for consistent referrals of handling of similar consumer complaints. **Retention and Disposal Standards:** Perpetual maintenance as the files are electronic. **PAC Number:** 78-005 **Related to PR#:** CCA BCA 031 **TBS Registration:** 001873 **Bank Number:** IC PPU 032

Complaints and Suppressions – Interference

Description: This bank contains records pertaining to the investigation of complaints and recommended actions for suppression of radio interference. Each file contains the complainant's name and address and the nature of the complaint. **Class of Individuals:** General public. **Purpose:** Information was obtained to document the manner in which complaints are handled and to provide management with information and technical statistics of radio interference complaints. **Consistent Uses:** Only the technical information is released to the Canadian Standards Association and Comité international de standardisation des perturbations de radio as per international arrangements. **Retention and Disposal Standards:** These records are retained for 10 years (active for three and dormant for seven years). **TBS Registration:** 003385 **Bank Number:** IC PPU 020

Complaints under the Competition Act

Description: The bank contains records of complaints made by the general public concerning offences under the Competition Act. **Class of Individuals:** General public. **Purpose:** The Competition Bureau receives and records complaints as part of its administration and enforcement of the Competition Act, the Consumer Packaging and Labelling Act, the Textile Labelling Act and Precious Metals Marking Act. Complaints are examined and may be used to identify areas of concern which require further investigative activity. Accordingly, the Bureau does not issue a report on each complaint received but rather summarizes its activities in the Annual Report of the Commissioner of Competition. **Consistent Uses:** Specific investigation files may be disclosed to the Attorney General for the purpose of laying charges and to law enforcement agencies for carrying out investigations. **Retention and Disposal Standards:** Records are retained for 15 years after case is closed and then transferred to the National Archives of Canada. **PAC Number:** 96/013 **Related to PR#:** IC IC 120 **TBS Registration:** 002709 **Bank Number:** IC PPU 034

Copyright Name Index

Description: This bank contains the names and addresses of the applicant, the title and nature of the work for which copyright has been registered, accessible as follows: 1) register books and/or microfilm – registration prior to 1938 2) microfilm – registrations between 1938-1974 3) index cards – registrations between 1974-1991 4) computer database – This bank contains names or titles of works and of other subject matter in which copyright subsists and the names and addresses of authors, performers, makers of sound recordings, broadcasters, owners of copyright, assignees of copyright and persons to whom an interest in copyright has been granted by a license from 1991 to date. **Class of Individuals:** Copyright applicants and registrants. **Purpose:** This bank, established under the Copyright Act, provides public access to the copyright register by applicant name, by name of owner of the work, by title of the work, by file number and/or by registration number of the copyright. **Retention and Disposal Standards:** This information bank contains copyright registration from 1841 to date and is retained at headquarters indefinitely. **PAC Number:** M-14-79 **Related to PR#:** IC IC 190 **TBS Registration:** 000127 **Bank Number:** IC PPU 044

Departmental Boards, Advisory Committees, Task Forces, etc., Reporting to Industry Canada Minister

Description: This bank contains brief details of departmental boards, advisory committees, task forces, etc. Details on members of such groups are limited to: name, affiliation, address, telephone number, commencement and expiry dates of appointment. **Class of Individuals:** Members of above boards, committees, task forces, etc. **Purpose:** To advise the Minister of existing and forthcoming vacancies on departmental boards, advisory committees, task forces, etc. for which he has the responsibility to appoint replacements. **Consistent Uses:** Results are used as described above. **Retention and Disposal Standards:** Retained for five years and then transferred to the National Archives of Canada. **PAC Number:** 98/001 **TBS Registration:** 001721 **Bank Number:** IC PPU 005

Deposit Accounts

Description: This bank contains information relating to agents, companies and individuals who are regular users of CIPO services. **Class of Individuals:** Agents, companies and individuals. **Purpose:** This bank serves as an accounting record for those clients who wish to prepay for services provided by Canadian Intellectual Property Office. **Consistent Uses:** This bank is also used to determine whether sufficient funds are available before a service is rendered. **Retention and Disposal Standards:** The files are arranged in numerical order by account number, which is necessary to access this information. Records are retained for six years. **TBS Registration:** 003930 **Bank Number:** IC PPU 070

Deposit Trust Files

Description: This bank contains information relating to individuals who are regular users of departmental services. **Class of Individuals:** General public. **Purpose:** This bank serves as an accounting record for those individuals who wish to prepay for services provided by the Department. **Consistent Uses:** This bank is also used to determine whether sufficient funds are available before a service is rendered. **Retention and Disposal Standards:** The files are arranged in numerical order by account number, which is necessary to access this information. Records are retained for six years at headquarters. **PAC Number:** 98/001 **TBS Registration:** 000118 **Bank Number:** IC PPU 029

Digital Collections User Survey

Description: This bank contains the names, telephone numbers, age, gender, education and e-mail addresses of a random sample of individuals who access the services available on the Digital Collections web site. **Class of Individuals:** Recipients of services from the Digital Collections web site. **Purpose:** Data from the bank is used to determine and analyze service impact, profile of clients and client satisfaction. The personal information will be used to correspond with individuals randomly chosen to win a small prize. **Consistent Uses:** To be used only as outlined. **Retention and Disposal Standards:** This information will be retained for 2 years after the survey is administered and then destroyed. **PAC Number:** 89/023 **TBS Registration:** 004061 **Bank Number:** IC PPU 080

Documentation Management System (GDOC)

Description: This software makes it possible to manage all activities related to radio frequency spectrum licence applications. The software is designed for different users involved in file processing. It is also used to manage files and to transfer files to other districts. This software program has been nationally deployed during the 1999-2000 fiscal year. **Class of Individuals:** The information relates to applicants of radio station licences. **Purpose:** The information has been gathered in a way to manage the content of the files electronically. **Retention and Disposal Standards:** 20 years (15 years for active files – 5 for dormant files). **PAC Number:** 79/002 **TBS Registration:** 004152 **Bank Number:** IC PPU 083

FedNor Youth Internship Program Survey

Description: This bank contains the names, addresses, telephone numbers, gender, age and it identifies Francophone and/or Aboriginal participants. FedNor – Industry Canada will be maintaining and using the database exclusively. **Class of Individuals:** Youth who have or who are currently participating in FedNor's Youth Internship Program. **Purpose:** The Purpose of this bank is to support management in the development of a program evaluation framework and the measurement of the impact of the program on

youth employment and skills development over the long term. **Consistent Uses:** The information gathered will be used by program management to track the youth and survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of the framework and for the determination of the program's impacts, but also for ongoing management purposes. The information will help determine if FedNor is effectively delivering the program and to guide management in any potential changes which may be required over time. **Retention and Disposal Standards:** This information will be retained for six years after the survey has been completed. Before disposal, the Public Archives of Canada will be consulted. **PAC Number:** 89/023 **TBS Registration:** 004248 **Bank Number:** IC PPU 088

Financial System

Description: This bank contains records of funds received or payments made under various sections of the Bankruptcy and Insolvency Act except those in the Name Search Financial System, namely the filing fees by practitioners, the levy from trustees, undistributed assets by trustees and unclaimed dividends by creditors. The information includes the estate number, the name of the estate and the amounts involved. The files are arranged by the estate number generated by the Registration System but can be queried by estate name and are maintained in the head office of the Superintendent of Bankruptcy. **Class of Individuals:** Individuals in bankruptcy, in receivership, or having filed a proposal. **Purpose:** The information is obtained pursuant to the legislative requirements of the Bankruptcy and Insolvency Act and the Financial Administration Act. **Consistent Uses:** The information is obtained pursuant to the legislative requirements of the Bankruptcy and Insolvency Act and the Financial Administration Act. **Retention and Disposal Standards:** To be determined. **Related to PR#:** IC IC 010 **TBS Registration:** 003554 **Bank Number:** IC PPU 061

Industrial Design Name Index

Description: This bank contains industrial design registrations from 1861 to date. **Class of Individuals:** Individuals holding industrial design registrations. **Purpose:** This bank, established under the Industrial Design Act, provides the public with access to the register. **Retention and Disposal Standards:** The records are arranged alphabetically by name of applicant, and are retained in headquarters indefinitely. **PAC Number:** 2000/17 **Related to PR#:** IC IC 190 **TBS Registration:** 002114 **Bank Number:** IC PPU 045

Industry and Technology Development (including Tourism)

Description: Covers records related to the promotion of internationally competitive Canadian industries with particular emphasis on the development and diffusion

of key science and technological capabilities which enhance industrial competitiveness; also covers records related to the tourism industry in all parts of Canada. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Automotive Components Initiative Fishery Products Sector Campaign. The types of personal information which the bank contains are: names, addresses and telephone numbers of applicants. **Class of Individuals:** The personal information relates to individuals within the business community who have applied for financial assistance to undertake industrial development or tourism-related projects. **Purpose:** Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance. **Consistent Uses:** The information is to be used for the purpose outlined in the purpose of the bank. **Retention and Disposal Standards:** Retained for six years and transferred to National Archives of Canada for selective retention. **TBS Registration:** 002948 **Bank Number:** IC PPU 011

Information File on Credit Card

Description: Contains information on Patent and Trade-mark agents, companies and individuals wishing to pay for CIPO (Canadian Intellectual Property Office) services by using regularly their credit card. Information maintained consists specifically of names, addresses, person contacts, phone numbers, names of credit card, credit card numbers and expiry dates. **Class of Individuals:** Patent and trade-mark agents, companies and individuals wishing to use regularly a credit card as a means of payment to cover for CIPO services (approximately 50 to 70 on the list). **Purpose:** Accounting reference data for those wishing to pay for CIPO services using regularly their credit card. Using this data bank limits the need for our clients to transmit their card number with every transaction. This limits the risk of misuse of a credit card number by any third party who may intercept a communication. Also, referring to this data bank permits a secure and rapid use of faxes, E-mail and/or Internet to transmit a transaction. **Consistent Uses:** Used as a reference by employees having to process transactions. Also used as an audit trail authorizing us to process transactions using a specific credit card number. **Retention and Disposal Standards:** Data kept by alphabetical order of name of company, agent or individual. Data is updated following any client changes of circumstances. Lists are maintained as an audit trail to the transactions for the time the card is active with us. If a card was to become inactive, the related information would be disposed of after six years. **PAC Number:** 97/002 **TBS Registration:** 004042 **Bank Number:** IC PPU 077

Information Highway Applications Branch – Youth Employment Strategy Programs

Description: This bank contains the names, addresses, telephone numbers, equity information, and rated experiences of program participants for the following Industry Canada Youth Employment Strategy Programs: Canada's Digital Collections, Community Access Program (CAP) Youth Employment Program, Computers for Schools Technical Work Experience Program, Information Highway, Science and Entrepreneurship Camps (ISE Camps) NetCorps Canada International, Notemakers Pilot Projects, SchoolNet Youth Employment Initiative, and SkillNet.ca.

Class of Individuals: Youth and/or Contractors (for Canada's Digital Collections) who have or who are currently participating in Industry Canada's Youth Employment Strategy programs. **Purpose:** The purpose of this bank is to evaluate the programs success and measure the impacts of the programs on youth employment and skills development over the long-term. **Consistent Uses:** The information gathered will be used by program management to track the youth and to survey them at a later date. Such longitudinal information is absolutely necessary, for the determination of the program's impacts, but also for ongoing management purposes, as it will provide vital information on the efficiency and cost-effectiveness of the program. This will be necessary to guide management in any potential changes in program direction which may be required over time. **Retention and Disposal Standards:** This information will be retained for five years after the study or survey has ceased or been implemented. Before disposal, consult Public Archives of Canada. **TBS Registration:** 005068 **Bank Number:** IC PPU 067

Inquiries and Compliance Activities

Description: This bank contains information on individuals and corporations which have filed a complaint or are the subject of an inquiry or a compliance activity under the Canada Business Corporations Act (CBCA), the Canada Cooperatives Act or the Canada Corporations Act (CCA). **Class of Individuals:** Shareholders, creditors, directors, officers or members of the corporation which have filed a complaint or who are the subject of an inquiry or a compliance activity. **Purpose:** The information, usually gathered through written complaints or the review of public records and sometimes from other regulators, is usually used in the context of an inquiry or a compliance activity with respect to possible non-compliance with the CBCA or CCA. **Consistent Uses:** The information pertaining to the nature of the complaint, the identification of the complainant, the complainant's letter and also information obtained in the context of an inquiry or a compliance activity can be referred to other federal or provincial agencies (securities commissions, police authorities i.e., the RCMP, the Ontario Provincial Police, the Sûreté du

Québec, etc.) and also, with the consent of the complainant, to the corporation or person being the object of a complaint or a compliance activity.

Retention and Disposal Standards: The retention period is 6 years and then sent to Archives. **Related to PR#:** IC IC 200 **TBS Registration:** 003304 **Bank Number:** IC PPU 050

Insider Trading Reports

Description: The bank contains the names and addresses of individuals, the corporation(s), the capacities in which the individual or corporation qualifies as an insider, and the designation, amount and control of securities of the corporation involved. Personal information is stored and referenced by corporate file. **Class of Individuals:** Insiders are normally directors, officers or significant shareholders. **Purpose:** The information is obtained to comply with the reporting requirements of the Canada Business Corporations Act. **Consistent Uses:** A summary of the collected information is published in the Canada Corporations Bulletin. Copies of reports filed are made available to the public upon request and at a fee. **Retention and Disposal Standards:** Information is retained for a minimum of six years. **PAC Number:** 95/001 **Related to PR#:** IC IC 200 **TBS Registration:** 001946 **Bank Number:** IC PPU 048

Insolvency Estate Control Files (formerly Bankruptcy Estate Control Files)

Description: Each file contains information relating to a bankruptcy, a proposal or a receivership. The documents include the assignment, the certificate of the official receiver appointing the trustee, the debtor's statement of affairs, the examination of the debtor by the official receiver, the minutes of the first meeting of creditors, estate bonds required by the official receiver, orders of the court, minutes of inspectors meetings, the statement of receipts and disbursements of the trustee or administrator and any correspondence relating to the estate. The files are arranged by estate number and are located in the field office where the proceedings have been filed. **Class of Individuals:** Individuals in bankruptcy, receivership or having filed a proposal. Individuals trustees, consumer proposal administrators and receivers. Individual creditors and inspectors. **Purpose:** These files contain information prescribed under the Bankruptcy and Insolvency Act in order for the Superintendent of Bankruptcy to properly supervise the administration of all estates. **Consistent Uses:** The files are used as a source of information for the Registration System and for the ongoing supervision of the administration of estates, including sharing with the RCMP when there is an investigation. **Retention and Disposal Standards:** the files are destroyed 15 years after the discharge of the practitioner. **PAC Number:** 78-005 **Related to PR#:** IC IC 440 **TBS Registration:** 000124 **Bank Number:** IC PPU 038

Integrated Circuit Topography Name Index

Description: This bank contains integrated circuit topography registrations from 1993 to date. **Class of Individuals:** Individuals holding integrated circuit topography registrations. **Purpose:** This bank, established under the Integrated Circuit Topography Act, provides the public with access to the register. **Consistent Uses:** The purpose of this bank is to give access to the Integrated Circuit topography registration. **Retention and Disposal Standards:** The records are arranged alphabetically by name of applicant, and are retained in headquarters indefinitely. **PAC Number:** 2000/17 **TBS Registration:** 004151 **Bank Number:** IC PPU 082

Inventor and Applicant Index

Description: This electronic database contains an inventory of inventors who have applied for patents under the patent program. Records in the bank contain the names of inventors and applicants, titles of inventions, application serial numbers and filing dates. These indexes are available for public inspection once the patent applications have been published. **Class of Individuals:** Patent applicants, inventors. **Purpose:** This electronic database constitutes a public inventory of inventors who have applied for patents. **Consistent Uses:** The database is used to search for relevant prior documents and corresponding applications for foreign patents when new applications are received. The individual's or applicant's name is required to access this information. **Retention and Disposal Standards:** This database will continue to be of operational use until such time as the program ceases to exist. **PAC Number:** 97/002 **Related to PR#:** IC IC 460 **TBS Registration:** 002111 **Bank Number:** IC PPU 040

Inventor, Assignee and Patentee Index Cards

Description: This bank contains an inventory of names of individuals who have either invented, acquired by assignment, or been granted patents of inventions under the patent program. The information content includes names of inventors, assignees, or patentees; titles of the inventions; patent serial numbers and assignment registration numbers. Index cards cover the period from 1927 to date. **Class of Individuals:** Patentees. **Purpose:** This bank constitutes a complete inventory of names of individuals who have been granted patents under the patents program or have acquired patent by assignment. **Consistent Uses:** The derivative use of this bank is to verify patent numbers of individuals. **Retention and Disposal Standards:** Records in this bank are retained at headquarters for an indefinite period. **PAC Number:** M15-71 **Related to PR#:** IC IC 460 **TBS Registration:** 000126 **Bank Number:** IC PPU 041

IRAP S&T Internships – Multimedia Participants

Description: This bank contains the names, addresses, telephone numbers, gender, visible minority, disabled

and Aboriginal. It is a joint initiative with the National Research Council Canada – Industrial Research Assistance Program (IRAP), but Industry will be maintaining and using the database exclusively. **Class of Individuals:** Youth who have or who are currently participating in the Multimedia component of the IRAP Science and Technology Internship Program with SMEs. **Purpose:** The purpose of this bank is to support management in the development of a program evaluation framework and the measurement of the impact of the program on youth employment and skills development over the long-term. **Consistent Uses:** The information gathered will be used by program management to track the youth and to survey them at a later date. Such longitudinal information is absolutely necessary, not only for the development of the framework and for the determination of the program's impacts, but also for ongoing management purposes. This information will help determine if Industry Canada is effectively supporting the program and to guide management in any potential changes which may be required over time. **Retention and Disposal Standards:** This information will be retained for three years after the study or survey has ceased or been implemented. Before disposal, the Public Archives of Canada will be consulted. **PAC Number:** 98/001 **TBS Registration:** 004043 **Bank Number:** IC PPU 076

Labour Force Tracking Surveys – 1977 and 1978

Description: This database contains information obtained as a result of two special surveys undertaken in the summers of 1977 and 1978. The surveys were designed to collect data on the employment history of individuals experiencing layoffs from declining sectors. The information collected includes data on the respondents' demographic characteristics, income, education and skill levels. The information is arranged by year of survey, with identification by social insurance number. **Class of Individuals:** Individuals who experienced layoffs from selected employers, in selected communities across Canada. **Purpose:** The Labour Force Tracking Surveys were undertaken as a result of the Department's mandate to examine the labour adjustment problems which workers employed in declining sectors faced. The information gathered from the surveys has only been used for analytical and policy-making purposes, the drafting of statistical reports and econometric model development. Because of the historic nature of the data, it is no longer in active use, although there is continued interest in results of analysis. **Consistent Uses:** Since the surveys were a joint project with the Canada Employment and Immigration Commission, aggregated data has been shared with that department for research purposes. **Retention and Disposal Standards:** Retained for 10 years, and then transferred to the National Archives of Canada. **PAC Number:** 69-121 **TBS Registration:** 001109 **Bank Number:** IC PPU 002

List of Trade-marks Agents

Description: Since 1954, the Trade-marks Branch has maintained a public list of trade-marks agents. This bank contains numbers, names, addresses, nationalities and dates, and is arranged alphabetically.

Class of Individuals: Trade-mark agents. **Purpose:** This list serves to verify entry and provide addresses for correspondence. **Consistent Uses:** The bank serves as an official file of trade-mark agents. The agent's number or name is required to access this information. **Retention and Disposal Standards:** These records are retained indefinitely. **PAC Number:** 2000/17 **Related to PR#:** IC IC 610 **TBS Registration:** 000128 **Bank Number:** IC PPU 047

Lobbyist Registry

Description: The database contains the names, addresses and telephone numbers of individuals carrying out lobbying activities, as well as the names and addresses of their Firms (Consultant lobbyists) and Employers (In-House (Corporate) and (Organization) lobbyists). It also contains the various details on the subject-matter of their undertakings which they are required to report under the Lobbyists Registration Act.

Class of Individuals: Public, lobbyists. **Purpose:** The information is collected pursuant to the reporting requirements of the Lobbyists Registration Act and Regulations. **Consistent Uses:** The information submitted pursuant to the Lobbyists Registration Act is maintained in a database accessible to everyone on the Industry Canada website (<http://strategis.ic.gc.ca/lobbyist>).

Retention and Disposal Standards: To be established. Personal information is retained for a minimum of two years. **Related to PR#:** IC IC 390 **TBS Registration:** 002708 **Bank Number:** IC PPU 039

Management & Administration

Description: Covers records related to miscellaneous programs which are now under the responsibility of Finance, Personnel and Administration. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The types of personal information which the bank contains is: names, addresses and telephone numbers of applicants. **Class of Individuals:** The personal information relates to individuals within the business community who have applied for financial assistance. **Purpose:** Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance. **Consistent Uses:** The information is to be used for the purpose outlined in the purpose of the bank. **Retention and Disposal Standards:** Retained for six years and transferred to National Archives of Canada for selective retention. **TBS Registration:** 002951 **Bank Number:** IC PPU 010

Market Data Base

Description: The bank contains locational travel and socio-demographic information of residents of various countries who have requested travel information from the Canadian Tourism Commission or its industry partners. First and foremost, the bank contains the name and address (and perhaps the telephone number) of the enquirers. Other information including past travel history to Canada, future plans, and lifecycle information may be collected as part of this program. Countries involved in the program include: Canada, the United States, the United Kingdom, France, Germany and Japan. The database is continually being update.

Class of Individuals: Residents of Canada's principle tourism markets. **Purpose:** The information is initially collected to permit the distribution of tourist information, following a request by an enquirer. Subsequent uses of the data base include marketing implications including additional information gathering, market segmentation and partnering. **Consistent Uses:** The creation and development of a data base is consistent with the marketing objectives of a national tourism organization. **Retention and Disposal Standards:** Retained for three years and then destroyed. **PAC Number:** 69/103 **TBS Registration:** 003770 **Bank Number:** IC PPU 015

Media List Serve

Description: The database contains the names, e-mail addresses, telephone numbers and name of the company of registered users of the media list-serve. **Class of Individuals:** Individuals who have self-registered in order to receive news releases, media advisories and upcoming events notifications via E-mail according to the areas of interest that they specify. **Purpose:** The registration process allows users to receive information without having to visit the Web site. **Consistent Uses:** The information gathered is used to administer the list serve. **Retention and Disposal Standards:** Will be retained as long as the individual is subscribed to the media list-serve. The record is deleted at the request of the individual or after it has been determined that the individual is no longer receiving the messages. There is no plan to terminate the list-serve and so there is no horizon to the retention of active subscriber information. **PAC Number:** 98/001 **TBS Registration:** 004233 **Bank Number:** IC PPU 087

Ministerial Correspondence

Description: Correspondence received from external organizations and individuals including requests for information or assistance, complaints, opinions and submissions related to a broad range of policy issues pertaining to departmental activities. Incoming correspondence and replies are indexed by subject matter and date. **Class of Individuals:** General public. **Purpose:** The information is maintained to ensure that ministerial replies are prepared in a timely and responsive fashion. **Consistent Uses:** Correspondence is transmitted to the sector with direct responsibility for

the subject matter for reply. Other departmental offices may receive copies of the correspondence to ensure coordination and consistency in the preparation of responses. Correspondence may also be transmitted to other departments for reply if the subject matter falls within their jurisdiction. **Retention and Disposal Standards:** Correspondence is retained during the term of a minister and the correspondence from the previous minister is retained for a six-month period. **TBS Registration:** 002706 **Bank Number:** IC PPU 028

Name Search Financial System

Description: This bank includes the names and addresses of the clients of the Name Search Service. The information includes personal and business characteristics such as date of the search, name searched, amounts owed, alias and identification number of the clients as well as their own reference number or code. The files are arranged by the client number generated by the system but can be queried by client's name. **Class of Individuals:** Individual clients of the Name Search Service. **Purpose:** The bank is used by the head office of the Superintendent of Bankruptcy to monitor and ensure payment of the prescribed fee of \$8 per name searched under Section 11.1 and Rule 120 of the Bankruptcy and Insolvency Act. **Consistent Uses:** The bank is used by the head office of the Superintendent of Bankruptcy to monitor and ensure payment of the prescribed fee of \$8 per name searched under Section 11.1 and Rule 133 of the Bankruptcy and Insolvency Act. **Retention and Disposal Standards:** The identification of the clients is kept as long as they remain registered with the Name Search Service. The transaction information is kept until at least satisfactory payment of the prescribed fee and then retain for six years. **PAC Number:** 99/004 **Related to PR#:** IC IC 440 **TBS Registration:** 003553 **Bank Number:** IC PPU 062

Name Search System

Description: This bank is the master index of all proceedings under the Bankruptcy and Insolvency Act in Canada. The information content includes personal and business characteristics such as names and addresses, date and type of the proceedings, name of the insolvency practitioner and the dates of the bankrupt person's and the estate practitioner's discharges. **Class of Individuals:** Individuals in Bankruptcy, in receivership or having filed a proposal. **Purpose:** Section 11.1 of the Bankruptcy and Insolvency Act requires the Superintendent of Bankruptcy to maintain a public record and to provide the information therein upon request and payment of the prescribed fee. Rule 133 sets the fee at \$8. The system is mainly used by credit granters and law firms to determine the solvency status of person applying for loans or involved in business transactions. **Consistent Uses:** Section 11.1 of the Bankruptcy and Insolvency Act requires the Superintendent of Bankruptcy to maintain a public

record and to provide the information therein upon request and payment of the prescribed fee.

Retention and Disposal Standards: Rule 122 of the Bankruptcy and Insolvency Act requires the Superintendent of Bankruptcy to keep the records for at least ten years after the discharge of the trustee, and, if the bankrupt has not received an absolute discharge within this period, until such time as the bankrupt is granted an absolute discharge, for ten years after the full performance of a proposal and for ten years after the filing of a receivership notice. The bank goes back to 1978 for bankruptcies and proposals and November 30, 1992 for receiverships when they were included in the Bankruptcy and Insolvency Act. Files from 1923 to 1977 are held on microfiches of card files. All the information is located in the head office of the Superintendent of Bankruptcy in Ottawa, and is also accessible via an on-line search facility on Industry Canada's Strategis website. **PAC Number:** 78/005 **Related to PR#:** IC IC 440 **TBS Registration:** 003552 **Bank Number:** IC PPU 060

Network of Innovative Schools – Application Process

Description: The Bank for the Network of Innovative Schools contains names, home and school addresses, telephone and fax numbers, e-mail addresses and URLs. **Class of Individuals:** This information is collected from applicants to the Network of Innovative Schools. Applicants must be school principals. **Purpose:** This information is collected for identification purposes, in order to have contact information for schools who will form part of the Network. **Consistent Uses:** Contact information for schools selected as members of the Network may be shared publicly; however individuals' personal information would be solely for administrative purposes. **Retention and Disposal Standards:** Retention period of six years, then disposed. **PAC Number:** 89/023 **TBS Registration:** 004177 **Bank Number:** IC PPU 085

Notices of Directors of Corporations

Description: The bank records the identities of persons who became or ceased to be directors of boards of trade and corporations in accordance with the Canada Business Corporations Act, the Boards of Trade Act, the Canada Cooperatives Act and the Canada Corporations Act (Part II). Names and residential addresses of current directors are available to the public via the Corporations Directorate's database which is available on-line to the public through Industry Canada's Web site "Strategis". Copies of the database are available to the public through commercial electronic publishing firms and are also provided to interested federal and provincial institutions. Copies of notices filed are made available to the public upon request and at a fee. Other information is available through the corporation file. The bank also records any personal information obtained through the Corporate

Name Information Form. **Class of Individuals:** Directors of corporations and incorporators. **Purpose:** The information is obtained in compliance with the reporting requirements of the Canada Business Corporations Act, the Canada Cooperatives Act, Boards of Trade Act and Canada Corporations Act. The information regarding directors of corporations is obtained in compliance with the reporting requirements of the Canada Business Corporations Act. The information obtained through the Corporate Name Information Form is to enable the Director appointed under the Canada Business Corporations Act, to make a name decision. **Retention and Disposal Standards:** All records are retained for a minimum of six years. **PAC Number:** 95/001 **Related to PR#:** IC IC 200 **TBS Registration:** 001947 **Bank Number:** IC PPU 049

Patent Agent Records

Description: This bank, established under the patent program, contains histories of all persons registered to practice before the Canadian Patent Office. Contents include application document, supported by such personal data as education and work experience, other qualifications, patent examination results, complaints and other related correspondence. **Class of Individuals:** Patent agents. **Purpose:** The bank is used to provide an official historical record of all registered patent agents. **Retention and Disposal Standards:** These records are arranged in numerical order by registration number and are retained in the Department. They are kept for 10 years after last correspondence or failure to re-register. **PAC Number:** 97/002 **Related to PR#:** IC IC 460 **TBS Registration:** 002113 **Bank Number:** IC PPU 043

Payments to Contractors – General

Description: This bank contains curricula vitae and agreements for individuals under contract. **Class of Individuals:** Individuals under contract. **Purpose:** This bank serves as a record of pay and benefits to individuals employed on a personal service contract. **Consistent Uses:** This bank is also used for post-audits by the Auditor General. **Retention and Disposal Standards:** These records are arranged in numerical order and are retained for six years at headquarters. **PAC Number:** 99/004 **TBS Registration:** 000119 **Bank Number:** IC PPU 030

Policy Development & Advocacy (including Small Business)

Description: Covers records related to policy development and coordination in support of departmental/government-wide functions in the areas of economic technology, industry, trade and small business policy development. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project

monitoring, financial statement review and program evaluation. The following program is included: Entrepreneurship Awareness Program, Canada Community Investment Plan and Small Business Loan Act. The types of personal information which the bank contains are: names, addresses and telephone numbers of applicants. **Class of Individuals:** The personal information relates to individuals within the business community who have applied for financial assistance to undertake eligible projects. **Purpose:** Information is collected for the purpose of program evaluation and determining eligibility and to assess the applicant's request for financial assistance. **Consistent Uses:** The information is to be used for the purpose outlined in the purpose of the bank. **Retention and Disposal Standards:** Retained for six years and transferred to National Archives of Canada for selective retention. **TBS Registration:** 002949 **Bank Number:** IC PPU 014

Prime Minister's Awards for Teaching Excellence

Description: Covers nominations submissions for the Prime Minister's Awards for Teaching Excellence which include the following: supporting materials; signed nomination form with names; addresses; telephone numbers of nominated teacher's school and nominator; copy of teacher certification; and letters of support. **Class of Individuals:** The personal information relates to teachers and school administrators. **Purpose:** Information is collected for the purpose of awards presented to teachers of kindergarten to grade 12. **Consistent Uses:** The information is to be used for the purpose outlined in the purpose of the bank. **Retention and Disposal Standards:** Retained for six years. **PAC Number:** 76-020 **Related to PR#:** IST IST 007 **TBS Registration:** 002915 **Bank Number:** IC PPU 001

Professional and Special Services Contracts

Description: This bank is maintained by the Comptroller's Branch and various sectors and regional offices to record information on professional and special services contracts in compliance with the Financial Administration Act and Treasury Board and internal departmental directives. The files are normally arranged in alpha/numeric order. **Class of Individuals:** Individuals engaged in professional or special services contracts with the department through the National Capital Region and in the regions. **Purpose:** The bank is used to administer contracts, to make payments where required, to collect receivables, to perform accounting and administrative functions for the department, to facilitate the selection of consultants and to carry out auditing and evaluation. **Consistent Uses:** To be used only as outlined in the purpose of the bank. **Retention and Disposal Standards:** Retained for six years and then destroyed. **TBS Registration:** 001102 **Bank Number:** IC PPU 071

Prosecutions – Illegal Radio Installations

Description: This bank holds records pertaining to prosecution for illegal radio installations. It contains the name and address of the individual or firm being prosecuted and the nature of the violation. **Class of Individuals:** General public. **Purpose:** This information relates to persons being prosecuted for Radiocommunications Act offenses. Information is collected in order to obtain authority to initiate legal actions. **Consistent Uses:** The information is shared with police agencies for the purpose of Radiocommunications Act prosecutions. **Retention and Disposal Standards:** Records in this bank are retained for 10 years (active for five and dormant for five years). **TBS Registration:** 003386 **Bank Number:** IC PPU 022

Prosecutions under the Weights and Measures Act

Description: This bank contains information on establishments which have been prosecuted under the Weights and Measures Act. It includes information on the nature of the offence, charges laid, penalties or fines and dispositions. **Class of Individuals:** The name and address of individuals who are sole owners of companies prosecuted under the Weights and Measures Act appear in the databank. **Purpose:** To assist departmental officials in tracking overdue fines and to provide statistics on the number and nature of offences. **Consistent Uses:** To be used only as outlined in the purpose of the bank. **Retention and Disposal Standards:** Retained for five years after the case has been closed and then destroyed. **PAC Number:** 78/005 **TBS Registration:** 003931 **Bank Number:** IC PPU 069

Radio Operator Certificate Bank

Description: This bank contains a listing by name of amateur and professional radio operators. It may contain date of birth, class of certificate, certificate number and the date of issuance of the certificate. **Class of Individuals:** This information relates to radio operators. **Purpose:** Information was obtained in order to establish eligibility for radio operator certificates and to maintain a list of amateur and professional radio operators holding certificates of proficiency for the appropriate type of service. Concerning amateur radio operators specifically, the intent was to establish and maintain a list of amateurs' certificate qualifications and callsign information, for public dissemination, sharing and reproduction by anyone, in order that all amateurs would be aware of the frequencies and emissions that amateurs with whom they may be in communication with, have been authorized to employ pursuant to the Radiocommunication Act. **Consistent Uses:** Part of this information is shared with Amateur organizations, for membership surveys and drives; publishers of the Radio Amateur Call Book (Canada and the U.S.) for the name, address and call sign for the purpose of pursuing activities related to amateur radio. Finally, the

Department releases certain information concerning amateur radio operators because it wishes to: promote the orderly handling of volunteer emergency communications; adhere to its international commitments as a member of the International Telecommunications Union; and foster the efficient communication between all amateurs. **Retention and Disposal Standards:** For amateurs, files are retained two years after the licence is invalid, for professionals – 20 years (five active and fifteen dormant). Operators examination results are retained for five years (active for two and dormant for three). Radio Operator Certificates records are retained for 20 years (active for five and dormant for fifteen). **TBS Registration:** 003387 **Bank Number:** IC PPU 019

Radio Station Licensing Data Bank

Description: This bank contains non-broadcasting radio/spectrum licensing information, derived from applications submitted by applicants for radio/spectrum licences. It contains information such as radio frequencies, call signs, emissions, station location and personal data of applicants. **Class of Individuals:** This information relates to holders of radio/spectrum licences. **Purpose:** Information was obtained in order to license and control the use of all non-broadcasting radio station systems in Canada for the planning and management of the radio frequency spectrum. In particular, this bank is used in the frequency selection process for new or existing stations and in associated electromagnetic compatibility studies. It also provides information needed for the identification of sources of interstation interference, policy formulation, and frequency utilization study purposes. It is used extensively to carry out our coordination obligations as per the terms of cross-border sharing arrangements with the United States. The licensee and licence-fee-accounting information is used for the collection of annual licence renewal fees. In most cases, the information which appears on the face of radio/spectrum licences is available for release upon request. Information such as names and addresses of licensees, assigned radio frequencies, call signs, emissions, band width and power is provided to selected government bodies, persons or companies in connection with frequency coordination procedures for station or system planning, for reference or for similar purposes. **Consistent Uses:** Part of this information is shared with the following organizations, agencies and government departments: Fisheries and Oceans Canada to enable them to invoice ship-to-shore services; the Canadian Coast Guard, to ascertain whether a vessel has a valid radio equipment licence prior to placing telephone calls or passing traffic; a call sign and or name is provided to the Search and Rescue Coordination Centre so that vessel/aircraft routes may be established to facilitate the location of lost vessels or aircraft; various agencies and organizations in Canada and the U.S. for coordination

of frequencies and system parameters; law enforcement agencies for investigations relating to offenses under the Radiocommunications Act; organizations providing radio services to the public in order to establish that their clientele is licensed; equipment suppliers to facilitate the commissioning of their clients' communications systems; and Fisheries and Oceans Canada, National Defence and other organizations to provide information on privately operated non-directional navigation beacons in the interest of safety. <http://www.strategis.ic.gc.ca>

Retention and Disposal Standards: Retain for 30 years and then destroyed. **TBS Registration:** 003388 **Bank Number:** IC PPU 021

Recipients/Purchasers Assessment of Rap-O-Matics Video

Description: The bank of information contains respondent opinions on the Rap-O-Matics video. Personal information includes: age, sex, educational attainment, occupation, place of work, telephone number, city, province and postal code. **Class of Individuals:** The public's opinion are being sought. Recipient/Purchasers of the video are being interviewed. **Purpose:** To provide Industry Canada officers with a knowledge base on the uses and users of the Rap-O-Matics video and discussion guide. To gain an understanding of the effectiveness of promotions undertaken for the product. **Consistent Uses:** This bank of data is for internal use only. No matching activities are applicable. **Retention and Disposal Standards:** The questionnaire and raw data will be kept for two years and destroyed thereafter. **PAC Number:** 98/001 **TBS Registration:** 003213 **Bank Number:** IC PPU 016

Regional Development

Description: Covers records related to the promotion of regional economic development. Covers records relating to departmental assistance programs and includes such material as initial contact, request for information, investigation and analysis, project monitoring, financial statement review and program evaluation. The following programs are included: Federal Economic Development Initiative for Northern Ontario (FEDNOR); Atlantic Enterprise Program; Industrial and Regional Development Program. The types of personal information which the bank contains are: names, addresses and telephone numbers of applicants. **Class of Individuals:** The personal information relates to individuals within the business community who have applied for financial assistance. **Purpose:** Information is collected for the purpose of determining eligibility and to assess the applicant's request for financial assistance. **Consistent Uses:** The information is to be used for the purpose of the bank. **Retention and Disposal Standards:** Retained for six years and transferred to National Archives of Canada for selective retention. **TBS Registration:** 002751 **Bank Number:** IC PPU 009

Register of Patent Agents

Description: This bank includes the names of registered patent agents, their addresses and the number under which they are registered to practice before the Canadian Patent Office. **Class of Individuals:** Patent agents. **Purpose:** This bank was established to maintain a public record of all persons registered to practice before the Canadian Patent Office. **Consistent Uses:** This bank is used to maintain an up-to-date list of persons recognized as patent agents. **Retention and Disposal Standards:** These records are arranged in numerical order and retained in headquarters. They are kept for 10 years after last correspondence or failure to re-register. **PAC Number:** 97/002 **Related to PR#:** IC IC 460 **TBS Registration:** 002112 **Bank Number:** IC PPU 042

Registration System

Description: This bank includes all bankruptcies, proposals and receiverships filed under the Bankruptcy and Insolvency Act in Canada. The information content includes personal and business characteristics such as names and addresses, total assets and total liabilities, name of the insolvency practitioner, date of the first meeting of creditors, dates of the bankrupt person's and the estate practitioners' discharges and the total dividends paid to the creditors. The Social Insurance Number is captured on behalf of Revenue Canada but is not accessible by the office of the Superintendent of Bankruptcy. The files are arranged by the estate number generated by the system but can be queried by estate name and are entered through the 14 field offices of the Superintendent of Bankruptcy. The data is updated into the national base every 24 hours. **Class of Individuals:** Individuals in bankruptcy, in receivership or having filed a proposal. **Purpose:** This bank is used to facilitate the regulatory control of the insolvency processes and for trustee monitoring and audit purposes. Statistical reports are also run against the bank. **Consistent Uses:** Canada Customs and Revenue Agency, Taxation, receives part of the data to facilitate the treatment of income tax returns. **Retention and Disposal Standards:** Currently from 1990. An historical bank exists that goes back to 1978 but is not loaded in the system. Disposal to be determined. **Related to PR#:** IC IC 440 **TBS Registration:** 003550 **Bank Number:** IC PPU 058

Security Investigations Records

Description: This bank contains reports of complaints and irregularities in relation to criminal or security matters. This bank may also contain personal information obtained on individuals during the course of an investigation conducted by the Security Services Directorate. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Information in this bank may be maintained on paper documents and automated / electronic / magnetic form. **Class of**

Individuals: Employees of the Department, contractors dealing with the Department and the general public.

Purpose: The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Department or by an employee. The purpose of this bank is also to record information on security violations and infractions. It may also be used as evidence in court, to monitor trends, to determine corrective measures, to evaluate effectiveness of safeguards and to share information with human resources and/or other government departments.

Consistent Uses: The information is used by departmental authorities to support decisions regarding disciplinary measures. In the case of a criminal investigation, records are made available to the RCMP or other recognized police force or investigative body. This information is also used for planning, evaluation and statistical purposes. **Retention and Disposal Standards:** These records are retained for five years after the last administrative action. National Archives is consulted for selective retention. **PAC Number:** 98/001 **TBS Registration:** 004232 **Bank Number:** IC PPU 086

Smart Communities Resource Exchange

Description: This Bank contains information pertaining to the email comments, questions and feedback from our web site users. Individual's actual names and contact information are not collected, only email addresses as contained within the feedback and email messages.

Class of Individuals: General Public. **Purpose:** This bank will keep a record of user comments, questions and suggestions in relation to the continuing development and improvement of the web site. **Consistent Uses:** The information will be used to identify and improve various sections or services of the web site, as indicated by visitors. **Retention and Disposal Standards:** The retention period for the data is three years. The information is then destroyed. **PAC Number:** 98/001 **TBS Registration:** 004445 **Bank Number:** IC PPU 089

Strategis Client Tracking System

Description: The bank of information contains records of both public and private sector clients (individuals and individuals representing companies and associations) who have requested and received services related to the Strategis suite of information products and services. Information obtained from individuals and included in the data base includes contact name, address, telephone, fax, e-mail, language, service provided and comments on service. **Class of Individuals:** Recipients of services from Industry Canada's Strategis line of products and services. **Purpose:** Data from the bank is used to determine and analyze service impact: profile of clients, client satisfaction, response time, performance indicator and for other services requested by clients. The information will be used to conduct client surveys related to the use of the Strategis suite of products and services. At the client's request, information in this bank will be used to provide further information in the client's

specified area of interest. Information from this database will be made available to Industry Canada personnel for purposes of improving Industry Canada's service to its clientele. **Consistent Uses:** To be used only as outlined in purpose of the bank. **Retention and Disposal Standards:** Retained for three years and transferred to National Archives for selective retention. **PAC Number:** 98/001 **TBS Registration:** 005155 **Bank Number:** IC PPU 066

Strategis Registration Database

Description: The database contains the names, addresses and e-mail addresses of registered users of Strategis. **Class of Individuals:** Individuals who have self-registered in order to access those areas of Strategis which require registration. **Purpose:** The registration process allows users to access restricted or costed information on secured portions of Strategis, and makes it possible for them to use electronic commerce applications and participate in electronic discussion groups such as listservs and forums. **Retention and Disposal Standards:** Retained for 10 years and then destroyed. **Consistent Uses:** To be used only as outlined in the purpose of the bank. **PAC Number:** 98/001 **TBS Registration:** 004153 **Bank Number:** IC PPU 084

Study on the causes of Personal Bankruptcy

Description: The information collected in the survey will have the following identifiers: name, address, telephone number, race, national or ethnic origin, colour, marital status of individual, education, employment history of the individual, information relating to the financial transactions in which the individual has been involved. **Class of Individuals:** Individuals who are in the process of filing a bankruptcy or proposal under the Bankruptcy and Insolvency Act, and individuals who have sought credit counselling. **Purpose:** To provide a better understanding of the causes of insolvency for use by the Office of Consumer Affairs in developing information products on personal finances and by the Office of the Superintendent of Bankruptcy for future legislative reforms. **Consistent Uses:** Used for legislative and regulatory development. **Retention and Disposal Standards:** Will be retained for two years and then destroyed. **TBS Registration:** 003961 **Bank Number:** IC PPU 072

Survey of Scientists and Engineers to Identify Areas of Cooperation Between Canada and Japan

Description: This bank contains information on the innovation spectrum from basic research to applied research to risky development where Canada is in the best position to benefit from cooperation with Japan; and those areas where Canada has a critical mass or network of researchers to be able to absorb and utilize the results of cooperative research between Canada and Japan. **Class of Individuals:** Scientists and

engineers. **Purpose:** The data collected will be used by Industry Canada in developing the framework for the implementation of a program of cooperation with Japan that is consistent with the recommendations of the "Canada-Japan Complementarity Study", and to assist in the development of a basis for the Government of Canada's support of an initial set of cooperative activities with Japan. **Consistent Uses:** The information is to be used for the purpose previously outlined. **Retention and Disposal Standards:** Records are retained for six years and destroyed. **PAC Number:** 98/001 **TBS Registration:** 002668 **Bank Number:** IC PPU 007

Surveys – Business Representatives

Description: This bank contains business representatives' opinions on the need for activities falling under Industry Canada's mandate. In addition, the surveys provide information on the extent to which Industry Canada's operations affect the conduct of business in Canada and promote the existence of a competitive economy and integrity of the marketplace. The surveys are also intended to provide data on the costs and benefits to be derived from Industry Canada's different programs. **Class of Individuals:** Business people. **Purpose:** This bank was created to obtain information on the relevance of Industry Canada's Programs and the extent to which program objectives were achieved, as perceived by their various target groups. **Consistent Uses:** Related to the description above. **Retention and Disposal Standards:** Records are retained for a minimum of two years. **PAC Number:** 78-005 **Related to PR#:** IC IC 150 **TBS Registration:** 002120 **Bank Number:** IC PPU 051

Surveys of Office of the Superintendent of Bankruptcy Clients Needs

Description: The information collected in the surveys will have the following identifiers: name, address, role or involvement in the bankruptcy system (i.e. trustee, debtor, creditor, name search client), language preference for future communications, phone number, Internet address. **Class of Individuals:** Individuals who have either been involved in the bankruptcy and insolvency system (e.g. debtor, creditor, trustees) or those who use OSB services (e.g. potential lenders, name search clients). **Purpose:** To enable the OSB to improve its existing bankruptcy and insolvency registration and BIA compliance services to meet client needs. **Consistent Uses:** Used by OSB management to improve client service and communications with clients. **Retention and Disposal Standards:** Will be retained and updated by future client surveys. **PAC Number:** 78/005 **TBS Registration:** 003972 **Bank Number:** IC PPU 073

Technological Information Service Reports

Description: The data bank contains reports from technology searches carried out in the patent literature. It includes information on clients (e.g. identity, address, telephone number), technological areas investigated and patent documents that were found as a result of the search. **Class of Individuals:** All clients of the Technological Information Service (TIS), usually businesses or government agencies. The TIS is only made available through recognized intermediaries. **Purpose:** Assist in the execution and administration of the TIS, e.g. ensuring optimal client service delivery. **Consistent Uses:** Facilitate continuous service improvements. **Retention and Disposal Standards:** Retained for 10 years and transferred to National Archives of Canada for selective retention. **PAC Number:** 97/002 **TBS Registration:** 004044 **Bank Number:** IC PPU 078

Technological Innovation Studies Program

Description: This bank is maintained by the Office of Industrial Innovation to record the applications received under the Technological Innovation Studies Program. This bank contains the curricula vitae of university professors who apply for grants to carry out studies, and information relating to research project proposals submitted by researchers. The files are arranged in alphabetical order with university affiliation. **Class of Individuals:** Academics and under-graduates. **Purpose:** The information is used to evaluate the qualifications of persons applying to carry out studies; to promote studies of interest to the Department in the field of the technological innovation process in Canada which will give background information used in the development of policies or programs; and to promote the development of a pool of experts in the area. **Retention and Disposal Standards:** Retained for six years, and then transferred to the National Archives of Canada. **PAC Number:** 89/023 **TBS Registration:** 001111 **Bank Number:** IC PPU 003

Telecommunications Engineering and Certification

Description: Information on memberships in national standards committees on telecommunications and information technology. Data bank also contains listings of organizations involved in standards development and exploitation in Canada. **Class of Individuals:** Members in national standards committee. **Purpose:** For use in dissemination of information on standards and administering national standards committees. **Retention and Disposal Standards:** Retained for 10 years and then destroyed. **TBS Registration:** 003389 **Bank Number:** IC PPU 023

Testers of Communication Devices for Person with Disabilities

Description: This bank contains the names, telephone numbers and opinions of person with disabilities who have tested communications devices regarding the usefulness of the devices. **Class of Individuals:** Person with disabilities who have tested communications devices developed with the help of funding from the Industry Canada component of the National Strategy for the Integration of Persons with Disabilities. **Purpose:** To evaluate the benefits of the devices. **Consistent Uses:** To be used only as outlined in the purpose of the bank. **Retention and Disposal Standards:** Retained for two years then destroyed. **PAC Number:** PAC-98/001 **TBS Registration:** 003367 **Bank Number:** IC PPU 054

Timber Mark Name Index

Description: This bank contains registrations of all timber marks. **Class of Individuals:** Individuals holding timber mark registrations. **Purpose:** This bank, established under the Timber Marking Act, constitutes a public inventory of timber marks. This information bank is essentially historic since very few timber marks have been registered since 1975. **Retention and Disposal Standards:** The information in this bank is arranged alphabetically by name and is retained indefinitely. **PAC Number:** 2000/17 **Related to PR#:** IC IC 190 **TBS Registration:** 002115 **Bank Number:** IC PPU 046

Tools for Managing Technology and Innovation

Description: The bank of information contains records of public and private sector individuals, entrepreneurs, associations, publishers and institutes who have acquired, researched, published and otherwise disseminated information on technology transfer methods and procedures. Data base includes contact name, organization, address, telephone, fax, Internet address, services provided and comments on services. **Class of Individuals:** Scientists, engineers, public servants, university professors and individuals within the business community who have expertise in various areas of technology transfer. **Purpose:** Reference source and book to maintain a list of individuals, associations and consultants having expertise in an appropriate type of service. **Consistent Uses:** The Information is used to ensure objectivity in responding to requests for assistance or knowledge in solving problems related to the transfer of technology, assessment of new technology and launching or planning new products. **Retention and Disposal Standards:** The files are retained for six years and then transferred to the National Archives of Canada. **PAC Number:** 89/023 **Related to PR#:** IC IC 540 **TBS Registration:** 003549 **Bank Number:** IC PPU 057

Trustee System

Description: This bank contains an electronic record of licensing information regarding individual and corporate trustees under the Bankruptcy and Insolvency Act. Information concerns initial licence issuance, renewals, extensions or restrictions, licence removals, and the educational background and financial guarantors or each trustee. The bank also includes personal information on designated proposal administrators and receivers, namely name, addresses and employer. The files are arranged by trustee number and are maintained electronically in the head office of the Superintendent of Bankruptcy. **Class of Individuals:** Bankruptcy trustees, proposal administrators, receivers. **Purpose:** The information is used to monitor trustee licensing, including the annual renewal of licenses. **Consistent Uses:** The information is used to monitor trustee licensing, including the annual renewal of licenses. **Retention and Disposal Standards:** Rule 122(1)(e)(d) of the Bankruptcy and Insolvency Act requires the Superintendent of Bankruptcy to keep a record of all licenses for at least 30 years after the designation ceases to be valid. **PAC Number:** 78/005 **Related to PR#:** IC IC 440 **TBS Registration:** 003551 **Bank Number:** IC PPU 059

Trustees Files

Description: This bank contains a record of the initial issuance of a trustee license or consumer proposal administrator designation, the renewal and extension thereof, restrictions or any removal of designation. The information content of this bank includes the personal history of each trustee relating to education, financial portfolio, professional status, character enquiries made prior to the issuance of the license and any complaints and investigations against the individual. The files are kept in alphabetical order at the head office of the Superintendent of Bankruptcy in Ottawa. **Class of Individuals:** Bankruptcy trustees and consumer proposal administrator. **Purpose:** The purpose of this bank is to provide a repository for data used for the licensing of trustees in bankruptcies. Licenses are issued by the Superintendent of Bankruptcy who, under section 13 of the Bankruptcy and Insolvency Act, investigates into the character and qualifications of any applicant. **Consistent Uses:** The information is used to assess the qualifications of all applicants, the maintenance in good standing of the designation and the renewal thereof. **Retention and Disposal Standards:** The files are retained for 30 years after the designation is no longer valid. **PAC Number:** 78-005 **Related to PR#:** IC IC 440 **TBS Registration:** 000123 **Bank Number:** IC PPU 036

UFFI Application Request Files

Description: The computer files of this bank contain the names and addresses of individuals who have requested UFFI information bulletins or application forms. Files are maintained in surname sequence at

headquarters in Ottawa, Ontario. The individual's name is required to access this information. **Class of Individuals:** General public. **Purpose:** This bank was established under the UFFI Assistance Program and was used to send out UFFI assistance applications. The Program is no longer operating. **Consistent Uses:** No longer in use. **Retention and Disposal Standards:** The files are retained at the Federal Records Centre. **PAC Number:** 89-027 **Related to PR#:** IC IC 620 **TBS Registration:** 002107 **Bank Number:** IC PPU 025

UFFI Contractor File

Description: Each record of this branch contains the candidate's name, address, contractor identification number (if applicable) and information about whether or not the person has passed the registration test. The files are maintained in candidate number sequence as well as surname sequence at headquarters in Ottawa, Ontario. **Class of Individuals:** Registered contractors. **Purpose:** This bank was established under the Contractor Registration Program and was used to supply Canada Mortgage and Housing Corporation and UFFI homeowners with lists of registered contractors. **Consistent Uses:** None. **Retention and Disposal Standards:** The files are retained at the Federal Records Centre. **PAC Number:** 89-027 **Related to PR#:** IC IC 620 **TBS Registration:** 002108 **Bank Number:** IC PPU 026

UFFI Homeowner File

Description: This bank was established under the UFFI Assistance Program. The information includes personal and property data such as name, mailing and property address, foam installation information, as well as whether or not the home has been tested and who performed the test. **Class of Individuals:** Owners of UFFI registered dwellings. **Purpose:** This bank was used to administer the UFFI Assistance program and the files are maintained in identification number sequence. Either the individual's name or the identification number is needed to access this information. **Consistent Uses:** N/A **Retention and Disposal Standards:** The files are retained at the Federal Records Centre. **PAC Number:** 89-027 **Related to PR#:** IC IC 620 **TBS Registration:** 002109 **Bank Number:** IC PPU 027

Unclaimed Dividends/Undistributed Assets – Financial Files

Description: This bank contains records, namely remittance forms, of funds received or payments made under various sections of the Bankruptcy and Insolvency Act, such as filing fees, levy from trustees, undistributed assets and unclaimed dividends by creditors. The latter two are held in trust and are available to creditors providing appropriate identification. The files are maintained in estate number order, or by individuals creditors. **Class of Individuals:**

Creditors with unclaimed assets. **Purpose:** The information is obtained pursuant to the legislative requirements of the Bankruptcy and Insolvency Act and the Financial Administrative Act. **Consistent Uses:** The information is used for the refund of unclaimed dividends to creditors. **Retention and Disposal Standards:** Information is retained for six years after trustee discharge. **PAC Number:** 99/004 **Related to PR#:** IC IC 440 **TBS Registration:** 002707 **Bank Number:** IC PPU 037

Unsolicited Applications for Employment

Description: This bank maintains an inventory of applications from individuals requesting employment with the Department. The files include completed application forms, letters, and curricula vitae of persons seeking employment with the Department. **Class of Individuals:** Individuals seeking employment with the Department. **Purpose:** The bank is used to review applications of individuals requesting employment with the Department when positions become available. **Retention and Disposal Standards:** Records are retained for six months and then destroyed. **PAC Number:** 98/005 **TBS Registration:** 002559 **Bank Number:** IC PPU 052

Classes of Personal Information

Behavioural Research

This class contains reports, studies, field trial evaluations, surveys, and interviews involving individual reactions, views and opinions related to the intellectual, creative and productive capabilities of human beings in information communication and related processes, especially human perceptual and cognitive processes, human behaviour and the interaction between people and communications technology. The reports themselves, published or unpublished, reflect collective human behaviour and not personal information about an individual. Personal information may be obtained in the process of preparing a report, to establish the identity and credibility of the source. This information is not used for administrative purposes and is not arranged by or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the report involved. The retention of information depends on the length of time it is needed for related research. It is active for the fiscal years in which the project is active; otherwise, it is active for the current fiscal year; thereafter it is inactive but retrievable for the next two years, after which it is transferred to the National Archives of Canada.

Complaints, Investigations and Inquiries Class (Competition Bureau)

This class contains personal information relating to the administration and enforcement of the Combines Investigation Act, the Competition Act, Consumer

Packaging and Labelling Act, Textile Labelling Act, and Precious Metals Marking Act. The material may relate to the legislation in general, or to any category of product or service. Most filing is done according to standard industrial classification coding; the key reference for retrieval purposes is the industry or company involved. There is limited cross-referencing to and recording of incoming correspondence which may contain personal information. (Such correspondence includes complaints and requests for information as well as information obtained from the Canadian Police Information Centre, U.S. Department of Justice and from O.E.C.D. anti-trust authorities.) Personal information held by the Bureau may be provided to federal or provincial departments and agencies to ensure a proper level of service to the person identified.

Enterprise/Industrial Development and Assistance

The Department and its predecessor departments have administered a number of enterprise/industrial development and assistance programs. These programs have been aimed at encouraging enterprise and industrial development in a wide variety of ways. Personal information may be collected in the course of these departmental activities. Programs and activities which may have involved the storage of personal information include the Program for Export Market Development, the Defence Industry Productivity Program, the Microelectronics and Systems Development Program, the Technology Outreach Program, the Sector Campaigns, including the Prosperity Initiative, the St. Lawrence River Environmental Technology Development Program, the Advance Manufacturing Technology Application Program, the Strategic Technologies Program, the Science Culture Program, the Pharmaceutical Industrial Development Assistance Program, the Credit Reinsurance Program, the Shipbuilding Industry Assistance Program, the Advanced Technology Program – Waterloo Centre for Process Development, the Small Business Investments Grants, the Government Procurement Projects, the Industry Energy Research and Development Program, the Major Crown Projects, Aboriginal Business Canada and its earlier programming, the Western Transportation Industrial Development Program, the FEDNOR Core Industrial Program, the Rural Small Business Program – FEDNOR, the FEDNOR Loan Insurance Program, the FEDNOR Tourism Program, and Grants and Contributions to non-profit organizations to promote economic cooperation and development.

Personal information may include particulars such as the names, addresses, social insurance numbers, financial interests, management capabilities, employment histories, remuneration, age, health, marital status and educational background of individuals. Such personal information is stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of

personal information is normally retrievable only if specifics are provided such as the program area, the corporate/project name, the location of a facility and the approximate date of submission/award.

General Development Agreements, Economic and Regional Development Agreements, Subsidiary Agreements and Related Initiatives

The Department has collected data needed for the administration of subsidiary agreements entered into with the provinces, consistent with the terms and conditions of general development agreements previously signed with all provinces, except Prince Edward Island, and the new economic and regional development agreements entered into with the 10 provinces. The general development agreements, which expired on March 31, 1984, established the framework for development and identified development opportunities for implementation under subsidiary agreements. The economic and regional development agreements with the provinces, as well as the subsidiary agreements signed under the economic development agreements with the Territories, provide a framework for co-operation and consultation on matters relating to economic development in each province and territory. As opportunities are identified, individual subsidiary agreements are formulated. These opportunities are normally unique to a province and, as a result, subsidiary agreements cover a broad range of specific programs.

Personal information may be stored in administering a number of subsidiary agreements. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided such as the name of the project or program that may be related thereto and the approximate date of submission/award.

Inquiries (Bureau of Consumer Affairs)

This class contains inquiries concerning the following Acts, which are administered in whole or in part by the Department: Canada Agricultural Products Standards Act; Consumer Packaging and Labelling Act; Electricity and Gas Inspection Act; Food and Drugs Act; National Trade Mark and True Labelling Act; Precious Metals Marking Act; Textile Labelling Act; Weights and Measures Act. This class contains records on establishments that have been inspected with respect to the requirements or the legislation listed above. It contains inspection and incident reports, complaints, warning letters and other correspondence, and reports of prosecution. The names of individuals who are sole owners of companies appear in the files. These files are

kept for several years in order to plan inspection visits and monitor the compliance level in relation to the regulatory requirements of the legislation administered by the Department.

Mailing Lists (Bureau of Corporate Policy and Strategic Planning)

This class of personal information contains the names and addresses of individuals who are on a mailing list to receive specific information or publications on departmental programs and activities. The lists are used by all bureaus to distribute departmental information and to respond to requests by individuals. The lists are updated on a continuing basis. The lists are maintained for a minimum of two years.

Ministerial Correspondence

This class of information contains correspondence addressed to the Minister, the Secretaries of State, the Deputy Minister and/or the Associate Deputy Minister from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to Industry Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Other Programs and Agreements

This class reflects other programs and agreements not specifically covered under the other classes. These other programs and agreements are aimed at resolving specific problems of a limited nature or in specifically defined areas of the country. For example, a 15-year development agreement, the Prince Edward Island (P.E.I.) Comprehensive Development Plan, was signed by Canada and P.E.I. in 1969, under the authority of the Fund for Rural Economic Development Act. The plan has allowed for the design and implementation of a broad range of programs to stimulate economic growth, create jobs and raise per capita income. In addition, under the Federal Development Strategy, the Department has been involved in providing further economic development activities in P.E.I.

Personal information may be stored in administering programs falling within this class. This information may include financial, employment, demographic and educational data on individuals. Such data, however, would be stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of

information is normally retrievable only if specifics are provided, such as the name of the program concerned, the name of the specific project and the approximate date of submission/award.

Public Opinion Research

This is a class of records generated by departmental officials who conducted public opinion research on a vast spectrum of topics related to the mandate and mission of the Department of Industry Canada. Retrievable records consist of data gathering instruments, such as, but not exclusively, questionnaires which may contain personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

Technological Information Services Requests (Intellectual Property Directorate)

This class includes the names, addresses and telephone numbers of individual inventors and entrepreneurs who have submitted requests for technological information. Also included is background information relating to the requests, the purposes of the requests and the specific areas of interest. The purpose of this service is to provide a technology search to assist in the development of new or improved products and processes and to avoid duplication of research and development. Requests are received via intermediary agencies (such as provincial research councils), and files are maintained by agency, not by name of individual. Requests are retained for a minimum of two years.

Security Video Surveillance

This class includes video surveillance tapes for close circuit television (CCTV) cameras located on the perimeters of or within departmental facilities. The cameras record the image of employees and visitors entering and exiting some of the department's facilities or movements within certain restricted areas of the department. Access to the videotapes is strictly controlled by the Departmental Security Officer. Video information that reveals evidence of illegal activity, employee misconduct or accidents may be disclosed to appropriate staff relations, enforcement or investigative bodies for further investigations, charges or disciplinary actions. The tapes are normally kept for a thirty day period and are then reused. In the case of video information used in the conduct of an investigation, the video evidence will be kept as long as required by law or until no longer required as evidence.

Manuals

- A Guide to Copyrights (CIPO)
- A Guide to Industrial Designs (CIPO)
- A Guide to Integrated Circuit Topographies (CIPO)
- A Guide to Patents (CIPO)
- A Guide to Trade-Marks (CIPO)
- Aboriginal Business Canada Toolkit (Operations – ABC)
- ACC-LAB: Procedure for the Accreditation of Testing Laboratories by Industry Canada (SITT)
- Access to Information and Privacy Manual (ATIP)
- Administrative Support Manual (Comptroller)
- All About Bankruptcy Mediation (Bankruptcy)
- Applicants Guide Contributions Program 1999-2000: For Non-profit Consumer and Voluntary Organisations (Consumer Affairs)
- Broadcasting Circulars (BC) (SITT – Quebec Region)
- Broadcasting Equipment Standards Procedures (BESP) (SITT- All regions)
- Broadcasting Procedures and Rules (BPR) (SITT – All regions)
- Bulletin Manual – Legal Metrology (Measurement Canada)
- CA Identification Number Microfiche Index on Textile Dealers (Competition Bureau)
- Calibration and Certification Procedures (Measurement Canada)
- Canada Community Investment Plan (CCIP) – Policy & Procedures for Community Demonstration Projects (ISP)
- Canadian Industrial Design Procedures Manual (CIPO)
- Certification Procedure (CP-01) (SITT)
- Client Procedures Circulars (CPC) (SITT – Quebec Region)
- Code of Ethics for Bankruptcy Trustees (Bankruptcy)
- Communication of Confidential Information Under the Competition Act (Competition Bureau) “E”
- Conformity Assessment Procedures (SITT)
- Conformity Continuum Information Bulletin (Competition Bureau) “E”
- Connecting Canadians Community access program CyberCamp Handbook (SITT – Quebec Region)
- Connecting Canadians Graphic Standards Manual – April 1999 (Communications)
- Corporate Compliance Programs -1997 (Competition Bureau)
- Corporations Directorate Policies and Procedures Manual (Corporations)
- Criteria for the Accreditation of Organizations to Perform Inspections Pursuant to the Electricity and Gas Inspection Act and the Weights and Measures Act (Measurement Canada) “E”
- CS-03: Certification Specification for Terminal Equipment, Terminal Systems, Network Protection Devices, Connection Arrangements and Hearing Aids Compatibility (SITT)
- Dealing with debt: a consumer’s guide (Bankruptcy)
- Deputy Minister’s Directives – Volume I – Administration (Operations)
- Deputy Minister’s Directives – Volume II – Human Resources (Operations)
- DEB-LAB: Procedure for the Designation of Testing Laboratories by Industry Canada (SITT)
- Diagnostic Review Service (DRS) Policy and Procedures Manual – June 1993
- Dictionary of Shapes and Terms Thereof
- Directives of the Superintendent of Bankruptcy (Bankruptcy)
- Fee and Service Standards Handbook (Competition Bureau) “E”
- Forest Industries Program – Policy and Administrative Directive (Industry Sector)
- Guide to the Canadian Care Labelling Program (Competition Bureau) “E”
- Industrial Designs Classification Manual (CIPO)
- Industrial Regional Benefits Guidelines (IRB) (Industry Sector)
- Industry Canada Graphic Standards Manual – 1997 (Communications)
- Industry Canada Guide to Advertising – April 1998 (Communications)
- Industry Canada Publishing Guide – 1997 (Communications)
- Industry Canada Style Guide for Writers and Editors – 1997 (Communications)
- Information Bulletin – Immunity Program under the Competition Act (Competition Bureau) “E”
- Information Bulletin No. 5 — Merger Enforcement Guidelines (Competition Bureau)
- Information Kit on Prenotification
- Information on the Application of the Telecommunications Apparatus Technical Assessment and Testing Fees Order Made under the Financial Administration Act (TRC-49) (SITT)
- Insolvency Bulletin (Bankruptcy)
- Insolvency Circulars (Bankruptcy)
- Inspection Procedures Manual
- Inspector’s Handbook (Bankruptcy)
- Interpretation Guidelines – Notifiable Transactions under Part IX of the Competition Act (Competition Bureau) “E”

- Instruction Manual for Field Offices (Corporations)
- Intellectual Property Enforcement Guidelines (Competition Bureau) “E”
- Intellectual Property Policy (for the Communications Research Centre) (CRC)
- Interceptions of Private Communications and the Competition Act (Competition Bureau) “E”
- Internal Procedures Circulars (IPC) (SITT – Quebec Region)
- Interventions and Trustee Monitoring Programs (Bankruptcy)
- Manual of Directives for the Centralized Receipts and Disbursements System (CRDS) (Comptroller)
- Manual of Patent Office Practice (CIPO)
- Merger Enforcement Guidelines as Applied to a Bank Merger (Competition Bureau)
- Ministerial and Draft Ministerial Specifications Relating to the Design, Composition, Construction, Installation, Use and Performance of Weighing and Measuring Devices (Measurement Canada) “E”
- Misleading Advertising Bulletin (issued quarterly) (Competition Bureau)
- Misleading Advertising Guidelines – 1991 (Competition Bureau)
- Misleading Representations and Deceptive Marketing Practices: Choice of Criminal or Civil Track under the Competition Act (Competition Bureau) “E”
- Multi-Level Marketing and Pyramid Selling Provisions of the Competition Act (Competition Bureau) “E”
- Notifiable Transactions and Advance Ruling Certificates Under the Competition Act: Procedure Guide (Competition Bureau) “E”
- Office of the Superintendent of Bankruptcy Graphics Standards Manual (Bankruptcy)
- Office of the Superintendent of Bankruptcy Quality Service Brochure (Bankruptcy)
- Open Area Test Site (SITT)
- Ordinary Price Claims – Subsection 74.01(2) and 74.01(3) of the Competition Act (Competition Bureau) “E”
- Policy and Procedures: Contract for Services and Collaborative Research and Development Agreements (CRC)
- Predatory Pricing Enforcement Guidelines – 1992 (Competition Bureau)
- Price Discrimination Enforcement Guidelines – 1992 (Competition Bureau)
- Prime Minister’s Award for Teaching Excellence – Guidelines and Nomination Forms (2001-2002) (SITT)
- Prime Minister’s Award for Teaching Excellence – Exemplary Practices (1999-2000) (IHAB) (SITT)
- Principles and Guidelines for Environmental Labelling and Advertising – 1994 (Competition Bureau)
- Procedure to approve a Test Facility (SITT)
- Program of Compliance (Competition Bureau)
- Programs Policies Manual (Operations)
- Programs Procedures Manual (Operations)
- Promotional Contests – Section 74.06 of the Competition Act (Competition Bureau) “E”
- PROV-ADSL: Provisional Requirements and Test Methods for ADSL Terminal Equipment (SITT)
- Provisional Specification for Sealant Oil used in Bell Provers (Measurement Canada) “E”
- Radio Equipment Certification Procedure (RSP-100) (SITT)
- Radio Equipment List (REL) (SITT)
- Radio Standards Procedures (RSP) (SITT – Quebec Region)
- Secretarial Procedures Manual (Human Resources)
- Small Business Loans Act Guidelines, September 1996
- Specifications and Provisional Specifications for the Design, Construction, Approval, Installation, Use, Verification and Reverification of Weighing and Measuring Devices (Measurement Canada) “E”
- Specifications for Approval of Type for Gas Meters and Auxiliary Devices (Measurement Canada)
- Specifications for Approval of Type of Electricity Meters, Instrument Transformers and Auxiliary Devices (Measurement Canada)
- Standard Drawing for Electricity Metering Installations (Measurement Canada)
- Statistical Sampling Plans for the Verification and Reverification of Electricity and Gas Meters (Measurement Canada)
- Strategic Alliances under the Competition Act – 1995 (Competition Bureau)
- Strategic Technologies Program – Biotechnology Component: Program Manual (Industry Sector)
- Telemarketing – Section 52.1 of the Competition Act (Competition Bureau) “E”
- Terminal Attachment Programme Approved Test Facilities (SITT)
- Terminal Equipment – Certification Procedure (CP01) (SITT)
- Terminal Equipment List (TEL) (SITT)
- Terrestrial Broadcasting agreements and arrangements (SITT) “E”
- The Corporations Directorate of Industry Canada – Personnel and Responsibilities (Corporations)
- Trade-marks Examination Manual (CIPO)

- Trade-marks Examination Wares and Services Manual (CIPO)
- Trustee Licensing Policy (Bankruptcy)
- Your Guide to Government of Canada Services and Support for Small Business (3rd edition) (IPO)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The departmental library is the research centre of the Department. The library contains a wide variety of publications and reference works. These include books, periodicals, pamphlets, government documents, and items on microfilm or microfiche. The subject matter covered ranges from the fields of administration and management to those of trade and foreign relations. The library is open, for purposes of research to business people, members of the academic community at the graduate level or higher, and officials of Industry Canada and other federal government institutions. This facility is located at:

Industry Canada
235 Queen Street
3rd Floor West
Ottawa, Ontario
K1A 0H5
Tel.: (613) 954-2728

Industry Canada is committed to making its extensive information holdings and expertise accessible electronically. Corporate and media information such as news releases, speeches and general information on departmental policies, programs and activities are available on Industry Canada's Corporate Information Site at www.ic.gc.ca. This site also provides links to information resources within the department and from Industry Portfolio partners.

More information is available at:

General enquiries: (613) 947-7466
Publications enquiries: (613) 947-7466
Media enquiries: (613) 943-2502

Halifax, Nova Scotia (serving New Brunswick, Prince Edward Island and Newfoundland)

Tel.: (902) 426-3458

Montréal, Quebec

Tel.: (514) 496-1797

Toronto, Ontario

Tel.: (416) 973-5000

Vancouver, British Columbia (serving Yukon)

Tel.: (604) 666-5000

Winnipeg, Manitoba (serving Alberta, Saskatchewan and Northwest Territories)

Tel.: (204) 983-5851

Reading Room

The Department of Industry Canada has designated certain areas as public reading rooms under the Access to Information Act. Their addresses are:

British Columbia (serving Yukon)

2000 – 300 West Georgia Street
Vancouver, British Columbia
V6B 6E1

Manitoba (serving Alberta, Saskatchewan, and the Northwest Territories)

400 St. Mary Avenue
Winnipeg, Manitoba
R3C 4K5

Nova Scotia (serving New Brunswick, Prince Edward Island and Newfoundland)

Suite 1605, Maritime Centre
1505 Barrington Street
Halifax, Nova Scotia
B3J 3K5

50 Brown Avenue
Dartmouth, Nova Scotia
B3B 1X8

Ontario

Yonge-Richmond Centre
151 Yonge Street, 4th Floor
Toronto, Ontario
M5C 2W7

Quebec

Service Centre
5 Place Ville-Marie, Room 7001
Montréal, Quebec
H3B 2G2

International Centre for Human Rights and Democratic Development

Chapter 75

General Information

Background

The International Centre for Human Rights and Democratic Development was established by an Act of the Parliament of Canada in 1988, and officially inaugurated in 1990. As of April, 2000 the Centre is known as Rights & Democracy.

Responsibilities

A Canadian institution with an international mandate, Rights & Democracy is an independent and non-partisan organization which initiates, encourages and supports the promotion, development and strengthening of democratic and human rights institutions and programmes as defined in the International Bill of Human Rights. Its mandate therefore covers civil, political, social, economic and cultural rights, as defined by the Universal Declaration and its two companion covenants.

Legislation

- International Centre for Human Rights and Democratic Development Act

Organization

The Centre is governed by a 13-member Board of Directors, named by the Governor General of Canada. Three members of the Board must be from developing countries.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Centre and its various programs and functions may be directed to:

Rights & Democracy
International Centre for Human Rights and Democratic Development
1001 Maisonneuve Boulevard East
Suite 1100
Montréal, Quebec
H2L 4P9

Tel.: (514) 283-6073
Fax: (514) 283-3792
E-mail: ichrdd@ichrdd.ca
Web Site: www.ichrdd.ca

Reading Room

1001 Maisonneuve Boulevard East
Suite 1100
Montréal, Quebec
H2L 4P9

International Development Research Centre

Chapter 76

General Information

Background

The International Development Research Centre (IDRC) was established as a public corporation by the International Development Research Centre Act of 1970.

Responsibilities

IDRC initiates, encourages, supports, and conducts research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical, and other knowledge to the economic and social advancement of those regions. It supports research principally in three program areas: Social and Economic Equity; Environment and Natural Resource Management; and Information and Communication Technologies for Development. IDRC is financed by the Parliament of Canada; its policies, however, are set by an international Board of Governors.

Legislation

- General Bylaw of the IDRC
- International Development Research Centre Act, 1970

Organization

IDRC's headquarters are in Ottawa where it has an international staff. Regional offices in Asia (Singapore and New Delhi), East Africa (Nairobi), West Africa (Dakar), Latin America and the Caribbean (Montevideo) and the Middle East (Cairo) link Ottawa with the researchers and policy makers of the developing countries, encourage and assist the development of research proposals, and monitor ongoing projects within their regions.

IDRC's 21-member Board of Governors is appointed by the Canadian government. Under the International Development Research Centre Act, the chairperson, vice-chairperson and nine other governors must be Canadian citizens; the other ten are non-Canadians.

The president of the Centre holds the rank of deputy minister and is responsible to Parliament through the Minister designated for that purpose by the Governor in Council (currently the Minister of Foreign Affairs).

A management committee composed of officers appointed by the Board of Governors assists the president in the Centre's operations.

Program and Partnership Branch (PPB)

The Program and Partnership Branch implements the Centre's program of research support, which is defined in terms of development issues and the knowledge required to address them.

Resources Branch (RB)

Resources Branch provides administrative support to the Centre's activities.

Information Holdings

Program Records

Program Area: Social and Economic Equity

Description: Information on research and development on social and economic equity issues. **Topics:** Governance in Sub-Saharan Africa; social policy in Latin America and the Caribbean; peace building and reconstruction in Southern Africa, Central America and the Middle East; distributional and poverty impacts of macroeconomic and adjustment measures in Asia and Africa; support to developing countries in strengthening research and negotiating capacity on traditional trade issues in Southern Africa, South and Central America; promotion of competitiveness, growth and value-addition by micro- and small-scale enterprises to livelihoods in Africa and the Middle East. **Program Record Number:** IDR PB 025

Program Area: Information and Communication Technologies for Development

Description: Information on research and development of the effective use of information and communication technologies (ICTs) to address the gap between the "information haves" in the North and "have nots" in the South. **Topics:** Applications of ICTs and knowledge access and transfer, use of networking technologies to improve communication, access to information and impact of research; empowering communities in sub-Saharan Africa to apply ICTs to their social and economic development. **Program Record Number:** IDR PB 015

Program Area: Environment and Natural Resource Management

Description: Information on research and development on improving the quality of life of communities in Asia, Africa and Latin America and the Caribbean (LAC), through more equitable, sustainable and productive use of land and water resources. **Topics:** Food and water security in Africa; innovations that enhance local livelihoods in highly degraded uplands and coastal areas in Asia; equitable and sustainable natural resources management strategies, including alternative forms of conflict resolution, in Latin America and the Caribbean; urban agriculture interventions to improve household food security, income generation, public health, and waste and land management in Africa; improving human health through better ecosystem management in Latin America, the Caribbean, Africa and the Middle East; sustainable use of biological resources to support needs and rights of small and subsistence farmers, rural women and indigenous peoples. **Program Record Number:** IDR PB 020

African Technology Policy Studies Network

Description: Information on improving the quality of technology policy decision making and to strengthen the institutional capacity for management of technological development. **Topics:** Economic and social development, capacity building, science and technology, decision-making. **Program Record Number:** IDR PB 035

Bellanet Initiative

Description: Information and communication technologies (ICT) to broaden collaboration, increase participation and knowledge diffusion. **Topics:** Information sharing, program planning, program delivery, and evaluation. **Program Record Number:** IDR PB 040

Economy and Environment Program for Southeast Asia

Description: Information on the development and support of capacity building for conducting research on the economics of environmental management. **Topics:** Capacity building, environmental economics, environmental management. **Program Record Number:** IDR PB 045

International Model Forest Network

Description: Information on the management, conservation, and sustainable development of forest resources. **Topics:** International network, model forests, and sustainable forest management. **Program Record Number:** IDR PB 055

Research for International Tobacco Control

Description: Information on tobacco production and consumption research. **Topics:** Tobacco consumption and production, information sharing, policy making. **Program Record Number:** IDR PB 060

Micronutrient Initiative

Description: Information on controlling and eliminating micronutrient malnutrition. **Topics:** Micronutrient malnutrition, iodine deficiency, vitamin A deficiency, and iron deficiency anaemia in women. **Program Record Number:** IDR PB 065

Environmental Management Secretariat

Description: Information on collaborative efforts of donors, researchers and policy makers in Latin America and the Caribbean to increase the institutional base and resources devoted to environmental management. **Topics:** Expanding capacity of governments to react; regional knowledge centre on urban environments. **Program Record Number:** IDR PB 075

Secretariat for Institutional Support for Economic Research in Africa

Description: Information on institutional support for economic research in Africa. **Topics:** Economic research centres, capacity building, information sharing. **Program Record Number:** IDR PB 080

International Network for Bamboo and Rattan

Description: Information and research on value and use of bamboo and rattan products. **Topics:** Appropriate technologies, ecological security, sustainable food security, bamboo-based agroforestry systems. **Program Record Number:** IDR PB 090

Research Information Management Services (RIMS)

External Databases

Description: The following databases can be accessed on-line or via the World-Wide Web: IDRIS (IDRC-supported projects); BIBLIO (listing of Library holdings); and IMAGES (slides related to IDRC projects). **Topics:** Research aspects of international development. **Program Record Number:** IDR CSB 005

Internal Databases

Description: IDRC maintains a number of databases related to the work of the Centre in supporting research activities to benefit developing countries. **Topics:** EPIK (IDRC's research activity management information system); IDB (institutions related to the work of IDRC); HIFI (finances); TRIPS (travel); TAPS (purchasing); EVIS (evaluations); PCR (project completion reports); and RIMS (records management). **Program Record Number:** IDR DSI 010

Personal Information Banks

Training and Awards – Program and Partnership Branch

Description: This database contains a record of all individuals (Canadian and non-Canadian) who have been granted an award or received support for training from the International Development Research Centre. The files include the names of applicants, personal information, occupational and professional background, proposed program of study, name and address of the supervisor, and third-party appraisals. Limited information about family members, when needed for the administration of awards, may also be contained in the files. Data is kept both in paper files and in an electronic database called CENTRA (Centre Training and Research Awards database). **Class of Individuals:** Canadian and non-Canadian students, researchers, and professionals having an interest in pursuing research or related work in the field of international development. **Purpose:** The information is compiled to evaluate the merits of applicants who have requested funding, and to facilitate administration of funding granted to successful applicants. **Consistent Uses:** These files are used to monitor progress; maintain funding schedule; record final report; and prepare final evaluation of results. **Retention and Disposal Standards:** Subject to transfer to the National Archives of Canada six years after closure. Electronic data are retained indefinitely for reference purposes. **PAC Number:** 83-002 **TBS Registration:** 001151 **Bank Number:** IDR PPU 005

Manuals

- Authorizations Manual
- Country Procedures Manual
- Management Policy Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For general information on IDRC, please contact:

Public Affairs
International Development Research Centre
P.O. Box 8500
Ottawa, Ontario
K1G 3H9

Tel.: (613) 236-6163, ext. 2506
Fax: (613) 238-7230

Reading Room

In accordance with the Access to Information Act, the Centre's Library provides a public reading room. The library is located at:

9th Floor
250 Albert Street
Ottawa, Ontario

Jacques Cartier and Champlain Bridges Incorporated

Chapter 77

General Information

Background

The Jacques Cartier and Champlain Bridges Incorporated was established under the Canada Business Corporations Act on November 3, 1978. Since then, the Corporation has assumed responsibility for the operation, maintenance and administration of the Jacques Cartier Bridge, the Champlain Bridge and a portion of the Bonaventure Expressway. This responsibility had previously been assumed by the National Harbours Board. Effective October 1, 1998, the Jacques Cartier and Champlain Bridges Incorporated came under The Federal Bridge Corporation Limited and assumed responsibility for the operation, maintenance and administration of the federally-owned portion of the Honoré Mercier Bridge and the Melocheville Tunnel. On December 2, 1999, management for the Champlain Bridge Ice Control Structure was transferred to the Corporation.

Responsibilities

The mandate of The Jacques Cartier and Champlain Bridges Incorporated is to operate and maintain the Jacques Cartier and Champlain bridges, the federally-owned portion of the Honoré Mercier Bridge, a portion of the Bonaventure Expressway, the Melocheville Tunnel and the Champlain Bridge ice control structure by undertaking regular and major maintenance work while providing the public with a safe and efficient transit across the structures.

Legislation

- Canada Business Corporations Act
- Financial Administration Act
- The Jacques Cartier and Champlain Bridges Inc. Regulations SOR/98-568

Organization

The headquarters are in Longueuil, Quebec. The Corporation has a Board of Directors, a Management Committee, a Steering Committee for the Jacques-Cartier Bridge deck replacement project (2001-2002) and an Audit Committee. The Corporation's organizational structure consists of a General Manager and the following services: Engineering and Construction, Operations and Maintenance, Finance and Administration, Legal Affairs and Procurement.

Information Holdings

Program Records

The Champlain and Jacques Cartier Bridges

Description: Information about the management, maintenance and administration of the Champlain Bridge, including a portion of the Bonaventure Expressway, and the Jacques Cartier Bridge. **Topics:** Land: acquisition, disposal, market value, leases, licences, various uses of land, maintenance. Bicycle paths, management and maintenance. Immovables: acquisition, disposal, rental, maintenance, security, damage. Major maintenance contracts. Regular maintenance contracts, such as lawn care, road sweeping, work teams, supervision of work teams, snow removal and salt, local paving repairs, replacement of guardrails, cleaning of expansion joints and structures. Operating contracts, such as pavement markings, vehicle towing and repairs, lane signals and lights, remote surveillance, police services. Professional service contracts, such as consulting, legal, communications, auditing, laboratory, informatics, office automation, publishing and graphic production services. Maintenance of structures and power sources: electricity and road preventive maintenance programs, structural inspection and verification, power supply. Road and public safety: remote surveillance, pedestrian access and bicycle paths, fences, road signs, tourism signs, advertising, lighting of structures and accesses, load limits, special traffic permits, speed limits, transport of hazardous materials, safety programs. Transport and traffic: traffic statistics, traffic forecasts, vehicle detection video system, roadwork planning, traffic control and management, reserved bus lanes (Champlain Bridge), roads and approaches. Environmental management: air, soil and groundwater pollution, visual and noise pollution, PCB and waste snow management. **Program Record Number:** JCCBI CHJ 001

Honoré Mercier Bridge

Description: Information about maintenance and traffic. **Topics:** Major and regular maintenance contracts such as labour crew. Professional service contracts, such as consulting, and traffic statistics. **Program Record Number:** JCCBI HM 002

Melocheville Tunnel

Description: Information about maintenance and licences. **Topics:** Major maintenance contracts, regular maintenance contracts, such as work teams and supervision of work teams, professional service

contracts, such as consulting and laboratories, and licences. **Program Record Number:** JCCBI TM 003

Champlain Bridge Ice Control Structure

Description: Information about maintenance, the bicycle path and new transportation technologies.

Topics: Major maintenance contracts, security and bicycle path lighting, studies on the implementation of new transportation technologies (monorail/light rail transit). **Program Record Number:** JCCBI ES 004

Personal Information Banks

Accounts Payable Files

Description: Files contain the names and addresses of firms and individuals; invoices for services rendered or products provided, detailing the amount owing and any supporting documentation to substantiate the account. Original accounts payable vouchers, together with supporting documentation, are filed by the names of the supplier and individuals. Access to this bank will require name, address and date of account. **Class of Individuals:** Individuals, firms, employees. **Purpose:** The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided a service or sold products to the Corporation or for the payment of travel advances and the reimbursement of travel expenses to Corporation employees. **Retention and Disposal Standards:** The retention period for original accounts payable vouchers, together with supporting documentation, is seven years. **PAC Number:** 98-027 **TBS Registration:** 000294 **Bank Number:** JCCBI PPU 130

Accounts Receivable Files

Description: Files contain the names and addresses of firms and individuals, details of the amounts owing and any supporting documentation to substantiate the account. Access to this bank will require name and address. **Class of Individuals:** Individuals, firms. **Purpose:** The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation. **Retention and Disposal Standards:** Seven years. **PAC Number:** 98-027 **TBS Registration:** 000295 **Bank Number:** JCCBI PPU 135

Acquisition, Sale and Transfer of Land and Immovables

Description: This bank contains information relating to the description of lands and immovables, appraisal reports for the acquisition, transfer or sale of lands and immovables. This bank contains offers to purchase or to sell, name and address of purchasers or vendors, authorization to buy or sell, the price of the transactions as well as a copy of the deed of sale or of purchase. The filing sequence is by transaction with the name of the purchaser or seller appearing on the file cover.

Access to this bank will require name, address and document number. **Class of Individuals:** Firms, individuals. **Purpose:** The purpose of this bank is to maintain information on the sale or conveyance of land, together with any building that might be located thereon, to individuals or firms. **Consistent Uses:** The information is used for reference purposes. **Retention and Disposal Standards:** 30 years after sale of land or immovables provided 2 years have elapsed since the last activity on the file. Some files can be retained longer for administrative and legal purposes. **PAC Number:** 98-027 **TBS Registration:** 004473 **Bank Number:** JCCBI PPU 180

Acquisition Contracts for supply of equipment and materials

Description: This bank contains an estimate of the total cost of the equipment, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a contract signed by the contractor and the Corporation, correspondence and documentation for payment of the contract. The filing sequence is by contract number, with a brief description of the contract work appearing on the file cover. Access to this bank will require name, address and document number. **Class of Individuals:** Firms. **Purpose:** The purpose of this bank is to maintain information on the call and award of contracts for supply of materials and equipment. **Consistent Uses:** The information is used for research purposes for future acquisition contracts. **Retention and Disposal Standards:** Acquisition contracts are retained for the life of the equipment plus seven years. **PAC Number:** 98-027 **TBS Registration:** 00273 **Bank Number:** JCCBI PPU 025

Application for Employment

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications. **Class of Individuals:** Individuals seeking employment. **Purpose:** This bank exists to retain applications for employment. **Consistent Uses:** To support decisions regarding the referral of candidates for staffing purposes. **Retention and Disposal Standards:** Files are retained for one year from date of receipt. **PAC Number:** 98-027 **TBS Registration:** 001602 **Bank Number:** JCCBI PPU 181

Claim, Accident Files

Description: This bank includes accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the reason for the claim or the accident. **Class of Individuals:** Individuals, firms. **Purpose:** The purpose of this bank is to maintain information relating to claims by or against the

Corporation, debts due to or owed by the Corporation for damages or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals. **Consistent Uses:** The information is used for reference purposes. **Retention and Disposal Standards:** Accidents, fatalities, third-party injuries (other than staff), accident files-motor vehicles, claims/debts due to or against the Crown – five years after settlement based on a sampling criterion. **PAC Number:** 98-027 **TBS Registration:** 000293 **Bank Number:** JCCBI PPU 125

Lease Files

Description: This bank contains information relating to the property to be leased, requests for lease, name and address of person or firm leasing, appraisal report, establishment of amount of rental as well as a copy of the signed lease. The filing sequence is by document number with the name of the lessee appearing on the file cover. Access to this bank will require name, address and document number. **Class of Individuals:** Firms, individuals. **Purpose:** The purpose of this bank is to maintain information on the leasing of land, buildings, office accommodation and parking facilities by the Corporation as lessee or lessor. **Consistent Uses:** The information contained in this bank is used for reference purposes. **Retention and Disposal Standards:** 30 years after expiry provided 2 years have elapsed since the last activity on the file. Some files can be retained longer for administrative and legal purposes. **PAC Number:** 98-027 **TBS Registration:** 004472 **Bank Number:** JCCBI PPU 175

Licences

Description: This bank contains information relating to licences, name and address of person or firm licensing, establishment of fees and a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number. **Class of Individuals:** Firms, individuals. **Purpose:** The purpose of this bank is to maintain information on the granting of licences to or by the Corporation for such privileges as drainage purposes, and powerline, pipeline and communication line crossing purposes. **Consistent Uses:** The information contained in this bank is used for reference purposes. **Retention and Disposal Standards:** 30 years after expiry provided 2 years have elapsed since the last activity on the file. Some files can be retained longer for administrative and legal purposes. **PAC Number:** 98-027 **TBS Registration:** 004471 **Bank Number:** JCCBI PPU 170

Major Maintenance Contracts (Construction, Repairs, Consulting)

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a brief description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. **Class of Individuals:** Firms. **Purpose:** The purpose of this bank is to maintain information on the call for tenders and award of contracts for construction, repair and consulting work related to major projects. **Consistent Uses:** These files may be used for research purposes for future contracts. **Retention and Disposal Standards:** Legal documents – 20 years. Technical documents – 20 years. Meetings – 10 years. Financial documents – 10 years. General correspondence – five years. Some legal and technical documents essential for each contract are kept indefinitely for research purposes for future work. **PAC Number:** 98-027 **TBS Registration:** 000298 **Bank Number:** JCCBI PPU 150

Purchase Orders and Tender Files

Description: Files may contain requisitions for items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted and documentation awarding the purchase order. Access to this bank will require name, address and purchase order number. **Class of Individuals:** Firms. **Purpose:** The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment. **Consistent Uses:** These files may be used as research for future purchase requirements. **Retention and Disposal Standards:** Seven years. **PAC Number:** 98-027 **TBS Registration:** 000297 **Bank Number:** JCCBI PPU 145

Regular Maintenance, Operation and Professional Service Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisitions and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a brief description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. **Class of**

Individuals: Firms, individuals. **Purpose:** The purpose of this bank is to maintain information on the call and award of regular maintenance contracts, such as lawn care, road sweeping, work teams, supervision of work teams, snow removal and salt, local paving repairs and replacement of guardrails, cleaning of expansion joints and structures. Operations contracts, such as road markings, vehicle towing and repairs, lane signals and lights, remote surveillance and police services. Professional service contracts, such as consulting, legal services, communications, auditing, laboratory, informatics, office automation, publishing and graphic production services. **Consistent Uses:** These files may be used for research purposes for future contracts.

Retention and Disposal Standards: Legal documents – seven years. Technical documents – 20 years. Meetings – seven years. Financial documents – seven years. General correspondence – seven years. Some legal and technical documents essential to each contract are kept indefinitely for research purposes for future work. **PAC Number:** 98-027 **TBS Registration:** 000299 **Bank Number:** JCCBI PPU 155

Suppliers' Files

Description: The bank contains letters of solicitation, names and addresses of firms or individuals and information or literature describing the services or products available from the suppliers. Access to this bank will require name and address. **Class of Individuals:** Individuals, firms. **Purpose:** The purpose of this bank is to maintain records on suppliers of services or products. **Consistent Uses:** The bank is used to select suppliers. **Retention and Disposal Standards:** Five years. **PAC Number:** 98-027 **TBS Registration:** 000296 **Bank Number:** JCCBI PPU 140

Classes of Personal Information

Procurement Section

In the course of conducting the programs and activities of the Procurement Section, categories of personal information may be accumulated which are not contained in the specific personal information banks described in this entry. Such personal information includes surplus assets files containing information on the disposal of surplus materiel and equipment, including the declaration of surplus assets, the location of assets, the names and addresses of purchasers and pertinent sales documentation, stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the surplus declaration number and a description of the surplus assets. The retention period for surplus assets files is five years after disposal.

Manuals

- Act Respecting Industrial Accidents and Occupational Diseases (Quebec)
- Cahier des charges et devis généraux (MTQ)
- Canadian Electrical Code
- Canada Labour Code
- Canadian Highway Bridge Design Code, sections 1 to 16 (CSA)
- Canadian Uniform Traffic Control Devices Manual
- Contract Administration for Project Managers Manual
- Guide de surveillance à l'usage des firmes de consultants mandatés pour la surveillance de travaux de construction, de réfection et d'entretien (PJCCI)
- Manuel de gérance à l'usage des firmes de consultants mandatés pour la gérance de travaux de construction, de réfection et d'entretien (PJCCI)
- Manuel d'inspection des structures (MTQ)
- National Building Code of Canada
- Normes du MTQ: conception routière, construction routière, ouvrages d'art, abords de route, signalisation routière, entretien, matériaux
- Quebec Highway Safety Code
- Recueil des méthodes d'essai laboratoire des chaussées (MTQ)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For further information about the functions and responsibilities of The Jacques Cartier and Champlain Bridges Incorporated, please contact:

Access to Information and Privacy Coordinator
The Jacques Cartier and Champlain Bridges
Incorporated
1111 St Charles Street West, West Tower
Suite 600
Longueuil, Quebec
J4K 5G4

Tel.: (450) 651-8771
Web Site: www.jccbi.ca

Reading Room

The Jacques Cartier and Champlain Bridges
Incorporated
1111 St Charles Street West, West Tower
Suite 600
Longueuil, Quebec
J4K 5G4

Laurentian Pilotage Authority Canada

Chapter 78

General Information

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor-in-Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific – are Crown corporations, responsible to Parliament through the Minister of Transport.

The Laurentian Pilotage Authority, a Crown corporation, was established on June 30, 1971, and became effective as of February 1, 1972, governed by the Pilotage Act and Regulations. For the purpose of the Financial Administration Act, the Authority is a corporation specified in Schedule III, Part I of that Act.

Responsibilities

The objects of the Authority are to establish, operate, maintain and administer, in the interest of safety, an efficient pilotage service within the region.

The Chairman is the Authority's chief executive officer. The board is composed of a maximum of seven members, appointed by the Governor in Council. The head office is located in Montreal.

Legislation

- Pilotage Act and Regulations, RSC, 1985, c. P-14

Organization

◆ Administration Branch

This Branch attends board meetings, keeps minutes and takes care of files and records.

◆ Board of Directors

The Authority's board of directors is appointed by the Governor in Council, to a maximum of seven members. The chairman is the chief executive officer.

◆ Operations Branch

This Branch provides pilotage services by assignment, and dispatches qualified pilots to ships navigating within the Authority's region.

Information Holdings

Program Records

Pilotage Services

Description: Information on the provision of pilotage services within the Laurentian region. **Topics:** Dispatching records; pilotage licences; assignments; tariff charges; accident reports; collective agreements; international shipping affairs. **Program Record Number:** LPA OPR 005

Tariffs

Description: Information on the setting of tariffs for the provision of pilotage services; also conduct and results of negotiations concerning the setting of tariffs in various districts throughout the region, as well as results of National Transportation Agency hearings. **Program Record Number:** LPA OPR 010

Personal Information Banks

Application for Employment File

Description: This bank contains completed application forms, letters and curricula vitae of persons interested in working for the Authority. **Class of Individuals:** General public. **Purpose:** This is to maintain a record of information relating to applications for employment received from the general public. **Retention and Disposal Standards:** The retention period for this bank is two (2) years and after is destroyed. **TBS Registration:** 003685 **Bank Number:** LPA PPU 025

Board Members

Description: Section three of the Pilotage Act establishes the Authority and defines the composition of its membership. Information in this bank includes orders-in-council appointing them to the board, correspondence and travel expense claims. **Class of Individuals:** Members of the public, pilots and representatives of the shipping industry. **Purpose:** This bank is to maintain a record of information relating to the members. **Retention and Disposal Standards:** Files are retained for five (5) years after the none renewal of

the orders- in-council appointing and are transferred to the National Archives of Canada. **TBS Registration:** 003686 **Bank Number:** LPA PPU 027

Marine Incidents

Description: This file contains marine incidents reports and investigations and the name of persons involved in an incident. **Class of Individuals:** General public.

Purpose: This bank is to maintain a record of information relating to marine incidents and investigations **Retention and Disposal Standards:** The marine incidents files are retained five (5) years and then are sent to the National Archives. **TBS Registration:** 003688 **Bank Number:** LPA PPU 035

Register of Pilots and Apprentice Pilots

Description: This bank contains information on physical characteristics, licences, certificates and marine incidents of pilots and apprentice pilots bound by contract with the Authority and are obtained under the Pilotage Act. **Class of Individuals:** General public.

Purpose: This bank retains a register of certificates and qualifications required under the Pilotage Act. **Retention and Disposal Standards:** This bank are retained in our office two (2) years from the date which the pilots or apprentice pilots cease to be employed and then are sent to the National Archives. **TBS Registration:** 003687 **Bank Number:** LPA PPU 030

Classes of Personal Information

In the course of conducting the programs and activities of the Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks previously described in this entry. Such personal information includes identification cards, staffing, training, grievances, official languages, disciplinary measures, occupational safety and health, parking and travelling expenses. This information is store as part of the general subject files, the records of which are not normally retrievable by name of individual or other personal identifier. Specifics must be provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and to whom it was addressed.

The personal information in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

- Accident Reports and Investigations
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its various programs and functions may be directed to:

Laurentian Pilotage Authority
715 Victoria Square, 6th Floor
P.O. Box 680
Montréal, Quebec
H4Z 1J9

Tel.: (514) 283-6320

Reading Room

The Board Room of the Authority has been designated under the Access to Information Act as a public reading room. The address is:

715 Victoria Square, 6th Floor
Montréal, Quebec

Law Commission of Canada

Chapter 79

General Information

Background

The Law Commission of Canada is an independent institution created by Parliament in May 1996 with the passage of the Law Commission of Canada Act. The Act came into force on April 21, 1997 and the Commission started its operations on July 1, 1997. The Commission meets the needs of both government and Parliament for broadly-based and strategic advice on legal policy and law reform issues.

The work of the Commission is to be guided by a set of principles, emanating from the consultations conducted in establishing the Law Commission, and embedded in the preamble of the legislation. These principles include a multidisciplinary approach, openness, inclusiveness, responsiveness and cost-effectiveness.

Responsibilities

The mandate of the Law Commission is to study and keep under systematic review, in a manner that reflects the concepts and institutions of the common law and civil law systems, the law of Canada and its effects. Its efforts will focus on improvements, modernization and reforms to meet the changing needs of Canadian society and ensuring a just legal system.

The Law Commission of Canada will be responsible for the development of new approaches to, and new concepts of law, and the development of measures to make the legal system more efficient, economical, and accessible. The Commission will work towards the elimination of obsolescence and anomalies in the law. In addition, the Law Commission is mandated to stimulate critical debate in, and forge productive networks among academic and other communities.

In furtherance of its purpose, the Commission may undertake or sponsor studies and research, disseminate reports and other documents, organise conferences, seminars and other meetings and facilitate cooperation among governments and other organizations interested in justice and law.

Legislation

Law Commission of Canada Act (proclaimed April 21, 1997)

Organization

The Law Commission of Canada reports to Parliament through the Minister of Justice and is designated as a departmental corporation.

The structure of the Commission consists of one full-time Commissioner who is the President and CEO of the Commission and four part-time Commissioners, representing a broad range of expertise, who continue to reside in their community.

The work of the Law Commission is supported by a small permanent Secretariat located in the National Capital Region and headed by an Executive Director. The research work of the Commission is conducted by outside experts such as contractors from the academic community and the private sector under the direction of a Research Director.

A permanent Advisory Council provides the Commission with advice on strategic direction, including the establishment of its long-term agenda and program of studies and reviews its performance. In addition, the Commission has the ability to establish study panels to assist with specific projects on an as-needed basis.

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Request for further information about the Law Commission of Canada may be obtained by contacting:

Law Commission of Canada
473 Albert Street, 11th Floor
Ottawa, Canada
K1A 0H8

Tel.: (613) 946-8980

Reading Room

Address same as above.

Mackenzie Valley Environmental Impact Review Board

Chapter 80

General Information

Background

The Mackenzie Valley Environmental Impact Review Board is created by the Mackenzie Valley Resource Management Act (MVRMA) as an independent board separate from government. This Act came into force on December 28, 1998.

Responsibilities

The MVRMA sets up this Board as the main body to undertake environmental assessments and environmental impact reviews in the Mackenzie Valley.

Legislation

- Mackenzie Valley Resource Management Act (Part V)
- Exemption List Regulations
- Preliminary Screening List Regulations

Organization

The Board is made up of seven individuals appointed by the Minister of Indian Affairs and Northern Development. These are part-time Board members and are supported by a staff of five.

Information Holdings

Program Records

Board Records of Decision

Description: Public Registry – this contains correspondence and information from government departments; correspondence and information generated by Board staff; correspondence and information from companies undergoing environmental assessment. The public registry information is open to the public.

Program Record Number: MVEIR BRD 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standards Records and a description of their contents.

Operations and Administrative Records

Manuals

- Operations and Administration Manual
- Interim Guidelines: Environmental Impact Assessment in the Mackenzie Valley

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Mackenzie Valley Environmental Impact Review Board
Box 938
Yellowknife, Northwest Territories
X1A 2N7

Tel.: 1 (867) 873-9636

Fax: 1 (867) 920-4761

Mackenzie Valley Land & Water Board

Chapter 81

General Information

Background

The MACKENZIE VALLEY Land & Water Board is a regulatory authority that has its origins from the land claim process in the Mackenzie Valley Settlement Area of the Northwest Territories and the Mackenzie Valley Resource Management Act. The Mackenzie is defined by the area bounded in the north by the Inuvialuit Settlement Region, the east by Nunavut, in the west by the Yukon and in the south by NWT border, excluding Wood Buffalo National Park.

Responsibilities

The Mackenzie Valley Resource Management Act (MVRMA) was proclaimed December 22, 1998, with the exception of Part 4. Part 4 was proclaimed on March 31, 2000. The Act empowers the MACKENZIE VALLEY Land & Water Board to regulate the use of land and water and the deposition of waste by issuing, amending, renewing and suspending land use permits and water licences in areas of the Mackenzie Valley outside settled land claim areas; to deal with transboundary applications for land use permits or water licenses and to ensure a consistent application of the Act within the Mackenzie Valley. This authority extends to all crown, and private lands and all water. The MVRMA prescribes the Mackenzie Valley Land Use Regulations, the Northwest Territories Water Act/Regulations as the principal regulatory instruments for the Board to utilize.

Legislation

- Mackenzie Valley Resource Management Act
- Mackenzie Valley Land Use Regulations
- Preliminary Screening Requirement Regulations
- Exemption List Regulations
- Regulations Amending the Territorial Land Use Regulations
- NWT Waters Act
- Northern Inland Waters Regulations

Organization

The Board is composed of 17 members including, apart from the chairperson, all members of the Sahtu Land and Water Board, all members of the Gwich'in Land and Water Board, three members appointed on the nomination of the First Nations in the areas outside

settled land claim areas in the Mackenzie Valley, one member appointed on the nomination of the GNWT and two members appointed on the nomination of the Federal Government.

The MACKENZIE VALLEY Land & Water Board's office is located in Yellowknife with an Executive Director, and a staff of 14.

Manuals

- Guide to the Mackenzie Valley Land and Water Board
- Guide to Land Use Applications to the Mackenzie Valley Land and Water Board
- Guide to Water Use Applications to the Mackenzie Valley Land and Water Board
- Information Requirements for a Development Application to the Mackenzie Valley Land and Water Board, and
- Rules for Public Hearings Mackenzie Valley Land and Water Board

Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

You may contact the Manager Finance and Administration at the MACKENZIE VALLEY Land & Water Board by one of the following means:

Mail: P.O. Box 2130
Yellowknife, Northwest Territories
X1A 2P6

Tel.: (867) 669-0506
Fax: (867) 873-6610
E-mail: wandaa@internorth.com
Web Site: www.mvlwb.com

Reading Room

In accordance with the Mackenzie Valley Land Use Regulations, an area on the premises of this institution has been designated as a Public Registry reading area. Its address is:

7th Floor, YK Centre
4910 50th Avenue
Yellowknife, Northwest Territories

Military Police Complaints Commission

Chapter 82

General Information

Background

In response to two Supreme Court of Canada rulings and to the reports from the Special Advisory Group on Military Justice and Investigation Services and the Commission of Inquiry into the Deployment of Canadian Forces to Somalia, the Minister of National Defence introduced legislation in the House of Commons to substantially modify the National Defence Act. These changes reflected the need to separate, on an institutional basis, the system's investigative, defence, prosecutorial and judicial functions. In addition, it clarified the roles and responsibilities of the principal players in the military justice system as well as the charge-laying functions of the military police and the authorities of police units.

Responsibilities

The Military Police Complaints Commission is a civilian oversight body external to, autonomous and independent of, the Department of National Defence and the Canadian Forces. The Commission carries out quasi-judicial functions pursuant to the powers conferred by the National Defence Act. This Act includes several provisions allowing the Commission exclusive jurisdiction to closely monitor the way in which the Canadian Forces Provost Marshal deals with conduct complaints. A complainant who is not satisfied with the handling of a complaint by the Provost Marshal may ask that the Commission review the complaint. The Commission has sole responsibility for dealing with complaints of interference in military police investigations.

In the public interest the Commission Chairperson may remove a conduct complaint from the jurisdiction of the Provost Marshal, request that the Commission investigate and, if warranted, hold a hearing into the conduct complaint or an interference complaint.

Following a review, investigation or hearing, the Commission Chairperson formulates recommendations in relation to the conduct of those who are subjects of the complaint. These recommendations are intended first and foremost to rectify the situations leading to complaints in order to prevent their recurrence. Should the reviewing authority to these recommendations (as mentioned in section 250.51 of the National Defence Act) choose either to take no action or take actions different from those recommended, he must justify such decisions. A final report is then prepared and submitted by the Chairperson.

The Commission fulfills its mandate by rendering the handling of complaints concerning the military police more transparent and accessible.

Legislation

- National Defence Act, Part IV "Complaints about or by Military Police", R.S.C. 1985, c. N-5, Part IV
- Complaints about the Conduct of Members of the Military Police Regulations, P.C. 1999-2065 (not published)
- Military Police Professional Code of Conduct, SOR/2000-14

Organization

The Commission consists of a Chairperson and not more than six other members to be appointed by the Governor in Council. The Chairperson is the Chief Executive Officer of the Commission and has supervision over and direction of the work of the Commission staff. The senior staff of the Commission consists of an Executive Director, a General Counsel and a Director of Operations.

Military personnel and civilian employees of the Department of National Defence are not eligible to be members of the Commission.

Information Holdings

Program Records

◆ Legal Services

Legal Matters

Description: Administration of legal matters and legal opinions. **Topics:** Legal Opinions. **Storage Medium:** Electronic and paper files. **Program Record Number:** MPCC LEG 005

Access to Information and Privacy

Description: Policy and guidelines on Access to Information and Privacy, and statistical and non-personal information provided by requesters in their access requests. **Topics:** Annual Report to Parliament; Delegation of Authority; Info Source; Training. **Storage Medium:** Electronic and paper files. **Program Record Number:** MPCC LEG 010

◆ Communications

Corporate Communications

Description: Activity reports; internal and external memoranda and communiqués; news releases and published material; management of the Commission's Web Site; communications plans, action plans and scenarios. **Topics:** Biographies; Communications Strategy Plan; Federal Identity Program (FIP); Translation and Editorial Services; Public Relations.

Storage Medium: Electronic and paper files, printed material. **Program Record Number:** MPCC COM 025

◆ Corporate Services

Management Data

Description: Computerized information systems of a financial, personnel, administration and operational performance measurement nature. **Topics:** Common Distributed Financial System (CDFS); Human Resources Information System (HRIS); Automated Materiel Management Information System (AMMIS). **Storage Medium:** Electronic and paper files and electronic databases. **Program Record Number:** MPCC CS 030

Security

Description: Policies, procedures and correspondence on the implementation and administration of the Commission's security program, including personnel, installations and information security. **Topics:** Access and ID Cards; Physical Security; Security Awareness; Threat and Risk Assessment; Security Clearances and Reliability Checks. **Storage Medium:** Electronic and paper files. **Program Record Number:** MPCC CS 035

◆ Operations

Complaints Review and Investigations

Description: Correspondence on the complaint handling process of the Commission. **Topics:** Complaint Route Charts. **Storage Medium:** Electronic and paper files.

Program Record Number: MPCC OPS 040

Reports

Description: Preparation of interim and final reports of the Chairperson on reviews, investigations or hearings.

Topics: Individual interim reports; Individual final reports. **Storage Medium:** Electronic and paper files.

Program Record Number: MPCC OPS 045

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Personal Information Banks

◆ Legal Services

Access to Information Requests

Description: Requests submitted by individuals wishing access to the Commission's program records, the responses to such requests and information related to their processing. **Class of Individuals:** Applicants under the Access to Information Act. **Purpose:** To provide a complete record of request activity pertaining to the Access to Information Act and report on the number of requests received annually. **Consistent Uses:** The information is used to respond to requests under the Access to Information Act. **Retention and Disposal Standards:** (submission to the National Archives of Canada). **Related to PR#:** MPCC LEG 010 **TBS Registration:** 005240 **Bank Number:** MPCC PPU 015

Privacy Requests

Description: Access requests and correction and annotation request forms submitted by individuals wishing access to and correction or notation of their files, the responses to such requests and information related to their processing. **Class of Individuals:** Applicants under the Privacy Act. **Purpose:** To provide a complete record of request activity pertaining to the Privacy Act and report on the number of requests received annually. **Consistent Uses:** The information is used to respond to requests under the Privacy Act. **Retention and Disposal Standards:** (submission to the National Archives of Canada). **Related to PR#:** MPCC LEG 010 **TBS Registration:** 005241 **Bank Number:** MPCC PPU 020

◆ Operations

Complaints Review and Investigations Cases

Description: Records on complaints and requests for review received by the Military Police Complaints Commission from the public and personnel of the Canadian Forces or National Defence concerning the conduct of members of the Military Police or interference in Military Police investigations. These records include letters from individuals, correspondence with complainants, subjects of complaints and witnesses familiar with the complaint and other facts relevant to an investigation. **Class of Individuals:** Complainants, members of the Military Police, witnesses and other parties to the complaint. **Purpose:** To record, inquire into and follow up on complaints regarding the conduct of members of the Military Police or regarding interference in Military Police investigations. **Consistent Uses:** The information is used by the Commission to fulfill its mandate under part IV of the National Defence Act, “Complaints about or by Military Police”. **Retention and Disposal Standards:** (submission to the National Archives of Canada). **Related to PR#:** MPCC OPS 040 **TBS Registration:** 005242 **Bank Number:** MPCC PPU 050

Military Police Complaints Case Management System

Description: The Military Police Complaints Commission maintains a case management system to keep track of information about active cases and to generate reports on cases whether active or inactive. Each case is allocated a number, and the reporting allows users to have an overview of all cases and to make comparisons with specific cases. **Class of Individuals:** Complainants, members of the Military Police, witnesses and other parties to the complaint. **Purpose:** To record complaints regarding the conduct of members of the Military Police or regarding interference in Military Police investigations. **Consistent Uses:** The information is used by the Commission to fulfill its mandate under Part IV of the National Defence Act, “Complaints about or by Military Police”. **Retention and Disposal Standards:** (submission to the National Archives of Canada). **Related to PR#:** MPCC OPS 040 **TBS Registration:** 005243 **Bank Number:** MPCC PPU 055

Classes of Personal Information

Communications

Distribution mailing lists both on paper and computer disks, which include individuals, groups and media, who receive various publications from the Commission. This information is not retrievable by personal identifier.

Manuals

- Subject Records Classification Manual (IMT)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its various activities may be directed to:

Communications Manager
10th Floor
270 Albert Street
Ottawa, Ontario
K1P 5G8

Tel.: (613) 947-5625
Fax: (613) 947-5713

Requests for information under the Access to Information Act or the Privacy Act should be directed to:

Access to Information and Privacy Coordinator
10th Floor
270 Albert Street
Ottawa, Ontario
K1P 5G8

Tel.: (613) 947-5904
Fax: (613) 947-5713

Reading Room

In accordance with the Access to Information Act, an office has been designated as a public reading room. This room is situated at:

10th Floor
270 Albert Street
Ottawa, Ontario

Millennium Bureau of Canada

Chapter 83

General Information

Background

The Millennium Bureau of Canada (MBC) was created on March 12, 1998, as a small temporary department of the Government of Canada by Order in Council P.C. 1998-336. The MBC administers the Canada Millennium Partnership Program (CMPP) and ensures that the Government of Canada has a co-ordinated approach to millennium related activities.

Responsibilities

The Bureau's core program is the Canada Millennium Partnership Program (CMPP), a funding program that was approved by Treasury Board Ministers on March 19th, 1998. The program is designed to provide funding assistance for community-based local, regional, national and international groups and organizations to develop projects and initiatives to mark the millennium in Canada. The objective of the program is to assist in building partnerships among governments, communities and citizens to mark the millennium. Funding for the program terminates on March 31, 2002.

The program was divided into four funding phases. All approved projects were required to meet established criteria, including the stipulation that no more than one-third of eligible costs will be covered through the CMPP.

Legislation

- Order in Council P.C. 1998-334; 1998-335; 1998-336; 1998-338

Organization

◆ Contributions Management

This service is responsible for negotiating the terms and conditions of funding agreements and monitors their implementation and progress. Contributions is accountable for ensuring all final deliverables as agreed upon in the funding agreements are fulfilled and the criteria of the Canada Millennium Partnership Program is met. Other services include the operation of the Bureau's monitoring and auditing framework.

◆ Communications

This service is responsible for developing and implementing communications strategies for the Millennium Bureau of Canada. The service is

accountable for providing Canadians with information and updates on Millennium Bureau activities. The service also organizes special events; co-ordinates the assembling and distribution of daily media clippings; develops and maintains the Web site and ensures implementation by CMPP funding recipients of the Bureau's visibility protocol.

◆ Strategic Planning and Executive Services

This service is responsible for the overall co-ordination of the Government of Canada's approach to the millennium both nationally and internationally. The service performs the consulting and liaison function for the Millennium Bureau, meeting with officials of other government departments and agencies to discuss issues such as program criteria and funding. The service prepares questions and answers for Question Period in the House of Commons; manages Ministerial correspondence and Access to Information requests.

◆ Planning and Corporate Services

This service is responsible for the development and implementation of a corporate management framework and service base required to provide staff with the information, technology and support needed to achieve the Bureau's mandate in a timely and cost-efficient manner. It is also responsible for co-ordinating the negotiation of Memorandum of Understanding with other federal departments for the provision of corporate and program delivery services. The service is also responsible for the management of the Department's human, material and information resources and a full range of administrative services. The service is also responsible for the development and implementation of the Bureau's business/operational plans, results reporting and accountability structures and for the evaluation of the Canada Millennium Partnership Program.

◆ Financial Services

This Service prepares all financial planning and reporting documents for the Millennium Bureau, provides direction to managers and staff of the Bureau on matters related to financial management, and is responsible for the processing of all contribution payment claims and accounts payable. The Service is also responsible for the operation and maintenance of the financial systems used by the Bureau, including interfaces to numerous departmental and interdepartmental databases and systems.

Information Holdings

Program Records

Canada Millennium Partnership Program Funding Applications, Assessments and Contribution Agreements

Description: Completed Canada Millennium Partnership Program application forms received by the Millennium Bureau of Canada, as well as the accompanying proposal evaluations and contribution agreements signed between the Bureau and successful funding proponents. Information recorded is limited to those items on the application form. **Topics:** Canada Millennium Partnership Program applications, assessments and contribution agreements. **Access:** Information is filed by project name and number. **Storage Medium:** Paper file. **Program Record Number:** MBC IC 010

Surveys

Description: Records related to a survey concerning public views about the millennium. **Topics:** Consultations, reports, studies; focus group testing and findings; conclusions and recommendations concerning views of the year 2000. **Access:** Information is filed by subject and by year. **Storage Medium:** Paper file. **Program Record Number:** MBC IC 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Budgets

Classification of Positions

Co-operation and Liaison

Equipment and Supplies

Finance

Furniture and Furnishings

Salaries and Wages

Staff Relations

Staffing

Training and Development

Personal Information Banks

Access to Information and Privacy Requests

Description: This bank contains requests submitted under the Access to Information and Privacy Acts for access to records under the control of the Millennium

Bureau of Canada, the replies to such requests and any other information relevant to their processing. **Class of Individuals:** Individuals requesting the right of access to documents and files of the Millennium Bureau of Canada. **Purpose:** The information is used to process formal access requests in accordance with the Access to Information Act and Privacy Act. **Consistent Uses:** The bank is used to report to Treasury Board and to Parliament on requests received under the Access to Information Act and the Privacy Act; to verify the identity of the requesters and for the purposes of consultations with other government departments and agencies. **Retention and Disposal Standards:** Records are retained for two years following the completion date of each request. **TBS Registration:** 004405 **Bank Number:** MBC PPU 005

Classes of Personal Information

This class comprises personal information contained in requests (i.e., correspondence, etc.) made by or on behalf of individuals concerning the Department's program and services. The information is used to assist the Department in the management and delivery of its program.

Manuals

- Canada Millennium Partnership Program Application Guide and Forms
- Courting Corporate Sponsors: The Art of Sealing a Deal

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Millennium Bureau of Canada and its programs and functions may be directed to the following address:

Millennium Bureau of Canada
255 Albert Street, 10th Floor
P.O. Box 2000, Station D
Ottawa, Ontario
K1P 1E5

Tel.: 1 (888) 774-9999

Reading Room

A reading room will be made available at the offices of the Millennium Bureau of Canada, upon request or when required.

Montreal Port Authority

Chapter 84

General Information

Background

On March 1, 1999, pursuant to the new Canada Marine Act, the name and status of the Montreal Port Corporation were changed to the Montreal Port Authority (MPA). The transition from the Montreal Port Corporation is facilitated by the fact that the enterprise has already been operating in a commercial, efficient and profitable manner since at least its founding as a local port corporation in 1983 in accordance with the Canada Port Authorities Act, which had replaced the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the Harbour Commissions Act of 1964.

Responsibilities

The MPA builds and maintains infrastructures leased to private stevedoring companies. It also directly operates a grain terminal, a passenger terminal and its own railway network with more than 100 kilometres of track providing transcontinental railways with direct access to almost every berth.

The MPA's mandate essentially is to facilitate domestic and international trade and thus contribute to the achievement of local, regional and national socio-economic objectives. Within its mandate and in respect of the environment, the MPA is committed to provide highly efficient facilities and services to its clients and increase and promote the competitive advantages of the Port of Montreal.

Legislation

- Canada Marine Act, 1999

Organization

The three levels of government each name an individual to the MPA Board of Directors. The federal transport minister, on the recommendation of the port users, nominates four other directors. All members of the MPA Board of Directors are from the Montreal area.

◆ President and Chief Executive Officer

Defines the broad orientations of the enterprise, manages the objective and strategy setting exercise for the various Vice-Presidents; ensures that objectives are achieved and that the MPA's mission and mandate are respected and report to the Board of Directors.

◆ Vice-President, Legal Affairs and Secretary

Acts as corporate secretary for Executive Committee and Board of Director meetings; provides advice to Port's management on legal questions; take charge of and monitor all legal files for the Port.

◆ Vice-President, Marketing and Development

Maintains good relations with the maritime industry and business community with a view to knowing and satisfying current and future clientele; participates in the development of the enterprise's broad orientations and contributes to the achievement of its objectives.

◆ Commercial Affairs

Plans and organizes promotional and marketing activities; gathers information of a strategic nature.

◆ Communications

Creates and maintains excellent relations between the MPA and its stakeholders using various communication tools; support marketing effort; provides advice to management about public affairs matters, communication and promotion strategies.

◆ Economic Research and Analysis

Carries out various economic studies and cost analyses; monitor traffic, market trends and government bills; prepares traffic forecasts and co-ordinates in preparation of corporate plan; prepares annual rate file and analyses industry demands with respect to rates.

◆ Vice-President, Operations

Ensures that ships have secure access to wharves at all times; facilitates on and off loading of merchandise; carries out improvements and ensures that infrastructures are maintained; operates port rail network, grain terminal and passenger terminal; manages stores inventories; monitors environmental compliance and the security of individuals and property located on the premises.

◆ Harbour Master

Ensures ship access to port at all time; ensures safety of port operations; manages port rail network and links transcontinental rail lines to the terminals; ensures compliance with laws and regulations within the boundaries of the port.

◆ Grain Terminal

Operates grain terminal and responds to domestic and international grain business requirements; preserves the quality of grain handled and stored at our facilities; develops new markets.

◆ Technical Services

Plans, co-ordinates, manages and controls engineering and maintenance activities and projects so as to maintain and develop adequate port facilities that respond to established guidelines and environmental norms in order to optimize the return on MPA investments.

◆ Vice-President, Administration and Human Resources

Ensures MPA financial self-sufficiency by putting in place policies, procedures and administrative and financial controls; plans infrastructure improvements; optimizes information technology efficiency; maximizes efficiency of human resources by providing managers with the necessary human resource management tools and by ensuring that the work environment is conducive to individual professional development.

◆ Financial Services

Produces financial information; ensures accuracy of accounting records; co-ordinates budget preparation and follow-up activities; ensures that assets are safeguarded by taking inventories and by maintaining appropriate work methods; provides support for activities with appropriate internal controls; conducts financial analysis of special and investment projects; assess and manage insurance portfolio; responsible for the purchase of materials, supplies, equipment and services; co-ordinates process reengineering activities and provides support to managers in reviewing their ways of doing things.

◆ Information Technology

Plans, co-ordinates, manages and controls the MPA's management information systems and telecommunications activities; determines technological orientations; provides support required for maximizing these activities; manages filing systems, archives, messenger, receiving and reproduction.

◆ Property Service

Prepares the property master plan for all real estate assets, oversees the planning and development of port terminals and facilities, manages the various steps for land purchases and sales, negotiates and/or manages contracts with current or potential tenants.

◆ Human Resources

Negotiates and manages collective agreements; develops partnership with employees and their union representatives making it possible to achieve, within a harmonious, open and collaborative atmosphere, the objectives of the MPA; co-ordinates preventive and training activities with respect to health and safety in the workplace so that the MPA can provide all its employees with a work environment in which physical safety is assured at the lowest possible cost; structures personnel training and development in such a way as to meet the organization's needs and satisfy individual aspirations; ensures that human resource policies and programs as well as communications with employees contribute to the achievement of the organization's objectives.

Information Holdings

Program Records

General Management & Legal Affairs and Secretariat

Description: The Canada Marine Act establishes a new environment and a new way of doing business for Canada's major ports. As a Canada Port Authority (CPA), the enterprise has the necessary tools to conduct its business affairs in a commercial, efficient and timely manner. No longer a part of the Canada Ports Corporation, it has much greater autonomy and flexibility to operate according to business principles and to make investment decisions to the port's overall benefit. **Topics:** Laws and regulations, associations and committees, meetings, legal affairs. **Program Record Number:** MPA LAS 005

Marketing and Development

Description: The marketing and development division is responsible for the following activities: market development, marketing and promotional affairs, economic research and analysis, communications, information, media relations, special events and advertising. **Topics:** Marketing, development, promotion, information services, economic studies, rates, statistics. **Program Record Number:** MPA MAD 010

Operations

Description: Construction and maintenance of the port's infrastructures and facilities are the responsibility of Operations. The MPA operates its own grain terminal, passenger terminal, a railway network that serves practically all berths and its harbourmaster's department. It leases its other facilities to private enterprises specializing in the handling of merchandise. It provides services to its first-line customers – ocean carriers and stevedores – and it undertakes a variety of

initiatives to increase and promote the competitive advantages of the Port of Montreal. **Topics:** Container terminals, dredging, engineering, grain silo, environment, navigation, passenger terminal, rail network, maintenance and repairs of port buildings and facilities, ships, water levels, merchandise handling, fire prevention. **Program Record Number:** MPA OPE 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their content.

Accounts and Accounting

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Office Appliances

Official Languages

Occupational Health, Safety and Welfare

Pensions and Insurance

Procurement

Utilities

Training and development

Vehicles

Salaries and Wages

Personal Information Banks

Accidents and compensation

Description: This file includes accident reports and investigations and compensation requests, the names and addresses of the firms or individuals involved in an accident or who are claiming compensation. **Class of Individuals:** General public. **Purpose:** This file is used to conserve data on requests for compensation by or from the MPA. **Consistent Uses:** To authorize or determine amounts owing to or claimed by the MPA in the event of a loss or damage. **Retention and Disposal Standards:** Accident files must be retained for two years following the settlement of a request for compensation or acquittal. Claim files must be retained for six years following the expiration of all measures. **TBS Registration:** 004261 **Bank Number:** MPA PPU 005

Accounts payable and accounts receivable

Description: This file includes data on documents relating to purchases, sales and services such as the names, addresses and telephone numbers of suppliers and customers. The file may also contain data obtained at the time of making inquiries for the purpose of determining customer credit. **Class of Individuals:** General public. **Purpose:** This file is used to keep data on the settlement of supplier and customer accounts, the payment of advances and the reimbursement of MPA employee travelling expenses. **Consistent Uses:** Justification of amounts paid to or received from individuals or enterprises. Preparation of income and expense statements. **Retention and Disposal Standards:** The files must be kept for six fiscal years. **TBS Registration:** 004263 **Bank Number:** MPA PPU 015

Complaints, interventions and information requests

Description: This file contains the details of persons who make a complaint or submit comments to the MPA about any matter coming under its jurisdiction. It contains the names and addresses of the persons who submit a request or an observation. It may also contain petitions submitted by citizens' groups. **Class of Individuals:** General public. **Purpose:** This file is used to keep data about complaints, observations and requests made to the MPA. **Consistent Uses:** Follow-up on complaints and information requests and provide statistical information. **Retention and Disposal Standards:** These files must be kept for one year. **TBS Registration:** 004267 **Bank Number:** MPA PPU 035

Contingency plan

Description: This file contains information on the policies and plans making it possible for the MPA to carry on its activities at all times, including the names, addresses, telephone numbers and other information about persons to be contacted in the event of an emergency. **Class of Individuals:** General public. **Purpose:** This file is used to conserve data on emergency measures. **Consistent Uses:** Plan and organize emergency measures and keep current telephone lists up-to-date. **Retention and Disposal Standards:** These files must be conserved until the expiration or replacement of contingency plans and telephone lists. **TBS Registration:** 004269 **Bank Number:** MPA PPU 045

Employment applications

Description: This file contains employment applications, replies thereto and the curriculum vitae. **Class of Individuals:** General public. **Purpose:** This file is intended to conserve employment applications. **Consistent Uses:** Provide documentation and information used to fill positions. **Retention and Disposal Standards:** These files must be kept for two years. **TBS Registration:** 004265 **Bank Number:** MPA PPU 025

Legal files

Description: These files contain information about a number of legal questions affecting the MPA. It includes legal opinions, documents concerning lawsuits, seizures, collection files and other similar documents.

Class of Individuals: General public. **Purpose:** Data conserved in these files are used for the application of federal laws and MPA by-laws. They are intended to compile data on legal questions affecting MPA.

Consistent Uses: Support action taken in settling lawsuits and any other legal matters, in conformity with federal laws and MPA by-laws.

Retention and Disposal Standards: Documents that have a financial or monetary consequence must be kept for six years following the expiration of any provision. Other documents involving legal questions must be kept for five years following cancellation or abandonment. **TBS Registration:** 004266 **Bank Number:** MPA PPU 030

Permits and passes

Description: This file contains requests for permits and correspondence concerning vehicle parking on premises belonging to the MPA. It also contains requests for visits and permits to move about on port property. It contains the names and co-ordinates of those making the request. **Class of Individuals:** General public. **Purpose:** This file is used to keep data on requests for visits and permits to move about or park. **Consistent Uses:** To follow-up on such requests. **Retention and Disposal Standards:** These files must be kept for one year following the expiry of the permits and passes. **TBS Registration:** 004268 **Bank Number:** MPA PPU 040

Real property

Description: This file includes data on properties that were expropriated, purchased, leased or granted, valuation reports, the names and addresses of the persons or companies, rent determinations, data on servitudes. It may also contain personal information about the owners of real property that the Port is considering acquiring; names, addresses, telephone numbers, photographs of the property, information about mortgages and other debts. **Class of Individuals:** General public. **Purpose:** This file contains information for the management of real estate leasing, sale, disposal and acquisition activities; to maintain an inventory of available facilities and real estate. **Consistent Uses:** Support for leasing and real estate transactions. **Retention and Disposal Standards:** The files must be conserved for three years following the sale, transfer, expiry of a lease or right for cause. **TBS Registration:** 004262 **Bank Number:** MPA PPU 010

Service and purchase contracts

Description: This file may contain supply orders, estimates of project costs, including specifications, calls for tender, tenders received and contracts. It may contain information about individuals and enterprises providing goods or services or to whom contracts have been awarded. The file contains names and addresses, data taken from curriculum vitae accompanying service proposals. **Class of Individuals:** General public.

Purpose: This file is intended to keep information about persons or enterprises providing or supplying goods or services to the MPA or having a contract with it. In particular, the file contains data on calls for tender or the awarding of orders for purchases or supplies of merchandise, materials and equipment. **Consistent Uses:** Control payments for supplies or services received. They may be used as a reference for other acquisitions or contracts. **Retention and Disposal Standards:** Contract files must be kept for six years after the expiration or non-renewal thereof. Acquisition files must be kept for three years after all the required measures have been taken. **TBS Registration:** 004264 **Bank Number:** MPA PPU 020

Classes of Personal Information

Personal information is also kept in the subject files. Thus, it is impossible to extract information using personal identification. Personal information that is maintained in this way consists of publication requests, reports, general information requests, information requests about the MPA. In general, such information can only be extracted if the characteristics of the subject are provided. Conservation of personal information in this way is controlled by means of subject files in which the documents are kept.

Manuals

The manuals listed below contain the directives, instructions, policies or procedures used by MPA personnel to manage and carry out its programs or activities.

- Management directives
- Delegation of authority
- Financial management
- Real estate management
- Personnel
- Document management
- Official languages

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the port authority may be directed to:

Director of Communications
Port of Montreal Building, Wing No. 1
Cité du Havre
Montréal, Quebec
H3C 3R5

Tel.: (514) 283-7050
Fax: (514) 283-0829
E-mail: info@port-montreal.com

Nanaimo Port Authority

Chapter 85

The Nanaimo Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

National Archives of Canada

Chapter 86

General Information

Background

Since its beginnings in 1872, the National Archives of Canada has been preserving the collective memory of the Canadian people and the federal government. The dual role of the National Archives of Canada as both a national heritage institution and an administrative arm of the federal government was confirmed in legislation in 1987. The terms of the National Archives of Canada Act accords the National Archives of Canada four key responsibilities: to conserve and facilitate access to private and public records of national importance in all media, to be the permanent repository of records of government institutions and ministerial records, to facilitate the management of records of government institutions and ministerial records, and to encourage archival activities and the archival community.

Responsibilities

The mandate of the National Archives of Canada consists of three basic activities: acquire, control and preserve federal government and private sector records of long term historical value; manage the preservation or disposition of recorded information that remains under the control of government institutions; provide access to the holdings of the National Archives of Canada and support the development of archives for the use, well-being and enjoyment of Canadians.

Legislation

- National Archives of Canada Act, S.C. 1987, c. 1.

Organization

◆ Canadian Archives Branch

The Branch is responsible for the identification, selection, acquisition and description of archives of national significance in any media. The work of the Branch relates mostly, but not exclusively, to material acquired from private sources. The Branch consists of the Documentary Art Archives, the Photography Archives, the Audio Visual Archives, the Economic and Governance Archives, the Political Archives, the Social and Cultural Archives, Description Coordination and the Branch Office.

◆ Client Services and Access Branch

The Branch provides reference services including research requests for information on private and government archival records and access to National Archives of Canada automated information systems; administers the Access to Information and Privacy Acts, and manages departmental communications, public programs, resource development and partnership initiatives. The Branch consists of the Researcher Services Division, the Access to Information and Privacy Division, the Online Services Division and the Communications and Public Programs Division.

◆ Corporate Services Branch

This Branch offers personnel, financial and administrative services to the staff of both the National Archives and the National Library of Canada. It also administers the facilities maintenance of the Federal Records Centres located across Canada. The Corporate Services Branch includes the Comptrollership Division, Facilities and Special Programs, Human Resources, Records Management Services and Security Services.

◆ Government Records Branch

The Branch facilitates the development and management of government records of national significance. Its mandate includes acquiring, preserving and providing access to archival records for Canadians and Government Institutions, so as to promote accountability, history and heritage. The Government Archives and Records Disposition Division, the Office of Government Records and the Electronic Records Project Division form an integral part of this Branch.

◆ Information Technology Services Branch

The Information Technology Services Branch provides direction, assistance, advice and services in support of the use of information technology systems, telecommunications and the management of operational and administrative information. To help fulfill its mandate, the Branch relies on assistance from the Client IT Services Management, Applications Management, IT Infrastructure Management, Research and Standards and Management Support Services.

◆ Office of the National Archivist

The National Archivist is ultimately responsible for all activities of the National Archives of Canada. As an active member of various national and international committees, the National Archivist is involved in

numerous associations and councils on archives. In addition, the National Archivist also oversees Project Archives Place of the Future, which is responsible for the implementation of the National Archives' long term accommodation and storage strategies. The National Archives Review Office also reports directly to the National Archivist. The Review Office is responsible for reviewing the implementation of Government wide programs, program evaluation services and internal audits. The National Archivist is aided in his role by the Assistant National Archivist who oversees the management of Regional Operations including the Federal Records Centres. The Centres economically store and protect records of continuing historical value, as well as other government departments dormant and essential records, retrieve them when required, segregate archival and historical records designated by the National Archivist, and destroy records in a timely and secure manner when they are no longer needed. They also hold back up copies of computer records, and records essential, in the event of disaster or emergency, to the operations of government. In addition, the Assistant National Archivist administers the Standards and Services unit which recommends the adoption of policy for intellectual control of archival records; develops and maintains procedures, standards, rule interpretations, and training for the intellectual control of archival records, and coordinates their implementation by branches of the NA.

◆ Preservation Branch

This Branch is responsible for the long-term preservation of all of the holdings of the National Archives of Canada, and for making them available to the staff and public through circulation, loans and copying. The activities of this Branch include the conservation of textual and visual records; the conservation of bound records; electronic archives preservation; the conservation of moving image and audio archives, conservation microfilming, photography and digital imaging as well as preservation management and circulation.

◆ Strategic Management Branch

This Branch provides corporate policy development and coordination, strategic planning and analysis in support of National Archives Activities.

Information Holdings

The information holdings of the National Archives of Canada are comprised of three main types of records: historical records (which are the most frequently requested records held at the National Archives), program records (records concerning the operations of

the National Archives), and personal information banks (a summary of the type of information about individuals which is held by the National Archives of Canada).

Historical Records

The information contained in Historical Records is generally limited to records produced and acquired from the government of Canada. The majority of government records are subject to the Access to Information and Privacy Acts. The ATIP Acts do not apply to historical records which are acquired from the private sector such as private organizations, donors, or certain Crown Corporations. Access conditions for records acquired from the private sector are normally established by negotiation between the organization or donor and the National Archives of Canada.

Records of the Federal Government of Canada in the National Archives of Canada

001 – Textual Records

Description: Each year, the Government of Canada transfers millions of documents related to the business of government to the National Archives of Canada. The National Archives government holdings comprise over 80 kilometres of textual records which document all aspects of Canadian history from the eighteenth century to the present. The personnel records of approximately four million former military and public service employees are also held by the National Archives of Canada. In addition, there are thousands of related records such as wartime sailing lists, Royal Canadian Air Force Daily Routine Orders, pay sheets and medical records.

002 – Audio Visual Records

Description: The National Archives of Canada acquires and conserves all forms of moving images and recorded sound, of national historic significance, produced by government departments, film and broadcasting companies, corporations and individuals. Ranging from documentary to drama and from current affairs to popular entertainment material, the audiovisual collection encompasses more than 300,000 hours of film, video and sound recordings.

003 – Cartographic and Architectural Records

Description: The National Archives of Canada has a collection of well over two million maps, charts, atlases, globes, architectural and engineering drawings, blueprints and plans. Cartographic holdings range from Ptolemy's atlas of 1490 to the most recent maps published by government and private industry. These records document numerous themes in Canadian history, including telecommunications, the exploration

of the North and historical and current demographic movements. Architectural and engineering collections range from early plans of fortifications in Canada to blueprints for modern buildings of national significance.

004 – Photography and Documentary

Art Records Photography

Description: Numbering more than 15,000,000 items, the National Archives of Canada's photography collection includes daguerreotypes, ambrotypes, tintypes and other unique photographic objects. The bulk of the collections are black and white and colour negatives on paper, glass, celluloid and plastic bases. Photographic positives include single prints, photographic albums, contact sheets and transparencies, books with original photographs, and photographic postcards.

Documentary Art

Description: The National Archives of Canada's collections of documentary art encompass a large variety of subjects relating to Canadian history and social development. The program covers work done in Canada by Canadians and others, as well as work done by Canadians abroad. With approximately 250,000 items, the holdings include original works of art on paper, canvas and other materials – including 30,000 caricatures and cartoons from the eighteenth century to the present, and collections of stamps and a wide variety of materials related to the history of the Canadian postal system. Printed materials in the collection include original and reproduction prints, posters, postcards, greeting cards and photoprocess prints. Medals, political buttons, seals, heraldic devices and coats of arms, are also in the holdings.

Guides

To find out more about the historical records held at the National Archives of Canada, researchers are encouraged to examine a variety of sources readily available to them. They should consult directories and published guides to Canadian archives available at their local library, through the interlibrary loan system or the reference libraries maintained by major archives.

Many National Archives of Canada published finding aids can be consulted in major university and specialized libraries throughout the country.

The Library and Documentation Services of the National Archives of Canada can provide bibliographic information on published guides, as well as information on guides and other finding aids available on microfiche.

As another option, the National Archives of Canada's decentralized access sites located in Winnipeg, Halifax, Saskatoon, Vancouver and Montreal, give researchers access to a number of data bases on CD-ROM.

Finally, researchers should consult our site on the World Wide Web at www.archives.ca for current information about our services and holdings.

Program Records

◆ Canadian Archives Branch, Government Records Branch, Preservation Branch

001 – Acquisitions and Accessions – Audio Visual

Description: Information on the acquisition of films, video cassettes and sound recordings (including oral history interviews, radio programs, speeches, debates, war recordings, news broadcasts, news reports and bulletins) of historical value for preservation, cataloguing and storage. **Topics:** Cataloguing; preservation; evaluations; appraisals of collections; purchases and donations; negotiations and agreements with the public and donors; exchanges with archival institutions.

Program Record Number: PAC FTS 035

002 – Acquisitions and Accessions – Cartographic and Architectural

Description: Information relating to the acquisition, organization, cataloguing and preservation of cartographic and architectural records including general maps of Canada and the world, maps printed in atlases and books, Federal and Provincial Canadian Map series, Foreign Maps, globes, atlases, aerial photographs, various architectural and engineering plans. **Topics:** Appraisals of collections; negotiations and agreements with donors and government departments; auctions and offers of maps. **Access:** The files are organized by subject, donor name or collection title.

Program Record Number: PAC NMC 055

003 – Acquisition and Control – Government Records

Description: Information on the acquisition, selection, organization and conservation of textual government documents as permanent historical records. Information on the appraisal and acquisition of machine-readable data files of historical or long-term research value.

Topics: Acquisition procedures and policies; transfer of records procedures; consultations and liaison with government departments, Crown corporations and other countries; records retention and disposal schedules; microfilming proposals from federal government institutions. **Program Record Number:** PAC FAD 015

004 – Acquisitions and Accessions – Manuscripts

Description: Information on private manuscripts and records to be selected, retained, organized and preserved by the National Archives of Canada. **Topics:** Record acquisitions; negotiations, evaluations and agreements with collectors, the public and donors;

contacts for acquisition purposes; transfer of records procedures; organization, physical and intellectual control of manuscript collections. **Access:** The files are organized by subject, donor name or institution and collection title.

Program Record Number: PAC MAD 070

005 – Acquisitions, Research and Control – Documentary Art and Photography

Description: Information on the acquisition and organization of pictorial and iconographic records such as paintings, medals, drawings, posters, stamps and heraldry as well as photographic documents organized for preservation, cataloguing and storage. **Topics:** Evaluations, negotiations and agreements with photographers, members of the public and donors; biographies of historical and contemporary artists and photographers; inventories; research and acquisition projects; contacts in the private sector; information on the nature, source and location of each collection; transfers; organization, storage and control of photographic records. **Access:** These files are arranged by subject, donor, collection, individual accession and by name. **Program Record Number:** PAC NPC 100

006 – Cartographic and Audio Visual Archives

Description: General information on the functions of these sectors which includes acquisition procedures and policies, organization, cataloguing and preservation of records of historical value. **Topics:** Conditions on access to material; exchanges and agreements; loans; special projects; microfilming proposals from federal government institutions; cataloguing; development of and participation in the various archives courses and seminars on cartographic archives and the provision of materials for exhibitions. **Program Record Number:** PAC FTS 030

007 – Disposition of Information Holdings

Description: Information relating to the management of recorded information by means of legislation, policies, standards and practices. **Topics:** Include disposition schedules; guidelines; strategies for the preservation of historical records. **Program Record Number:** PAC GRC 175

008 – Documentary Art and Photography

Description: General information on Documentary Art/Photography which include acquisition procedures and policies, organization, cataloguing and preservation of records of historical value. **Topics:** Loans of pictures, colour transparencies and photographic documents; conditions on access to material; internal research projects; selection of material for exhibitions; exchanges and agreements; artist files by name. **Program Record Number:** PAC NPC 099

009 – Evaluation of Information Management Programs

Description: Information relating to the evaluation and effectiveness of information management programs in conformity with National Archives of Canada legislation and Treasury Board policy. **Topics:** Internal audit and evaluation guidelines; strategies for the sound management of government information. **Program Record Number:** PAC GRC 185

010 – General Operations

Description: Information on the acquisition, conservation and use of historical documents and on the records management function. **Topics:** Correspondence with the Minister, Treasury Board and other central agencies; publications; exhibitions; planning; evaluation and audit; operational training and Archival Descriptive Standards. **Program Record Number:** PAC DAO 005

011 – Government Archives

Description: Correspondence of a general nature related to Government Archives and Records Disposition Division. **Topics:** Conditions on access to material; internal research and projects; development and implementation study (surveys and questionnaires) of the Electronic Data Project (EDP) hardware and software systems; conservation of holdings. **Program Record Number:** PAC FAD 011

012 – London and Paris Offices

Description: Although no longer in operation, the London and Paris Offices served as National Archives of Canada agents in the United Kingdom, the Republic of Ireland, and France through the identification, evaluation and acquisition of records relating to Canada, and through the provision of services to researchers requiring information on Canadian archival sources. **Topics:** Clients may still request information from this bank which includes specialized research; enquiries from government officials, the academic community and the public. **Program Record Number:** PAC HRB 151

013 – Office of Government Records

Description: Research into information management, development of standards, guidelines and advice on managing information within the federal government. **Topics:** Research and consultation regarding information recorded in all media, including electronic and optical format; micrographics; office automation; standards; impact of federal legislation and policies on information management. **Program Record Number:** PAC GRC 158

014 – Preservation Division – Inquiries on: Books and Records Conservation

Description: Information relating to the preservation and restoration services for rare books, manuscripts, maps, atlases, posters and other paper and leather bound archival material. **Topics:** Book, map, poster and paper records restoration; mass deacidification; conservation training program. **Program Record Number:** PAC CON 205

015 – Preservation Division – Inquiries on: Photography Services

Description: Information relating to photographic and electrostatic reproductions of records held in the National Archives of Canada. **Topics:** Film preservation; photographic assignments; black and white and colour reproductions. **Program Record Number:** PAC CON 195

016 – Preservation Division – Inquiries on: Prints and Drawings Conservation

Description: Information relating to the preservation and restoration services for pictorial and iconographic records such as art on paper, oil paintings, photographic records, medals. **Topics:** Include conservation methods and studies for water colours, prints, photographs and medals. **Program Record Number:** PAC CON 200

017 – Preservation Division – Inquiries on: Technical Operations

Description: Information relating to the preservation of moving image and sound recording. **Topics:** Preservation standards; procedures and practices. **Program Record Number:** PAC CON 215

018 – Professional Development Services

Description: Information relating to courses, workshops, publications, audiovisual materials and other documentation on the principles and practices of managing recorded information. **Topics:** Education and training; communications **Program Record Number:** PAC GRC 180

◆ Client Services and Access Branch

019 – Researcher Services Division – Reference and Inquiries on: Architectural/Cartographic; Audio Visual; Documentary Art/Photography; Manuscripts

Description: Reference and research requests for information on records of historical value concerning the architectural/cartographic, audio visual, documentary art/photography and manuscripts, inquiries and conditions of access to the holdings. **Topics:** General inquiries from individuals; organizations and government institutions; cataloguing; copyright and copying requests; requests for access to collections. **Access:** Varies according to medium; files may be

arranged by subject, year, individual/donors, organizations/institutions and government departments. **Program Record Number:** PAC RSD 050

◆ Information Technology Services Branch

020 – Electronic Systems Project and Systems Development

Description: Information relating to the preservation, handling and maintenance of electronic archival records in the form of magnetic tapes, diskettes and optical discs. **Topics:** Development and implementation of procedures, policies and practices. **Program Record Number:** PAC CON 210

021 – Library and Documentation Services

Description: Reference and inquiries for information on the functions of the departmental library and its holdings. **Topics:** Archival studies and records management publications; documentation on Canadian art, films, and audiovisual heritage; journals of Canadian and international historical associations; general inquiries from individuals, organizations and government institutions; cataloguing; copyright and copying requests; requests for access to the library's holdings. **Program Record Number:** PAC LDS 140

◆ Office of the National Archivist

022 – Federal-Provincial, National and International Liaison

Description: Information on participation in various departmental, provincial, national and international committees and organizations. **Topics:** Association of Canadian Archivists, Association des archivistes du Québec, Society of American Archivists, Royal Commonwealth Society, International Council of Archives, Senior Management Committee, Advisory Committee on Records, Archives Committee for Pan-American Institute of Geography and History. **Program Record Number:** PAC PBR 010

023 – National Capital Region Federal Records Centre – Inquiries on: Personnel Information Files

Description: Personnel information collected during the course of former military and civilian employees terms of employment in the Canadian Armed Forces and the Federal Public Service. **Topics:** Individuals employment history with Federal departments; the military units with which he or she served; pension details (if available), as well as personal information. **Access:** These files are arranged by locator number. Personnel records for Civil servants are retained for eighty years dating from the individual's birth date, after which most of them are destroyed. A few selected personnel files of former Civil Servants dating from 1885 have been retained. **Program Record Number:** PAC NPR 170

024 – Regional Operations – Inquiries on: Federal Records Centre Operations

Description: Information relating to the provision of safe and economical storage facilities for dormant and essential records, active computer tapes, personnel and personnel-related records of former civilian and military federal employees. Contains limited information concerning Canadians of Alien Parentage-World War II (verification of periods of incarceration, settlement of war claims), and Prisoner of War index-German nationals (listing German nationals who were incarcerated in Prisoner of War camps in Canada during World War II). **Topics:** Reference services and research inquiries; organization of holdings; disposition schedules; micrographics inspection; reboxing of holdings for preservation. **Note:** Please cite PAC PPU 015 when requesting records concerning Canadians of Alien Parentage- World War II and PAC PPU 010 for Prisoner of War Index-German nationals. **Program Record Number:** PAC FRC 155

025 – Canadian Council on Archives (C.C.A.)

Description: The C.C.A. supports the Canadian and international archival institutions through grants and contributions given annually by the National Archives of Canada. Information on minutes of meetings, agendas and terms of reference for the various committees of the Canadian Council of Archives. Also includes information on applications for funds for programs and projects submitted to the C.C.A. through provincial archival councils by institutions from various levels of government as well as the private sector. **Topics:** Committees; applications or funding. **Access:** The Committee files are arranged by subject. The applications for funding are arranged by province and year. **Program Record Number:** PAC PPB 146

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

◆ Canadian Archives Branch and the Government Records Branch

001 – Acquisition Records

Description: Contains research on potential archival acquisitions and correspondence with potential sources. **Class of Individuals:** Individuals who have corresponded with the Archives concerning potential acquisitions. **Purpose:** To develop acquisition priorities and values, to authenticate acquisitions and to trace archival collections. **Retention and Disposal Standards:** All of this information will be retained by the National Archives of Canada for archival purposes. **Related to PR#:** PAC FAD 015 **TBS Registration:** 000549 **Bank Number:** PAC PPU 025

002 – Archival Training

Description: This bank contains personal data including course applications and evaluations; social insurance numbers (until replaced by an alternative personal identifier). The bank also holds examination results and certificates, and correspondence related to the participation of federal, provincial and municipal government employees, individuals from the private sector and other countries in archival courses offered by the National Archives of Canada. **Class of Individuals:** Federal, provincial and municipal government employees as well as individuals from the private sector and other countries. **Purpose:** The purpose of this bank is to provide documentation for the administration of archival courses offered by the National Archives of Canada. The information is used to approve and register the participation of individuals as well as to certify their achievement. **Retention and Disposal Standards:** Files are retained for five years after the end of the course and are then destroyed. **Related to PR#:** PAC DAO 005 **TBS Registration:** 002336 **Bank Number:** PAC PPU 045

◆ Preservation Branch

003 – Conservation Training

Description: This bank contains personal data including course applications and evaluations, social insurance numbers (until replaced by an alternative personal identifier), and correspondence related to the participation of federal, provincial and municipal government employees in conservation training courses offered by the National Archives of Canada. **Class of Individuals:** Federal, provincial and municipal government employees. **Purpose:** The purpose of this bank is to provide documentation for the administration of conservation training courses offered by the National Archives of Canada. It is also used to approve and register the participation of individuals. **Retention and Disposal Standards:** Files are retained for five years from the date of the end of the course and are then destroyed. **Related to PR#:** PAC DAO 005 **TBS Registration:** 002338 **Bank Number:** PAC PPU 060

004 – Micrographics Training

Description: This bank contains personal data including course applications and evaluations, examination results and certificates and correspondence related to the participation of federal, provincial and municipal government employees, as well as individuals from the private sector and from other countries in micrographic courses offered by the National Archives of Canada. **Class of Individuals:** Federal, provincial and municipal government employees, as well as individuals from the private sector and from other countries. **Purpose:** The purpose of this bank is to provide documentation for the administration of micrographics courses offered by the National Archives of Canada. It is also used to approve and register the participation of individuals as well as to certify their achievement. **Retention and Disposal Standards:** Files are retained for two years after the end of the course and are then destroyed. **Related to PR#:** PAC DAO 005 **TBS Registration:** 002337 **Bank Number:** PAC PPU 050

005 – Records Management Training

Description: This bank contains personal data including course applications and evaluations, examination results and certificates and correspondence related to the participation of federal employees, employees of provincial and municipal governments, as well as individuals from the private sector and from other countries in records management courses offered by the National Archives of Canada. **Class of Individuals:** Federal government employees, provincial and municipal government employees, individuals from the private sector and from other countries. **Purpose:** The purpose of this bank is to provide documentation for the administration of records management courses offered by the National Archives of Canada. The information is used to approve and register the participation of individuals as well as to certify their achievement.

Retention and Disposal Standards: Files are retained for two years after the end of the course and are then destroyed. **Related to PR#:** PAC DAO 005 **TBS Registration:** 002338 **Bank Number:** PAC PPU 055

◆ Client Services and Access Branch

006 – Access to Information and Privacy

Description: This bank contains the access request forms sent by individuals requesting access to departmental records and personal information pursuant to the Access to Information and the Privacy Acts, the replies to such requests and information related to their processing. Information on exclusions or exemptions claimed, or on complaints handled may also be included. **Class of Individuals:** Canadian citizens, permanent residents, landed immigrants, or others authorized by Order-in-Council who have requested access to information held by the National Archives of Canada. **Purpose:** Information in this bank is used to process requests under the access to Information Act and the Privacy Acts, and to report on the number and type of requests received annually, fees collected, administration costs and complaints handled. **Retention and Disposal Standards:** Retained for two years after resolution and then destroyed. **PAC Number:** 78-001 **TBS Registration:** 000548 **Bank Number:** PAC PPU 020

007 – Request from Federal Investigative Bodies

Description: This bank contains copies of written requests for disclosure of personal information submitted to the National Archives of Canada, pursuant to paragraph 8(2) of the Privacy Act, by federal investigative bodies listed in Schedule II of the Privacy Regulations. It also contains the responses and replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of requests. **Class of Individuals:** Individuals who have had personal information about themselves disclosed to authorized federal investigative bodies. **Purpose:** To record disclosures of personal information and to report to the Privacy Commissioner on these requests. **Retention and Disposal Standards:** The information is retained for two years after resolution and then destroyed. **TBS Registration:** 000552 **Bank Number:** PAC PPU 040

008 – Friends of the National Archives of Canada

Description: This bank contains information on donations and requests for public donations in search of support and promotion of the programs and activities which heighten awareness of the National Archives of Canada. **Class of Individuals:** General public. **Purpose:** To maintain a mailing list of donors. **Retention and Disposal Standards:** Records are retained for 6 fiscal years and then destroyed. **PAC Number:** 86/001 **TBS Registration:** 003779 **Bank Number:** PAC PPU 022

009 – Research Applications

Description: This bank contains information on individuals who wish to use the National Archives of Canada's research facilities, collections and services. It includes the patron's barcode number, patron name, affiliation, address, telephone number, research topic, National Archives of Canada user card number and expiration date. **Class of Individuals:** Individuals whose research requires the use of the facilities, collections and services of the National Archives of Canada.

Purpose: The bank was established to identify users of the National Archives of Canada's research facilities, collections and services, to prepare user cards, survey research use, compile statistics, create mailing lists and trace archival documents. **Retention and**

Disposal Standards: Retained for five years and then destroyed. **TBS Registration:** 000550 **Bank Number:** PAC PPU 030

010 – Research Inquiries

Description: Contains requests for reference information received either in person, by telephone or through regular and electronic mail. It contains client's name, telephone number, affiliation, specific inquiry and the response. Address/fax are also noted, as required.

Class of Individuals: Individuals or organizations whose research requires the use of National Archives of Canada's research facilities, collections and services.

Purpose: To verify requests for information or financial charges, survey research use and opinion, and to provide additional archival references when appropriate.

Retention and Disposal Standards: Inquiries are destroyed after five years; some of this information will be retained by the National Archives of Canada for archival purposes. **PAC Number:** 72-014 **Related to PR#:** PAC RSD 050 **TBS Registration:** 000551 **Bank Number:** PAC PPU 035

◆ Corporate Services Branch

011 – Financial Administration Records

Description: Contains correspondence, pay and insurance information, equipment and materials information, training and travel information and personal services contracts. **Class of Individuals:** Individuals doing financial business with the National Archives of Canada or the National Library. **Purpose:** To provide information about financial transactions pertaining to all activities of the National Archives of Canada or the National Library. **Retention and Disposal Standards:** Retention period – six years and then destroyed. **TBS Registration:** 000545 **Bank Number:** PAC PPU 005

Manuals

Because of the wide range of manuals used by the National Archives of Canada to fulfil its functions, it is impractical to include a complete list of its holdings in this publication. The Department may, on request, provide a list of existing manuals relating to a particular subject or activity.

- Cartographic and Audio Visual Archives Division Cataloguing Manual
- Documentary Art and Photography Division Cataloguing Standards
- Documentary Art and Photography Division DBase Select Manual (2 volumes)
- Documentary Art and Photography Division Descriptive and Subject Cataloguing
- Documentary Art and Photography Division Reference Service Procedure Manual
- Government Archives Division Procedure Manual
- Manuscript Division Procedures Manual
- Records Management: Organization and Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

National Archives of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N3

Access to Information and Privacy Division:
Tel.: (613) 947-1532
General Information: (613) 995-5138
Military Personnel Records: (613) 995-5138
Reference Services: (613) 992-3884
Web Site: www.archives.ca

Reading Room

The Department's Reading room has been designated under the Access to Information Act as a public reading room. The address is:

National Capital Region

395 Wellington Street, 3rd floor
Ottawa, Ontario

National Arts Centre

Chapter 87

Note: This institution is not subject to the Access to Information Act.

General Information

Background

Since the National Arts Centre belongs to all Canadians, it's essential that the NAC reach out to Canadians in every part of the country.. Our goal is to make a difference in the performing arts throughout Canada by presenting on our stages five different disciplines: classic music, theatre, dance, opera and varieties in both official languages and encourage and support artists and artistic organizations across the country.

Personal Information Banks

Mail Order Records

Description: This bank contains names, addresses, telephone numbers, credit card information, seat number and prices. **Class of Individuals:** Patrons of the NAC. **Purpose:** The purpose of the bank is to keep record of mail order, group sales, student sales and telephone orders. **Retention and Disposal Standards:** The information on file is destroyed after a two year period. **TBS Registration:** 005088 **Bank Number:** NAC PPU 005

Subscriptions

Description: The purpose of this bank is to maintain a record of subscriptions. It contains names, addresses, telephone numbers, credit card information, seat location and prices. **Class of Individuals:** Clients and subscribers of the NAC. **Purpose:** This bank is used to ensure proper seat allocation and determination of seats available for general sale. **Retention and Disposal Standards:** Information on file is retained two years, updated or destroyed. **TBS Registration:** 005089 **Bank Number:** NAC PPU 010

Record of Parking Agreements

Description: This bank contains names, home and business addresses, telephone numbers and description of vehicles. **Class of Individuals:** General public and the employees of the NAC. **Purpose:** The purpose of the bank is to maintain a record of parking agreements between the NAC, the general public, employees and organizations for parking privileges in the NAC garage. It is used for determining the number of parking spaces allocated on a monthly basis, and reconciliation of revenues. **Retention and Disposal Standards:** Records are retained for 2 years and the destroyed. **TBS Registration:** 005090 **Bank Number:** NAC PPU 050

Applicants Bank

Description: The purpose of this bank is to maintain an inventory of applicants for employment with the National Arts Centre. It includes applications for employment and resumes. **Purpose:** The information contained in this bank is used for staffing purposes. **Retention and Disposal Standards:** Records are retained for 2 years and then destroyed. **TBS Registration:** 005091 **Bank Number:** NAC PPU 055

Staffing and Employment

Description: This bank contains such records as solicited and unsolicited job applications, job descriptions, salary ranges, screenings, checklists, competition posters, resumes of work experience and education, reference letters and checks, lists of candidates, interview notes and rating of the selection committee. **Class of Individuals:** Individuals who apply for or are hired to fill temporary and permanent positions with the NAC. **Purpose:** The purpose of this bank is to support internal and external recruitment activities. **Retention and Disposal Standards:** Records are retained for 2 years after last administrative use and then destroyed. **TBS Registration:** 005092 **Bank Number:** NAC PPU 060

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

For further information about the programs and activities of the NAC, please contact:

Josée Lessard
Human Resources Department
National Arts Centre
P.O. Box 1534, Station B
Ottawa, Ontario
K1P 5W1

National Battlefields Commission

Chapter 88

General Information

Background

The National Battlefields Commission derives its mandate and powers from a 1908 Act of the Parliament of Canada, the Act respecting The National Battlefields at Quebec, 7-8 Edward VII, ch 57, and its amendments.

Administratively, the Commission is designated as a departmental corporation and is listed in Schedule II of the Financial Administration Act.

Responsibilities

The Commission was established to acquire the historic battlefields of the city of Quebec and neighbouring communities, to create a national battlefields park and to conserve, develop these historic and urban parks.

The National Battlefields Commission administers the following sites: Battlefields Park (better known as the Plains of Abraham), with an area of about 101 hectares, commemorates the historic battle of 1759; Des Braves Park, with an area of about 6 hectares, marks the battle of 1760. Apart from these two parks, three major thoroughfares come within the Commission's jurisdiction, namely Des Braves Avenue, De Laune Avenue and De Bernières Avenue. The Commission also operates St Denis Terrace, east of the Citadel, and manages Martello Tower # 4, the Discovery Pavilion and the House Louis St Laurent.

In extra of the maintenance, the conservation and the security, the Commission offers public services:

- the Interpretation Centre tells the story of the Plains of Abraham from the time of New France to the present day and presents in complement an temporary exhibition;
- an exhibition in the Martello Tower 1 on military engineering;
- the "Canada Odyssey" exhibit at the Discovery Pavilion;
- guided tours, commentated bus tour of the Park, period fare, animation on various thematic subjects for groups and school programs for primary and secondary level based on the teaching of natural and human sciences (the historic events);

- a garden, le Joan of Arc Garden and other floral planning.

The Commission also provides a number of sports, cultural and recreation facilities including football, soccer, baseball fields, a bandstand, in-line skating path, a running track, paths and cross-country ski trails.

Legislation

- The Law respecting the national battlefields at Quebec
- Government Property Traffic Act

Organization

The Commission reports to Parliament through the Minister of Canadian Heritage, to whom the Chairman is directly accountable. It is governed by a board of seven Commissioners and a Secretary, all appointed by the Governor General in Council. The Provinces of Quebec and Ontario are entitled to appoint one representative each, by virtue of having contributed at least \$100,000 when the Commission was founded. The Secretary, who acts as Director General, is responsible for the day-to-day management of all of the Commission's activities.

The administration, which is composed of management and financial and personnel services.

The conservation, which includes preservation, maintenance and surveillance activities aimed at ensuring a safe, stable environment, reducing wear and tear and minimizing or preventing damage. Two services are involved: development and maintenance, and surveillance and security.

The development of the site's historic, cultural, recreational and natural resources – which encompasses visitor reception, facilities and services, interpretation, public awareness, dissemination of information, exhibits, activities and opportunities for public participation, advertisement and promotion of activities and services ensuring the visibility of the Commission and the federal government. Two services are involved: Client Services and Communications.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Commission and its various programs and functions may be directed to:

The Secretary
The National Battlefields Commission
390, de Bernières Avenue
Québec, Quebec
G1R 2L7

Tel.: (418) 648-3506
E-Mail: m.leullier@videotron.ca
Web Site: www.ccbn-nbc.gc.ca

Reading Room

Facilities in Documentation Resources have been designated as a public reading room in accordance with the Access to Information Act. The address is:

390, de Bernières Avenue
Québec, Quebec

National Capital Commission

Chapter 89

General Information

Background

The National Capital Commission (NCC) is a Crown Corporation created in 1958 to succeed the Federal District Commission (1927-1958) and the Ottawa Improvement Commission (1899-1927).

NCC's corporate mission is creating pride and unity through Canada's Capital Region.

Responsibilities

The National Capital Act of 1958, amended in 1988, gives the NCC the mandate to prepare plans for and assist in the development, conservation and improvement of the National Capital Region (NCR) in order that the nature and character of the seat of the Government of Canada may be in accordance with its national significance; and to organize, sponsor or promote such public activities and events in the NCR as will enrich the cultural and social fabric of Canada, taking into account the federal character of Canada, the equality of status of the official languages of Canada and the heritage of the people of Canada.

Furthermore, the NCC may coordinate the policies and programs of the Government of Canada respecting the organization, sponsorship or promotion by departments of public activities and events related to the NCR.

Legislation

- National Capital Act, R.S.C., 1985, c. N-4, as amended

Organization

◆ Capital Planning and Real Asset Management

Capital Planning and Real Asset Management Branch develops long-range policies and plans for the physical development of federal lands in the Capital; manages and develops the NCC's assets which includes the design and construction of NCC rehabilitation projects; provides planning advice to federal departments and other levels of government; manages the NCC's Heritage programme; undertakes design, land use and land transaction; reviews and grants approvals on behalf of the Crown; acquires and disposes of properties; manages the NCC portfolios of commercial real estate transactions and payments in lieu of

taxes; provides realty operations services; identifies development opportunities, including joint development ventures and delivers property development projects; provides design and construction services, such as engineering, architecture, landscaping architecture, urban design, and professional services in support of major capital development projects of the Commission.

◆ Communications, Marketing and External Relations (CMER)

The Communications, Marketing and External Relations Branch plans, develops and executes public relations, media relations and marketing activities of the National Capital Region and NCC sponsored events and services. The Branch is also responsible for the development and implementation of all public consultation and community relation activities, sponsorship, merchandising, creative services and industrial design activities.

◆ Executive Office

The Chairman and Chief Executive Officer heads a senior management team.

◆ Human Resources

The objective of the Human Resources Branch is to provide innovative and simplified services, programs and strategies in the areas of organizational development and change management, human resources development, about relations and transactional operations which support managers in their efforts to: 1) retain and renew a motivated, skilled, competent and cost-effective workforce; 2) create and maintain through teamwork an open, safe, equitable and productive, working environment. Human Resources is now responsible for the Corporate Security Program and the Executive Director is the Departmental Security Officer (DSO).

◆ National Programming

National Programming and Marketing Branch focuses on Canada's Capital as a means of instilling pride and a sense of unity among Canadians. Through partnerships, the Branch manages, develops, stages and promotes celebrations, festivals and various other public activities such as Canada Day, Winterlude, Youth and Family Outreach Programs, Sound and Light Show on Parliament Hill, the Capital Infocentre and the Canada and the World Pavilion Program. It showcases and interprets Canadian symbols, values and achievements through a variety of public programs, and orients and informs visitors about the significance of the Capital Region and its national institutions, commemorations and events.

◆ Environment, Capital Lands and Parks (ECLP) — (Formerly Park Services and Land Management (PSLM))

ECLP's mandate is to safeguard and preserve Capital assets and to provide visitors with "Green Capital" services and products. ECLP is in the business of land use management; asset lifecycle and maintenance management; natural resources and environmental management and environmental stewardship; law enforcement and public safety; visitor information, interpretation and recreational services and programs; support services to NCC and community events. In addition, ECLP now has the responsibility for managing the six "Official Residences" and the Canadiana Fund, the programming at the Mackenzie King Estate and the management of food and service concessions on Urban Lands and in Gatineau Park. ECLP branch is structured under the following portfolios: VP Office; Planning and Branch Services; Urban Lands & Transportation; Environmental and Natural Resources, Official Residences and Canadiana Fund.

◆ Corporate and Information Management Services (CIMS) — (Formerly Strategic Planning and Information Management Branch)

Corporate and Information Management Services (CIMS) Branch manages the NCC's strategic and corporate planning function, information technologies and geomatics services, finance and procurement services and information and asset management services. The Vice-President is the corporation's Chief Information Officer (CIO) and the Chief Financial Officer (CFO). The Branch is responsible for strategic and corporate planning; management of information holdings; access and security of information; information technologies; engineering and cadastral surveys, mapping services and the provision of geographic information; materiel management; warehousing; financial services; procurement services; facilities management and fleet management.

Information Holdings

Program Records

Branch Management Services (CPRAM)

Description: Information relating to the provision of integrated Branch management, financial management including Multi-Year Capital Construction Program (MYCCP), and systems services. **Topics:** Branch Resources Management; Strategic, Operations and Human Resources; Plans Development; Branch Memorandum of Understanding (MOU); Special Exams and Audit; Access to Information and Privacy;

Performance Monitoring and Reporting; Issue Management; Operational Simplification and Branch Policies and Procedures Development and Analyses.

Access: By subject. **Storage Medium:** Paper files. **Program Record Number:** NCC CPRAM-RD 000

Planning and Branch Services (ECLP) — (Formerly Branch Management Services (PSLM))

Description: Information relating to the Planning and Branch Services Division which regroups the administrative, human resources and financial activities, operational support services (including Corporate Environmental Stewardship Services) and special projects to the Branch and corporate processes, as well as law enforcement, public safety and natural resources services on all NCC lands. **Topics:** ECLP Branch administration includes human resources; finance; program and performance evaluation; partnerships and revenue generation; corporate planning; policy and procedures and information systems development; GIS; Environmental Stewardship.

Access: By subject. **Storage Medium:** Paper files. **Program Record Number:** NCC ECLP-BW 100

Capital Events

Description: Information relating to public events and programs of national and international significance in the National Capital Region; information relative to Production Services (logistics) provided to the Commission's events; information relative to Volunteer Services provided to the Commission's events and programs. **Topics:** Canada Day Celebrations and Shows; NCC's Centennial; Millennium Celebrations; Volunteer Services; Production Services; NCC's equipment loan program; Winterlude. **Access:** By subject. **Storage Medium:** Paper files, Site Plans, Slides, EDP and Photographs. **Program Record Number:** NCC NP 100

Canadiana Fund

Description: Information relating to the Canadiana Fund which works closely with the Advisory Council on the Official Residences, the National Capital Commission and Public Works and Government Services Canada, to enhance the interest in, and beauty of, the state areas of the official residences through donations of fine examples of historical furnishings, paintings and objets d'art or the funds needed to purchase them. Pieces are chosen that reflect Canada's heritage and artistic traditions, that have historical associations or that complement the architectural style of a residence. **Topics:** Rideau Hall, 24 Sussex Drive, Harrington Lake, Stornoway, The Farm (Kingsmere), 7 Rideau Gate and the Citadel. **Access:** By subject. **Storage Medium:** Paper files, Photographs, and Slides. **Program Record Number:** NCC ECLP-RD 300

Capital Interpretation

Description: Information relating to providing programs which increase understanding, appreciation and respect for the role, functions, institutions, symbols, art, commemorations, heritage and national significance of the Capital. These programs include guided and self-guided interpretation and orientation, multi-media productions, exhibits, interpretation panels and publications. **Topics:** Parliament Hill Programming; Sound and Light Show; Discover the Hill programs; Info-tent; Christmas Lights Across Canada; Confederation Boulevard interpretation programs and publications; Interpretation in core area parks including: Major's Hill Park, Jacques Cartier Park and Leamy Lake Park; Canada and the World Pavilion; A Tulip Legacy; capital commemorations and public art. **Access:** By subject. **Storage Medium:** Paper files, EDP, Photographs, Maps. **Program Record Number:** NCC NP 500

Commission Secretariat

Description: Information relating to the administration of the NCC's Board of Directors, and of the Corporate, Advisory, Management and Intergovernmental Committees, and protocol activities related to public events such as Canada Day, Christmas Lights Across Canada, Winterlude and many other NCC events. **Topics:** Minutes of Commission, Corporate, Executive Management, Advisory and Intergovernmental Committees and lists of topics examined; Members of the Commission and Committee Members; lists of guests; invitations and logistics (master of ceremony, notes, speeches, scenarios). **Access:** By subject. **Storage Medium:** Paper files and Electronic Records. **Program Record Number:** NCC EXEC-EX 300

Communications

Description: Information relating to media information and services on the National Capital Commission and the National Capital Region. **Topics:** News releases; media relations; media inquiries. **Access:** By subject. **Storage Medium:** Paper files **Program Record Number:** NCC CMER-EX 200

Corporate Audit, Research and Evaluation

Description: Information relating to the management and monitoring of corporate audit projects and the evaluation of the Commission's programs to assess performance against the NCC's mandate. **Topics:** Internal and External Audit Recommendations; Evaluation recommendations; Management Self Assessment and research studies and surveys. **Access:** By subject. **Storage Medium:** Paper files and EDP. **Program Record Number:** NCC EXEC-EX 400, NCC EXEC-NP 782

Design and Construction

Description: Information relating to the provision of engineering, architectural and landscape architecture services to create, rehabilitate, and preserve NCC's real assets, landmarks, natural features, infrastructure and industrial, private and commercial buildings. **Topics:** Bridges; Parkways; Roadways; Multi-Year Capital Construction Program (MYCCP); Capital Parks; Interpretive Media;. **Access:** By subject. **Storage Medium:** Paper files, Maps, Plans, Drawings, and EDP. **Program Record Number:** NCC CPRAM-RD 200

Design and Land Use

Description: Information relating to Design and Land use Approvals for projects on federal lands in the NCR, for the use, disposal, lease or purchase of NCC lands, for plans for federal lands including Development and Area Plans and amendments, and the NCC's Heritage programme. **Topics:** Federal Land Use, Land Transaction and Design Review and Approvals; the interpretation and implementation of NCC plans, including the Plan for Canada's Capital, Greenbelt Master Plan and Parliamentary Precinct Area Plan; Heritage and Archaeology on NCC and other federal lands; planning, urban design and view protection policies in the NCR. **Access:** By subject. **Storage Medium:** Paper files, Drawings, Plans, Maps, Slides, Microform, EDP and Photographs. **Program Record Number:** NCC CPRAM-CP 200, NCC CPRAM-CP 400

Environmental Services Programme

Description: Information relating to assessments of the environmental impact of NCC activities and initiatives involving NCC or federal lands and assets. As well as information relating to the NCC's compliance with relevant environmental laws, codes, policies, standards; federal environmental targets, standards and commitments and to the provision of opportunities and knowledge to NCC employees to ensure programs and activities are environmentally-sound. **Topics:** Environmental assessments and contaminated sites management. **Access:** By subject. **Storage Medium:** Paper files, Maps, Plans and Drawings, Slides and Photographs, and Electronic Records. **Program Record Number:** NCC ECLP-CP 220

Executive Correspondence

Description: Information relating to the management of incoming and outgoing executive correspondence addressed to and by the Chairman, General Manager, and Chief of Staff. Correspondence Control Manager (CCM) system is utilized for document tracking. **Topics:** Various issues. **Access:** By name and subject. **Storage Medium:** Paper files and automated data. **Program Record Number:** NCC EXEC-EX 020

Environmental and Natural Resources (includes Gatineau Park and Greenbelt)

Description: Information relating to land and natural resource management and the management of activities and programs associated with the provision of services and facilities for public enjoyment in Gatineau Park and the Greenbelt. **Topics:** Land Maintenance; Land Use Including Leases, Agreements, Permits, Permissions, Concessions, Licence of Occupation, Service and Partnership Agreements; Extensive Trails and Recreational Facilities; Natural Resources Management; Forestry; Agriculture; Interpretation and Animation; Facility Management; Furnishing and Fixture Management; Event Management; Snow and Ice Control; Building and Infrastructure Management and Land Maintenance. **Access:** By subject. **Storage Medium:** Paper files, Maps, Plans and Drawings, Slides and Photographs, and Electronic Records. **Program Record Number:** NCC ECLP-GP 100, NCC ECLP-GB 100

Industrial Design

Description: Information relating to the provision of industrial design services in support of assets and NCC public programs and events. **Topics:** Parks, Interpretive Media, Environmental Graphics and Exhibitory Design. **Access:** By subject. **Storage Medium:** Paper, Photographs and Slides. **Program Record Number:** NCC CMER-RD 200

Corporate Planning and Information Management Services (CPIMS) — (Formerly Information and Asset Management Services (IAMS))

Description: Information relating to the the strategic and corporate planning process, development and implementation of policies, plans, systems and services for the management of the NCC's information holdings, corporate administrative policies and procedures, the Access to Information Act and the Privacy Act and the provision of services for: document management, library, property damage claims, reproduction/printing, mail and couriers. **Topics:** Corporate Strategies and Objectives, Environmental Scans, Corporate Strategic Initiatives, Strategic plans, Corporate Plans and Priorities, Corporate Reporting Process, Performance and Financial Reviews, Performance Measurement, Annual Report, Operational Plans, Corporate Information Inventory; Information Classification and Identification Systems; Retention and Disposition; Corporate Administrative Policies and Procedures (CAPP); Security of Information; Access to Information (ATI) Act; Privacy Act; Requests for Access to Information and Personal Information; Corporate Information Services; Mail and Courier Operations; Library Services; Printing Services. **Access:** By subject. **Storage Medium:** Paper files, plans and EDP. **Program Record Number:** NCC CIMS-SP 700

Information Technologies and Geomatics Services

Description: Information relating to the development of technology strategies, policies, plans and activities to support the management of the NCC's Information Technology requirements, and information relating to the surveying, mapping and Geographic Information System (GIS) program to support the Commission's assets management, engineering, landscaping, construction, national programming and land transactions activities. **Topics:** Information Technology (IT) Security; Information Systems Architecture; Data Administration; Database Management; Data Models; Corporate Systems Development and Applications Support; Micro Computer Support Services; Helpdesk; Networks; Client/Server Environment; Year 2000 Project; Web Technologies; Voice Communication and Messaging Systems; Computer Services; Technical Services; Technologies Facilities Management, Topographical Mapping and Digital Mapping, AutoCAD, Geographic Information Systems, Land Surveys, Legal Surveys of NCC Properties and Legal Descriptions of Lands, Current Title Records, Atlas of NCC Land Use, Aerial Photography. **Access:** By subject. **Storage Medium:** Paper Files, Maps, Plans Drawings, Aerial and other Photographs, Digital files and various electronic media. **Program Record Number:** NCC CIMS-SP 600

Intergovernmental Relations

Description: Information relating to consultations and co-ordination, with federal, provincial, regional and municipal governments. **Topics:** Co-ordination and Liaison on Land and Property matters, Construction, Maintenance and Renovation of Buildings, Grounds and Varied Structures, Programs Promoting National Understanding, Pride and Awareness of the Capital, Development of Tri-partite Agreements and Program Co-ordination. **Access:** By subject. **Storage Medium:** Paper files. **Program Record Number:** NCC EXEC-EX 100

Legal Services

Description: Information relating to legal matters, particularly litigation and commercial matters of the Commission. **Topics:** Legal aspects of land and commercial transactions; legal agreements; damage suits for and against the Commission; collection of accounts; statutory interpretation. **Access:** By subject. **Storage Medium:** Paper files. **Program Record Number:** NCC EXEC-LS 100

Merchandising

Description: Information relating to the development of souvenirs to enhance the promotion and to generate revenue for major events and programs in the Capital by incorporating Canadian symbols that reflect Canadian pride. **Topics:** Public events and programs

such as Canada Day, Winterlude, Rideau Canal Skateway, Sunday Bikedays, and other programs.
Access: By subject. **Storage Medium:** Paper files.
Program Record Number: NCC CMER-NP 600

Marketing

Description: Information relating to the creation of an appreciation of the national significance of the Capital among Canadians, and stimulate their interest in visiting the Capital. **Topics:** Capital Awareness Marketing; National Broadcasting; Event and Program Promotion; Advertising Sales; Publication and Audio/Video Management; Writing / Editing / Translation; Graphic Design; Production Coordination; Public Contact System; Distribution Services and Database Management/Marketing. **Access:** By subject **Storage Medium:** Paper files, computer data-bases, photographs and videos
Program Record Number: NCC CMER-NP 700

Official Residences

Description: Information relating to the management of the Official Residences' portfolio; the provision of property management, interior design, ceremonial support, greenhouse and grounds maintenance operations services for Canada's six Official Residences within the National Capital Region. **Topics:** Rideau Hall; Stornoway; 24 Sussex; Harrington Lake; Kingsmere (The Farm); 7 Rideau Gate. **Access:** By subject.
Storage Medium: Paper files, Maps, Plans, Drawings, Photographs, Slides and EDP. **Program Record Number:** NCC ECLP-RD 400

Payments in Lieu of Taxes — (Formerly Official Residences and Payments in Lieu of Taxes)

Description: Information relating to the management of the payments in lieu of taxes for NCC properties.
Storage Medium: Paper files and EDP. **Program Record Number:** NCC CPRAM-RD 610

Planning

Description: Information relating to the development of long range plans for NCC and other federal lands in the National Capital Region, the preparation of transportation studies generally under the leadership of regional governments, and the monitoring of and responses to municipal planning and development control activities affecting NCC lands. **Topics:** Plans for Canada's Capital; Gatineau Park, Greenbelt and Urban Lands (in preparation) Master Plans; Core Area (in preparation), Leamy Lake, Parkway, Sector Plans; Meech Creek Valley Plan; Confederation Heights Node Plan; LeBreton Flats Plan Implementation; Interprovincial Transportation Concept Plan; National Interest Land Mass (NILM); City of Ottawa Zoning By-Law Review; Pedestrian Linkages Initiative. **Access:** By subject. **Storage Medium:** Paper files, Drawings, Plans, Maps, Photographs and EDP. **Program Record Number:** NCC CPRAM-CP 100, CPRAM-CP 300

Finance, Procurement and Facilities Management Services (FPFMS)

Description: Information relating to the management of moveable assets, materiel, fleet, and headquarters facilities; the administration of the Alternative Fuels Act, financial planning and reporting, financial services, financial management systems and procurement.
Topics: Financial Planning, Supplementary Estimates, General Accounting and Financial Statements, Contract Administration, Accounts Payable, Accounts Receivable, Revenue and Collection, Banking Operations, Financial Management Reports, Financial Plans and Budgets; Asset Management; Material Management and NCC Fleet; Headquarters Facilities Management; Alternative Fuels Act. **Access:** By subject and Supplier Name. **Storage Medium:** Paper files, Microform and EDP. **Program Record Number:** NCC CIMS-SP 300, NCC CIMS-SP 400

Property Development and Planning

Description: Information relating to the development of the NCC's real assets; the management of private sector joint projects to generate revenue and produce Capital programming; provision of planning advice regarding municipal and regional Official Plans and zoning; the application of appropriate official Plan and zoning designations for the NCC's real assets; and, the implementation of the Core Area initiatives including LeBreton Flats development. **Topics:** Ground and head lease. Sussex/Mackenzie, Daly Site, 489 Sussex Drive, 22 Murray Street, 20 George Street; acquisitions, disposal and exchanges. **Access:** By subject. **Storage Medium:** Paper files, EDP, Maps, Plans and Drawings.
Program Record Number: NCC CPRAM-RD 100

Property Strategy and Leasing

Description: Information relating to the management of the NCC's rental property portfolio (i.e. commercial, residential, agricultural, recreational, institutional land leases) and the provision of property management, marketing and leasing services to other NCC portfolios (i.e. Gatineau Park, Greenbelt and Capital Urban Lands). **Topics:** Head Leases; Marketing and Leasing; Property Management and Maintenance; Utilities and Demolitions. **Access:** By subject. **Storage Medium:** Paper files, EDP, Maps, Plans and Drawings. **Program Record Number:** NCC CPRAM-RD 500

Real Estate Transactions

Description: Information relating to negotiation and completion of property agreements for the acquisition, disposal or exchange of properties, and the granting of easements and licences of occupation in support of the NCC's mandate to consolidate the National Interest Land Mass (NILM) and development of the NCC's real assets and management of private sector joint projects in order to generate revenues. **Topics:** Diplomatic Missions Sites; Easements; Licences of Occupation;

Exchanges; Expropriations; Acquisitions Disposals and Divestitures. **Access:** By subject. **Storage Medium:** Paper files, Maps, Plans, Drawings, Photographs and EDP. **Program Record Number:** NCC CPRAM-RD 600

Security Services

Description: This area reports to the Human Resources Division. Security Services holds standard program records relating to security screening as well as information relating to security incidents. **Topics:** Personnel Security Screening and Physical Security Program. **Access:** By subject. **Storage Medium:** Paper files, Maps, Plans, Drawings, Photographs and EDP. **Program Record Number:** NCC HR-SP 730

Sponsorship

Description: Information relating to corporate sponsors and other private sector groups maintained to interest them in participating in events, programs and services and thereby generate revenues for Commission activities. **Topics:** Winterlude, Canada Day, Canada and The World Pavilion, Sunday Bike Days and other sponsorship opportunities. **Access:** By subject. **Storage Medium:** Paper files. **Program Record Number:** NCC CMER-NP 600

Urban Lands and Transportation (ULT)

Description: Information relating to the management of urban parks and urban lands, the transportation networks and corridors that provide visitors with access to the Capital, the management of core recreational facilities programs and services that provide visitors with a positive experience of the Capital. This portfolio is also responsible for the preservation and protection of the Capital's urban settings, the provision of maintenance operations and event support services through Maintenance Management Agreements with contracts with the private sector and agreements with local governments. **Topics:** Recreational Facility Management (Rideau Canada Skateway, Recreational Pathways, Picnic Grounds, Beach, Concessions, Parkings) Building and Infrastructure Management, Horticulture and Grounds Maintenance, Snow and Ice Control, Floral Displays, Waste Management, Special Events and Support, Public Safety, Land Use Permits and Permissions, Work Entry Permits. **Access:** By subject. **Storage Medium:** Paper files, Maps, Plans and Drawings. **Program Record Number:** NCC ECLP-ULT 100

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Classification of Positions

Employment and Staffing

Equipment and Supplies

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Personal Information Banks

Access to Information and Privacy (ATIP) Requests

Description: This bank contains the requests sent by individuals seeking access to information under the Access to Information and Privacy Acts, the replies to such requests and information relating to their processing. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to maintain a record of all requests received under the Access to Information Act and the Privacy Act, and to maintain a record of communication with the applicants. **Consistent Uses:** The bank is used to document the activities involved in the response to Access and Privacy requests and to provide statistical reports required under the Access to Information and Privacy Acts. **Retention and Disposal Standards:** Records are retained for three years after last administrative action has been taken. **Related to PR#:** NCC CIMS-SP 740 **TBS Registration:** 000801 **Bank Number:** NCC PPU 010

Camp Site Registration Records

Description: This bank contains the names of campers at Gatineau Park and LeBreton Flats camp sites. It may also contain addresses, telephone numbers, credit card numbers and fees paid for the rental of the sites. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to control the allocation of camp sites and to maintain a record of revenue. **Consistent Uses:** This bank is also used to maintain mailing lists for future reservations, revenue accountability and future planning. **Retention and Disposal Standards:** One year after expiry. **Related to PR#:** NCC ECLP-GP 100, NCC ECLP-GB 100 **TBS Registration:** 002197 **Bank Number:** NCC PPU 065

Catalogue of Contractors

Description: This bank may contain brochures, summaries of past contracts, product catalogues, curriculum vitae, references and declared areas of contractual interest. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to maintain a record of professional and business persons who have offered their goods and services to the National Capital Commission. **Consistent Uses:** The information in this bank may be used to determine who will be asked to submit a proposal or quote for work or provide services when required. **Retention and Disposal Standards:** Records are retained for two years. **Related to PR#:** NCC CIMS-SP 400 **TBS Registration:** 000803 **Bank Number:** NCC PPU 020

Contracts

Description: Data may include terms of reference, specifications, contract documents, source lists, bid results, non-negotiable contract securities, performance reports and related correspondence. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to maintain an accurate account of all contract activities. **Consistent Uses:** It is used as a basis for negotiations between the National Capital Commission and the contractors concerned. **Retention and Disposal Standards:** Records are retained for six fiscal years after completion of terms of contract. **Related to PR#:** NCC CIMS-SP 400 **TBS Registration:** 000804 **Bank Number:** NCC PPU 025

Gatineau Park Skiing Permits

Description: This bank contains the names and addresses and possibly credit card numbers of all skiers who have purchased a season permit for cross-country skiing in Gatineau Park. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to manage a user-fee program for skiers in Gatineau Park. **Consistent Uses:** This bank is also used to maintain a mailing list of skiers and to replace lost or stolen season permits. **Retention and Disposal Standards:** One year after expiry. **Related to PR#:** NCC ECLP-GP 100 **TBS Registration:** 003730 **Bank Number:** NCC PPU 062

Information Disclosures to Investigative Bodies

Description: This bank contains copies of requests for disclosure of personal information submitted to the NCC under paragraph 8(2)(e) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations. This bank also contains the replies to such requests and particulars related to their processing. **Class of Individuals:** Individuals about whom requests have been received from investigative bodies under paragraph 8(2)(e) of the Privacy Act for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. **Purpose:** The bank is used to record disclosures of personal information to federal law

enforcement bodies under paragraph 8(2)(e) of the Privacy Act. **Consistent Uses:** Information contained in this bank may be shared with federal investigative bodies such as the RCMP. **Retention and Disposal Standards:** The information in this bank is retained for a minimum of two years after completion of the request. **Related to PR#:** NCC CIMS-SP 740 **TBS Registration:** 003985 **Bank Number:** NCC PPU 077

Minor Property Damage Claims

Description: This bank may contain police reports, accident reports, witness reports, estimates, amounts paid or received, releases and related particulars. **Class of Individuals:** General public/Insurance Companies/Other Government Agencies. **Purpose:** The purpose of this bank is to maintain records of vehicular and other accidents and incidents resulting in claims for less than \$2,500 in favor of and against the Crown. **Consistent Uses:** This information is used to determine liability and to negotiate settlements. **Retention and Disposal Standards:** Records are retained for six fiscal years after settlement of claims. **Related to PR#:** NCC CIMS-SP 700 **TBS Registration:** 000802 **Bank Number:** NCC PPU 015

Permits, Permissions, and Licences

Description: This bank contains the names of individuals who have applied for, received or have been rejected a permit, permission or licence to use a property or other asset managed by the NCC. The permits, permissions and licences cover the following activities: scientific study permits, facility access permits, equipment rental permits, and construction permits. It may also contain addresses, telephone numbers, credit card numbers, and fees paid. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to control the allocation of the various NCC facilities, to maintain a record of revenue, and to restrict access where required. **Consistent Uses:** This bank is also used to maintain a contact list for the purpose of future contact with the individuals, to control the distribution of permits, and to monitor activities on various NCC properties. **Retention and Disposal Standards:** One year after expiry. **Related to PR#:** NCC ECLP-GP 100 **TBS Registration:** 003649 **Bank Number:** NCC PPU 063

Property Management and Property Tenant Records

Description: This bank may contain the names of former, present tenants, the former address of a tenant, employment background, annual earnings and number of children. The files contain basic personal information on the owner or tenant of the property and all information pertaining to the leasing of the property, rental charges, payments, collection and credit reports and related correspondence. These records may contain the results of credit investigations of the tenants which were conducted to determine financial capability

to rent/lease the property. Applications to rent NCC properties are placed on the appropriate property file. The documents are filed by property ID numbers and they include alphabetic references. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to maintain an inventory of all National Capital Commission tenants and applicants for tenancy and to maintain a record of information relating to the management of NCC properties. **Consistent Uses:** It is used to identify past, present and prospective tenants of Commission properties. Some information may be disclosed for the purpose of collecting debts owed by tenants as a result of their tenancy. It is also used to assist in the administration of properties acquired on behalf of the federal government. Some information may be disclosed to municipalities in which the properties are located for tax assessments and administration of the payments-in-lieu of taxes program. **Retention and Disposal Standards:** Records on individuals are retained for two years after property is vacated. Collection records are retained for six fiscal years after accounts are settled. **PAC Number:** 78-011 **Related to PR#:** NCC CPRAM-RD 500 **TBS Registration:** 003020 **Bank Number:** NCC PPU 051

Property Transaction Records

Description: The files contain general correspondence, appraisal reports, description of property and basic personal data on the owner. Also included is the final disposition of the case in the form of an option and copies of minutes of the NCC Advisory Committee and decision-making Committees. The records are organized by property parcel number with an alphabetical cross-reference system. Information is maintained in the form of: paper records, Real Asset Management Information System (RAMIS). **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to record the negotiations leading to property transactions. **Consistent Uses:** It is used to assist in the administration of policies on the acquisition and expropriation of properties in the National Capital Region on behalf of the federal government. **Retention and Disposal Standards:** Records are retained on-site two years and sent off-site to archives to await scheduling. **Related to PR#:** NCC CPRAM-RD 600 **TBS Registration:** 000808 **Bank Number:** NCC PPU 045

Public Consultation Lists

Description: Records may contain names, addresses, telephone numbers of the General public, associations, businesses and public officials on various public consultation initiatives involving the NCC. **Class of Individuals:** General public. **Purpose:** This bank allows the NCC to provide interested members of the public with additional or follow-up information on various public consultation initiatives. **Consistent Uses:** The bank is used to communicate with persons who have or could express an interest in specific NCC

consultation activities or may be interested in new NCC consultation initiatives. **Retention and Disposal Standards:** Two years or when superseded. **Related to PR#:** NCC CMER-EX 200 **TBS Registration:** 003271 **Bank Number:** NCC PPU 008

Public Contact System (PCS)

Description: This bank contains the name, address, telephone number, type of contact, contact tracking data such as date of contact and reason. Lists of individuals as well as organizations with which the Commission communicates in support of various programs. These lists include but are not restricted to individuals of the following categories: Government/Political, Community Groups, Associations, Special Interest Groups, General public, Volunteers, NCC Commissioners, Tenants Advisory Committee Members, Media, Sponsors, Land Developers, Contractors, Universities and Students. **Class of Individuals:** General public. **Purpose:** This bank identifies individuals and organizations that have requested printed information from the NCC and that have been contacted in the past and may be contacted in the future. It is used as the single repository for accurate addresses and information relating to individuals. **Consistent Uses:** The bank is used to store the address of and track contact with individuals and groups. It is used to provide addresses for the mailing of individual and/or mass correspondence such as press release, annual reports and other program-related materials; and supports communications via telephone. It may be used to track public opinion on various issues regarding the programming of the NCC. **Retention and Disposal Standards:** Two years or when superseded. **Related to PR#:** NCC CMER-NP 700 **TBS Registration:** 003920 **Bank Number:** NCC PPU 076

Records of the Members of the Commission and of Committees

Description: Files may contain curricula vitae, letters of recommendation, photographs, Orders-in Council, general correspondence and a record of travel expenses and honoraria. **Class of Individuals:** Professional people. **Purpose:** The purpose of this bank is to maintain a record of all members of the Board of Directors and members of the various corporate and advisory committees within the Commission, and to maintain a record of the communications with these people. **Consistent Uses:** The bank is used to help identify personal skills, abilities and suitability of candidates to serve as members of committees. It is also used to help identify past members of the Board of Directors. **Retention and Disposal Standards:** Records are retained for six years after expiry of terms. **Related to PR#:** NCC EXEC-EX 300 **TBS Registration:** 000800 **Bank Number:** NCC PPU 005

Violation and Enforcement Records

Description: This bank identifies violators and may contain a description of material seized, identification of witnessing officer and any relevant details. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to record particulars of the violation of laws and regulations applicable to NCC land and properties including Gatineau Park. **Consistent Uses:** This bank is used to facilitate the administration of justice within Commission-owned land and properties. **Retention and Disposal Standards:** Case files are retained for twenty years, while the on-going master computer tape is retained for ten years. **Related to PR#:** NCC ECLP-BW 100 **TBS Registration:** 003018 **Bank Number:** NCC PPU 060

Volunteer Data Bank

Description: This bank contains the names, addresses, telephone numbers and basic personal information such as age, sex, and personal preferences of volunteers who have offered to assist in various capacities for NCC projects and events. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to maintain a record of volunteers, their participation in events and their preferences for volunteer activities. **Consistent Uses:** This bank is used to select volunteers for suitable placement in support of NCC projects and events. The bank also may represent a mailing list which could be used to contact volunteers about other NCC activities. **Retention and Disposal Standards:** Two years or when superseded. **Related to PR#:** NCC NP 510 **TBS Registration:** 002196 **Bank Number:** NCC PPU 070

Youth Programs Data Bank

Description: This bank contains information about students (7-12), teachers, and youth (13-18) such as name, address, telephone number, age, school, subjects taught, grades taught, language of instruction, language spoken, student's riding and M.P. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to promote and manage Outreach programs such as the Winter Poster Contest, the "A Capital For All Canadians" kit, Capital Adventures, Capital Quiz (educational resources), Canadian Capital Cities Booklet and the Capital Youth Ambassadors Programs. **Consistent Uses:** This information is used to maintain contact with schools, teachers and students to inform them of activities and changes in these programs. It is used as a mailing list to inform the individuals of other related programs, and to solicit their involvement. **Retention and Disposal Standards:** Two years or when superseded. **Related to PR#:** NCC NP 700 **TBS Registration:** 003022 **Bank Number:** NCC PPU 071

Classes of Personal Information

The National Capital Commission as a whole is involved in activities which tend to generate public response in one form or another. As a result, personal information may be accumulated which is not contained in specific NCC banks listed in this index.

Such personal information may consist of compliments, complaints, suggestions, opinions, proposals, agreements, permits and permissions and may include name, address, telephone number and, in some cases, marital status, age and employment.

This personal information is stored throughout the general subject files and is not normally retrievable by the name of an individual or other personal identifier. It can be located only if specific and sufficient details are provided concerning the event or activity of interest such as: acquisition, development, management, and disposal of properties; planning, construction, maintenance and operation of roads, bridges, parks, pathways and other works; joint projects with municipalities; construction and operation of concessions; grants and subsidies, historical sites and buildings; plans for federal elements in the National Capital Region; public, cultural and recreational activities; tours and services for visitors; promotion of national understanding and awareness of the national capital of Canada; violation of laws and regulations.

The personal information contained in these subject files is retained for the same period of time as the related subject information and is disposed of according to the appropriate subject records schedules.

Manuals

- Commission By-law 93
- Corporate administrative policies and procedures
- Federal and provincial Acts and regulations including the National Capital Act, the National Capital Commission Traffic and Property Regulations, the Leamy Lake Navigation Channel Regulations and fish and games Acts for Ontario and for Quebec
- Internal manuals on design, signs, safety and maintenance
- Municipal codes and by-laws

Additional Information

Please note: Requests made to the National Capital Commission under the Access to Information Act must be accompanied by a \$5.00 cheque or money order made payable to the National Capital Commission.

Requests for further information about the NCC and its various programs and functions may be directed to:

Capital Infocentre
40 Elgin Street
5th Floor
Ottawa, Ontario
K1P 1C7

Corporate Information: (613) 239-5555
Tourist Information: (613) 239-5000
Toll-Free: 1-800-465-1867
Web Site: www.capcan.ca

Library

40 Elgin Street
2nd Floor
Ottawa, Ontario
Tel.: (613) 239-5123

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. It is open from 09:00 to 16:00 hours Monday to Friday, holidays excepted. Its address is:

Library

40 Elgin Street
2nd Floor
Ottawa, Ontario

National Defence

Chapter 90

General Information

Background

The Minister of National Defence has the control and management of the Canadian Forces and all matters relating to National Defence establishments and works for the defence of Canada. The Canadian Forces, besides forming part of National Defence Headquarters, are organized into seven major functional commands and one command with regional responsibilities. The Department is responsible for the administration of the Canadian Forces Superannuation Act, the Defence Services Pensions Continuation Act, the National Defence Act, and the Visiting Forces Act.

Responsibilities

The role and function of the Department of National Defence, and its principal component, the Canadian Forces, have historically been to ensure the security of Canada and to contribute to the maintenance of world peace.

Its basic roles and responsibilities are to supplement and support the civilian authorities in maintaining surveillance and preserving control over and security within the national territory of Canada and areas of Canadian jurisdiction, to assist civilian authorities in the event of emergency or disaster, to provide search and rescue services, and to contribute to national development. To enhance the security of Canada against military threat, the Department co-operates with the United States in the defence of North America, and co-operates in collective defence measures under the North Atlantic Treaty. The Department promotes international stability by contributing to peacekeeping activities in co-operation with other members of the international community, and by providing military training assistance to friendly nations. It controls, manages, and administers all activities of, and provides the services necessary to ensure adequate supply and technical support for, both the Department and the Canadian Forces. It also provides all levels of training for the Canadian Forces. Finally, the Department works to maintain and advance Canadian scientific and technological knowledge and analytical capability in the area of defence.

Legislation

- Aeronautics Act, R.S.C. 1970; for matters therein relating to defence; otherwise, the designated minister is the Minister of Transport

- Canadian Forces Superannuation Act, R.S.C.
- Defence Services Pension Continuation Act, R.S.C. 1970
- National Defence Act, R.S.C. 1970
- Visiting Forces Act, R.S.C. 1970

Organization

Assistant Deputy Minister – Communications and Public Affairs

The Division provides advice and guidance to the minister, deputy minister, chief of defence staff, commanders, and managers on public information and communications matters in support of National Defence and Canadian Forces policies, objectives, programs and activities. It also plans, conducts, and evaluates information programs for groups within and outside the Department; provides the public and media with the maximum amount of information on defence consistent with national and international security; and arranges Canadian Forces participation in exhibitions and displays. The Division maintains a working relationship with communications agencies of federal, provincial, and allied governments.

◆ Directorate of History

Is responsible for the production of official histories of the Canadian Forces. The Directorate collects source documents on Canadian military history, acts as an information centre on the history of the Canadian Forces, and provides historical research facilities.

Assistant Deputy Minister – Finance

◆ Automated Information Services Branch

Responsible for controlling the administration of departmental management consulting services, providing a departmental forms management program, and administering the departmental reports control program. It also controls the administration of automatic data processing support to military commanders and departmental managers by formulating appropriate policies, procedures and plans, as well as conducting evaluations. In addition, the Division directs the analysis and design of departmental information systems.

◆ Financial Services Branch

Responsible for controlling and coordinating the financial administration functions of the Department. This involves ensuring the effective functioning of the

departmental budgetary system, the internal controls over funds and assets, and accounting systems, procedures and practices. It is also responsible for the interpretation and communication of financial policies and procedures, the provision of costing, military pay, superannuation administration and financial services, and the operation of the Department's financial information system.

Assistant Deputy Minister – Materiel

◆ Construction and Properties Branch

Responsible for formulating plans and programs for the design, construction, operation, maintenance, protection, and evaluation of accommodations, fixed facilities and utilities. It implements the approved programs, manages real property and utility services, coordinates the disposal of surplus real property and facilities, formulates related policies, and provides the necessary control and guidance for their application.

◆ Materiel Quality Assurance Division

Responsible for planning and directing departmental quality assurance policies and activities, compiling and publishing Canadian qualified products lists, and maintaining surveillance over defence contractors and departmental manufacture and repair facilities. It looks after quality control and inspection systems, establishes and ensures the implementation of quality assurance standards for the repair, overhaul, modification, and acquisition of new equipment; and ensures the quality of materiel being procured for the Department of National Defence, other government departments, and foreign governments, as required.

◆ Research and Development Branch

Responsible for the formulation and conduct of the departmental research and development program. It participates in the formulation and implementation of departmental policies for research and development activities, controls and directs the operation of the defence research establishments, and ensures that knowledge and application of actual and anticipated advances in science and technology are brought to bear on all departmental functions.

◆ Research and Development Operations Division

Responsible for the planning, control, and operation of research and development in the maritime, land, air and communications elements, and in the field of human performance.

◆ Research and Development Policy Division

Responsible for planning and directing the Department's position on all NATO matters relating to research, development and production of defence equipment. It markets defence equipment and participates in all aspects of national and international marketing activities. This includes costing, evaluating, and obtaining necessary approvals for all departmental commitments in support of defence equipment sales. In addition, the Division coordinates export permits, memoranda of understanding, and metric conversion.

◆ Research and Development Services Division

Exercises control over the administrative functions for those units of the Canadian Forces permanently allocated to the assistant deputy minister materiel, provides administrative support to the defence research establishments, provides documentation and discussion papers for review, administers the departmental inventions and patents program, and coordinates the departmental logistics operations.

◆ Supply Branch

Accountable for the provision of materiel for the Canadian Forces.

◆ Transportation Division

Responsible for the provision of transportation and postal services. This includes planning, programming, and managing the actual provision of these services, and managing the Department's vehicle accident prevention program.

◆ Weapons Systems and Equipment Engineering and Maintenance Branch

Responsible for providing all aspects of design, engineering, maintenance, and standardization service for all weapons systems, support systems, and related equipment for the Canadian Forces. These functions are carried out by project managers and life cycle materiel managers organized in maritime, aerospace, land and communications, electronics engineering, and maintenance divisions. It is responsible for providing and managing ammunition design engineering, maintenance, storage, explosive safety, and disposal services for the Department. In addition, it develops and recommends ammunition-related policies and programs, and provides guidance and coordination for their implementation.

Assistant Deputy Minister – Personnel

◆ Chaplain General Protestant Division

Responsible for upholding and fostering spiritual values and pastoral care of Protestant Canadian Forces personnel and dependants. This includes the implementation of ecclesiastical and military policy as it affects the ministry of chaplains; administration of chapel-oriented programs that provide a comprehensive pastoral ministry; development of lay participation and leadership; administration of all religious activities, including those involving chaplain service with the reserves and cadets; and the maintenance of a close working relationship with the Canadian Council of Churches, through its committee on chaplain service in the forces and various civilian committees concerned with sponsorship of Protestant chapel stewardship projects.

◆ Chaplain General Roman Catholic Division

Responsible for upholding and fostering spiritual values and the pastoral care of Catholic service personnel and dependants. This includes recommending and implementing ecclesiastical and military policy as it affects the ministry of chaplains, and administering programs that provide a comprehensive pastoral ministry to meet the needs of service personnel and their dependants. In ecclesiastical matters, the Chaplain General is responsible to the Roman Catholic military vicar of the Canadian Forces.

◆ Civilian Personnel Services Division

Responsible for developing policies and plans and implementing programs for the recruitment, promotion, transfer, training and development, career management, and lay-offs of departmental civilian employees. It implements and maintains a complete departmental civilian personnel administrative service, represents the Department in the development of government-wide policies and programs in all of these personnel areas, and provides advice to senior military and civilian officials on personnel administration matters. The Division also plans, coordinates and advises on the Affirmative Action Program.

◆ Classification Division

Responsible for the administration and application of the classification system for all Department civilian employees. In addition, the Division handles employees' classification grievances, audits regional classification offices, and develops policies, directives, methods and procedures.

◆ Compensation and Benefits Division

Responsible for planning and directing the development of policies and programs for military and civilian compensation, allowances, and personal benefits for

personnel employed in a wide variety of environments who require special compensation plans and practices specific to the Department's requirements and equitable with outside compensation policies.

◆ Dental Services Division

Responsible for formulating dental policies, plans, and programs to ensure the dental health of all members of the Canadian Forces and, in certain areas, their dependants and other civilians. This includes providing treatment, accommodation, equipment and supplies; preparing the budget; coordinating command and dental unit resource allocations for the provision of dental services; determining both the professional and technical training standards and requirements for dental personnel; maintaining liaison; and representing the Canadian Forces to dental services of other nations, federal and provincial dental associations, and educational agencies in Canada.

◆ Dependants Education Programs Division

Responsible for developing policy on, and administering, organizing, constructing, equipping, and operating the National Defence Dependants school system. This includes teacher establishments and salary agreements; the attendance of children at municipal schools on payment of school fees; and the payment of education allowances, under Privy Council authority or the Military Foreign Service Regulations, 1979, for children of members of the Canadian Forces serving in Canada and abroad.

◆ Manpower Utilization Division

Responsible for developing personnel policies and systems through which departmental objectives, both present and forecast, are translated into statements of manpower requirements. It ensures that personnel requirements, establishments, and actual strengths are in accordance with approved policies and budgets; allocates military manpower resources within staffing priorities to fill established positions; and prepares and controls annual personnel estimates for military and civilian personnel pay, allowances, salaries, wages, and pension contributions required by the Department. In addition, the Department forecasts and controls military posting and removal expenses and is responsible for determining the occupational analysis requirements for the Canadian Forces.

◆ Official Languages Division

Responsible for the development of all departmental official languages policies, both military and civilian, while ensuring that they are in accordance with the Official Languages Act, government policies, and departmental requirements. This includes evaluating, monitoring, and amending existing policies; and

formulating, when necessary, new directives on terminology, translation, language training programs, and testing. In addition, the Division identifies the language requirements of all civilian positions, maintains an automated information system on civilian personnel, and schedules their language training.

◆ **Personnel Careers and Senior Appointments Branch**

Responsible for controlling and administering the assignments and career progression of military personnel who have completed basic training; developing, implementing, and interpreting personnel management policies; selecting personnel for career development and academic upgrading; and administering honorary military appointments.

◆ **Personnel Coordination and Administrative Services Division**

Responsible for the administrative functions of the departmental personnel management information systems. It investigates and replies to personnel enquiries and complaints, including those under the provisions of the Canadian Human Rights Act; publishes newsletters for both military and civilian personnel; and provides records management services for personnel and fatal casualties records.

◆ **Personnel Development Branch**

Responsible for developing personnel policies, for officer training and education, and for conducting research in these areas. The Branch is also responsible for the effective overview and administration of special research, planning, and development studies.

◆ **Personnel Services Branch**

Responsible for developing and implementing policies on physical education programs for military personnel and for recreation activities for Canadian Forces members, their dependants, and resident Department civilian employees. The Branch administers all non-public fund operations, programs, activities, and the Canadian Forces Exchange System (CANEX). It determines military standards of dress, drill and ceremonial. The Branch also monitors conditions of service as experienced by service members and their dependants, operates the National Defence Dependants school system, and plans and advises on matters concerning the employment of women in the Forces.

◆ **Recruiting, Education and Training Division**

Responsible for the development and implementation of policy with regard to Regular Force recruiting and selection, and individual training and education of military and civilian members of the Department.

◆ **Surgeon General Branch**

Responsible for the organization and administration of the Canadian Forces medical services to conserve military manpower and provide medical support for military operations. This includes the development, review, and evaluation of medical policies, plans and programs relating to operational commitments; therapeutic medicine; preventive medicine; social development services; training and staffing of medical, nursing and medical associate officers, and medical trades personnel; pharmaceutical and financial services; the design and maintenance of medical facilities; and the negotiation of medical agreements with other government departments, civilian hospitals, and affiliated universities in support of Canadian Forces requirements.

Assistant Deputy Minister – Policy

◆ **Chief Review Services Branch**

The Branch provides departmental advice and functional authority on review matters. It is responsible and accountable for the planning and conduct at the National Defence Headquarters (NDHQ) level of program evaluations, internal audits, and military reviews of all aspects of departmental and military operations and activities. It also provides independent, objective reports on the effectiveness, efficiency and economy of the Department of National Defence and the Canadian Forces.

◆ **Defence Program Branch**

Develops and maintains the defence program management systems, controls and reviews the defence services program, analyzes options to meet the Department's capability goals, reviews and guides the management of major projects, and prepares the defence services program forecast.

◆ **Operational Research and Analysis Branch**

Directs the operational research and systems analysis program, and is responsible for the maintenance of scientific quality and support of financial research elements.

◆ **Organization and Manpower Division**

Responsible for generating departmental organizational policy, procedures, structures, changes, and orders; and for identifying current and future military and civilian manpower requirements with the Department. It also controls military rank and occupational code structures, develops and maintains the official position list of continuing civilian employees, controls the casual person-year allocation, develops and maintains manpower scales and standards, manages the on-site

manpower evaluation program, and produces and maintains unit establishment documents.

◆ **Policy Coordination Division**

Effects liaison with Cabinet through the Privy Council Office, monitors departmental policy and conducts relations with Parliament.

◆ **Policy Planning Branch**

Responsible for originating and advising on policy matters, evaluating strategic developments, developing defence policy proposals (including defence objectives) and guidance for the planning of defence capabilities, and coordinating policy planning with external agencies, NATO in particular.

Chief Review Services Branch

The Branch provides departmental advice and functional authority on review matters. It is responsible and accountable for the planning and conduct at the National Defence Headquarters (NDHQ) level of program evaluations, internal audits, and military reviews of all aspects of departmental and military operations and activities. It also provides independent, objective reports on the effectiveness, efficiency and economy of the Department of National Defence and the Canadian Forces.

Communications Security Establishment

Deputy Chief of the Defence Staff

◆ **Air Doctrine and Operations Branch**

Responsible for all air force matters, including the type of air force that is required and how it should be used, equipped, and trained to meet established departmental objectives. This branch also advises on air reserve employment and training policy, and provides representation to meet national and international liaison and representational requirements.

◆ **Emergency Preparedness Canada**

Emergency Preparedness Canada is the federal agency responsible for coordinating the emergency planning and response of the Government of Canada for peacetime and wartime emergency situations.

◆ **Executive Secretariat Division**

The Division is responsible for providing and managing administrative services to ensure the effective functioning of the Department in general, and National Defence headquarters in particular. This includes providing departmental administrative support such as library

services, records management services, personnel identification services, and National Defence headquarters accommodation management services. The Division also provides departmental policy coordination and review, and secretarial support for senior management meetings. The director general of this division is the corporate secretary for the Department of National Defence.

◆ **Land Doctrine and Operations Branch**

Responsible for army future force development, doctrine (material taught), force structuring, operational training and planning, equipment requirements, and scaling of equipment.

◆ **Maritime Doctrine and Operations Branch**

Responsible for the development of maritime policy and doctrine relating to force structure, capability requirements, equipment requirements, contingency plans, operational employment, resource management, staffing, training standards, and training and employment policy related to the naval reserve.

◆ **Military Communications and Electronics Division**

Responsible for providing communications and electronics support to National Defence by directing or coordinating all military communications and electronics matters. This includes coordinating communications for exercises and operations, communications security, communications plans and requirements, the management of radio frequencies, coordination of international military communications matters, and electronic warfare.

◆ **Military Engineering Operations Division**

Acts as principal adviser on all military engineering and cartographic matters for both Regular and Reserve Forces. This includes training standards, policy, and doctrine for the employment of military engineering and cartographic units. The Division also provides operational information, advice, and guidance for the military engineering and cartography portion of the departmental force structuring, operational planning, training, and resource management processes. In addition, it meets national and international liaison and representational requirements.

◆ **Military Plans and Operations Coordination Division**

Aligns military (sea, land, and air) operations and plans so that they are mutually supporting and centrally controlled. The Director General, Military Plans and Operations applies a National Defence Headquarters overview to current national concerns in planning for

war and peacetime emergencies. As well, the Division acts as a focal point for operational training and activity planning by assigning and monitoring operations of the Canadian Forces and coordinating Canadian Forces activities on standardization agreements and equipment requirements for nuclear, chemical, and biological defence operations.

◆ National Search and Rescue Secretariat

The Secretariat is an independent body outside the line authority of the Department that has as its central focus the coordination of the national search and rescue program in Canada.

◆ Office of the Judge Advocate General

The Office provides legal advice to the Department and the Canadian Forces and oversees a system of courts and justice applicable to all members of the Canadian Forces and to civilians subject to the code of service discipline under section 55 of the National Defence Act. The Office also administers and settles damage and injury claims by and against the Department; administers the service estates of all deceased members of the Canadian Forces; and administers the Service Pension Board.

◆ Reserves and Cadets Division

Responsible for advising on policy, training standards, and doctrine for the employment of Reserve Force sub-components; operational information; structuring and development; operational training; equipment acquisition; and the implementation of National Defence Headquarters reserve policy. The Division also provides advice on departmental support to cadet programs sponsored by the navy, army, and air cadet leagues.

Directorate of Military History

Executive Secretariat Division

Judge Advocate General

Vice Chief of the Defence Staff

◆ Flight Safety Directorate

Makes recommendations and develops programs that will result in the prevention of accidental losses of aviation resources. This function includes identifying hazardous areas of Canadian Forces air operations and support functions, developing and monitoring the flight safety program, reviewing aircraft occurrences for trend analysis, providing educational information, participating in the development of new aviation resources, conducting flight safety surveys at civil contractor facilities, and exchanging flight safety information

with other military and civilian agencies for accident prevention purposes.

◆ General Safety Directorate

Responsible for overall development, coordination, and administration of the Department's general safety program and for advising on general safety accident experience, risk and loss control management, and occupational health policy.

◆ Infrastructure Planning and Coordination Directorate

Responsible for coordinating base planning activities within the Department. It prepares base planning guidelines, monitors the implementation of a base development plan, plans for joint use and occupancy of Canadian Forces bases by civil authorities and foreign military powers, provides advice to other staff agencies on base planning matters, and coordinates civil use of military airfields.

◆ Military Intelligence and Security Branch

Develops policies and plans for the management of National Defence intelligence and security resources, and produces and disseminates timely defence intelligence. It controls the activities of Canadian Forces attachés and advisers, is the point of contact for foreign military attachés and advisers accredited to Canada, and provides security services to the Department.

Information Holdings

Program Records

Assistant Deputy Minister – Communications and Public Affairs

Exhibitions and Displays

Description: Information on Department and Canadian Forces participation in national and international exhibitions, air shows, mobile theatres, and Armed Forces Day. **Program Record Number:** DND ISD 060

Information Services

Description: This class covers aspects of information and public affairs activities. **Topics:** Policy; biographies; news releases; press clippings; radio and television; films; photographs; information programs; media visits; ceremonies and celebrations; Armed Forces Day; and national and international public relations activities; as well as administration and general files. **Program Record Number:** DND ISD 065

Military History Document Collections

Description: Information on almost all activities of the Canadian Forces from the early twentieth century to recent times. Beginning dates vary from the turn of the century to the Second World War. **Access:** Subject and accession number, source, author, or title. **Program Record Number:** DND DMH 075

Assistant Deputy Minister – Finance

Automated Data Processing

Description: Information on automated data processing standards, base automated data processing program, logistic services, and systems applications. **Program Record Number:** DND MSD 780

Finance and Accounting

Description: Files on the overall financial administration of the Department. **Topics:** Accounting; allotments; financial arrangements and agreement; costing; administration of pay and allowances; and write-offs. **Program Record Number:** DND FSB 765

Integrated Automatic Data Processing System

Description: Information on the system, and files on policy and planning. **Program Record Number:** DND MSD 790

Management Information Systems (Design and Analysis)

Description: Automated management information systems. **Topics:** Automated data processing – general; Annual Automated Data Processing Report and Plan; the personnel management information system; the organization and management of management information systems; the technical services of management information systems; and analysis and design of management information systems. **Program Record Number:** DND MSD 785

Management Services

Description: Information on management consulting services, projects and scales and standards program studies. **Topics:** Management consulting services project reports; scales and standards studies; and advisory services. **Access:** Fiscal year, file number, title of report, client. **Program Record Number:** DND MSD 775

Assistant Deputy Minister – Materiel

Accidents – Explosives

Description: Information on accidents and explosive hazards at the Department of National Defence. **Topics:** Accidents – explosives safety; shipboard magazines – explosive hazards; and accident reports. **Program Record Number:** DND WEE 695

Ammunition and Explosives

Description: Information on ammunition and explosives of all calibers, land mines, torpedoes, missiles, pyrotechnics, demolition materials, fuses, design, modification, and storage. **Topics:** Design engineering; maintenance; storage; explosive safety; disposal; technical information; and ammunition restrictions. **Program Record Number:** DND WEE 700

Applied Research

Description: Information on applied research and technology base activities and projects. **Topics:** Military college grants; defence science contracting; surveillance and remote control sensing; and laser technology. **Program Record Number:** DND RDB 725

Canadian Forces Mobile Support Equipment Safety Program

Description: Information on the administration of the Canadian Forces mobile support equipment safety program. **Topics:** Reports, returns and statistics; and competitions and awards. **Program Record Number:** DND TRD 690

Communications – Electronics Systems and Equipment (Engineering and Maintenance)

Description: Correspondence, reports, scaling, and technical information on communications – electronics systems. **Topics:** Telephone and telegraph; teletype and facsimile; radio and television; radio navigation; intercommunication and public address; radar; underwater sound equipment; also components and connectors. **Program Record Number:** DND WEE 660

Construction Engineering

Description: Information on the acquisition, disposal, utilization, and management of real property or interest therein; design and construction of works projects; the maintenance of works and buildings; utilities services; and similar functions within the Department of National Defence. **Topics:** Accommodation; airfields; construction and maintenance; fire prevention; grounds maintenance; heating systems; janitorial services; natural resources management; real property management; acquisition of works and buildings; lettings; disposal; research and development; sanitation services; and utilities. **Program Record Number:** DND CPB 710

Environmental Protection and Pollution Control

Description: Information on environmental protection and pollution control within the Department of National Defence. **Topics:** Air, solid waste disposal, and toxic hazardous waste disposal pollution control; and environmental assessment and review. **Program Record Number:** DND CPB 715

Equipment and Supplies

Description: Correspondence files on various stages of acquisition, life of, and disposal of equipment and supplies. **Topics:** Cataloguing and identification; contract demands; disposal; initial provisioning; issues from and restocking; local purchases; packing, packaging and preservation; recovery, recuperation and salvaging; replacement program; sales, transfers and free issues; scales and tables – Canadian Forces scales; spare parts; stocktaking and inventories; storage and warehousing; supply and demand; and surplus and excess stores. **Program Record Number:** DND SUB 670

Equipment and Supplies (Engineering and Maintenance)

Description: Information pertaining to equipment and supplies being considered for acquisition, in the course of acquisition, or in service within the Canadian Forces. **Topics:** Defects and failures; design and engineering changes; drawings and specifications; maintenance techniques; and modifications and alterations. **Access:** Subject, equipment name, contract number, catalogue number. **Program Record Number:** DND WEE 645

Equipment and Supplies – Military Assistance Program

Description: Information on the military assistance program. **Topics:** Policy; general; Turkish T33 aid program; and Portuguese aid program. **Access:** By country and subject. **Program Record Number:** DND RDP 760

Equipment and Supplies – Research and Development

Description: Research and development information on equipment and supplies requested by the Department. **Topics:** Research requirements of the Canadian Forces; industrial research and development; and bilateral arrangements for research and development with other countries. **Program Record Number:** DND RDB 730

Exports and Imports

Description: Information on Department of National Defence export permits. **Topics:** Policy; applications for export; intelligence and security implications; and reports of export permits. **Program Record Number:** DND RDP 750

Food Services

Description: Information on the provision of food services in the Canadian Forces. **Topics:** General; staff visits; and unit returns. **Program Record Number:** DND SUB 675

Inventions and Patents

Description: Information on departmental policies on patent administration. **Topics:** Inventions and patents; inventions submitted to the Department; patent

applications referred to the Department; patent opinions, validity and infringement; trade mark matters; copyright matters; design matters; and inventions arising from Department contracts. **Program Record Number:** DND RSD 740

Logistics Operations

Description: Information on logistic contingency plans and procedures and coordination of logistics aspects of operations. **Topics:** Logistics operations – national and international, logistic policy and doctrine, and logistic systems evaluation. **Program Record Number:** DND RSD 745

Machinery, Vehicles, Engines (Engineering and Maintenance)

Description: Correspondence, instructions and technical information on cataloguing and identification, defects, maintenance, repair, and overhaul, and supply and demand. **Topics:** Ship and boat propulsion components; deck machinery; passenger motor vehicles; trucks and truck tractors (wheeled), by type; trailers; combat, assault and tactical vehicles (tracked); engines by type and application; and turbines by type and application. **Access:** Class of main system and type. **Program Record Number:** DND WEE 655

Metric System

Description: Information on metric conversion at the Department of National Defence. **Topics:** Politic; general **Program Record Number:** DND RDP 755

Military Clothing and Personal Equipment

Description: Correspondence, reports, scaling, and technical information on military clothing and personal equipment. **Topics:** Flags and pennants; clothing – individual equipment and insignia; outerwear – men's, women's; clothing, special purpose; underwear – men's, women's; footwear – men's, women's; hosiery; and badges and insignia. **Program Record Number:** DND WEE 665

National Defence Publications – Production and Distribution

Description: Information on documentation and drawing services (including the design production and management of the Department's publications). **Program Record Number:** DND RSD 735

Postal Services

Description: Information on the Canadian Forces postal service. **Topics:** Handling of mail; regulations; postal inspections; special arrangements; and financial operations. **Program Record Number:** DND TRD 685

Technical Co-operation Program

Description: Information on co-operation in research and development with defence departments in

Australia, New Zealand, Britain and the United States. **Topics:** Guided missiles; undersea warfare technology; electronic devices; military space research; nuclear weapons defence; and behavioral sciences. **Program Record Number:** DND RDB 720

Transportation – General

Description: Information on the Department's transportation services. **Topics:** Material; personnel; programming and requirements; rates and tariffs; reports and returns; special flights; systems development; and vehicles. **Program Record Number:** DND TRD 680

Weapons and Systems (Engineering and Maintenance)

Description: Correspondence, instructions, and technical descriptions on weapon systems and primary equipment platforms of maritime and air elements, and guns, missiles, and launchers for all environments. **Topics:** Guns by type; launchers; fire control systems; aircraft by type; ships by class and name; and guided missiles. **Program Record Number:** DND WEE 650

Assistant Deputy Minister – Personnel

Amenities – Canadian Forces

Description: Information on the Canadian Forces amenity programs. **Topics:** Policy; books, magazines, and newspapers; entertainment films; live shows; radio and television; spirits, wine and beer; and tobacco and cigarettes. **Program Record Number:** DND PSB 390

Appointments

Description: Information dealing with military appointments. **Topics:** Senior appointments; aides-de-camp; commanders; colonel commandants; colonel of the regiment; and honorary. **Program Record Number:** DND DOC 430

Badges and Insignia

Description: Information dealing with the badges and insignia of the Canadian Forces. **Topics:** Badges and insignia for Canadian Forces; commands; units; branches; ranks; and qualification. **Program Record Number:** DND DOC 410

Bands

Description: Information dealing with bands of the Canadian Forces. **Topics:** Policy; music and songs; regimental marches and calls; organization; and participation in ceremonies. **Program Record Number:** DND DOC 435

Battle Honours

Description: Information dealing with battle honours. **Program Record Number:** DND DOC 415

Canadian Forces Personnel Newsletter

Description: Information on the production, distribution, and subjects in the newsletter. **Topics:** Dissemination of information on Canadian Forces personnel matters; letters to the editors; and production and distribution. **Program Record Number:** DND PCA 615

Canadian Forces Physical Education and Recreation

Description: Information on the Canadian Forces physical education and recreation programs. **Topics:** Policy; physical education and recreation – sports; and sports competitions and championships – national and international. **Program Record Number:** DND PSB 395

Canadian Human Rights Act

Description: Policy, guideline, and correspondence files on the relationship between the Canadian Human Rights Act and present and former military personnel or civilian employees of the Department of National Defence. **Program Record Number:** DND PCA 605

Careers

Description: Information dealing with career matters of Canadian Forces personnel. **Topics:** Careers, officers; career development program, other ranks; and careers, men. **Program Record Number:** DND CSA 520

Ceremonies, Celebrations

Description: Information dealing with participation, by the Department of National Defence, in ceremonies and celebrations. **Topics:** Ceremonies and celebrations; centennials; and observance of special days. **Program Record Number:** DND DOC 420

Chaplain Services – Protestant

Description: Information on chapel and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants. **Topics:** Protestant denominations; religious administrations; moral and religious training; chapel offerings; stewardship; and Sunday school mission project. **Program Record Number:** DND CGP 470

Chaplain Services – Roman Catholic

Description: Information on church and religious activities conducted for, or on behalf of, Canadian Forces personnel and their dependants. **Topics:** Chancery activities, religious services, religious training, parish organization and administration, pastoral activities, liturgy, religious education, vocations, moral

issues, schools, chapels, ecclesiastical equipment, pilgrimages, ecclesiastical terms of reference command, base and officiating chaplains, ecclesiastical monthly reports, and ecumenism. **Program Record Number:** DND CRC 485

Chaplain Training – Protestant

Description: Information on training conducted to increase the effectiveness of chaplains and lay leaders in their ministry to Canadian Forces personnel and their dependants. **Topics:** Advanced chaplain courses; refresher courses; professional training including lay leadership and post-graduate studies; reserve chaplain courses; and junior and middle management courses. **Program Record Number:** DND CGP 475

Chaplain Training – Roman Catholic

Description: Information on the training of chaplains and seminarians to perform religious activities on behalf of Canadian Forces personnel and their dependants. **Topics:** Military training; indoctrination courses; special courses; orientation courses; and reserve officer training. **Program Record Number:** DND CRC 480

Civilian Personnel – Employee Training

Description: General guidelines and correspondence files on civilian training within the Canadian Forces. **Topics:** Employee training and development; apprenticeship training; training agreements; annual training and development review reporting; and civilian training study. **Program Record Number:** DND RET 380

Civilian Personnel Services

Description: Information on the administration of the Department's civilian personnel activities. **Topics:** General information; general administration; financial administration; staffing; classification; compensation and benefits; staff relations; superannuation; human resources (planning and training); forms and records; career development; casual labour program; collective bargaining courses; industrial relations and compensation; management trainee program; and manpower. **Program Record Number:** DND CPS 600

Classification Revision Program

Description: General correspondence and document files on the classification audit program. **Topics:** The revision of classification standards and internal classification studies; the Classification Policy Manual; monthly classification activity reports; classification of civilian personnel positions in the Canadian Forces Europe; classification grievances; and the classification audit program. **Program Record Number:** DND CLD 590

Colours, Flags

Description: Information dealing with colours and flags. **Topics:** Flags; pennants; colours; devices; and accessories. **Program Record Number:** DND DOC 425

Dental Treatment Services

Description: Information on policy and statistics, and general information on provision of dental care in the Canadian Forces dental services. **Topics:** General policies; entitlement to dental treatment of military and civilian personnel; dental care delivery system; reports and returns; statistical analysis of treatment programs; research and development; and dental treatment accounts and costing. **Program Record Number:** DND DSD 505

Documentation and Records

Description: Information on the requirement for documentation and records for Canadian Forces personnel. **Topics:** Records of service; documents; trade qualification records; statement of ordinary residence; release documentation; certificates; personal documents required for records and pension purposes; and unit employment records. **Access:** See also banks DND PPE 837 and DND PPE 838 in the Personal Information Index. **Program Record Number:** DND PCA 630

Documentation and Records – Medical

Description: Information dealing with medical documentation and records, and their release. **Topics:** Medical dental records. **Access:** See also bank DND PPE 810 in the Personal Information Index. **Program Record Number:** DND SGB 490

Dress Instructions

Description: Information on dress regulations and clothing requirements in the Canadian Forces. **Topics:** Ceremonial; environmental; women personnel; design; officers; other ranks; and special purpose. **Program Record Number:** DND DOC 440

Education of Children of Members of the Canadian Forces

Description: Information on the provision of education and facilities at the elementary and secondary levels within Canada and abroad. **Topics:** Overseas (schools); teachers' recruitment and nomination (overseas schools); financial; reports and statistics; non-resident school fees (Canada); and teachers' salaries (in Canada). **Program Record Number:** DND DEP 465

Employment

Description: Information on the employment of personnel in the Canadian Forces. **Topics:** Military employment of personnel resources; and military reserves employment. **Program Record Number:** DND MUD 565

Engagement and Re-engagement

Description: Information dealing with engagement and re-engagement of Canadian Forces personnel. **Topics:** Policy; extension of service; vested rights; and liability to serve. **Program Record Number:** DND CSA 525

Enrolment and Recruiting

Description: Information dealing with enrolment and recruiting within the Canadian Forces. **Topics:** Recruiting advertising; enrolment enquiries for Canadians, aliens, and officer applicants, and for regular officer training plan; enrolment applications for officer candidate training plan and for females. **Program Record Number:** DND RET 375

Exchanges, Loans and Secondments

Description: Information on the administration of personnel exchanges, loans, and secondments. **Topics:** United Nations; Commonwealth nations; allied nations; and other government departments. **Program Record Number:** DND MUD 570

Financial Benefits – Pay and Allowances

Description: Information on policies and programs for military compensation, allowances, and personnel benefits, as related to comparable benefits available to the Public Service. **Topics:** Pension deductions; contributions and deferred pay; pay allotments and remittances; fines; forfeitures and deductions; transportation and travelling expenses; and miscellaneous entitlements and grants. **Program Record Number:** DND CBD 460

Honours and Awards

Description: Information on honours and awards. **Topics:** Honours; awards; citations; commendations; medals; and decorations. **Program Record Number:** DND DOC 445

Industrial Relations and Compensation

Description: Information on military compensation and benefits in relation to comparable benefits available outside the military. **Program Record Number:** DND CBD 455

Language Training

Description: Information on language training in the Department. **Program Record Number:** DND OLD 640

Manpower

Description: Information on manpower programming. **Topics:** Strength and attrition forecasts – officer training plans; men; enrolment program; financial control program; computer support manning programs; ceilings; manpower requirements (civilian and military); and manning priorities. **Program Record Number:** DND MUD 575

Medical Services

Description: Files contain more detailed expansion of the policy, guidelines and procedures as outlined in medical orders, plus correspondence on medical care and treatment. **Topics:** Medical plans and services; anatomy and physiology; medical care and attendance; bacteriology; blood and blood derivatives; cardiology; diseases and conditions; diseases and conditions – tuberculosis, venereal diseases; employment of civilian doctors and nurses; examinations and standards; hearing; human resources and military psychology; hygiene and sanitation; hygiene and sanitation – industrial, pest control; laboratory services; medicine; medicine – aviation, nuclear, bacteriological and chemical warfare, submarine, climatic, diving; nutrition; psychiatry; medical publications; radiation selection and protection; radiology; reports, returns and statistics; research; surgery; and vision. **Program Record Number:** DND SGB 495

Medical, Dental and Veterinary Equipment and Supplies

Description: Information on the cataloguing, purchasing, storage, disposal, and quality control of medical, dental, and veterinary equipment and supplies. **Topics:** Medical, dental and veterinary equipment and supplies; drugs, biologicals, and official reagents; medicated cosmetics and toiletries; surgical dressing materials; medical and surgical instruments and supplies; dental instruments, equipment, and supplies; X-ray equipment and supplies – medical, dental, and veterinary; hospital furniture, equipment, utensils, and supplies; hospital and surgical clothing and textile special-purpose items; optician's instruments, equipment, and supplies; medical sets, kits, and outfits; instruments and laboratory equipment. **Program Record Number:** DND SGB 500

National Defence Public Service Communiqué

Description: Information on the production, distribution, and subjects in the Communiqué. **Topics:** Dissemination of information on civilian personnel matters; letters to the editor; and production and distribution. **Program Record Number:** DND PCA 620

Non-Commissioned Members

Description: Information on ranks and rank structure of the Canadian Forces. **Topics:** Ranks, general; ranks, qualifying examinations; and rank structure. **Program Record Number:** DND CSA 535

Non-Public Funds – Canadian Forces

Description: Information on Canadian Forces non-public funds. **Topics:** Canadian Forces central funds; benevolent – welfare – trust and assistance funds; and public support to non-public funds. **Program Record Number:** DND PSB 400

Officer Classification Structure

Description: Information on the officer classification structure. **Topics:** Environment (land, sea, and air); revenues; and classification specifications. **Access:** Military occupation code (MOC) numbers. **Program Record Number:** DND MUD 560

Officer Development

Description: Information on officer development, education, training, and commissioning requirements. **Topics:** Officer professional development program; the granting of degrees; post commissioning – general; entry and initial training; staff courses – general; and staff college training requirements. **Program Record Number:** DND PDB 365

Officer Production

Description: Information on the policies and procedures for the production of officers. **Topics:** Regular officer training plan; officer candidate training plan; and the admission of women to military colleges. **Program Record Number:** DND PDB 350

Official Languages

Description: Information on the administration of the Department's official language plans. **Topics:** Official languages; civilian requirements; military requirements; and departmental official language plan. **Program Record Number:** DND OLD 635

Personnel Dental Records

Description: Dental fitness and treatment records. **Topics:** Assessment of dental fitness; condition on enrolment; record of dental conditions and past dental treatment; brief medical questionnaire. **Access:** Files arranged by name, rank and social insurance number. See also bank DND PPE 811 in the Personal Information Index. **Program Record Number:** DND DSD 510

Personnel Insurance

Description: Information on policies and procedures for hospital and medical benefits to dependants of military personnel. **Topics:** Hospital and medical; medicare; service income security insurance plan; etc. **Program Record Number:** DND CBD 450

Personnel Management Information Systems

Description: Information on the personnel management information systems. **Topics:** Policy; automated system design, development, evaluation, and modifications; sub-systems; system input; data elements and codes, military occupation and speciality qualifications; system output; quality control; personnel management and personnel-related information systems; training management information system; and long-term personnel information project. **Program Record Number:** DND PCA 625

Personnel Selection

Description: Information on personnel selection policies and standards. **Topics:** Personnel selection policies and standards; research and development of standards for selection of personnel; second career assistance network; attitude surveys; leadership assessments; non-commissioned officer selection; and commissioning plans selection standards. **Program Record Number:** DND PDB 355

Personnel Studies

Description: Studies on personnel development research. **Topics:** Various departmental studies on personnel (civilian and military) such as premature release, aircrew – future requirement (1976), and others. **Program Record Number:** DND PDB 360

Position Classification

Description: Files on job descriptions, organizational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings. **Program Record Number:** DND CLD 595

Postings

Description: Information on postings and transfers of Canadian Forces personnel. **Topics:** Policy; postings, officers; postings, other ranks; posting orders and instructions; and postings, temporary duty to courses. **Program Record Number:** DND CSA 515

Promotions

Description: Information on promotions of Canadian Forces personnel. **Topics:** Promotions, officers; and promotions, other ranks. **Program Record Number:** DND CSA 530

Qualifications

Description: Information on the qualifications of officers and other ranks. **Topics:** Qualifications; requirements; officers and other ranks. **Access:** Military occupation code (MOC) numbers. **Program Record Number:** DND MUD 580

Releases

Description: Information on releases of Canadian Forces personnel. **Topics:** Policy; officers; and other ranks. **Program Record Number:** DND CSA 540

Remustering of Tradesmen

Description: Information on the remustering of Canadian Forces personnel. **Program Record Number:** DND CSA 545

Retirement

Description: Information on retirement of Canadian Forces personnel. **Topics:** Policy; premature retirement; and compulsory retirement. **Program Record Number:** DND CSA 550

Service Personnel – Occupational Analysis

Description: Information on miscellaneous aspects of service personnel activities. **Topics:** Officers; and other ranks. **Access:** Military occupation code (MOC) numbers. **Program Record Number:** DND MUD 555

Trade Evaluation and Structure

Description: Information on trade evaluation structure and specifications. **Access:** Files arranged by military occupation code (MOC) numbers. **Program Record Number:** DND MUD 585

Training – General

Description: Information on policy guidelines for coordinating training development activities in the Canadian Forces. **Topics:** Basic training; courses in-service; courses out-service; management training; post-graduate training; and training technology. **Program Record Number:** DND RET 370

Welfare

Description: Information dealing with the Canadian Forces Welfare Program and Services. **Topics:** Financial counselling, and social work services. **Program Record Number:** DND PSB 405

Assistant Deputy Minister – Policy

Defence Programming

Description: Information on the planning, programming, budgeting, and managing of the defence services program. **Topics:** The control and identification of all defence activities. **Program Record Number:** DND DPB 125

Establishment and Official Position List

Description: Policy guidance, procedures, and correspondence files dealing with Canadian Forces establishments and the civilian official position list. **Topics:** Canadian Forces establishments (monthly and quarterly establishment recapitulations); civilian official position list; on-site manpower evaluation reports. **Program Record Number:** DND OMD 160

Forecasts of Expenditures

Description: Information on government expenditures and the expenditure management system. **Topics:** Forecasts of expenditures for all defence services program activities. **Program Record Number:** DND DPB 130

Manpower Standards

Description: Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria. **Topics:** Manpower standards and establishment criteria. **Program Record Number:** DND OMD 165

NATO

Description: Information on the North Atlantic Treaty Organization. **Topics:** NATO agreement; NATO committees; NATO defence measures and plans; NATO mutual aid; NATO organization and establishment; and NATO defence review. **Program Record Number:** DND PPB 145

Operational Research and Analysis

Description: Correspondence files on the preparation of programs, war game rules and techniques, concepts of operation, and strategic studies. **Topics:** Operational research – land, maritime, air; and research analysis of logistics, manpower, mathematics, and statistics (social, economic, and strategic. **Program Record Number:** DND ORA 150

Organization

Description: Information on departmental organization structure and Canadian Forces Organization Orders. **Topics:** Organization policy and procedures; Canadian Forces Organization Orders; and unit identification codes. **Program Record Number:** DND OMD 155

Policy Planning with External Agencies (Canadian and Foreign)

Description: Information on the integration of all external (international) operations conducted by government, and liaison with foreign agencies regarding UN operations. **Topics:** Integration of government external operations; United Nations; policy; peacekeeping; and International Peace Academy. **Program Record Number:** DND PPB 140

Strategic Assessment

Description: The Department of National Defence strategic assessment files dealing with the study of international political, economic, and military events and trends. **Program Record Number:** DND PPB 135

Chief Review Services Branch

Auditing

Description: Correspondence on departmental auditing programs. **Topics:** Limited dividend housing; progress reports; special investigations; functional audit program; professional practices; and systems development reviews. **Program Record Number:** DND FSB 770

Deputy Chief of the Defence Staff

Air Defence

Description: Information on air defence as it applies to North America. **Topics:** Movement of aircraft; detection and tracking; and deployment of aircraft. **Program Record Number:** DND ADO 230

Air Doctrine and Operations

Description: Information on various modes of employment of air vehicles in both the combat and support role. **Topics:** Aerial, tactical and reconnaissance operations; flying rates; ejection; bail-out and parachuting procedures; and doctrine development. **Program Record Number:** DND ADO 235

Air Regulations – Infractions

Description: Information on security identification zones, air regulations in general, and investigation of infractions. **Program Record Number:** DND ADO 240

Air Traffic Control

Description: Information on matters related to air traffic control, mainly on a day-to-day basis in a peacetime environment. **Topics:** Control of airways; zones; and military flying areas. **Program Record Number:** DND ADO 245

Air Training

Description: Information on air training in general. **Topics:** Training flights; flying boats; parachuting; aircrew; packer rigger; weapons instructor; and meteorology, air operational, search and rescue. **Program Record Number:** DND ADO 290

Air Weapons Safety

Description: Information on air weapons safety in general, as well as policy and investigations of accidents and incidents. **Program Record Number:** DND ADO 250

Appointments – Colonel Commandant

Description: Information on the appointment and activities of colonel commandants for branches of the Canadian Forces. **Program Record Number:** DND LDO 220

Appointments – Colonel of the Regiment

Description: Information on the appointment and activities of colonels of the regiment of the Canadian Forces regiments. **Program Record Number:** DND LDO 225

Auxiliary Fleet Administration

Description: Correspondence on the administration of the auxiliary fleet. **Topics:** General administration; docking and undocking reports; finance and accounting; replacement program; equipment; and personnel. **Program Record Number:** DND MDO 170

Cadets

Description: Information on the administration, organization, and establishment of cadet corps and schools, cadet training courses, and cadet exchanges. **Topics:** Cadets; and Cadets – Air, Army, Sea. **Program Record Number:** DND RCD 340

Canadian Forces Commitments to the United Nations

Description: Canadian Forces commitments to United Nations operations and plans. **Topics:** United Nations Truce Supervisory Organization; United Nations Forces in Cyprus; and United Nations Disengagement Observer Force. **Program Record Number:** DND MPO 305

Command and Control – Sea

Description: Correspondence on the various maritime systems, generically called command and control systems, which are concerned with the collection, evaluation, display, and dissemination of tactical information to permit effective command of a force at sea. **Program Record Number:** DND MDO 180

Command and Control Systems – Land

Description: Information on development and user input to command and control system, development of operational concepts and organization for the land forces, and combat development in Canada. **Program Record Number:** DND LDO 205

Communications and Electronics

Description: Information dealing with communications and electronics in the Canadian Forces. **Topics:** Air traffic control systems; air transportable system; automated data processing (ADP) system; electronic warfare; fixed communications; frequencies; fleet communications; navigation aids; and radar. **Program Record Number:** DND MCE 325

Communications Equipment

Description: Correspondence and directives dealing with the procurement and distribution of certain electronics equipment. **Topics:** Communications security equipment and components; and electronic warfare equipment. **Program Record Number:** DND MCE 335

Domestic Operational Plans

Description: Current national plans dealing with domestic emergencies of military or civil nature. **Topics:** Aid to other federal departments; aid to civil powers, armed assistance, etc; domestic emergency plans; emergency planning; and mobilization planning. **Program Record Number:** DND MPO 300

Flight Information

Description: Notices to airmen, danger and restricted areas, and annual air facility description. **Topics:** International Civil Aeronautical Organization; publications; and aeronautical charts. **Program Record Number:** DND ADO 255

Instructional Material

Description: Instructional pamphlets, books, manuals, etc. resulting from the development of land doctrine. **Program Record Number:** DND LDO 210

Land Environment

Description: Information on the British Army Training Conference (training in Canada) and British exercises in Canada. **Program Record Number:** DND LDO 215

Land Mines

Description: Information on land mines and land mine warfare in the Canadian Forces and allied armies. **Topics:** Anti-tank mines; anti-personnel mines; off-route mines; scatterable mine systems; mine countermeasures; mine dispensing equipment; and mine detection. **Program Record Number:** DND MEO 315

Mapping and Charting

Description: Information on mapping and charting at the Department of National Defence. **Topics:** Requirements; formal agreements; operational developments; and requests and issues. **Program Record Number:** DND MEO 310

Maritime Collisions

Description: Correspondence and reports on collisions at sea. **Topics:** Groundings; berthing incidents; and mishaps. **Program Record Number:** DND MDO 175

Maritime Defence

Description: Correspondence on maritime defence. **Topics:** Defence of ships; utilization of government-owned vessels during emergency or war; torpedo counter-measures; maritime forces deployment; maritime defence in the Arctic; security of Canadian ports, internal waters, and shipping. **Program Record Number:** DND MDO 185

Maritime Operations

Description: Correspondence on maritime operations. **Topics:** Employment of maritime forces; ships' movement reporting system; naval gunfire support; operational readiness; and International Commission on North Atlantic Fisheries – fisheries patrols. **Program Record Number:** DND MDO 190

Maritime Operations – Contingency

Description: Correspondence on maritime contingency operations. **Topics:** Civil direction of shipping; naval control of shipping; naval officer-in-charge organization; and fisheries emergency control organization. **Program Record Number:** DND MDO 195

Meteorology

Description: Information on all aspects of meteorology in the Canadian Forces, mainly from an organizational and administrative point of view. **Topics:** Communications; publications; secondment of personnel; forecasting; and observing. **Program Record Number:** DND ADO 260

Military Engineering Training

Description: Information on military engineering training in the Canadian Forces. **Topics:** General; officers; civilians; field engineers; structures; mechanical; and fire prevention. **Program Record Number:** DND MEO 320

Nuclear Weapons

Description: Information on policy and various administrative procedures and understandings that pertain to the control of nuclear weapons. **Topics:** Administration; accidents and incidents; field activities; safety; storage; and supplementary arrangements. **Program Record Number:** DND ADO 265

Nuclear, Biological and Chemical Defence

Description: Information on the Canadian Forces defence to nuclear, biological, and chemical threats as it relates to training and equipping the Canadian Forces. **Topics:** Equipment; and nuclear, biological and chemical training. **Program Record Number:** DND MPO 295

Operational Equipment Requirements – Air

Description: Information on various air-related equipment requirements including air vehicles, ground support equipment, and some ground installations. **Topics:** Tactical requirement; ground support; and training requirement. **Program Record Number:** DND ADO 285

Organization (Army)

Description: Information on development of force structure and unit establishments. **Topics:** Units and formations. **Program Record Number:** DND LDO 200

Overflights

Description: Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries. **Program Record Number:** DND ADO 270

Reserves

Description: Information on the administration, training, doctrine for employment, operation, structure and development, and equipment acquisition for the Reserves. **Topics:** Reserves general administration; policy; and equipment policy for the Reserves. **Program Record Number:** DND RCD 345

Search and Rescue

Description: Information on virtually all aspects of search and rescue as it pertains to the Department of National Defence. **Topics:** Aircraft; marine; missing persons; and mercy flights. **Program Record Number:** DND ADO 275

Training and Employment

Description: Files dealing with the training and employment of communications personnel in the Canadian Forces. **Topics:** Communications training, including security; electronic warfare; communications officer training and employment; and employment of communications personnel. **Program Record Number:** DND MCE 330

Warfare – Anti-submarine

Description: Information on systems and techniques employed in anti-submarine warfare. **Topics:** Detection systems; and sound surveillance. **Program Record Number:** DND ADO 280

Directorate of Military History

Historical Matters

Description: Specific official and unit histories, access to documents, bilingualism, instructions to historians, printing and distribution, information on annual historical reports and diaries, and the production of official histories. **Topics:** Land environment; air environment; and sea environment. **Program Record Number:** DND DMH 070

Executive Secretariat Division

Incentive Award Plan

Description: Information on the administration of the Department's incentive award plan. **Topics:** Suggestion, merit, long service, and outstanding achievement award programs. **Program Record Number:** DND ESD 045

Office Services Administration

Description: Information on administrative services. **Topics:** Correspondence management; library services; records management; transcribing and typing services; duplicating services; and parking. **Program Record Number:** DND ESD 055

Regulations and Orders

Description: Information on regulations and orders in the Department. **Topics:** Queen's Regulations and Orders for the Canadian Forces; and Canadian Forces Administrative Orders. **Program Record Number:** DND ESD 050

Judge Advocate General

Accidents – Mobile Equipment

Description: Information on Department mobile equipment accidents involving possible liabilities by or for the Crown. **Topics:** File on each accident. **Access:** By subject and motor vehicle number. **Program Record Number:** DND JAG 005

Claims

Description: Information dealing with the administration of a claims section and with claims by and against the Crown. **Topics:** Claims – general, by and against the Crown, and against NATO countries; ministerial compensation for loss or damage; and contract settlement. **Program Record Number:** DND JAG 010

Discipline – Courts Martial

Description: Information on the administration of Department of National Defence Courts Martial. **Program Record Number:** DND JAG 035

Legal Matters

Description: Information on settlements pertaining to legal matters. **Topics:** General; lease termination liability; citizenship; Department of National Defence personnel testifying as witnesses; military courts; civil courts; Broadcast Musical Industries Canada Ltd. performing right fees; liability for loss and damage; non-military use of Canadian Forces trade marks, designs, titles, names, uniforms; application for incorporation; employment of civilian counsel – drivers of Department vehicles outside Canada; attendance at judicial proceedings; affidavits and statutory declarations; federal role in law enforcement in Canada; research projects, law, Judge Advocate General; and legal opinions, Judge Advocate General. **Program Record Number:** DND JAG 015

Legislation

Description: Information on legislation and legislative acts related to the Department. **Topics:** Legislative acts; and Canadian Forces Superannuation Act. **Program Record Number:** DND JAG 020

Municipal Taxes and Charges

Description: Information on the administration of Department of National Defence municipal taxes and charges. **Topics:** General correspondence on municipal taxes and charges. **Program Record Number:** DND JAG 040

Politics

Description: Information on elections in relation to Canadian Forces electors, public service electors, and dependent electors. **Program Record Number:** DND JAG 025

Treaties, Pacts and Agreements

Description: Information on the administration, by the Department of National Defence, of treaties, pacts and agreements. **Topics:** Treaties, pacts, agreements. **Program Record Number:** DND JAG 030

Vice Chief of the Defence Staff

Accident Prevention and Safety

Description: Information dealing with the administration of the Department's general safety program. **Topics:** Standards and precautions; and occupational health and safety. **Program Record Number:** DND GSD 100

Accident Prevention Training

Description: Information on the administration of the Department's general safety training program. **Topics:** Supervisor's safety; safety management; and management and occupational health training courses for military and Department civilian personnel. **Program Record Number:** DND GSD 110

Aircraft Accidents

Description: Correspondence relating to general policy concerning aircraft accidents, investigations, and summaries of accidents in the Canadian Forces and other countries, replies to requests by the public for information, and aircraft salvage and wreckage recovery. Files on each aircraft in the Canadian Forces inventory contain reports of accidents and incidents to that aircraft. **Topics:** Aircraft accidents – general; returns and summaries; aircraft of other countries; investigations; Canadian Forces and Transport Canada coordination; and salvage and wreckage recovery. **Program Record Number:** DND FSD 090

Aircraft Flight Safety

Description: Correspondence dealing with general policy, guidelines, bulletins, posters, publications, awards, operational hazards and foreign object damage associated with flight safety. **Topics:** Statistics; industrial flight safety surveys; and bird hazards. **Program Record Number:** DND FSD 095

Base Planning

Description: Information on base planning and development. **Topics:** Base closures; base consolidations; and base openings. **Program Record Number:** DND IPC 115

Intelligence

Description: Information dealing with intelligence information for the use of the Department. **Topics:** Intelligence requirements; briefing; production; facilities; studies; and publications, plans, and analyses. **Program Record Number:** DND MIS 080

Privacy Act

Description: Information on the Privacy Act with respect to present and former military personnel or civilian employees of the Department of National Defence. **Topics:** Privacy Act – policy; information banks; statistical returns; complaints and investigations; and enquiries. **Program Record Number:** DND PCA 610

Request for use of National Defence Facilities

Description: Information on the civil use of Department of National Defence aerodromes. **Topics:** Requests; authorization; and coordination. **Program Record Number:** DND IPC 120

Safety Standards

Description: Information on general safety standards and precautions. **Program Record Number:** DND GSD 105

Security

Description: Information on security, education, and information within the Canadian Forces. **Topics:** Security in an emergency; internal security operations; security education (policy, bulletins, posters); briefings (by country); security information systems (research and development); physical safeguards; release of information (by country); technical security inspections; security of installations (bases/units); security of personnel training; and counter-intelligence. **Program Record Number:** DND MIS 085

Canadian Forces Exchange System (CANEX)

Description: Information on the Canadian Forces Exchange System. **Topics:** Organization and management; accounting and finance; communications; facilities; merchandising; operations; personnel; and public support. **Program Record Number:** DND PSB 385

Personal Information Banks

Canadian Human Rights Act – Discrimination

Description: This bank contains individual complaints and inquiries lodged under the provisions of the Canadian Human Rights Act – Part III. Records in this bank contain: details of complaints including the results of both departmental and Canadian Human Rights Commission investigations, case analyses, and conciliation reports and judicial processes. **Class of Individuals:** This bank applies to: members of the CF, civilian employees of DND, and the general public.

Purpose: The purpose of this bank is to: compile statistical data, process complaints to determine liability.

Consistent Uses: Where applicable, the information may be used in the review and amendment of departmental policies and practices. **Retention and Disposal Standards:** Records are retained for five years after last administrative action. Records are then destroyed. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: full name, the documented reasons for the complaint, and year of complaint. **PAC Number:** 69-014 **Related to PR#:** DND PCA 605 **TBS Registration:** 000168 **Bank Number:** DND PPU 035

Communications Security Establishment Foreign Intelligence Files

Description: This bank contains personal information relating to sensitive aspects of Canada's international relations, security and defence. Exemption This bank is designated by the Governor-in-Council as an exempt bank pursuant to section 18(1) and based on section 21 of the Privacy Act. **Class of Individuals:** This bank applies to the general public. **Purpose:** The purpose of this bank is to advise the government regarding international affairs, security and defence. **Retention and Disposal Standards:** Information in this bank may be held indefinitely. This bank cannot be accessed. **Related to PR#:** DND MIS 080 **TBS Registration:** 002052 **Bank Number:** DND PPU 040

Enrolment Bank – Applicants

Description: This bank contains all enrolment applications and documentation; and may contain photocopies of personal documents, including: citizenship certificates, birth certificates, educational transcripts, curriculum vitae, and records of decisions of acceptance or rejection. **Class of Individuals:** This bank applies to applicants for enrolment in the CF. **Purpose:** The purpose of this bank is to maintain records, for administrative and statistical purposes, of persons applying for service careers. **Retention and Disposal Standards:** Aircrew results Aptitude test results and Aircrew selection test results may be held temporarily in this bank; however these should be accessed through information bank DND/PPE 815. Crew results Test results and CREW survey statistics are provided to data bank DND PPE 815 and documentation relating to successful applicants is transferred to the appropriate Particular Employee (PE) bank on enrolment. Collection of SIN Social Insurance Numbers are collected and transferred to the Director Pay Services pursuant to the Income Tax Act and Canada Pension Plan Act. Unsuccessful applicants Records relating to unsuccessful applicants are destroyed after three calendar years. Records are accessible by providing: full name, identification number – either applicant number or service number (if unknown, home address at time of application and date of birth are required), the geographical location of the Recruiting Centre, and the

year of the application. **PAC Number:** 69-014 **Related to PR#:** DND RET 375 **TBS Registration:** 000166 **Bank Number:** DND PPU 025

National Search and Rescue Program Management Information System

Description: This bank consists of a body of machine-readable information obtained from various sources and concerning incidents that have occurred within Canada's area of responsibility since 1983, including: air, marine and ground search and rescue incidents, and medical evacuations and civil aid requests. **Class of Individuals:** This bank applies to members of the general public who were the objects of a search and/or rescue. **Purpose:** The purpose of the NSP MIS is to: provide information required in the management of the National Search and Program. **Consistent Uses:** Data may be linked to other databases such as the DOT vessel and the aircraft registration data banks for data analysis. Data is used for administrative and statistical purposes. Identified sources of information include the: SARSTATS (1983-1987 DND), Aviation Safety Information System (ASIS 1988-91, Transportation Safety Board), Marine Casualty Information System (MCIS 1988-91, Transportation Safety Board), Occurrence Tracking Information System (OTIS Parks Canada, Canadian Heritage), Police Information Retrieval System (PIRS Royal Canadian Mounted Police, Solicitor General), Search and Rescue Information System (SARIS 1988-91, National Search and Rescue Secretariat), Ground Search and rescue Information System (SARIS GSARIS 1999-, National Search and Rescue Secretariat), Search and Rescue Information System (SISAR Canadian Coast Guard, 1992-1997 Department of Fisheries and Oceans). The NSP MIS may include the: addresses, age, license numbers and qualifications of individuals involved in search and rescue incidents, names, sex, and vehicle ownership information. It may also include information such as: the conclusions drawn from the investigation of incidents, and certain operational information relating to each incident. **Retention and Disposal Standards:** Data are retained indefinitely at the National Search and Rescue Secretariat, Ottawa. Records are accessible by providing specific identifiers, such as: address, class of incident namely: air, marine, civil aid, medical evacuation, ground, humanitarian date of incident, location, name, sex, vessel name, and/or aircraft tail number. **PAC Number:** 69-014 **Related to PR#:** DND ADO 275 **TBS Registration:** 003886 **Bank Number:** DND PPU 050

Public misconduct complaints against military police members

Description: This bank contains professional standards investigations and personal information on individuals who have been involved in complaints against or by the Military Police or its members. These investigation reports include: the actual complaint, the identity of the

complainant, and of the Military Police member, all statements obtained, documentary exhibits, photographs, investigator notes, and investigative findings. These investigation reports will be cross-reference to the appropriate Military Police Investigation Case File, if applicable. **Class of Individuals:** This bank applies to: members of the CF, civilian employees of DND, and the general public. **Purpose:** The purpose of this bank is to document public complaints made against or by members of the Military Police. **Consistent Uses:** The Deputy Provost Marshal Professional Standards and the Military Police Complaints Commission may use the information respectively to investigate complaints against the Military Police or its members. Information in this bank is also used for: research, planning, evaluation, press releases, and statistical purposes. **Retention and Disposal Standards:** Information in this bank is retained for a minimum of 5 years, after its last administrative use, at National Defence Headquarters, Ottawa. If the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada. If the record has not been designated as having archival or historical value, then the record shall be destroyed. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: date of birth, date and location of complaint, full name and initials, full civic address, and service number or civilian (PRI) number. **PAC Number:** 69-014 **Related to PR#:** DND MIS 085 **TBS Registration:** 004176 **Bank Number:** DND PPU 070

Privacy Act

Description: Records in the bank consist of: access request and correction request forms submitted by individuals wishing access to and correction or notation of their files, the responses to such requests, and information related to their processing. **Class of Individuals:** This bank applies to: members of the CF, civilian employees of DND, and the general public. **Purpose:** The purpose of this bank is to: provide a complete record of request activity pertaining to the Privacy Act, and, report on the number of requests received annually. **Retention and Disposal Standards:** Files are destroyed after two calendar years. Records are accessible by providing: full name, Personal Information Bank number, and year of request. **PAC Number:** 69-014 **Related to PR#:** DND PCA 610 **TBS Registration:** 000167 **Bank Number:** DND PPU 030

Security Intelligence Records

Description: This bank contains information on individuals and organizations whose activities may: have been suspected, on reasonable grounds, of constituting a threat to the security of DND/CF personnel, information or property at home or abroad. Such activities include: espionage, sabotage,

subversion, terrorism, criminal or organized crime activity; and/or be detrimental to the interests of Canada and may result in a request to DND for assistance in maintaining public welfare or public order emergencies. The following individual information is held: age, case file serial number, citizenship and/or nationality, country of birth, marital status, name, address and/or telephone number, sex, and service number (1994). **Class of Individuals:** This bank applies to individuals suspected of, or involved, in: espionage, sabotage, subversion, and terrorist activities in Canada and abroad that constitute a threat to the security of DND/CF. **Purpose:** The purpose of this bank is to: assess the threat posed to DND/CF security by organizations or individuals engaged in: espionage, sabotage, subversions, or terrorism; brief departmental authorities on situations that may result in a request for assistance in maintaining public welfare or public order emergencies, develop policy and provide advice in relation to provisions of the National Defence Act, Queen's Regulations and Orders, Official Secrets Act and the Criminal Code of Canada regarding activities by individuals or groups that constitute a threat to the security of DND personnel, information or property; and formulate plans or other measures to counter, or respond to, threats to the security of this department during periods of peace and war. **Consistent Uses:** Information may be disclosed to the: Canadian Security Intelligence Service (CSIS) for use in the investigation or assessment of the threat to Canada as defined in section 2 of the CSIS Act; Attorney General of Canada and the appropriate police officials for the investigation or prosecution of an alleged contravention of the law; and Security Intelligence Review Committee. **Retention and Disposal Standards:** The records in this bank are destroyed after three calendar years following the last administrative action, however, they may be retained for a longer period if deemed to have archival value or to be of historical value to the Department of National Defence. Records are accessible through the Director Access to Information and Privacy (DAIP) section by providing: dates, organizations, events and geographical areas or locations, name, and initials and service number. **Related to PR#:** DND MIS 085 **TBS Registration:** 001968 **Bank Number:** DND PPU 060

Staffing Program

Description: This data bank contains records, commencing in 1989, relating to applicants for trades with Fleet Maintenance Facility Cape Scott (formerly known as Ship Repair Unit (A)). The bank consists of information taken from PSC 3000 (Application for Employment), and contains: applications, screening information, staffing board results, supporting documents, and trade tests results. **Class of Individuals:** This bank applies to applicants for employment with the Public Service in the Ship Repair trades in Halifax. **Purpose:** This bank exists in accordance with the Public Service Employment

Regulations to provide for the maintenance of an inventory of applicants who applied for employment in the Public Service of Canada in the Fleet Maintenance Facility – Cape Scott, Maritime Forces Atlantic, Halifax, Nova Scotia. **Consistent Uses:** To identify candidates suitable for referral and appointments to positions in the ship repair trades at Fleet Maintenance Facility Cape Scott (Formerly known as the Ship Repair Unit (Atlantic)), to maintain an inventory of applicants who have applied for employment with the Public Service of Canada in the ship repair trades on Halifax, and to retrieve statistics related to the inventory and staff competitions. **Retention and Disposal Standards:** Records have been maintained since 1989 and are destroyed by shredding: 1) immediately following requested removal from the inventory, or 2) if file/application is not updated annually. Records are accessible by providing specific identifiers, such as; name, trade inventory and SIN. **PAC Number:** 69-014 **TBS Registration:** 002764 **Bank Number:** DND PPU 065

Manuals

Because of the wide range of manuals, regulations and orders used by the Department of National Defence to fulfil its functions, it is impractical to include a complete list of its holdings in this publication. The Department may, on request, provide a list of existing manuals relating to a particular subject or activity.

The bilingual publication entitled Defence Canada is published annually by the Department of National Defence. It is designed to provide an overview of current strategic considerations relative to defence planning, and to highlight departmental activities during the preceding year.

- Administration and Operation of Physical Education and Recreation Programs Manual
- Administrative and Staff Procedures (Volume 5)
- Army Ammunition Staff Tables
- Army Doctrine Manuals
- Army Field Force Equipment Tables
- Army Field Scales Manual
- Army Future Force Development Manual
- Army Logistics Guide
- Automated Data Processing Policies and Procedures Manual
- Canadian Forces Administrative Orders
- Canadian Forces Catalogue of Dental Supplies
- Canadian Forces Catalogue of Materiel
- Canadian Forces Construction Engineering Manual
- Canadian Forces Dental Orders
- Canadian Forces Dress Manual
- Canadian Forces Health Manual
- Canadian Forces Laboratory Manual
- Canadian Forces Manual of Officers' Classification Structure
- Canadian Forces Manual of Other Ranks Trade Structure
- Canadian Forces Medical Orders
- Canadian Forces Medical Service Catalogue of Medical Supplies
- Canadian Forces Mess Administration Manual
- Canadian Forces Pest Control Manual
- Canadian Forces Postal Services Manual
- Canadian Forces Procedures for the Acquisition of Capital Equipment Manual
- Chaplain Handbook (RC)
- Chaplain's Handbook
- Civilian Personnel Administrative Orders
- Construction Engineering Technical Orders
- Contemporary Hymn Book
- Cost Factors Manual
- Current National Operational Defence Plans
- Defence Program Management Systems Guidance Manual
- Department of National Defence Administrative and Staff Procedures Manual
- DND General Safety Precautions Manual
- DND General Safety Program Manual
- DND General Safety Standards Manual
- DND Manual of Internal Audit
- Drivers' Regulations Manual
- Engineers in Battle Manual
- Environmental Standards for Canadian Forces Medical Services
- Financial Administration Manual
- Flight Safety for the Canadian Forces Manual
- Helicopter Operating Instructions (Army)
- Land Forces Combat Development Committee – Study on Combat Communications (1986-1995) Manual
- Life Cycle Management System Guidance Manual
- Maintainability – Equipment Maintainability Requirements (Land) Manual
- Management of the Radio Frequency Spectrum Manual
- Manager's Classification Handbook
- Manual for the Identification of Language Requirements of Military Positions
- Manual of Department of National Defence Quality Assurance Management

- Manual of Management Consulting Services
- Manual of Personnel Evaluating and Reporting, Officers
- Manual of Personnel Evaluating and Reporting, Other Ranks
- Manual of Preventive Dentistry
- Manual of Recruiting
- Manuals dealing with the operation and maintenance of communications security equipment and the inventory control of communications security material
- Maritime Commander's Operational Planning Guidance Manual
- Maritime Force Development Guide Manual
- Maritime Strategy Study (1970-2000) Manual Land Doctrine and Operations
- Medical Assistant Manual, Vol. 1, Canadian Forces Medical Services
- Medical Standards for the Canadian Forces Manual
- Military Terminology – Part one: Military Lexicon; Part two: Military Glossary
- National Defence Frequency List Manual
- National Defence Headquarters Organization Book
- Nuclear, Biological and Chemical Training Manuals
- Occurrence Investigation Techniques Manual
- Official Languages Plan (Civilian)
- Official Languages Plan (Military)
- Official Position List
- Organization and Establishment Manuals
- Packaging and Preservation Manual
- Personnel Management Information System Manual
- Personnel Selection Services Manual
- Policy and Procedures Manual for Non-Public Funds Accounting
- Policy Manual Governing Operation of Personnel Support Programs in the Canadian Forces
- Policy Manual Governing the Operation of the Canadian Forces Exchange System
- Processing of Invoices Manual
- Provision of Services to Non-Defence Agencies Manual
- Queen's Regulations and Orders for the Canadian Cadets Organizations
- Queen's Regulations and Orders for the Canadian Forces
- Research and Development Manual
- Search and Rescue Orders and Procedures Manual
- Security Orders for the Canadian Forces Manual
- Snow and Ice Control Manual
- Supply Instructions Manual
- Supply Policy Manual
- The Transportation of Explosives and Other Dangerous Materials by Military Aircraft Manual
- Training, weapon, and equipment operator's manuals for the Navy Reserve, Militia Air Reserve, and the Communication Reserve Personnel Development
- Transportation Manual
- Unit Identification Code Manual
- Volume I – Concept and Policy
- Volume II – Establishment Policy and Procedures
- Volume III – Establishment Criteria
- Warehousing Manual
- Working Resources Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Director General
Information, Liaison and Operations
(DIS 3-2)
National Defence Headquarters
101 Colonel By Drive
Ottawa, Ontario
K1A 0K2

Tel.: (613) 996-2353/2354

Reading Room

A section of the Department's library at National Defence Headquarters has been designated under the Access to Information Act as a public reading room. Its address is:

101 Colonel By Drive
Ottawa, Ontario

Because of the security classification and the necessity to continually amend an unusually wide range of technical and training manuals, regulations and orders used by the Department of National Defence to fulfil its functions, it was found impractical to put all 90,000 publications on display. However, a complete list of its holdings is available in AIA Reading Room and the Department may, on request, provide for viewing a copy of existing manuals relating to a particular subject or activity, provided the material is releasable and sufficient time is allowed to retrieve the publication from the depot.

National Defence and Canadian Forces Ombudsman

Chapter 91

General Information

Background

On June 15, 1998 the Office of the Ombudsman for National Defence and the Canadian Forces was established, as a place for employees and CF members to turn for information and assistance. The Ombudsman's mandate was established by Ministerial Directives, updated on September 5, 2001.

The Minister of National Defence, who is the head of the department under section 3 of the Access to Information Act and section 3 of the Privacy Act, has delegated his authority in respect of records maintained by the Office of the Ombudsman, to the Ombudsman. The Office has its own Access to Information and Privacy Coordinator, and requests for records are processed independently of the DND ATIP office. The Office deals directly with the Offices of the Information and Privacy Commissioners.

Responsibilities

The Ombudsman is designated under section 5 of the National Defence Act to act on the Minister's behalf, as a neutral and objective sounding board, mediator and reporter on matters related to the Department of National Defence and the Canadian Forces. The Ombudsman's Mandate is set out in Departmental Administrative Orders and Directives (DAOD) 5047-1 Ministerial Directives Respecting the Ombudsman for the Department of National Defence and the Canadian Forces, amended September 5, 2001.

The Ombudsman is a place to turn for information about existing channels of assistance and redress within DND/CF. The Ministerial Directives give the Ombudsman the authority to investigate complaints where other mechanisms are not available. Findings and recommendations are addressed at the lowest level of authority that can take effective action. The Ombudsman is independent of the Canadian Forces chain of command and departmental management, reporting directly to the Minister of National Defence.

Under the Mandate, the Ombudsman is required to issue an Annual Report, which is tabled in the House of Commons by the Minister of National Defence. The Ombudsman can also present Special Reports to the Minister, which are made public.

Legislation

- National Defence Act

Organization

Ombudsman

Appointed by the Governor in Council, the Ombudsman acts under authority delegated by the Minister of National Defence pursuant to Section 5 of the National Defence Act. The Ombudsman reports directly to the Minister of National Defence.

◆ Director General, Operations

Reports to the Ombudsman. Overall responsibility for all policies, procedures and operations to implement and carry out the Ombudsman's mandate.

◆ Director, Investigations

Reports to the Director General, Operations. Responsible for managing complaints, directing investigations, and preparing reports for the Ombudsman.

◆ General Counsel

Reports to the Ombudsman. Responsible for legal advice and guidance on the Ombudsman's mandate and on other matters related to the operation of the office and the handling of cases. Also fills role of Access to Information and Privacy Coordinator.

◆ Director, Communications

Reports to the Ombudsman. Responsible for providing strategic advice and direction on communications to the Ombudsman. Manages all internal and external communications and the creation of communications and outreach products.

◆ Business Manager

Reports to the Ombudsman. Responsible for the finance and resources management of the Ombudsman's office including preparation of business plans, budgets, financial forecasts, reports and financial analysis. Also responsible for office security.

Information Holdings

Program Records

Access to Information and Privacy Act and policies

Description: Information on the Office of the Ombudsman policies and procedures regarding the Access to Information Act and the Privacy Act. **Topics:** Policy, procedures and report files; access to information and personal information bank files, updates to Info Source; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports. **Program Record Number:** NDCFO ATIP 005

Operations

Description: Information on aspects of the operation of the Ombudsman's office, including records on the development of the Ombudsman's mandate, and policy and procedures in carrying out the mandate that are not included in Standard Program Records. **Program Record Number:** NDCFO OPE 010

Personal Information Banks

Access Request files

Description: This bank contains formal requests made by individuals under the Privacy Act and the Access to Information Act, the replies to such requests and information relating to their processing. **Class of Individuals:** Individuals requesting access to information under the Privacy Act and the Access to Information Act. **Purpose:** This information is used for processing requests made under the Privacy Act and the Access to Information Act. **Consistent Uses:** This information may be used for research, statistical and evaluation purposes; it is also used in response to a complaint filed by an individual to the Privacy or Information Commissioner, or in judicial review proceedings. **Retention and Disposal Standards:** The records are retained for two years after all actions have been completed. **TBS Registration:** 005157 **Bank Number:** NDCFO PPU 005

Information disclosed to investigative bodies

Description: This personal information bank contains copies of the written requests or Treasury Board forms 350-56(83/2)(Request for Disclosure to Federal Investigative Bodies) forwarded by investigative bodies listed in Schedule II of the Privacy Regulations to the Office of the Ombudsman under paragraph 8(2) of the Privacy Act. This bank also contains the replies to such requests and information related to their processing. **Class of Individuals:** Individuals who have been

involved in investigations under the Criminal Code, federal and provincial statutes or municipal by-laws.

Purpose: This information is compiled in compliance with the Privacy Act to enable the Office of the Ombudsman to account for the number of requests under paragraph 8(2) of the Act. **Consistent Uses:** This bank enables the Privacy Commissioner to audit the procedures utilized, as set out in Treasury Board Guidelines 3.7.5. It is used to verify the conditions of information disclosure to federal investigative bodies under paragraph 8(2) of the Privacy Act and to account to the Privacy Commissioner for the number of access requests from investigative bodies received annually. **Retention and Disposal Standards:** Information in this bank is retained for 2 years. **TBS Registration:** 005159 **Bank Number:** NDCFO PPU 015

Ombudsman Complaint and Investigation files

Description: Records in this bank consist of information about complainants and other individuals involved in investigations. (Not all complaints result in investigations, and some investigations are initiated by the Minister or the Ombudsman.) The files consists of: Intake forms, correspondence and records of interviews with complainants and other individuals; Material given to the Ombudsman staff by the complainant, DND/CF personnel, and other persons in the course of investigations; Waiver and consent forms signed by complainants and other individuals; Activity logs, memoranda, findings and recommendations.

Class of Individuals: This bank applies to members and former members of the CF and Cadets, applicants to the CF, civilian employees and former employees of DND, families of the above, and members of foreign armed forces serving, attached or seconded to the CF. **Purpose:** The purpose of this bank is to collect information to assess complaints, initiate investigations, review evidence and produce findings and recommendations. **Consistent Uses:** Information is used to identify and substantiate systemic problems, and contribute to improvements in the welfare of the DND and CF community. It can also be used for research and statistical purposes. Where evidence of a criminal act or breach of the Code of Service Discipline is found during an investigation, the Ombudsman may report the matter to the Provost Marshall or appropriate civilian police authority. **Retention and Disposal Standards:** The office is currently developing a retention schedule. Documents will be kept for a minimum of 5 years. **TBS Registration:** 005158 **Bank Number:** NDCFO PPU 010

Manuals

The Ombudsman's Office uses the same administrative and procedural manuals as DND. The Ombudsman's office is in the process of developing a policy and procedures manual for carrying out its mandate.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the National Defence and Canadian Forces Ombudsman may be directed to:

National Defence and Canadian Forces Ombudsman
The Carriageway Building
55 Murray Street, Suite 500
Ottawa, Ontario
K1N 5M3

Tel.: (613) 992-0787 (General Enquiries)
(613) 992-6962 (Media Enquiries)

Toll-Free: 1-888-828-3626

Fax: (613) 992-3167

Web Site: www.ombudsman.dnd.ca

Reading Room

In accordance with the Access to Information Act, an area in the Office of the Ombudsman has been designated as a public reading room. The address is:

National Defence & Canadian Forces Ombudsman
The Carriageway Building
55 Murray Street, Suite 500
Ottawa, Ontario

National Energy Board

Chapter 92

General Information

Background

The National Energy Board (NEB) was created by the National Energy Board Act of 1959.

Responsibilities

The Board's principal responsibilities under the National Energy Board Act are; regulate specific matters concerning oil, gas and electricity in the public interest (granting authorizations for the export of oil, natural gas, electricity and the construction of international and interprovincial pipelines and designated international power lines; setting of tolls and tariffs on pipelines under NEB jurisdiction); responsibilities under the Canada Oil and Gas Operations Act and certain provisions of the Canada Petroleum Resources Act now encompass the regulation of exploration for and the development and production of oil and gas on Frontier Lands in a manner that promotes safety of the worker, protection of the environment, and conservation of hydrocarbon resources; and to advise the Government on the development and use of energy resources (keeping under review the Canadian supply of all major energy commodities and the demand for Canadian energy in Canada and in export markets).

Legislation

- Access to Information Act
- Canada-Newfoundland Atlantic Accord Implementation Act
- Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act
- Canada Oil and Gas Operations Act
- Canada Petroleum Resources Act
- Canadian Environmental Assessment Act
- Canada Labour Code Part II
- Canada-Newfoundland Oil and Gas Spills and Debris Liability Regulations
- Canada-Nova Scotia Oil and Gas Spills and Debris Liability Regulations
- Canada Oil and Gas Certificate of Fitness Regulations
- Canada Oil and Gas Diving Regulations
- Canada Oil and Gas Installations Regulations
- Canada Oil and Gas Geophysical Operations Regulations
- Canada Oil and Gas Production and Conservation Regulations
- Canada Oil and Gas Operations Regulations
- Comprehensive Study List Regulations
- Energy Administration Act
- Exclusion List Regulations
- Exemption List Regulations
- Federal Authorities Regulations
- Frontier Lands Petroleum Royalty Regulations
- Frontier Lands Registration Regulations
- Gas Pipeline Uniform Accounting Regulations
- Inclusion List Regulations
- Law List Regulations
- Mackenzie Valley Resource Management Act
- Mackenzie Valley Land Use Regulations
- National Energy Board Act
- National Energy Board Act Part VI (Oil and Gas) Regulations
- National Energy Board Cost Recovery Regulations
- National Energy Board Electricity Regulations
- National Energy Board Export and Import Reporting Regulations
- National Energy Board Pipeline Crossing Regulations, Part I
- National Energy Board Pipeline Crossing Regulations, Part II
- National Energy Board Substituted Service Regulations
- Newfoundland Offshore Area Oil and Gas Operations Regulations
- Newfoundland Offshore Area Petroleum Diving Regulations
- Newfoundland Offshore Area Petroleum Geophysical Operations Regulations
- Newfoundland Offshore Area Petroleum Production and Conservation Regulations
- Newfoundland Offshore Area Registration Regulations
- Newfoundland Offshore Certificate of Fitness Regulations
- Newfoundland Offshore Petroleum Drilling Regulations
- Newfoundland Offshore Petroleum Installations Regulations
- Newfoundland Offshore Petroleum Resource Revenue Fund Regulations

- Nova Scotia Offshore Area Petroleum Diving Regulations
- Nova Scotia Offshore Area Petroleum Geophysical Operations Regulations
- Nova Scotia Offshore Area Petroleum Production and Conservation Regulations
- Nova Scotia Offshore Certificate of Fitness Regulations
- Nova Scotia Offshore Petroleum Drilling Regulations
- Nova Scotia Resources (Ventures) Limited Drilling Assistance Regulations
- Nova Scotia Offshore Petroleum Installations Regulations
- Nova Scotia Offshore Revenue Account Regulations
- Nova Scotia Offshore Revenue Fiscal Equalization Offset Payments Regulations
- Nova Scotia Share of Offshore Revenue Interim Period Payment Regulations
- Nova Scotia Share of Offshore Sales Tax Payments Regulations
- Northern Pipeline Act
- Northern Pipeline Notice of Objection Regulations
- Oil Pipeline Uniform Accounting Regulations
- Oil Product Designation Regulations
- Oil and Gas Spills and Debris Liability Regulations
- Oil and Gas Occupational Safety and Health Regulations
- Onshore Pipeline Regulations, 1999
- Power Line Crossing Regulations
- Preliminary Screening Requirement Regulations
- Privacy Act
- Projects Outside Canada Environmental Assessment Regulations
- Regulations Respecting the Coordination by Federal Authorities of Environmental Assessment Procedures and Requirements
- Safety and Health Committees and Representatives Regulations
- Toll Information Regulations

Organization

Executive Office

◆ Chief Operating Officer

The Chief Operating Officer is the Board's senior staff member. His responsibilities include the overall management of the Board, the acquisition and allocation of human and financial resources, the

efficiency of Board activities and operations, leads the Board's Executive Team, and provides advice on matters deemed appropriate by the Chairman.

◆ Office of the Secretary

The Office of the Secretary receives all applications and submissions and co-ordinates their consideration by the Board. It advises on the scheduling of hearings, and makes all administrative arrangements for public hearings in Calgary and across Canada. It also administers the Access to Information Act and Privacy Act.

◆ Legal Services

Legal Services provides legal advice to the Board on all matters relating to the Board's powers and responsibilities, acts as Counsel for the Board at public hearings, and represents the Board in proceedings before the Federal and Supreme Courts of Canada.

Business Units

◆ Applications

The Unit assesses and processes applications for oil, gas and petroleum product pipeline transmission, and oil and natural gas exports from the time of an application's receipt through to the Board's decision. It is also responsible for financial surveillance and financial audits of companies under the Board's jurisdiction. It provides expertise in the areas of economics, engineering, environment and financial regulation.

◆ Commodities

The Unit develops guidelines and regulations relating to Part VI of the National Energy Board Act. It is also responsible for reserves assessments, supply projections, market studies, maintenance of economic energy models, inter-commodity regulatory advice, industry monitoring, liaison with governments, industry and energy associations, and advice and information on natural gas, oil and related commodities, and electricity. As well, the unit assesses and processes applications for electricity exports and international and interprovincial electric power lines.

◆ Corporate Services

The Unit manages the Board's human and financial resources. Its responsibilities include corporate policy and planning activities, material and facilities management, staffing, training, pay and benefits, procurement, inventory control, physical security, and union/management activities.

◆ Information Management

The Unit provides expert advice on the treatment of information as a strategic resource. It is accountable for information production, exchange and storage at the Board. Its responsibilities include internal and external communications, library services, corporate records management, mail services, access to information, regulatory and hearing services, document production services, Board-wide computer services and the Electronic Regulatory Filing initiative.

◆ Operations

The Unit is responsible for health, safety and environmental monitoring and enforcement, accident investigation, and emergency response. The unit develops guidelines and regulations related to the National Energy Board Act, the Canada Oil and Gas Operations Act, and the Canada Petroleum Resources Act. Its Frontier responsibilities involve regulation of geophysical and geological programs, information management, resource assessments, environmental aspects of applications, inspection, accident investigation, and advice to Indian and Northern Affairs Canada. The unit also provides engineering services to the Northern Pipeline Agency.

Information Holdings

Program Records

Accounting and Auditing

Description: Audit reports and correspondence of companies under the Board's jurisdiction. **Topics:** Annual reports. **Access:** Files arranged by subject and company. **Program Record Number:** NEB FRB 010

Allocation of Oil

Description: Correspondence between the Energy Supply Allocation Board and the Oil Branch of the National Energy Board on the allocation of oil resources in an emergency. **Program Record Number:** NEB GAO 195

Associations and Committees on Electric Power

Description: Information on liaison with power transmission companies, associations and conferences on electrical matters. **Note:** Some files have been transferred to the Historical Branch of the National Archives of Canada. **Topics:** Reports on, and agendas of, meetings and conferences; associations; power and transmission companies. **Program Record Number:** NEB EPB 170

Associations, Committees and Conferences on Energy Supply

Description: Information on applications and supporting documents for hearings held on the energy supply. **Note:** Copies of applications, interventions and transcripts of all hearings are held in the National Energy Board library. **Topics:** Supply data originating from energy supply and demand hearings. **Access:** Files arranged by year and company. **Program Record Number:** NEB ESB 280

Canadian Content in Energy Projects

Description: Information on Canadian content and industrial benefits of energy projects. **Topics:** Studies; specific applications. **Access:** Files arranged by application. **Program Record Number:** NEB ECB 255

Canadian Electric Power Projects

Description: Information on Canadian electric power projects and studies; also generation of electric power and the transmission of extra-high voltage electric power. **Topics:** Electric power projects and studies – Churchill Falls, James Bay, Fundy Tidal Power Development study; power generation – power potential, load and supply, nuclear, technology for fuel cells, thermal coal-fueled and thermal gas-fueled. **Access:** Files arranged by project or study. **Program Record Number:** NEB EPB 155

Certificates, Licences and Orders

Description: Originals of all certificates, licences and orders issued by the Board. **Note:** See "Prefix Identification of Certificates, Licences, Orders and Permits" issued by the National Energy Board (internal reference memo listing document prefixes and references to legislation). **Topics:** Certificates of Public Convenience and Necessity – oil and gas pipelines, electric power lines; licences for the export of oil, gas and electric power; safety orders; rates, tolls and tariffs; miscellaneous orders. **Program Record Number:** NEB OOS 095

Coal

Description: Published material and correspondence on coal. **Topics:** Forecasts; coal-gasification, liquefaction, reserves. **Program Record Number:** NEB ESB 320

Construction of International Electrical Power Lines

Description: Applications for certificates and supporting documents to construct or modify existing power lines. **Topics:** Policy; environmental guidelines; interventions filed by interested parties. **Access:** Files arranged by power company. **Program Record Number:** NEB EPB 160

Crude Oil Movements by Pipeline

Description: Correspondence on pipeline capability and the availability of crude oil; also nomination, by refinery, of crude oil requirements. **Topics:** Pipeline capability – pipeline traffic; nominations by companies for crude oil requirements; allocations of domestic crude, prior to June 1985. **Program Record Number:** NEB GAO 205

Crude Oil Statistics on Refinery Production

Description: Statistical information on the amount of crude oil received in refineries, the amount of crude processed by refineries each week, the monthly supply survey on Canadian oil products, monthly deliveries of crude oil and condensates under licence, and the amount of products exported each month. **Note:** Most of these statistics are supplied confidentially to the National Energy Board by individual companies. Information can therefore be released only as a combined total of all companies. **Topics:** Canadian refinery receipt survey of crude oil; crude oil runs (amount of crude processed in refineries weekly or monthly); Canadian oil product monthly supply survey; oil product export return. **Access:** Files arranged by company. **Storage Medium:** Storage Computer disc or tapes. **Program Record Number:** NEB GAO 230

Economic Benefits of Proposed Energy Projects

Description: Analyses of the economic viability of, and benefits from, projects. **Topics:** Viability analyses; cost-benefit – committees, studies, specific applications; licences, orders and exports. **Access:** Files arranged by application. **Program Record Number:** NEB ECB 260

Economic Considerations in Setting Pipeline Tolls

Description: Information on the operations of pipeline companies and the economic considerations in setting tolls. **Topics:** Productivity and efficiency of pipeline companies; rates, tolls and tariffs; financial arrangements; certificates and orders. **Access:** Files arranged by subject and company. **Program Record Number:** NEB ECB 270

Electric Power Failures

Description: Information on selected electric power interruptions. **Topics:** Hydro-Quebec power interruption on January 10, 1978; power interruption on the Maritime grid, November 14, 1978; Northeast power failure of 1965. **Program Record Number:** NEB EPB 175

Energy Cost and Pricing

Description: Correspondence on costs and pricing of energy. **Topics:** Cost data; profitability data and studies; royalties. **Program Record Number:** NEB ESB 315

Energy Supply and Demand Statistics

Description: Information on energy supply and demand and related data for all energy commodities. **Topics:** Information, liaison and data related to co-operation among various associations, committees; statistical energy inquiries; statistical reports and returns; supply and demand data for all energies; international data. **Access:** Files arranged by subject and committee. **Program Record Number:** NEB ECB 250

Energy Supply, Surpluses and Reserves

Description: Information on the supply side of enquiry hearings, renewable energy, reserves and surpluses. **Topics:** Energy supply; renewable energy; reserves and surpluses – particular applicants; licences, orders and exports. **Access:** Files arranged by subject. **Program Record Number:** NEB ESB 275

Enquiry Hearings on the Canadian Oil Supply and Requirements

Description: Submissions of various oil companies and supporting data during public hearings in 1975, 1976 and 1978. **Topics:** Public hearings – Canadian oil supply requirements; submissions by companies on reserves and demand. **Access:** Files arranged by year of public hearing. **Program Record Number:** NEB GAO 220

Environmental Aspects of Energy Development

Description: Correspondence on oil, gas and electric power development. **Topics:** Arctic hydrocarbon transportation systems; northern oil and gas pipelines; offshore oil and gas transportation; other agency reviews – Federal Environmental Assessment and Review Office (FEARO). **Access:** Files arranged by committee, project. **Program Record Number:** NEB ERW 030

Environmental Assessment, Surveillance and Monitoring

Description: Published information on the environmental aspects of applications for certificates and orders to build a pipeline or power line, to commence construction, or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties, surveillance and monitoring reports. **Note:** Applications to build a pipeline, transcripts of hearings and reasons for decisions are held in the Board library. **Topics:** Applications for certificates and orders; environmental information submitted prior to construction of a pipeline or power line; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of facility by

a pipeline; appeals and interventions; environmental assessment of the effects of pipelines or power lines; environmental surveillance. **Access:** Files arranged by company and location of pipeline. **Program Record Number:** NEB ERW 055

Environmental Associations and Committees

Description: Correspondence between the Board and various pipeline, industry, and environmental associations; information on liaison with various committees, conferences, oil and gas pipeline companies, and environmental agencies. **Topics:** Environmental regulatory matters; co-operation and liaison with oil and gas pipeline companies, interdepartmental committees on environmental matters. **Access:** Files arranged by association, committee, conference and pipeline company. **Program Record Number:** NEB ERW 050

Environmental Implications of Oil and Gas Pipeline Operations

Description: Correspondence on environmental aspects of operating pipelines and facilities including storage and processing facilities. **Topics:** Right-of-way conditions, gas plant emissions, tank farms, loading facilities, PCB and hazardous waste storage and disposal, etc. **Program Record Number:** NEB ERW 035

Environmental Incidents or Emergencies

Description: Reports of environmental inspection of spills of oil, products or other substances and their impact on the environment. **Topics:** Leaks, breaks, spillage, environmental impact, clean-up, restoration. **Access:** Files arranged chronologically by incident and by pipeline company. **Program Record Number:** NEB ERW 045

Exchange Agreements on Crude Oil

Description: Information on the exchange agreements on offshore and mid-continent crude oil between Canadian and U.S. oil companies and related correspondence before June 1985. **Topics:** Control of International Oil Exchange; mid-continent exchange agreements; eastern Canada foreign exchange agreements. **Access:** Files arranged by Canadian and United States oil companies. **Program Record Number:** NEB GAO 225

Exploration and Development

Description: Information on exploration for and development of hydrocarbon resources in Canada. **Topics:** Oil and gas discoveries and development – Western Canada and northern and offshore areas; petroleum industry activity. **Program Record Number:** NEB ESB 325

Export Charge for Crude Oil and Oil Products

Description: Information on the policy, audit reports, applications for remission of or exemption from export charges and the monthly returns filed by exporting companies. **Topics:** Policy on the export charge; auditing of exporting companies; exemptions and remissions; Form 160, Oil Export Charge Return (monthly); determination of export charges. **Access:** Files arranged by subject and company. **Program Record Number:** NEB GAO 210

Export Control of Crude Oil, Condensates and Products

Description: Information on policy, forms of licences and orders, applications for licences or orders to export crude oil, condensates and products. **Topics:** Policy; instructions to applicants; licence and order forms; Canadian requirements and availability for export; reports on export of crude oil and petroleum products since deregulation; proceedings of Export Panel. **Access:** Files arranged by company. **Program Record Number:** NEB GAO 215

Export Control of Gas Products

Description: Information on licences, orders and applications for the export of gas products; **Topics:** Policy; instructions to the applicants; forms of licences and orders; proceedings of the Gas Panel; applications for licences and orders; monitoring of export volumes and aggregated prices. **Access:** Files arranged by subject and applicant company. **Program Record Number:** NEB GAO 140

Financial Reports

Description: Financial information on the oil and gas pipeline companies under the Board's jurisdiction; quarterly and annual financial reports. **Program Record Number:** NEB FRB 025

Gas and Oil Storage

Description: Published material and correspondence on oil and gas storage projects. **Topics:** Province of Ontario; Home Oil Company – Strait of Canso Storage Project. **Access:** Files arranged by province and company. **Program Record Number:** NEB ESB 330

Gas Processing and By-Products

Description: Published material on the extraction of by-products from natural gas and the production of synthetic natural gas. **Topics:** Ethylene and ethane; helium; sulphur; hydrogen; processing plants; synthetic natural gas. **Program Record Number:** NEB ESB 295

Import and Export Gas Licences and Orders

Description: Applications and related correspondence for a licence to export or import natural gas or liquefied natural gas; interventions submitted by interested

parties. **Topics:** Emergency orders to export natural gas and liquefied natural gas; licences and orders to export and import natural gas, liquefied natural gas and gas products; interventions; combined hearings (two or more companies applying jointly for a licence). **Access:** Files arranged by subject, company and year of application. **Program Record Number:** NEB GAO 135

Inspection of Meters

Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international power lines. **Access:** Files arranged by power line certificate holder. **Program Record Number:** NEB EPB 165

Inspection of Meters

Description: Reports by inspectors from Consumer and Corporate Affairs Canada on inspections of export and import meters on international pipelines. **Access:** Files arranged by meter station. **Program Record Number:** NEB PEO 081

Lands and Routing

Description: Correspondence on land-use concerns; on complaints of landowners concerning pipeline construction; applications for plan, profile and book of reference approval; applications for right of entry; notices for land acquisition and applications to purchase or sell land, buildings, equipment, or to abandon pipelines. **Topics:** Complaints by landowners; plan, profile and book of reference applications; notices for service, publication and public hearings; cost recovery; right-of-entry applications; land acquisition procedures; application to sell/acquire land and property; applications to abandon pipelines. **Access:** Files arranged by pipeline company for purchases, sales, leases, and abandonments; plan, profile and book of reference and right-of-entry applications. Complaints are filed by name of landowner, location and pipeline company. **Program Record Number:** NEB ERW 040

Legal Cases

Description: Decisions rendered by the courts that may affect the work of the Board. **Topics:** Administrative tribunals; American law; Bill of Rights; combines; Pipeline Act. **Program Record Number:** NEB LAW 120

Legal Opinions

Description: Legal opinions prepared by the branch for the purpose of giving advice to the Board. **Topics:** Duties and powers of the Board under the National Energy Board Act; Board jurisdiction; requirements of natural justice; interpretation of legislation. **Program Record Number:** NEB LAW 110

Liaison with United States on Oil Matters

Description: Correspondence with United States federal government and agencies on oil matters. **Topics:** Import and export of oil; offshore oil; pricing; pipeline tariffs; refineries; oil reserves; crude oil supply and demand; transportation by tanker; exchange agreements; import regulations; oil import statistics; turbine fuel; U.S. oil pipeline companies; refinery allocations; appeals and decisions; task force on oil imports; reports and returns on pipeline incidents and petroleum matters. **Access:** Files arranged by subject under the United States block of files. **Program Record Number:** NEB GAO 200

Licences and Orders for the Export of Electricity

Description: Company applications and supporting data for a licence or order to export electricity for a specific period of time. **Topics:** Application to export electricity in an emergency; to Canadian utilities. **Access:** Files arranged by power company. **Program Record Number:** NEB EPB 150

Litigation

Description: All documentation, legal opinions and working papers related to court cases with which the Board has been involved as a result of appeals of its decisions. **Topics:** Trial division; Federal Court of Appeal; Supreme Court of Canada; public hearings – reasons for decision; subpoenas. **Access:** Files arranged by type of cause. **Program Record Number:** NEB LAW 125

Long-term Energy Demand

Description: Information on energy demand hearings, supply and demand forecasts, and demand and disposition projects. **Topics:** Total Energy Supply and Demand Inquiry; energy demand forecasts; demand and disposition. **Access:** Files arranged by subject. **Program Record Number:** NEB ECB 240

Macro-economic Forecasts on the Canadian Economy

Description: Macro-economic forecasts on the Canadian economy and their relationship to energy forecasts. **Topics:** Statistical reports and returns; macro-economic forecasting model studies; committees, boards, commissions, etc. related to macro-economic forecasting. **Access:** Files arranged by subject and committee. **Program Record Number:** NEB ECB 245

Minutes of Meetings

Description: Official minutes of all meetings of the Board and officially former panels of the Board. **Topics:** Certificates of Public Convenience and Necessity – oil and gas pipelines and electric power lines; licences and orders to export oil, natural gas and electricity; safety

orders relating to pipelines; environmental matters with respect to oil and gas pipelines and electric power lines; rates, tolls and tariffs of pipelines under Board jurisdiction, Energy Administration Act; Northern Pipeline Act; supply, demand, surplus of oil, gas and electric power. **Storage Medium:** Microfilm. **Program Record Number:** NEB OOS 100

National Oil Policy

Description: Correspondence on the national oil policy with various oil and pipeline companies, federal government departments and the National Energy Board. **Topics:** Policy; National Oil Policy Review, 1969; redefining the Ottawa Valley; imports and transfer – gasoline; control of movements across Ottawa Valley line; petrochemical industry – export and import; oil import and transfer program; crude oil price survey; oil import cost compensation program; deep water facilities; deregulation – June 1985. **Program Record Number:** NEB GAO 190

Natural Gas Pricing and Marketing

Description: Correspondence on marketing and pricing of natural gas and gas products, and reports of revenue by gas or pipeline companies. **Topics:** Special market research; market value; propane and butanes pricing; revenue flowback by gas and pipeline companies; Energy Administration Act, Part III (Domestic Gas). **Access:** Files arranged by subject and gas or pipeline company. **Program Record Number:** NEB GAO 130

Nuclear Energy

Description: Published material and correspondence on nuclear energy. **Topics:** Heavy water; uranium; fusion. **Program Record Number:** NEB EPB 310

Oil and Natural Gas Reserves

Description: Information on oil and gas pools, including raw data, Board assessments and published material on reservoir analysis techniques. **Topics:** Gas reserves; oil reserves; decline curve analysis; models and simulation; secondary and tertiary recovery. **Access:** Files arranged by pool; each contains information on reservoir parameters, historical performance and assessments made by the Board staff. **Program Record Number:** NEB ESB 290

Oil Refining Capacity and Processing

Description: Correspondence with refineries and selected oil companies on their forward projections of oil refining capacity and processing. **Topics:** Ontario Refineries' Hearing, 1968; refining survey of Atlantic provinces and Quebec, Region 1 and 2; refining survey of central and eastern Canada, Region 1, 2 and 3; refining survey, Region 5; refining survey of British Columbia; processing and supply survey 1974-85, 1977-83 and 1979-85. **Program Record Number:** NEB GAO 235

Oil, Natural Gas Liquids (NGL) and Natural Gas Production

Description: Information on historical and current production of hydrocarbons in Canada. **Topics:** Crude oil and equivalent; NGL; natural gas. **Access:** Files arranged by product and province. **Program Record Number:** NEB ESB 285

Operation of Oil and Gas Pipelines

Description: Correspondence on the operation and maintenance of pipelines. **Topics:** Corrosion Control Program; letters patent; design factors; safety; signs and markers; schematic drawing of pipelines; sandblasting; line pipe specifications; high energy impact joining of line pipe; reversal of pipeline; negative salvage. **Program Record Number:** NEB PEO 065

Parliamentary and Ministerial Enquiries

Description: Information on questions raised by Members of Parliament in the House of Commons and correspondence to the Minister that has been referred to the Board for preparation of a reply. **Topics:** Parliamentary enquiries – may cover, but are not limited to, queries on personnel, budgets, advertising, accommodations, equipment, person-years; correspondence to the Minister, usually on energy-related matters for which the Board is responsible – certification of interprovincial and international oil and gas pipelines, international electric power lines, exports of oil, gas and electricity, supply and demand of oil, gas and electricity; complaints against pipeline companies. **Program Record Number:** NEB OOS 105

Pipeline Associations and Committees

Description: Correspondence between the Board and various pipeline, oil and gas, and standards associations; also information on liaison with various committees, conferences and oil and gas pipeline companies. **Topics:** Associations dealing with pipelines and engineering matters; institutes for engineering and pipeline matters; committees of the Canadian Standards Association; Task Force on Pipelines; conference on engineering and pipelines; co-operation and liaison with oil and gas pipeline companies. **Access:** Files arranged by association, committee, conference and pipeline company. **Program Record Number:** NEB PEO 075

Pipeline Construction

Description: Information on the application for certificates and orders to build a pipeline, to commence construction, leave to open a pipeline (commence operation), or to cross a pipeline by a facility over or under a pipeline, submitted by a company or by a private citizen; also documentation for interventions and appeals submitted by interested parties. **Note:** Applications to build a pipeline, transcripts of hearings

and Reasons for Decisions are held in the Board library. **Topics:** Applications for certificates and orders; applications to construct a pipeline; applications to construct a compressor station, gas plant, meter station, pump station and terminal; crossing of a pipeline by a buried cable, overhead cable, road, ditch, building, parking lot, etc.; crossing of a facility by a pipeline; appeals and interventions; environmental assessment and effect on pipelines; routine facility inspection reports. **Access:** Files arranged by company and location of pipeline. **Program Record Number:** NEB PEO 080

Pipeline Development Projects

Description: Correspondence on northern oil and gas development. **Topics:** Task Force on Northern Oil Development; gas Arctic systems; northern gas pipelines; northern gas transportation; Petro-Canada proposed Arctic power project; polar gas project. **Access:** Files arranged by task force committee. **Program Record Number:** NEB PEO 060

Pipeline Incidents or Accidents

Description: Reports of leaks, breaks, dents and buckles of oil and gas pipelines, including property damage, injury or death of personnel. **Topics:** Leaks and breaks; dents and buckles; storage and use of lubricants; metallurgical investigations; repair program for the Sarnia-Montreal extension. **Access:** Files arranged by pipeline and location of the leak, break, dent or buckle. **Program Record Number:** NEB PEO 070

Public Hearing Process – Applications to the National Energy Board and Reasons for Decision

Description: Copies of all applications made to the Board, exhibits and other public hearing documents and reasons for decision. **Note:** Copies of applications and the Board's reasons for decision are held in the library. **Topics:** Certificates of Public Convenience and Necessity for construction and operation of oil and gas pipelines and electric power lines; licences for the export of oil, gas and electric power; rates, tolls and tariffs of pipeline companies under Board jurisdiction. **Access:** Files arranged by applicant, company and year. **Program Record Number:** NEB OOS 085

Rates and Tolls

Description: Information on the applications and supporting documents for rates and tolls submitted by pipeline companies; also copies of interventions submitted by interested parties, and copies of gas company sales and purchase contracts. **Note:** Applications, transcripts and reasons for decision are held in the National Energy Board library. **Topics:** Rate applications; interventions; complaints and investigations; price surveillance; sales contracts; purchase contracts; rates for gas. **Access:** Files arranged by company. **Program Record Number:** NEB FRB 005

Renewable Energy

Description: Published material and correspondence on renewable energy. **Topics:** Biomass; geothermal; heat pumps; solar; tidal; wind; alcohol; peat. **Program Record Number:** NEB ESB 305

Socio-economic Impact of Pipeline Projects

Description: Information on the regional economics of pipeline projects and their impact on socio-economic factors. **Topics:** International developments; socio-economic studies; socio-economic impacts of specific applications. **Access:** Files arranged by application. **Program Record Number:** NEB ECB 265

Statistical Reports

Description: Statistical reports from provincial agencies and other private agencies on production, demand and forecasts. **Topics:** Long-term energy; energy demand; production statistics. **Access:** Files arranged by subject and province. **Program Record Number:** NEB ESB 300

Statistics

Description: Statistical data on the export of electric power, supply and demand of electricity, forecasts, import of electricity. **Note:** Report on Ontario Hydro forecast of load and capacity is held in the Board library. **Topics:** Monthly reports by power companies on the export of electric power and energy; supply, demand and distribution forecasts; various reports compiled by Statistics Canada; Ontario Hydro's forecasts of power load capacity report; Canadian Electric Utilities: Analysis of Generation and Trends. **Access:** Files are arranged by company and forecast. **Program Record Number:** NEB EPB 185

Statistics

Description: Statistical data on exports and imports of natural gas and gas products, and on supply and disposition of propane and butanes. **Note:** Certain statistics are provided by companies on a confidential basis and are available in aggregate form only. Statistics are held in the Board's library. **Topics:** Propane and butanes supply and disposition, export and import volumes and average prices of natural gas and gas products and authorized volumes. **Access:** Files arranged by subject and company. **Program Record Number:** NEB GAO 141

Statutes and Regulations

Description: Working papers and other relevant material used by the branch in the preparation of amendments to statutes and regulations. **Topics:** National Energy Board Act and Regulations; Energy Administration Act; Northern Pipeline Act. **Program Record Number:** NEB LAW 115

Traffic

Description: Applications and related correspondence for orders to obtain access to transportation services on interprovincial and international gas pipelines; complaints about discrimination. **Topics:** Interim orders to receive transport and deliver gas. **Access:** Files arranged by company. **Program Record Number:** NEB GAO 142

Uniform Accounting Regulations for Oil and Gas

Description: Correspondence between companies in Canada, the United States government and the National Energy Board on uniform accounting regulations. **Topics:** Uniform classification of accounts and document retention regulations. **Access:** Files arranged by subject, and oil and gas company. **Program Record Number:** NEB FRB 020

United States

Description: Information on liaison with American federal and state departments on mutual electric and atomic energy problems. **Topics:** Atomic Energy Commission; Acts and Regulations; uranium; nuclear electric power; Hanford Electric Generating Plant; geothermal energy; Jersey City Nuclear Power Project; U.S. Federal Power Commission; North American Electric Reliability Council; U.S. power – failures, projects, shortages, rates and statistics. **Program Record Number:** NEB EPB 180

United States Regulatory Agencies for Natural Gas and Gas Products

Description: Correspondence between the National Energy Board and U.S. federal and state departments and agencies on natural gas and gas product matters. **Topics:** Acts and regulations for natural gas; export and imports of natural gas; pricing of natural gas; supply, demand and storage; synthetic natural gas; gas rates; natural gas survey. **Program Record Number:** NEB GAO 145

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms sent by individuals, the Board's replies and information relating to their processing. **Class of Individuals:** All who submitted access reports. **Purpose:** To respond to requests for information, submitted under the Access to Information Act and the Privacy Act. **Consistent Uses:** To retain access requests and their replies for future reference, and to report on the number of access requests received annually. Disclosure is on request, but if the request is for someone other than the individual who sent in the original access form, that individual's name and personal data elements are deleted from the reply. There is no linkage or matching. **Retention and**

Disposal Standards: These records are retained for two years. **PAC Number:** 85-001 **Related to PR#:** NEB OOS 105 **TBS Registration:** 000751 **Bank Number:** NEB PPU 020

Applications for Employment

Description: This bank contains all applications received requesting employment with the National Energy Board. The files include completed application forms, letters and curriculum vitae of persons interested in working with the Board. Access to this bank requires a name and the year in which the application was submitted. **Class of Individuals:** All applicants for employment. **Purpose:** For screening whenever openings become available. **Consistent Uses:** To store employment applications for future reference. Disclosure is on request to the original applicant. Other enquirers are provided with statistics only. There is no linking or matching. **Retention and Disposal Standards:** Documents are retained for one year. **PAC Number:** 85-001 **TBS Registration:** 000749 **Bank Number:** NEB PPU 010

Contracts

Description: This bank contains details of all contracts entered into by the National Energy Board (NEB) for the procurement of services, including personal services. The bank contains basic data such as education qualifications, work-related experience, termination dates, amount of fees paid, etc. Contracts awarded by the Department of Supply and Services on behalf of the Board are included. **Class of Individuals:** Those who have provided the Board with services under contract. **Purpose:** To make a decision on the selection of the most suitable candidate to fill specific requirements. **Consistent Uses:** To record, retain and monitor all contracts. These records are also used during the auditing function. Disclosure is on request. There is no linkage or matching. **Retention and Disposal Standards:** These files are retained for six years after completion and non-renewal of the contract. **PAC Number:** 85-001 **TBS Registration:** 000750 **Bank Number:** NEB PPU 015

Interventions and Letters of Comment

Description: This bank contains the interventions and letters of comment filed with the Board by companies, public interest groups, and individuals who have participated in the Board's regulatory proceedings. All such documents are public and form part of the record of proceeding. Documents may be retrieved by providing the name of the application to which the document relates and the name of the participant. **Class of Individuals:** Individuals who have participated in the regulatory proceedings of the National Energy Board. **Purpose:** For consideration of these submissions by the Board in arriving at quasi-judicial decisions on applications before it. **Consistent Uses:** To maintain a record of all

interventions and letters of comment filed with the National Energy Board, relating to any applications. Disclosure is on request because all these documents are public. There is no linkage or matching. **Retention and Disposal Standards:** Five years after the removal or abandonment of pipeline or international power line, or the authorization of the export of gas, oil or electricity to which the documents relate. On expiry of retention period, files are passed to the National Archives of Canada for selective retention. **PAC Number:** 85-001 **Related to PR#:** NEB OOS 085 **TBS Registration:** 000748 **Bank Number:** NEB PPU 005

Classes of Personal Information

Office of the Secretary Files

In the course of its programs and activities the National Energy Board may accumulate personal information which is not contained in the specific personal information banks listed in this entry. Such information may include an individual's name, address, telephone number, or opinion on a specific matter. These data are stored as part of the general subject files and the records are not normally retrievable by the name of the individual or other identifier.

Such personal information is provided by individuals in requesting publications, general information, funds for projects they are conducting, or in providing their comments or opinions on various topics.

To retrieve this type of personal information, the enquirer must state the specific subject matter of the correspondence, the name of the person, and the approximate date on which the correspondence was forwarded to the Board.

The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Environmental Operations Procedure Manual
- Environmental Surveillance Manual
- General Guidelines for Processing Hearing Applications
- Memorandum of Guidance, Re: Regulation of Group 2 Companies
- Pipeline Construction Inspection Manual, November 1984

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the National Energy Board, its functions and mandate, may be directed to:

National Energy Board
444 Seventh Avenue S.W.
Calgary, Alberta
T2P 0X8

Tel.: (403) 292-4800
1-800-899-1265

Reading Room

The Board has designated a public reading room under the Access to Information Act. The reading room is located in the Board's Library at:

Ground Floor
444 Seventh Avenue S.W.
Calgary, Alberta

The hours are 09:00 to 16:00, Monday to Friday

National Farm Products Council

Chapter 93

General Information

Background

The National Farm Products Marketing Council was established in 1972 under the Farm Products Marketing Agencies Act. This Act amended by Bill C-54 assented the 25th of February, 1993 is now called the Farm Products Agencies Act therefore the National Farm Products Council.

Responsibilities

The National Farm Products Council is responsible for supervising the Canadian marketing agencies established under the Farm Products Agencies Act. The Council works with these agencies, provincial governments and marketing boards to promote an efficient and competitive industry for the products concerned. It is charged with protecting the interests of producers, processors and consumers. The Council also administers the Agricultural Products Marketing Act.

Legislation

- Farm Products Marketing Agencies Act, 1972. Amended by Bill C-54 assented the 25th of February, 1993 now the Farm Products Agencies Act
- Agricultural Products Marketing Act, 1949

Organization

◆ Executive Council

The Council is responsible for policy decisions and for the ultimate objectives and goals of the National Farm Products Council. All nine council members are appointed by Order-in-Council. Eight of the nine members are paid on a per diem basis for those days that they are called upon to work on Council business.

◆ Operations

This section is responsible for the day to day monitoring of the agencies' operations and for reporting their findings to Council. The staff is also called upon to perform special tasks or studies regarding existing or possible new agencies which would provide analysis and documentation for Council's decisions.

◆ Regulatory Affairs

This section is responsible for processing agency orders and regulations and for the administration of the Agricultural Products Marketing Act and the section also co-ordinates complain hearings and public hearings as required.

◆ Communications

This section is responsible for media relations, the preparation and diffusion of Council's public information, and for the preparation and publication of annual reports and press releases.

◆ Management Services

This section is responsible for records management, property management, material management, Access to Information and Privacy Legislation, general administration and for the financial, personnel and support functions for Council and its components.

Information Holdings

Program Records

Canadian Marketing Agencies

Description: Information on Canadian marketing agencies such as the Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency, the Chicken Farmers of Canada and the Canadian Broiler Hatching Egg Marketing Agency. Records are located at the National Farm Products Council. **Topics:** Provincial levies; information services; claims; hearings; licensing; penalties and offenses; producer quotas; cost of production; production surveys; programs; reports and statistics; prices; statutory orders and regulations; surplus egg removal; interprovincial and export trade; marketing agencies (organization, minutes of proceedings, administration, finances, etc.). **Storage Medium:** Recordings — council meetings and in-camera hearings. **Program Record Number:** FPM FPM 010

Marketing Operations

Description: Information on liaison with commodity producers' associations, provincial agricultural departments, provincial marketing boards and other councils on matters related to marketing operations. Records are located at the National Farm Products

Council. **Topics:** Producer quota studies; guidelines for cost of production formulae; interprovincial and export trade; statutory orders and regulations; reports and statistics; commodities —Poultry Eggs and Hatching Eggs (minutes of proceedings). **Program Record Number:** FPM FPM 005

Personal Information Banks

Access Requests Files

Description: This bank contains requests under the Access to Information Act, submitted by individuals or organizations to access records, the replies to such requests, and any other information relevant to the processing of the requests. **Class of Individuals:** Individuals or organizations. **Purpose:** Records are compiled to process access requests, and for research and statistical purposes. **Consistent Uses:** This bank is used for reference and statistical purposes. **Retention and Disposal Standards:** Two years. **PAC Number:** 86-001 **Related to PR#:** FPM FPM 010 **TBS Registration:** 000477 **Bank Number:** FPM PPU 015

Applicants Inventory

Description: The purpose of this information bank is to maintain an inventory of candidates seeking employment with the National Farm Products Council. Applications come from within and outside the public service. The applications contain personal characteristics and histories describing the educational and working backgrounds of the applicants. Some applications also contain unsolicited performance appraisals. **Class of Individuals:** Applicants. **Purpose:** Records are maintained for general administration. **Consistent Uses:** This bank is used for administrative purposes only. **Retention and Disposal Standards:** Two years. **PAC Number:** 86-001 **Related to PR#:** FPM FPM 010 **TBS Registration:** 000479 **Bank Number:** FPM PPU 025

Expenditure Records

Description: This bank contains information to support payments made to the general public and government departments for the provision of goods and services to the Government of Canada. **Class of Individuals:** Private companies and government departments. **Purpose:** Supporting documentation for payment of accounts. **Consistent Uses:** This bank is used for accounting, reference and statistical purposes. **Retention and Disposal Standards:** Six fiscal years. **PAC Number:** 86-001 **Related to PR#:** FPM FPM 010 **TBS Registration:** 000480 **Bank Number:** FPM PPU 030

Financial Records

Description: The purpose of this bank is to record program expenditures and revenues. It contains files on payments for travel and relocation, reimbursements for allowable charges and contractual agreements. **Class of Individuals:** Employees of the Council. **Purpose:** Records are compiled for the control and administration of the expenditures of the Council. **Consistent Uses:** The bank is used for accounting, reference and statistical purposes. **Retention and Disposal Standards:** Six fiscal years. **PAC Number:** 86-001 **Related to PR#:** FPM FPM 010 **TBS Registration:** 000478 **Bank Number:** FPM PPU 020

Personal Service Contracts

Description: This bank maintains a record of personal service contracts awarded. The bank is comprised of case files which contain the contracts, description of duties, length of service, remuneration, any other approved terms and conditions deemed necessary and other related correspondence. It may also contain the curricula vitae and social insurance numbers of some individual contractors. **Class of Individuals:** Consultants. **Purpose:** Records are compiled for administration and financial reasons on all personal service contracts for proper control, accounting, substantiations and authority. **Consistent Uses:** This bank is used for the award of personal service contracts and their controls. **Retention and Disposal Standards:** Six fiscal years. **PAC Number:** 86-001 **Related to PR#:** FPM FPM 010 **TBS Registration:** 000475 **Bank Number:** FPM PPU 005

Private Sector Consultants

Description: This bank is a record of consultants and consulting firms from the private sector that have requested registration with the Council. The data bank contains individual and/or firm names, addresses and areas of specialization. **Class of Individuals:** Consultants. **Purpose:** Records are compiled for general administration. **Consistent Uses:** This bank is used for selection and awarding of personal service contracts. **Retention and Disposal Standards:** Two years. **PAC Number:** 86-001 **Related to PR#:** FPM FPM 010 **TBS Registration:** 000476 **Bank Number:** FPM PPU 010

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various functions may be directed to:

Executive Director
National Farm Products Council
344 Slater Street
Canada Building
Ottawa, Ontario
K1R 7Y3

Tel.: (613) 995-6752

Reading Room

An area on the premises of this institution has been designated under the Access to Information Act as a public reading room. The address is:

344 Slater Street, 10th Floor
Canada Building
Ottawa, Ontario

National Film Board of Canada

Chapter 94

General Information

Background

The National Film Board of Canada (NFB) was established by an Act of Parliament on May 2, 1939. It is presently governed by the National Film Act, R.S.C. 1985, c. N-8, as amended. The NFB reports to the Minister of Canadian Heritage. Its mandate is "...to produce and distribute films and other audiovisual works intended for Canadian audiences and foreign markets, in order to increase viewers' knowledge and understanding of the social and cultural realities of Canada..."

Responsibilities

In its most recent mission statement, the NFB expresses its mandate as follows: The National Film Board of Canada enriches Canadian society through the production and distribution of audiovisual works which provoke discussion and debate on important subjects for Canadians and others and which achieve recognition for their excellence, relevance and innovation while exploring the creative potential of audiovisual media.

Recent NFB productions include documentaries, animated shorts, CD-ROMs and interactive productions. NFB videos can be purchased via the toll-free number 1-800-267-7710 or the NFB website at www.nfb.ca. The website includes the full catalogue of the NFB's productions as well as other information on its activities. NFB videos can also be obtained at the NFB's CineRobotheque in Montreal or through public libraries in Canada. NFB productions are broadcast on television, can be seen at festivals and in theatres, are available in 54 partner-libraries, and are distributed in Canada and abroad directly by the NFB or through authorized distributors.

The NFB English and French Program Branches produce audiovisual works and are responsible for marketing and distributing them to their target audiences in Canada. NFB production centres are located in Vancouver, Edmonton, Winnipeg, Toronto, Ottawa, Quebec City, Montreal, Moncton and Halifax. There is a permanent creative staff in Montreal, though a large proportion of NFB productions are made by freelance filmmakers. The NFB's average annual production is approximately 100 original audiovisual works and 30 versions or adaptations of existing productions.

Legislation

- National Film Act, R.S.C. 1985, c. N-8, as amended

Organization

The Board of Trustees of the National Film Board is composed of the Government Film Commissioner, who is both the Chairperson and the Chief Executive Officer of the NFB, the Executive Director of Telefilm Canada and six other members appointed by the Governor in Council.

The NFB is headed by the Government Film Commissioner, with the support of the Director General of the English Program Branch, the Director General of the French Program Branch, the Director of the International Program, the Director of Technical Services and Informatics, the Director of Communications and Distribution Services, the Director of Planning, Evaluation and Audit, the Director of Administration, the Director of Human Resources, and the Secretary to the Board of Trustees.

The NFB's head office is in Ottawa, while its operational headquarters are located in Montreal.

The NFB is divided into nine major areas of responsibility:

Administration

This branch comprises Financial Administration, Accommodations and Material Resources.

Board of Trustees Secretariat and Legal Affairs

In addition to acting as the Board of Trustees Secretariat, this branch is responsible for legal affairs, the administration of the Access to Information Act and the Privacy Act, the NFB Conflict of Interest and Post-Employment Code and the Rights Division.

Communications and Distribution Services

This branch handles internal and external communications, corporate affairs, government relations, the management and conservation of the NFB film collection, the exploitation of the NFB Stock Shot Library, Cinematheque and Phototheque, the Reference Centre, Vaults, Archives and Records Management, the NFB Montreal Centre, the Distribution

network, the operation of a database on the NFB collection, the publication of the annual report and the operation of the Internet and Intranet sites. This branch also provides reports on the Official Languages Act and Multiculturalism Report within the institution.

English Program

This branch manages the production, marketing and distribution of English-language films, videos and multimedia products for audiences in Canada and abroad. It produces and co-produces mainly documentaries, animated shorts and interactive productions, out of studios located in Montreal, Halifax, Toronto, Winnipeg, Edmonton and Vancouver which cover all of Canada. English Program uses permanent, temporary and contractual staff.

French Program

This branch manages the production, marketing and distribution of French-language films, videos and multimedia products for audiences in Canada and abroad. It produces and co-produces mainly documentaries, animated shorts and interactive productions, out of studios located in Montreal, Quebec City, Moncton and Ottawa which cover all of Canada. French Program uses permanent, temporary and contractual staff.

Human Resources

This branch is responsible for human resources management, training, the employment equity program and the negotiation of collective agreements with artists' and authors' associations.

International Program

This branch is responsible for marketing and sales activities for NFB productions outside Canada and manages the NFB's participation in Canadian and foreign festivals. It has offices in Montreal, London, Paris and New York.

Planning, Evaluation and Audit

This branch is responsible for strategic, operational and budgetary planning of the institution as a whole, application of the program evaluation policy and internal audit.

Technical Services and Informatics

This branch provides the other branches with technical support in the form of film and video equipment rental services, traditional and electronic non-linear picture and sound editing and post-production services and

facilities. It also maintains a large library of sound effects and operates an Informatics division for the institution as a whole.

Information Holdings

Program Records

Board of Trustees

Description: Minutes of meetings, Order-in-Council appointments, information on rights and rights holders.

Topics: Information on acquired rights and rights management. **Access:** A part of this information is meant for internal use only, may contain third-party and personal information. **Program Record Number:** NFB BOT 005

Collection Management

Description: Information on the use of the film conservation laboratory, on the collection, vaults, audiovisual references, stock shots, CineRobotheque, Phototheque, archives, distributors, agents and partner libraries. **Topics:** Information on NFB works, on master material and duplication, on contracts, collective agreements, releases, correspondence. **Access:** A part of this information is meant for internal use only, as it may contain third-party and personal information.

Program Record Number: NFB COM 010

Communications

Description: Information on NFB communications with the public, NFB staff, media and government. **Topics:** Contacts with the news media; publication of press releases; brochures; annual report; Internet and Intranet sites; presentations and submissions to regulatory bodies and Parliament; internal communications.

Access: A part of this information is meant for internal use only, may contain third-party and personal information. **Program Record Number:** NFB COM 015

Festivals, Awards and Special Events

Description: Information on the various festivals, awards and film events in which the NFB participates.

Topics: Selection of films; registration for the festival; information on filmmakers participating in the festival/film events; awards received. **Access:** A part of this information is meant for internal use only, may contain third-party and personal information.

Program Record Number: NFB INT 010

Marketing and Distribution

Description: Information on the marketing and distribution of films, videos and multimedia products in Canada and abroad. **Topics:** television; institutional and

consumer markets; publicity and press kits; promotional flyers and catalogues; client lists; private distributors; contracts; revenues. **Access:** A part of this information is meant for internal use only, may contain third-party and personal information. **Program Record Number:** NFB EFM 025

Planning, Evaluation and Audit

Description: Planning. **Topics:** 2000-2001 Estimates (Part III – Report on Plans and Priorities); strategic planning; program evaluation; performance reports and internal audit reports. **Access:** A part of this information is meant for internal use only, may contain third-party and personal information **Program Record Number:** NFB PEA 030

Production

Description: Information on the production and co-production of films, videos and multimedia products by English and French Program offices across Canada. **Topics:** scripts; budgets; research; contracts; financial statements; freelancers; cultural diversity and equity; Aboriginal program; assistance to private-sector filmmakers; rights. **Access:** A part of this information is meant for internal use only, may contain third-party and personal information **Program Record Number:** NFB EFP 035

Technical Research

Description: Information on testing and analysis of new materials for professional filmmaking; video, audiovisual and digital technology; upgrading of existing equipment. **Access:** A part of this information is meant for internal use only, may contain third-party and personal information. **Program Record Number:** NFB TRF 040

Technical Services

Description: Information on the rental of equipment (camera, sound and lighting equipment); editing facilities; image post-production (visual effects) facilities; image post-production facilities; and sound post-production facilities. This branch occasionally provides services to the private sector when such services are non-existent or not available elsewhere. **Access:** A part of this information is meant for internal use only, may contain third-party and personal information. **Program Record Number:** NFB TSF 045

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Classes of Personal Information

Applications for Employment

Access to Information and Privacy Requests

Complaints from the Canadian Human Rights Commission

Complaints from the Commissioner of Official Languages

Correspondence

Film Projects

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Reading Room

In accordance with the Access to Information Act, the NFB has designated an area on the premises of two of its offices as public reading rooms. The addresses are:

Constitution Square
360 Albert Street
Suite 1560
Ottawa, Ontario
K1A 0M9

or

3155 Côte de Liesse Road
St-Laurent, Quebec
H4N 2N4

Please direct requests for general information about the National Film Board of Canada to:

General Enquiries – Ottawa:

Tel.: (613) 992-3615

Fax: (613) 947-2537

General Enquiries – Montreal:

Tel.: (514) 283-9246

Fax: (613) 283-8971

Customer Service: 1-800-267-7710

Web Site: www.nfb.ca

Co-ordinator, Access to Information and Privacy:

Tel.: (514) 496-1273

Fax: (514) 496-1646

National Gallery of Canada

Chapter 95

General Information

Background

The National Gallery of Canada (NGC), a Crown corporation, was established in 1990 by the Museums Act.

Responsibilities

The corporate objectives of the National Gallery of Canada are to develop, maintain and make known, throughout Canada and internationally, a national collection of works of art, historic and contemporary, with special but not exclusive reference to Canada, and to further knowledge, understanding and enjoyment of art in general among all Canadians.

Legislation

- The Museums Act, 1990

Organization

◆ Director's Office, Deputy Director's Office, Comptroller's Branch

These provide overall guidance, direction and common services to the programs and operations of the National Gallery of Canada. Included in these common support services are administrative, financial, personnel, records, audit, facilities and security. Also it provides the secretariat for the Board of Trustees.

◆ Collections and Research Branch, Canadian Centre for the Visual Arts Branch

These Branches are responsible for the following operational areas: curatorial, registration, restoration and conservation, photography and a research library, known as the Canadian Centre for the Visual Arts. The Branch develops a record of visual art, historic, modern and contemporary, situated that record within an international cultural context, and maintains documentary records on the condition and cultural and historical origins of the objects collected. Through the Canadian Centre for the Visual Arts, the Branch provides a major study and teaching resource for Canadian and international artists, scholars and students, and interested members of the public.

◆ Communications and Marketing Branch, Exhibitions and Installation Branch

These branches make the collection of more than 40,000 works of art and related knowledge accessible to national and international audiences through its displays of the permanent collections and special exhibitions, education services, publications, sales and media relations.

◆ Canadian Museum of Contemporary Photography

This museum undertakes a broad range of activities involving contemporary Canadian photographs and photographers. Its activities include acquisition and ordering of photographs, public programs, travelling exhibitions, loans, publications, educational programs, special exhibitions and national service.

Information Holdings

Program Records

Acquisition of Collections

Description: Information on the policy for the acquisition of works of art through purchases, gifts and donations; acquisition of historic Canadian art; offers of works of art that have been accepted and rejected; and examination reports for new acquisitions.

Topics: Gifts proposed, approved and rejected; purchases – paintings, photographs, prints and drawings, sculptures; insurance; major acquisitions; preliminary correspondence with artists, collectors and dealers on acquisitions; correspondence with dealers, donors, collectors and artists; conservation; and examination reports. **Program Record Number:** NGC NGA 005

Artists' Files

Description: Information on artists – biographies, exhibitions and places where they have exhibited their works; and correspondence. **Program Record Number:** NGC NGH 140

Conservation

Description: Information on the conservation and preservation of artifacts, including prevention of deterioration through care and maintenance, suitable physical environment for storage and correct handling

and packaging procedures for transportation. **Topics:** Conservation of works of art – National Gallery collection; examinations, inspections, restorations, analysis of pigments, varnish and lacquer; damages to paintings and works of art on loan; architectural conservation; L'Assemblée nationale du Québec; conservation procedures for sculptures, paper-deacidification, thermo paper, ageing; and safety of prints and drawings. **Program Record Number:** NGC NGI 160

Exhibitions, Expositions and Fairs

Description: Information on: permanent, travelling and special exhibitions, policy, exhibit planning and proposed exhibitions; Ottawa exhibitions; correspondence with lenders and inter-office correspondence dealing with the planning of exhibitions and catalogues; international and travelling exhibitions between 1959 and the present; exhibitions of prints and drawings; and aspects of exhibiting, exhibit planning and proposed exhibitions. **Topics:** Schedules of exhibition programs; extension services; proposed exhibitions; publicity and advertising; invitations; special exhibitions; offers and suggestions for exhibitions; exhibitions in Canada and foreign countries; National Gallery involvement in exhibitions organized by other organizations; proposed exhibitions refused; in-house collection-generated exhibitions; lighting for exhibitions in galleries; schedules of exhibition programs. **Program Record Number:** NGC NGB 020

Loans

Description: Information on: incoming and outgoing loans for exhibitions, government residences, ministers' offices; loans of National Gallery works of art to government departments and museums, universities and institutions in Canada and abroad. **Topics:** Policy; loans approved and rejected to museums and galleries around the world; loans to government; restricted loans list; general correspondence and policy; Canadian loans – approved and rejected; non-Canadian loans – approved and rejected; war art; and loans for exhibitions. **Program Record Number:** NGC NGC 040

Operations

Description: Information on: the general operations of the National Gallery of Canada; on the general operation of the Museum of Contemporary Photography. **Topics:** Movement of works of art; chemicals; lining techniques technical studies; insurance safety; steps used in the preparation of opaque cross-section. Policy; prints and drawings; corporate sponsorship; curatorial operations; special events; movement of photographs. **Program Record Number:** NGC NGD 060

Photographic Services

Description: Information on: the gallery's photographic services; registration; education services; education

policy; audio-visual. **Topics:** Technical photography; acquisitions; procedures; colour transparencies. **Program Record Number:** NGC NGF 100

Publications

Description: Information on various aspects of publications activities at the National Gallery of Canada; National Gallery publications for exhibitions and collections during the years before 1958 and between 1959 and the present; general information on books and publications and on various aspects of publication activities at the Canadian Museum of Contemporary Photography. **Topics:** Policy; permanent catalogue project; copyright and reproduction rights; bilingualism in publications; bulletins; journals; Canadian Artists series; catalogues for National Gallery collections; exhibition catalogues; acquisitions of books and other publications; submissions to outside publications; publications of the National Gallery; Bulletin No. 9; restoration and conservation laboratory journal; exhibitions, photography, printing and typesetting, purchases and sales; discounts; price evaluation; distribution lists; policy; copyright and reproduction rights; regular newsletter; mailing list. **Program Record Number:** NGC NGG 120

Research

Description: Research files on exhibitions the curators have organized; individual research dossiers for art objects in the collections of the National Gallery; information on: the various processes used in photographic reproduction; on aspects of research and researchers; on collection content and the photographers; and library. **Topics:** Canadian paintings, sculpture, decorative arts; Royal Canadian Academy Diploma works; non-Canadian paintings, sculpture, decorative arts; Asian art; videotapes and films; computer image processing; biographical files; subject card index for photographs in collection; and books, periodicals and catalogues relating to photography. **Access:** These files are located in the office of the Curator of Historic Canadian Art. **Program Record Number:** NGC NGE 080

Personal Information Banks

Collections

Description: This bank has complete information pertaining to the collection of objects by the National Gallery of Canada. **Class of Individuals:** The information regards individuals with which the National Gallery of Canada deals, in relation to collecting. **Purpose:** The purpose is to maintain complete information about objects collected or collectable by the National of Canada. The information is classified by objects. It is used to determine the value of objects for income tax or insurance purposes. **TBS Registration:** 004050 **Bank Number:** NGC PPU 005

Contract Files

Description: The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the National Gallery of Canada. It contains information such as the request for service by the manager, the original contractual document, and reasons for not authorizing payment if the terms of the contract have not been met. Active files are kept within the Materiel Management Division. **Class of Individuals:** Information relates to individuals from the private sector under contract for services to NGC. **Purpose:** For contracting services. **Consistent Uses:** To maintain information on all service contracts entered into by NGC. **Retention and Disposal Standards:** Six fiscal years, then destroyed. **PAC Number:** 86-001 **TBS Registration:** 004051 **Bank Number:** NGC PPU 010

Individual Requests Under the Privacy Act

Description: This bank contains formal requests made by individuals under the Privacy Act for access to personal information about them, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, complaints received, reports and recommendations of the Privacy Commissioner and litigation in the Federal and Supreme Courts. **Class of Individuals:** Individuals requesting information under the Privacy Act. **Purpose:** For processing such requests and for compiling statistics relating to them. **Retention and Disposal Standards:** Two years after last action. **PAC Number:** 86-001 **TBS Registration:** 004052 **Bank Number:** NGC PPU 020

Requests from Federal Investigative Bodies

Description: Contains requests for personal information made pursuant to paragraph 8(2)(e) of the Privacy Act by federal investigative bodies, the replies to such requests, the records of information disclosed, any correspondence with the Privacy Commissioner and all records relating to the processing of the requests. **Class of Individuals:** Individuals being investigated by federal investigative bodies. **Purpose:** To meet the requirements of the Act. **Consistent Uses:** Compiling statistics relating to requests from federal investigative bodies. **Retention and Disposal Standards:** Two years after last action. **PAC Number:** 86-001 **TBS Registration:** 004053 **Bank Number:** NGC PPU 030

Requests Under the Access to Information Act

Description: Contains formal requests made under the Access to Information Act by individuals for access to records, the replies to such requests and all records relating to their processing. If applicable, includes information on exemptions claimed, interventions of third parties, complaints received, reports and recommendations of the Information Commissioner and litigation in the Federal and Supreme Courts. **Class of Individuals:** Individuals requesting information under

the Access to Information Act. **Purpose:** To process requests. **Consistent Uses:** Compiling statistics relating to the administration of the Act. **Retention and Disposal Standards:** Two years after last action. **TBS Registration:** 004054 **Bank Number:** NGC PPU 040

Classes of Personal Information

Some NGC files summarized in the Program Records contain personal information which is not used in a decision-making process directly affecting the individual to whom it relates. Examples are inquiries about NGC collections, programs and services, information and advice given to individuals by NGC employees about museums and museum objects, and information about individuals in documents relating to grants or proposed grants to institutions.

These classes of personal information are kept on the relevant subject files and are not identifiable by name of the individual or other personal identifier. To retrieve these classes of personal information, the NGC would need as much detail as possible about the subject matter, the geographic location and the time the information would have come to the NGC.

The retention periods for these classes of personal information are the same as those for the subject files containing the information.

Manuals

- Canadian Centre for Visual Arts' Policy
- Collections Policy
- Communications Policy
- Human Resources Policy

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Gallery, its components, and its various programs and functions may be directed to:

Communications and Marketing
National Gallery of Canada
380 Sussex Drive
P.O. Box 427, Station A
Ottawa, Ontario
K1N 9N4

Tel.: (613) 990-1935

Reading Room

The Corporation's library has been designated under the Access to Information Act as a public reading room. The address is:

Library
National Gallery of Canada
380 Sussex Drive
Ottawa, Ontario

National Library of Canada

Chapter 96

General Information

Background

The National Library of Canada, created in 1953, operates under the National Library Act (1969) and its amendments, and administers the National Library Book Deposit Regulations (revised 1995). The Library is a branch of government having the rank of a department and reports to Parliament through the Minister of Canadian Heritage. The National Library serves Canada from the National Capital Region.

Responsibilities

The National Library ensures that the published heritage of the Canadian people is preserved and made accessible to Canadians directly and through the country's libraries.

To fulfil its responsibilities the Library collects and promotes the Canadian historical, literary and musical heritage in its broadest sense. This includes listing the nation's publications to facilitate their retrieval and use; providing reference, information, referral and document delivery services to support similar services provided by other Canadian libraries, with special emphasis on Canadian-related subjects; making known the written and musical heritage of the nation through a cultural events and exhibitions program; and facilitating the use of the nation's total library resources by coordinating and participating in national and international programs for sharing information on publications and for identifying and supplying needed documents on interlibrary loan.

Legislation

- National Library Act (R.S. (1985), c. N-12) and its amendments
- National Library Book Deposit Regulations (revised 1995)

Organization

◆ Acquisitions and Bibliographic Services

The Acquisitions component is responsible for the development of the Library's collections of published material in all formats. It acquires material through legal deposit, purchase, gift, exchange, and administrative arrangements with the provincial and territorial governments.

The Bibliographic component creates, maintains and disseminates records which identify and describe Canadian publications, coordinates a prepublication cataloguing program covering Canadian trade and official publications (Cataloguing-In-Publication), compiles and produces a national bibliography of Canadiana, distributes machine-readable catalogue records for both Canadian and foreign materials, and provides access to the Library's collections by compiling and maintaining catalogues. In support of resource sharing, it creates and maintains a national resource sharing database listing the holdings of participating Canadian libraries. It is also responsible for coordinating the microfilming, preservation and distribution of theses from 51 Canadian universities. This component is also responsible for developing bibliographic and documentation standards and for coordinating national programs for the assignment of international standard numbers to Canadian book, serial and music publishers.

◆ Communications

Communications is responsible for the Library's corporate communications activities. It is also responsible for marketing the National Library and promoting its programs, services and role as a national cultural institution through a variety of programs of public activity. Public Programs offers a variety of lectures, readings, musical events, and exhibitions based on the Library's collections.

◆ Digital Library of Canada Task Force

The Digital Library of Canada Task Force was established to make unique, significant digital content available on the National Library's website.

◆ Government On-Line Task Force

The Library's Government On-Line Task Force is responsible for implementing an organizational strategy to meet the goals and timelines outlined in the federal government's Government On-Line initiative. It will manage the Library's Government On-Line projects to bring the riches of the National Library to all Canadians and facilitate initiatives with other partners.

◆ Information Technology Services

Information Technology Services is responsible for developing, operating, maintaining and supporting the computer systems which serve both the National Library and the Canadian library and information community. Information Technology Services conducts research into library applications of computer

technologies, provides Internet support services to the National Library and provides systems support services to both the National Library and its clients across Canada and beyond.

◆ National and International Programs

National and International Programs is responsible for directing the Library's role in national and international activities related to its major program activities. It provides advice and support services to federal government libraries, the Council of Federal Libraries, and to libraries serving specialized communities. It also co-ordinates and facilitates the implementation of national and international resource sharing and heritage initiatives.

◆ Office of the National Librarian

The National Librarian is the Chief Executive Officer and is responsible for all matters relating to the National Library. The National Librarian is Chair of the Council of Federal Libraries (CFL). The National Librarian reports to Parliament through the Minister of Canadian Heritage.

◆ Research and Information Services

Research and Information Services is responsible for providing a location and interlibrary loan service and a reference and information service, to libraries, and researchers. Special advisory services are offered in Canadian literature including children's literature, in music, and in library and information science. It also provides service from the National Library's collections, including official publications, Canadian newspapers, serials, reference, music, rare books and literary manuscripts, native studies and the Jacob M. Lowy Collection of old and rare Hebraica and Judaica. Surplus library materials from Canadian libraries are collected and exchanged through the Canadian Book Exchange Centre in Ottawa.

◆ Strategic Policy and Planning

Strategic Policy and Planning is responsible for the Library's corporate policy and planning activities, including internal audit, program evaluation and strategic planning. Strategic Policy and Planning coordinates the development of policies and strategies related to the Library's corporate information resources including collections, databases, preservation and government information holdings.

Information Holdings

Program Records

Acquisitions

Description: Information on the acquisition of Canadian and non-Canadian library material by the National Library. **Topics:** Compliance with the National Library Act (Legal Deposit); commercial publishers; government publishers; publishing in Canada; Canadian authors; gifts and deposits of library materials; purchase of library materials – order requests and orders received.

Program Record Number: NLC ABS 030

Advanced Help Desk

Description: List of all system and application incidents reported by users. **Topics:** Administration, Technical services. **Access:** Internal. **Storage Medium:** Online.

Program Record Number: NLC ITS 005

AMICUS

Description: Online database of bibliographic source files and holdings of the National Library of Canada and other Canadian libraries. **Topics:** Bibliographic Services. **Access:** Public (by subscription only). **Storage Medium:** Online. **Program Record Number:** NLC ITS 010

AMICUS Client Services File

Description: Online database of names, addresses and other information describing libraries other organizations with which the National Library of Canada does business. Includes Interlibrary Loan (ILL) clients, Information Technology Services (ITS) client base, etc. Records for more than 10,000 organizations. **Topics:** All disciplines.

Access: Public. **Storage Medium:** Online. **Program Record Number:** NLC ITS 015

AMICUS Manage Billing

Description: Database of AMICUS and the National Library of Canada client billing information. (Replaced NL-ITS Billing Information System). **Topics:** Administration, Management Information. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC ITS 020

Anglo-American Cataloguing Rules (AACR)

Description: Information on the development and revision of the Anglo-American Cataloguing Rules and the work of the Joint Steering Committee for Revision of AACR. **Topics:** AACR 1st edition; AACR 2nd edition; JSC meetings; amendments to AACR. **Access:** AACR files arranged by edition and chapter number; JSC meetings by JSC numbering system. **Program Record Number:** NLC ABS 060

Applications Management

Description: Information on the design and development of application systems including those using Web technology and their interfaces with protocol-based telecommunications support systems and on the negotiation and administration of contracts associated with system and interface development. **Topics:** Development of application systems and production systems, information technology planning (high-level application architecture), digital library, Web development, management, tools and technology, maintenance of the NL application architecture, interaction with data administration, systems development methodologies and standards, information technology assessment. **Program Record Number:** NLC ITS 165

Canadian Children's Literature Service

Description: Information on Canadian literature for children and young adults and on libraries and library service for children and young adults; including a separate collection of 31,000 children's titles, lists of Canadian books for children and young-adults by year of publication, lists of award winning books, thematic book lists including the annual Read Up On It kit, electronic products and services, manuscript collections for selected Canadian children's authors and illustrators, biographical files. **Topics:** Canadian books for children and young adults, bilingual books; children's writings; children's periodicals, book selection, biographical information. **Access:** Books filed by subject (Library of Congress classification system) with access through Dynix, AMICUS and in-house catalogue (to 1993) and book lists by year of publication (since 1984). **Storage Medium:** Slides (by illustrator, title and year). **Program Record Number:** NLC RIS 115

Canadian Directories

Description: INMAGIC database used to produce the print publication Canadian directories, 1790-1987: A bibliography and place-name index. **Topics:** Reference Services. **Access:** Internal. **Storage Medium:** Diskette. **Program Record Number:** NLC RIS 005

Canadian Information by Subject

Description: Provides Web links to information about Canada from Internet resources around the world. Websites are organized by subject and indexed by name. **Topics:** All disciplines, Canadian content or origin. **Access:** Public. **Storage Medium:** Online. **Program Record Number:** NLC ABS 005

Canadian Initiative on Digital Libraries (CIDL)

Description: The Canadian Initiative on Digital Libraries (CIDL) is an alliance of Canadian libraries that recognize the growing importance of digital information. By collaborating, these libraries ensure better use of digital information and better service to their users. **Topics:**

General information on the Initiative including minutes of Steering Committee and Sub-committee meetings; joint projects agreements; bylaws; background documents; Web site. **Program Record Number:** NLC NIP 015

Canadian ISBN Publishers' Directory

Description: Contains information concerning ISBN prefixes assigned to publishers as well as their coordinates. **Topics:** Canadian publishers, publishing in Canada. **Access:** Public. **Storage Medium:** Online. **Program Record Number:** NLC ABS 010

Canadian Library Web Sites and Catalogues

Description: List of Canadian libraries that have an Internet homepage. Links are provided to Canadian library catalogues that are accessible on the Internet via telnet or a web search interface. Browse access is available by institution name, region and type of library. **Topics:** Library and information science, Library catalogues. **Access:** Public. **Storage Medium:** Internet. **Program Record Number:** NLC RIS 010

Canadian Literature Research Service

Description: The Canadian Literature Research Service provides specialized reference research, and bibliographical service to Canadian literature and literary publishing. **Program Record Number:** NLC RIS 150

Canadian Music Periodical Index (CMPI)

Description: CMPI is an index to Canadian music periodical literature which provides bibliographic sources for information on all aspects of musical activity in Canada. In 1999 CMPI expanded to include articles pertaining to non-Canadian subjects published in Canadian music journals, newsletters and magazines. Nearly 500 periodicals, from the late 19th century to the present, have been indexed. Available on the National Library of Canada's web site at http://www.nlc-bnc.ca/wapp/cmipi/index_e.htm. **Topics:** Music Geographic Coverage: Canada. **Access:** Public **Storage Medium:** Online. **Program Record Number:** NLC RIS 015

Canadian Newspapers on Microform in the National Library of Canada

Description: List of Canadian newspapers (including student, ethnic and native) with National Library of Canada holdings. Microcomputer-based on MS WORD. **Topics:** Newspapers, Reference Services. **Access:** Public. **Storage Medium:** Online. **Program Record Number:** NLC RIS 020

Canadian Poetry Archive

Description: The Canadian Poetry Archive features selected poems from over 100 early English- and French-language Canadian poets. Available on the National Library of Canada's web site at

<http://www.nlc-bnc.ca/canvers/ehome.htm>. **Topics:** Canadian literature. **Access:** Internet. **Storage Medium:** Online. **Program Record Number:** NLC RIS 025

Canadian Reference Sources

Description: INMAGIC database used in the preparation of the publication Canadian reference sources: an annotated bibliography. **Topics:** Reference Services. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC RIS 030

Canadian Theses

Description: Information on the National Library program ensuring preservation and access to theses accepted by Canadian universities. **Topics:** Acquisition of theses; filming. **Access:** Files arranged by author. **Program Record Number:** NLC ABS 035

Canadian Title Count

Description: Comparative data on the size and growth rates of more than 500 subject areas and classification ranges in collections of Canadian university libraries. **Topics:** Library and Information Science, Management Information. **Access:** Public (Sales publication). **Storage Medium:** Diskette. **Program Record Number:** NLC IRM 005

Canadiana: The National Bibliography

Description: A component of the online AMICUS database containing bibliographic and authority records describing material published in Canada issued by a Canadian author or dealing with a Canadian subject. This database contains all Canadiana acquired by the National Library, from early Canadiana to most recent items. Contains almost 2 000 000 bibliographic records. **Topics:** All disciplines. **Access:** Public. **Storage Medium:** Online, CD-ROM, FTP files. **Program Record Number:** NLC ABS 015

Cataloguing Programs

Description: Information on the National Library's cataloguing operations. **Topics:** Cataloguing policies and standards; workflow and turnaround time reports; performance measurement system; backlog count reports. **Access:** Statistical records related to the processing time analysis system and performance measurement system are in machine-readable form. **Program Record Number:** NLC ABS 050

Cataloguing-in-Publication

Description: Information on the Cataloguing-in-Publication (CIP) program whereby Canadian books are catalogued prior to publication and the cataloguing information is printed in the book at the time of publication. **Topics:** Completed CIP application forms from publishers; CIP statistics; CIP agent library contracts; foreign CIP programs; CIP publicity. **Access:**

Application forms arranged by publisher. **Program Record Number:** NLC ABS 040

Client Database

Description: Microsoft Access 2.0 database of Canadian Book Exchange Centre clients; profiles include unique institution number, institution name, personal contact, mailing/shipping address, email address, telephone and fax number, library's subject emphasis and status of client. **Topics:** Library and Information Science, Resource Sharing. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC RIS 035

Client Services Management

Description: Information on user documentation, training, set-up, support and communications; coordinating access authorization and service administration for both internal and network system services; promoting ITS services and programs and supporting end-user computing. **Topics:** User liaison, assessment, documentation, training, federal library user-computing support service, promotion of NLC Services and programs, services to NLC. **Program Record Number:** NLC ITS 150

Conser Database

Description: A component of the online AMICUS database containing MARC (MACHine-Readable Cataloguing) records for Canadian serials which are loaded in the North American CONSER (Cooperative Online SERIALS) database maintained on the OCLC system located in Dublin, Ohio. The National Library is responsible for maintaining the Canadian records. Includes records for serials published by the federal government of Canada. Contains about 100 000 bibliographic records. **Topics:** All disciplines. **Access:** Public. **Storage Medium:** Online. **Program Record Number:** NLC ABS 020

Council of Federal Libraries Consortium

Description: Information on member libraries and commercial vendors and suppliers of library and information resources and services related to the Consortium's function of using its collective purchasing potential to realize cost savings for its members in the acquisition of goods and services. **Topics:** Meetings – Consortium Advisory Committee; elections of advisory committee members; agreements negotiated with vendors; library profiles; newsletter; surveys on cost-savings and products. **Program Record Number:** NLC NIP 135

Council of Federal Libraries Secretariat

Description: Information on meetings, workshops, projects, publications of the Council of Federal Libraries and its action committees and working groups, and other activities related to its function of assisting the

National Librarian in coordinating federal library services. **Topics:** Meetings – Council, steering committee, action committees and working groups; workshops – information management topics, copyright, fees for services, automation; elections of steering committee members; publishing plans and publications information series packages, newsletter, annual reports, Web Site, listserve. **Program Record Number:** NLC NIP 010

Council on Access to Information for Print Disabled Canadians

Description: Information on meetings, workshops, projects of the Council on Access to Information for Print Disabled Canadians in implementing Fulfilling the Promise: The Report of the Task Force on Access to Information for Print Disabled Canadians, and other activities related to its function of assisting the National Librarian in contributing to the Federal Disability Agenda. **Topics:** Meetings – Council, action committees and working groups; workshops, recommendations, newsletter Web Site, listserve. **Program Record Number:** NLC NIP 030

Departmental Telephone Directory

Description: Internal listing of organization (departmental) and personnel (alphabetical). Web-based at GTIS. **Topics:** Administration, Management Information. **Access:** Internal & External. **Storage Medium:** Online. **Program Record Number:** NLC ITS 025

Directory of Federal Libraries

Description: List of federal libraries, name of contacts, addresses, telephone numbers, fax, e-mail and library symbols. Available under Council of Federal Libraries (CFL) on the National Library of Canada Web site url: <http://www.nlc-bnc.ca/cfl-cbfg/ecfl.htm>. **Topics:** Library and Information Science, Resource Sharing. **Access:** Public. **Storage Medium:** WWW **Program Record Number:** NLC NIP 005

Directory of Special Collections of Research Value in Canadian Libraries

Description: List of collections that are recognized by their home institution, and by others, as an important resource at the regional and/or national level. The aim for each collection is generally to be exhaustive: to include any significant works of recorded knowledge, in all relevant languages, for a necessarily defined and limited subject field. The directory is searchable by keyword, and can be browsed by subject, collection name, and name of home institution. **Topics:** Special collections. **Access:** Public. **Storage Medium:** Internet. **Program Record Number:** NLC RIS 040

Disc-O-Logue

Description: Database of French-language popular music recordings available in Canada from the mid-1950s to the mid 1980s. Available on the National Library of Canada's web site at <http://www.nlc-bnc.ca/discologue/english.htm> Originating department or agency: Research and Information Services, National Library of Canada. **Topics:** Music. **Access:** Public. **Storage Medium:** Online. **Program Record Number:** NLC RIS 045

Environmental Monitoring

Description: Temperature and relative humidity data collected by SMARTREADER dataloggers which are deployed in collection areas and exhibit cases as required. When monitor is removed from exhibition or collection, data is transferred to hard disc for analysis. Raw data is not typically retained once graphed/analysed. Short summary reports exist as MS Word files. **Topics:** Preservation of Library Materials. **Access:** Internal. **Storage Medium:** Paper, diskette. **Program Record Number:** NLC RIS 050

Functional Programming Study

Description: Contains the collections storage data describing the physical location of collections in the National Library of Canada buildings including sizes of shelves and cabinets. The data is divided by floors and by types of collection. Microcomputer-based on EXCEL. **Topics:** Collection Storage. **Access:** Internal. **Storage Medium:** Diskette, Online. **Program Record Number:** NLC ONL 005

Gifts and Major Acquisitions Database

Description: Contains information about major acquisitions bought and gifts received by the National Library. **Topics:** All disciplines. **Access:** Protected, internal. **Storage Medium:** Online. **Program Record Number:** NLC ABS 025

Index to Federal Royal Commissions

Description: Index to reports, briefs, submissions working papers and other relevant material associated to Federal Royal Commissions available at the National Library. **Topics:** Government Publications. **Access:** Internet. **Storage Medium:** Online. **Program Record Number:** NLC RIS 055

Index to Sound Recordings – INMAGIC

Description: Discographic information (title, composer, performer, label, issue number, matrix number) for 45 rpm, 78 rpm and cylinders in the Music Division Collections. Microcomputer-based on INMAGIC. **Topics:** Music. **Access:** Public (Staff will search on behalf of user). **Storage Medium:** Online. **Program Record Number:** NLC RIS 060

Information Analysis and Standards

Description: Information on the development of corporate data models, information architectures, and reference models for information processes; development and maintenance of data definitions; development and maintenance of information technology standards for internal use and for dissemination at national and international levels; dissemination and promotion of information management policies and procedures by the Library.

Topics: Digital library projects, technologies and standards; systems development projects, systems management standards, network and networked information development; electronic document formats; electronic document management; document encoding standards; metadata standards; Web management technologies. **Program Record Number:** NLC ITS 160

Information Technology Management Services

Description: Information on formulating information technology policy and plans; documenting policy decisions, maintaining up-to-date planning documents, developing systems assurance procedures and monitoring their application with ITS. **Topics:** Business and information technology planning, establishment of policies, standards and procedures in the area of information technology, systems assurance, development and maintenance of high level architectures. **Program Record Number:** NLC ITS 145

Interlibrary Loans

Description: Information for libraries interested in Interlibrary Loan Services, including name and type of library, Canadian library symbol, address, interlibrary loan charging policies. Also management information on interlibrary loan requests received at the National Library of Canada. **Storage Medium:** Automated database, tape. All data can be accessed. **Program Record Number:** NLC RIS 140

International Standard Numbering Programs

Description: Assignment of International Standard Book Numbers (ISBN) and International Standard Music Numbers (ISMN) to publishers; assignment of International Standard Serial Numbers (ISSN) to individual publications. **Program Record Number:** NLC ABS 065

International Organization for Standardization (ISO)

Description: Information on the work of various committees and subcommittees of the International Organization for Standardization on documentation and related standards. **Topics:** Technical committees and working groups concerned with standards for information and documentation (ISO/TC46 and its subcommittees). **Access:** Files arranged by ISO committee and/or standard number. **Program Record Number:** NLC ABS 055

Inventory of Canadian Digital Initiatives

Description: Canadian information resources created for the Web. Includes project/resource names, participating organizations, general and technical descriptions, subject categories, contacts and other information. **Topics:** humanities, social sciences, science and applied science. **Access:** Internet. **Storage Medium:** Online. **Program Record Number:** NLC NIP 025

Jacob M. Lowy Collection

Description: Four thousand volumes of rare and old printed Hebraica and Judaica spanning five centuries; two hundred original Hebraic manuscripts, primarily from nineteenth and twentieth century Yemen; microforms of manuscript holdings of selected European and American institutions; a reference collection of over one thousand five hundred volumes. **Topics:** Religious and secular works, with a concentration on incunabula, editions of bibles and the historian Josephus, rabbinic literature of late antiquity, the middle ages and the pre-modern period, mysticism, liturgy; Hebraic bibliography and the history of Hebraic printing. **Access:** Through Dynix and AMICUS in conjunction with printed guides. Consultation in the Lowy Room, 2nd floor. **Program Record Number:** NLC RIS 145

Jacob M. Lowy Collection Conservation Survey – MS Access

Description: Description of conservation requirements for 2500 Lowy books. Computer-based on Microsoft Access. **Topics:** Rare Hebraica and Judaica. **Access:** NA conservators and Lowy Curator. **Storage Medium:** Diskette. **Program Record Number:** NLC RIS 065

Legal Deposit Database

Description: Machine-readable bibliographic and receipt records for Canadian imprints in all formats received by the National Library of Canada under the legal deposit provisions of the National Library Act. Records are created, stored and managed on the Dynix acquisitions subsystem. Contains 250,000 bibliographic and acquisitions records. **Topics:** All disciplines. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC ABS 070

Library Consultants Database (CONSULT)

Description: Database containing directory type information on library consultants working in Canada. Microcomputer-based on INMAGIC. **Topics:** Library and Information Science. **Access:** Public (Staff will search on behalf of user). **Storage Medium:** Online. **Program Record Number:** NLC RIS 070

Literary Manuscripts

Description: Information on Canadian authors whose papers are held by the National Library of Canada.

Topics: Biographical and critical files, mainly clippings from newspapers and journals, and finding aids.

Program Record Number: NLC RIS 135

Literary Manuscripts Collection Index to Correspondence

Description: Index which provides information on correspondence in Literary Manuscripts Collections.

Microcomputer-based in MS Access. Some correspondence on cards or MS WORD documents;

input in MS Access is ongoing. **Topics:** Literary manuscripts, Canadian writers, Canadian publishers,

Canadian literature. **Access:** Public (Staff will search on behalf of user). **Storage Medium:** Online. **Program**

Record Number: NLC RIS 075

Machine-Readable Cataloguing Formats (MARC)

Description: Information on the development of standard formats for machine-readable cataloguing information in Canada and other countries. **Topics:** UNIMARC (IFLA), etc. **Program Record Number:** NLC ITS 065

MARC Records Distribution Service (MRDS) – Foreign Source Files

Description: A collection of MARC (MACHINE-Readable Cataloguing) source files from Canadian and selected foreign national bibliographic agencies. Various distribution service options are available to subscribers.

Topics: All disciplines. **Access:** Public. **Storage**

Medium: TAPE, Online* (*Records selected using the MRDS Selected Records option can be sent to subscribers via File Transfer). **Program Record**

Number: NLC ABS 075

Marketing and Publishing

Description: Marketing and communication plan for various programs and services. Information on publications and information displays, and guided tours.

Topics: Production steps for publications and information displays – procurement requests, contracts for advertising, printing, requisitions and correspondence on particular projects in these and other areas of the division's work. **Access:** Files arranged by publication and information display. **Program Record Number:**

NLC COM 020

Memorable Canadians

Description: Index of biographies located throughout the National Library of Canada's Web site. Biographies are accessible through four indexes: name, field of endeavour, subject and resource. Available on the National Library of Canada's web site at

<http://www.nlc-bnc.ca/bioindex/eintrodu.htm>. **Topics:**

N/A. **Access:** Public. **Storage Medium:** Online.

Program Record Number: NLC RIS 080

Music Manuscripts, Sound Recordings, Printed Collection and Reference Service

Description: Lists of manuscript collections and sound recordings, union catalogue of Canadiana sheet music published before 1950, finding aids for selected archival collections, files on many aspects of musical Canadiana, and records of Music Division acquisitions by gift, legacy or purchase; microfiche and computer listings for 78 and 45 rpm discs, binders and card catalogue for 33 1/3 discs to 1978 (post 1978 in AMICUS), and binders for wax cylinders and piano rolls; correspondence replying to reference questions related to music; grey literature and ephemera relating to musical Canadiana.

Topics: Manuscript collections; sound recordings; early Berliner recordings at the National Library; the Dr. André and Pearl Ross Collection of Spoken Sound Recordings; the Ralph Gustafson Collection of piano recordings; vertical files on Canadian music and musicians;

Encyclopedia of Music in Canada information sheets; Canadian sheet music, Canadian concert programs;

Canadian musical iconography; Canadian music publishers; Percy Scholes vertical files on British and European music; lists of donors and donations; records of purchases and solicitations for the collection. **Access:**

Manuscript Collection – files arranged by collection and finding aids by name of collector; List of Manuscript

Collections by name and call number. Recorded Sound Collection – unpublished recordings, pre-1969 LPs, cylinders and piano rolls by recording artist, collection and accession number; 78 rpm and 45 rpm discs by

performer, composer, title, label, issue, matrix number and permuted title; early Berliner records by catalogue number of manufacturer; Dr. André and Pearl Ross Collection by language and recording personality.

Printed Collection – (Sheet Music) manual catalogue by composer, title, publisher and date of publication.

(Ephemera and Vertical Files) alphabetical card file to articles on Canadian music and musicians in Canadian

periodicals; vertical files on Canadian music and musicians by name of subject, individual, or collectivity

(cross-referenced); concert programs arranged by province, city, organization and date; photos of musical

Canadiana arranged alphabetically by subject and/or by accession number; dated address file of Canadian

music publishers to 1900. Correspondence – correspondence arranged chronologically within a

subject. **Program Record Number:** NLC RIS 085

National and International Bibliographic Projects

Description: Information on participation in national and international co-operative projects designed to

foster the sharing of bibliographic information. **Topics:** Canadian Institute for Historical Microreproductions;

AMICUS (bibliographic database); co-operative projects for name and subject authorities; Anglo-American

Cataloguing Rules; International Federation of Library Associations and Institutions (IFLA); CONSER

(Co-operative ONLINE SERIALS) program; Universal Bibliographic Control (UBC). **Program Record**

Number: NLC ABS 045

National Core Library Statistics Program

Description: Statistical data providing core information on Canadian libraries. **Topics:** Libraries. **Access:** Public (sold). **Storage Medium:** Diskette. **Program Record Number:** NLC NIP 020

National Library of Canada Collections Inventory

Description: Database in MS-Access describing and reporting on NLC collections. Stored on LAN. Includes information on the physical location and size of the collection and on the catalogues and records providing access thereto. To provide data on collection growth and to assist in collection management. **Topics:** Collection Information, Management Information. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC IRM 015

National Library of Canada Logical Data Model / Conceptual Process Model

Description: Standardized description of all entities (data entities, tables, data elements, data relationships, entity relationships, diagrams, etc.). Microcomputer-based on Westmount Case Tool. **Topics:** Administration, Bibliographic Services, Clientele, Products and Marketing. **Access:** Public. **Storage Medium:** Online, AMICUS GUI. **Program Record Number:** NLC ITS 030

National Library of Canada Mailing List

Description: Client-based mailing list of 88 separate categories held in AMICUS. Purpose is for distribution of NLC publications. **Topics:** Publications, Management Information. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC COM 005

National Library of Canada World Wide Web

Description: The National Library of Canada World Wide Web service provides hypertext, multimedia access to the Library's publications, descriptions of its collections and services, cultural events and exhibitions and to the Internet resources of Canadian libraries and governments and their organizations. NLC's Web service also provides finding aids for Canadian and international Internet information resources (e.g., Canadian government information). **Topics:** Library and Information Science, Products and Marketing, Public Programs, National Library initiatives, Public Services, Resource Sharing **Access:** Public (via Internet). **Storage Medium:** Internet. **Program Record Number:** NLC DLCTF 005

NAVIS

Description: The National Library's automated interlibrary loan system. Includes records of ILL requests received by the National Library, as well as addressing, messaging and ILL policy information for all libraries using its ILL services. **Topics:** Interlibrary loan requests. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC RIS 090

Newspapers – Finding Aids

Description: List consisting of newspapers stored offsite at Bentley, providing shelf location for each title and holdings. Microcomputer-based on MS WORD. **Topics:** Newspapers, Reference Services. **Access:** Public. **Storage Medium:** Online. **Program Record Number:** NLC RIS 095

Official Publications Reference Vertical File Subject Heading List

Description: Alphabetically arranged index to subject matters related to official publications. Microcomputer-based on MS WORD. **Topics:** Government Publications. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC RIS 100

On Order / In Process Database

Description: Machine-readable records for bibliographic, order, invoicing, receipt, selection and desiderata data relative to materials in all formats acquired for National Library of Canada collections by purchase, gift or exchange. Records are created, stored and managed on the Dynix acquisitions subsystem. Contains 120,000 bibliographic and acquisitions records. **Topics:** All disciplines. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC ABS 080

Patron Information

Description: This computerized data bank on Dynix, contains information on registered users of the National Library of Canada. It includes the patron barcode number, patron name, affiliation, address, telephone number, research topic, expiration date, and the number of the locker or study room assigned to the patron, if applicable. **Topics:** Public Services, Circulation, Clientele. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC RIS 105

Periodical Database

Description: Microsoft Access 2.0 inventory of periodicals held by the Canadian Book Exchange Centre; includes title, place of publication, shelf location, subject and history of distribution. **Topics:** All disciplines. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC RIS 120

Preservation

Description: Information on topics of interest to Canadian libraries concerning preservation of library materials and information relating to preservation activities at the National Library. **Topics:** Preservation and conservation of library materials. **Access:** Files arranged by subject and organization. **Program Record Number:** NLC IRM 175

Public Programs

Description: Information on cultural events such as exhibitions, concerts, readings and book launches.

Topics: Production steps – planning, implementation, costs. **Program Record Number:** NLC COM 025

Publications Inventory List

Description: National Library of Canada Publications listing and indexing on Q & A. Database purpose is to track and manage NLC publications. **Topics:** Publications, Management Information. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC COM 010

Rare Book Collection

Description: Rare Canadiana monographs, periodicals, broadsides and pamphlets. Small collection of rare non-Canadiana. **Topics:** All topics relating to Canada with strengths in early travels and voyages, Arctic explorations, history, early Canadian printing, pre-Confederation government publications, Canadian livres d'artistes and press books. **Access:** Through Dynix and AMICUS. Consultation in Special Collections Reading Room. **Program Record Number:** NLC RIS 125

Reference and Information Services

Description: Information on National Library holdings of Canadian official publications, and foreign and international official publications; newspapers; information on National Library of Canada publications; reference and information questions and related correspondence (including newspapers, official publications and library and information science); research documentation in Canadian studies and the social sciences and humanities in both manual and automated form; published documents from the library of the former Indian Claims Commission (1969-79) and the Whiteside collection of published documents on Canada's First peoples; vertical files; finding aids for the collection. **Topics:** Canadiana and Canadian studies; government and law; Canadian Native Studies; newspapers; genealogical research; history, political science, library and information science. **Access:** Dynix and AMICUS; Index to Canadian Federal Royal Commissions through Internet; printed and automated finding aids (Internet and Internal databases); finding aids to the library collection of the former Indian Claims Commission; finding aids to the Whiteside collection; newspaper index arranged by place, province and decade; microform masters of serials arranged by titles; microform masters of newspapers arranged by province and city. Files for library and information science are arranged by subject group or by name of author, library or association. From January 1986 to 1995 library science subject citations with subject access are available in an online database. **Program Record Number:** NLC RIS 110

Reference Query Log (WORKFLOW)

Description: This database contains brief information on written and online search requests. It provides the patron's name, city, country and subject of search. Microcomputer-based on MS ACCESS. **Topics:** Reference Services. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC RIS 130

Research and Information Services Performance Measurement System (PMS – RIS)

Description: Database of RIS (Research and Information Services) collection management and client services statistics. Microcomputer-based on Supercalc. To provide statistics on RIS' collection management and client services for monthly reports. Also used for the preparation of quarterly, semi-annual, annual and Main Estimates reports. **Topics:** Collection Information, Management Information, Public Services. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC RIS 155

Research Projects in Library / Information Science (DIISORID)

Description: Register of Canadian research projects, both completed and in-progress, in the field of library and information science. Microcomputer-based on INMAGIC. **Topics:** Library and Information Science. **Access:** Public. Staff will search on behalf of user. **Storage Medium:** Online. **Program Record Number:** NLC RIS 160

Student Newspapers received by the National Library of Canada

Description: List of Canadian university and college newspapers, including holdings, located at the National Library of Canada and elsewhere in Canada. Microcomputer-based on MS WORD. **Topics:** Newspapers, Reference Services. **Access:** Public. **Storage Medium:** Online. **Program Record Number:** NLC RIS 165

Symbols and Interlibrary Loan Policies in Canada

Description: Contains addressing, messaging and ILL policy information for all Canadian libraries listed in NAVIS, the National Library's automated interlibrary loan system. **Topics:** Library catalogues. **Access:** Public (via Internet). **Storage Medium:** Internet. **Program Record Number:** NLC RIS 170

Systems and Telecommunications Support

Description: Information on the provision of computing and telecommunication environment to carry out the ITS mandate. Information on the operation of systems developed or acquired for use within the National Library; production control, product support, front-line troubleshooting and monitoring of systems performance; operation of telecommunications

networks and directory systems; performance of database management and administration. **Topics:** Capacity planning, systems and telecommunications architectures, proprietary software, technical change management and control, database administration, systems support, telecommunications support, batch systems control, tape library management, supplier liaison, computing equipment support, computer job performance monitoring and tuning, front-line troubleshooting for on-line systems, telecommunications and equipment support, inventory control of telecommunication circuits and equipment, inventory control of hardware and software, configuration management, informatics security, telecommunications directories, on-line system performance monitoring and tuning, task control and scheduling, troubleshooting batch system, on-line system troubleshooting, and quality control of production programs. **Program Record Number:** NLC ITS 170

Telephone Set / Line Configurations

Description: Log of telephone equipment / line systems layouts (layouts for call forward, call pick-up, call transfer, consultation hold, ring again, three-party conference, etc.). Microcomputer-based on EXCEL. **Topics:** Administration, Management Information. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC ITS 035

Telephone Set / Line Inventory

Description: Departmental log of telephone equipment and line features (lists of directory numbers, locations, call forward, call pick-up, call transfer, hold, ring again, etc.). Microcomputer-based on MS-Access. **Topics:** Administration, Management Information. **Access:** Internal. **Storage Medium:** Online. **Program Record Number:** NLC ITS 040

Union Catalogue

Description: A component of the online AMICUS database which contains bibliographic records with location and holdings information for serials and monographs, in all subject areas, held in more than 500 Canadian libraries. In addition, bibliographic records with location and holdings information are included for computer files, maps, microforms, newspapers and works in special format (braille, large print, talking books, described videos, captioned videos) for persons who are print or hearing-impaired. Over 450 libraries currently report accessions. Contains 19,000,000 bibliographic records. **Topics:** All disciplines. **Access:** Public, Internet. **Storage Medium:** Online (for post-1980 records), in card catalogues, on site (for pre-1980 records). **Program Record Number:** NLC ABS 095

Union Catalogues

Description: Information on the monograph and serial holdings of Canadian libraries; foreign and Canadian official publications are included. All formats of material are listed. **Topics:** Holdings of Canadian libraries. **Access:** Arranged by author. Storage **Storage Medium:** Card catalogue; after April 1980, in machine-readable databases. **Program Record Number:** NLC ABS 090

Virtual Canadian Union Catalogue (vCuc)

Description: Provides Z39.50 access to online catalogues of major Canadian libraries. Library catalogues may be searched individually, or several catalogues may be searched simultaneously using virtual groups. **Topics:** Special collections. **Access:** Public. **Storage Medium:** Internet. **Program Record Number:** NLC RIS 175

Virtual Gramophone: Canadian Historical Sound Recordings

Description: Multimedia Web site devoted to the first half-century of recorded sound in Canada. The database contains information on and images of 78-rpm and cylinder recordings released in Canada, and foreign recordings featuring Canadian artists or Canadian compositions, as well as details on the 78s and cylinders in the Recorded Sound Collection at the National Library of Canada. Biographies of prominent Canadian performers, short histories of Canadian record companies, background information on the recording technology of the time, and digital audio reproductions of selected 78s are also included. Available on the National Library of Canada's web site at <http://www2.nlc-bnc.ca/gramophone/src/home.htm>. **Topics:** Music. **Access:** Public. **Storage Medium:** Online. **Program Record Number:** NLC RIS 180

Personal Information Banks

Access to Information and Privacy Requests

Description: This bank contains the access to information and personal information request forms or letters sent by individuals, the replies to such requests and information related to their processing. **Class of Individuals:** Individuals requesting access to information. **Purpose:** To process access requests. **Consistent Uses:** To compile statistics. **Retention and Disposal Standards:** Retained for two years after resolution and then destroyed. **TBS Registration:** 003187 **Bank Number:** NLC PPU 025

Client Information

Description: This computerized data bank contains information on individuals who wish to use the National Library's research facilities, collections and services. It includes the client barcode number, client name, affiliation, address, telephone number, research topic, National Library user card number and expiration date,

and the number of the locker or study room assigned to the patron, if applicable. **Class of Individuals:** Individuals whose research requires the use of the facilities, collections and services of the National Library. **Purpose:** The bank was established to identify users of the National Library's research facilities, collections and services, to prepare user cards, to survey research use and to compile statistics. **Consistent Uses:** To profile users of the National Library, to identify research topics, to analyse trends in information needs and to control the circulation of material. Clients require a National Library barcode number to access the Library's collections and on-site services. **Retention and Disposal Standards:** All patron records since 1995 are permanently retained. **TBS Registration:** 002278 **Bank Number:** NLC PPU 010

Gifts and Major Acquisitions Database

Description: Contains current and retrospective (to 1975) information about major acquisitions bought and gifts received by the National Library. Information includes name and contact information (telephone number, e-mail, address). Database is organized by fiscal year then by a sequential number for each gift. Includes brief description of gift, its nature/type, monetary value and actions taken. **Class of Individuals:** Donors to the National Library of Canada. **Purpose:** The database provides NLC staff with information about donors, gifts, monetary values, in order to evaluate and manage future gifts and to respond to questions from *the Canada Customs and Revenue Agency*. **Consistent Uses:** To produce statistics on gifts. Note on Disclosure: Gift agreements are sent to *the Canada Customs and Revenue Agency* for taxation purposes. These specify the nature of the gift, the monetary value, and donor contact and identification information. **Retention and Disposal Standards:** Information on gifts is retained for the period equivalent to the life of the gift. **TBS Registration:** 004478 **Bank Number:** NLC PPU 060

Online Search Request

Description: This bank contains files of online search request forms completed for queries which have required computerized database searching on a particular subject. It provides client's name and affiliation, mailing address, telephone number and details of topic(s) searched. Service charges are also indicated. **Class of Individuals:** Libraries or individuals whose research requires the use of the online facilities of the National Library. **Purpose:** To retain a profile of our clients' online subject requirements. **Consistent Uses:** To enable staff to retrieve information about previous requests. **Retention and Disposal Standards:** Records are kept for five years and then sent to the National Archives of Canada for disposal. **TBS Registration:** 003512 **Bank Number:** NLC PPU 005

Reference Enquiries

Description: This bank contains requests for reference information received either in person, by telephone, or through regular and electronic mail. It provides client's name, telephone number, affiliation, specific inquiry and the response. Address/e-mail/fax are also noted, as required. **Class of Individuals:** Libraries and researchers. **Purpose:** To maintain a record of reference requests received by the National Library's Research and Information Services to conduct surveys as needed. **Consistent Uses:** To compile statistics. **Retention and Disposal Standards:** Forms are kept for one year and then sent to the National Archives of Canada for disposal. **TBS Registration:** 002279 **Bank Number:** NLC PPU 015

Reference Query Log (WORKFLOW)

Description: This database contains brief information on written and online search requests. It provides the client's name, city, country and subject of search. **Class of Individuals:** Libraries and clients. **Purpose:** WORKFLOW is used to compile monthly statistics and monitor/control response time. **Consistent Uses:** WORKFLOW is also used to trace either the original written request and answer provided or the complete information on the online search request form. **Retention and Disposal Standards:** Database records are kept for ten years and then entries are deleted. **TBS Registration:** 003186 **Bank Number:** NLC PPU 020

Manuals

- Access AMICUS Help
- AMICUS Cataloguing – MARC Reference
- AMICUS Cataloguing – Quick Reference Guide
- AMICUS Cataloguing – Training Guide
- AMICUS Search – Broadening and Narrowing Searches
- AMICUS Search – Exercises
- AMICUS Search – Participant's Manual
- AMICUS Search – Quick Reference Guide
- AMICUS Search – Trainer's Manual
- Annotations Manual
- Canadian CIP (Cataloguing in Publication) Manual
- Canadian ISBN Agency
- Canadian Theses Service Procedures
- Circulation Section Manual
- Collection Development Policy of the National Library of Canada
- Communications Manual
- Computerized Information Service Manual
- Council of Federal Libraries By-Laws and Decisions
- Desk and Telephone Procedures Manual

- Government Library Survey Recommendations, 1974
- Guidelines for reporting Machine-Readable accessions to the National Library's Union Catalogue
- Guidelines for reporting to the National Library's Union Catalogue
- ILL Basic Search Manual
- ILL In-depth Search Manual
- Information Classification and Designation Guide
- Interlibrary Loan Generic Script User Guide
- Interlibrary Loan Services of the National Library of Canada
- ISBN User's Manual
- ISMN User's Manual
- ISSN Manual (International Standard Serial Number) (ISSN)
- Music Division Policies and Procedures
- National Library Descriptive Cataloguing Manual
- NLNET User's Guide
- Official publications manual
- Periodicals Section Manual
- Records Management File Classification Manual
- Serials Records Section Manual
- Service Group Procedures Manual (English only)
- Statistics Manual
- Symbols and Interlibrary Loan Policies in Canada
- Systems Assurance Manual
- UCSS Infosystem Guide
- Using Access AMICUS
- Using AMICUS
- Written Reference Request Manual

Requests for information about National Library exhibitions and cultural events should be addressed to:

Public programmes
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4

Tel.: (613) 992-9988

Tours

Requests for information about tours of the National Library should be addressed to:

Marketing and Publishing
National Library of Canada
395 Wellington Street
Ottawa, Ontario
K1A 0N4

Tel.: (613) 943-7915

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

395 Wellington Street
2nd floor
Ottawa, Ontario

Additional Information

Requests for information about the services of the National Library should be addressed to a specific branch or service or to a librarian at any public, academic, government or special library in Canada.

Researchers may use the National Library's services at:

395 Wellington Street
Ottawa, Ontario
K1A 0N4

Tel.: (613) 995-9481

Toll Free: 1-877-896-9481

TTY: (613) 992-6969

Fax: (613) 943-1112

E-Mail: reference@nlc-bnc.ca

Web Site: www.nlc-bnc.ca

National Parole Board

Chapter 97

General Information

Background

The National Parole Board, part of the criminal justice system, was created by the Parole Act in 1959.

Responsibilities

The National Parole Board is an agency within the Ministry of the Solicitor General. Board members are appointed by the Governor in Council (Cabinet) to offices in the Atlantic, Quebec, Ontario, Prairies, and Pacific regions and to the Appeal Division at the National Office in Ottawa. The National Office also houses Legal Services, Corporate Services, Policy, Planning and Operations, Performance Measurement, and the Clemency and Pardons Division.

The Corrections and Conditional Release Act empowers the National Parole Board to make conditional release decisions for offenders in federal penitentiaries, territorial, and provincial prisons in those provinces which have not established their own board of parole. Ontario, Quebec, and British Columbia maintain parole boards for offenders serving sentences of less than two years in their provincial institutions.

The National Parole Board has adopted policies to guide Board members in making decisions; the Board uses information from police, prosecutors, psychiatrists, judges, officers of the Correctional Service of Canada, the offender, victims and others to assess risk. Most conditional release decisions are made after Board members hold a hearing with the offender. Some decisions are reached simply after a review of an offender's file.

The Criminal Records Act allows the Board to issue, grant, refuse to grant or revoke pardons for convictions under federal acts or regulations.

If a pardon is in force, any federal agency or department that has records of convictions must keep the records of those convictions separate and apart. They may not disclose the information in the record without permission from the Solicitor General of Canada.

Legislation

- Corrections and Conditional Release Act and Regulations

- Criminal Code
- Criminal Records Act
- Prisons and Reformatories Act

Organization

◆ Chairperson and Vice-Chairperson

The Chairperson is the chief executive officer, responsible for all National Parole Board matters. Reporting directly to the Chairperson are the Executive Vice-Chairperson; Executive Director; the Vice-Chairperson of the Appeal Division and the Vice-Chairpersons in the Board's regional offices in Moncton, Montreal, Kingston, Saskatoon, and Abbotsford; the legal Counsel and the Director of Communications.

◆ Executive Director

The Executive Director is responsible for advising the Chairman on all matters related to the NPB's mandate, for providing leadership to the five regions as well as a number of the staff functions at the National Office providing support to the organization.

◆ Director, Corporate Services

The Director is accountable for overall planning, coordination and direction of the National Parole Board's Corporate Services functions including Finance, Human Resources, Procurement, Security, Administration, Informatics and Records Management.

◆ Director, Performance Measurement

The Director is responsible for providing the National Parole Board with an independent and objective assessment of the performance of its programs and policies, and for making recommendations for their improvement. He is also responsible for providing all statistics to support the management and improvement of programs and policies.

◆ Director, Policy, Planning and Operations

The Director Policy, Planning and Operations, is accountable for the establishment of the broad policy framework governing the national operations and administration of the National Parole Board's (NPB) conditional release and clemency and pardons programs and for its contribution to major reviews and amendments to the Canadian Justice System legislation and operations. The incumbent is also

accountable for the Board's strategic and operational planning processes and for providing broad functional advice and directions for regional operations, and for ensuring the conduct of research.

◆ Director, Professional Development and Decision Processes

The Director is responsible for development and support of Board member appointment and appraisal processes as well as the development and implementation of Board member training and development. The Director is also accountable for managing the process of granting pardons as well as supporting the Clemency and appeal process and the case audit and investigation functions.

◆ Director, Communications and ATIP

The Director of Communications and ATIP is responsible for managing the National Parole Board's communications program by providing strategic communications advice to the Chairperson and senior management of the National Parole Board as well as the Minister's office on public issues involving the National Parole Board. The director is also responsible for managing the Access to Information and Privacy function of NPB as well as Ministerial liaison and parliamentary relations.

Information Holdings

Program Records

Access to Information and Privacy Activities and Policies

Description: Information on National Parole Board policies and procedures regarding the Access to Information Act and the Privacy Act. **Topics:** Policy, procedures and report files; access to information and privacy information bank files; updates to Info Source; liaison with other government departments; policies and procedures governing access to and release of information and the application of exemptions; statistics and activity reports. **Program Record Number:** NPB NPB 050

Clemency – Criminal Records Act

Description: Information on inquiries and investigations in response to requests for pardon under the Criminal Records Act. **Topics:** Eligibility; hearings and submissions; investigations; notifications. **Program Record Number:** NPB NPB 015

Clemency – General

Description: General information related to clemency. **Topics:** Legal matters; statistics. **Program Record Number:** NPB NPB 010

Clemency – Royal Prerogative of Mercy

Description: Information on inquiries and investigations in connection with any request made for the exercise of the Royal Prerogative of Mercy. **Topics:** Inquiries; investigations; amnesty; submissions. **Program Record Number:** NPB NPB 020

Operations – General

Description: Information on the general operations of criminal justice correctional matters. **Topics:** Criminal records; incarcerations; offenses; offender management; rehabilitation; research and statistics. **Program Record Number:** NPB NPB 005

Parole – Eligibility

Description: Information on the eligibility of offenders to be released on day parole, full parole or temporary absence. **Topics:** Parole eligibility after revocation or termination; day parole; temporary absences. **Program Record Number:** NPB NPB 030

Parole – General

Description: Information on the release of offenders on parole, statutory release, and temporary absences. **Topics:** Agreements and exchanges; delegation of authority; inquiries; legal matters; parole boards and systems; quality control; statistics; research and evaluation. **Program Record Number:** NPB NPB 025

Parole – Release and Release Programs

Description: Information on aspects of the release of offenders on full parole, day parole, or temporary absences, as well as the terms and conditions of parole. **Topics:** Day parole; deportation; programs and projects general, special, release; temporary absences; terms and conditions. **Program Record Number:** NPB NPB 035

Parole – Reviews

Description: Information on the parole decision-making stage. It includes panel hearings or parole reviews to decide whether or not to grant parole or day parole and, if either is granted, the date on which it takes effect. **Topics:** Board reasons – federal and provincial cases; parole by exception; case preparation; hearings; internal reviews; voting; evaluation. **Program Record Number:** NPB NPB 040

Parole Supervision – Violations

Description: Information on the supervision and violation of parole, statutory release, apprehension of the released offender and recommitment. **Topics:** Apprehension and recommitment; statutory release; revocation; supervision; supervision by after-care agencies; Community Residential Centres (CRCs) and Community Correctional Centres (CCCs); suspension; termination; detention past release date. **Program Record Number:** NPB NPB 045

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Access requests files

Description: This bank contains formal requests made by individuals under the Privacy Act and the Access to Information Act, the replies to such requests and information relating to their processing. **Class of Individuals:** Individuals requesting access to

information under the Privacy Act and the Access to Information Act. **Purpose:** This information is used for processing requests made under the Privacy Act and the Access to Information Act. **Consistent Uses:** This information may be used for research, statistical, program monitoring and evaluation purposes; it is also used in response to a complaint filed by an individual to the Privacy or Information Commissioner, or in defence against a Court action. **Retention and Disposal Standards:** The records are retained for two years after all actions have been completed. **PAC Number:** 85-018 **Related to PR#:** NPB NPB 005 **TBS Registration:** 000508 **Bank Number:** NPB PPU 015

Information disclosed to investigative bodies

Description: This personal information bank contains copies of the written requests or Treasury Board forms 350-56(83/2) (Request for Disclosure to Federal Investigative Bodies) forwarded by investigative bodies listed in schedule II of the Privacy Regulations to the National Parole Board under paragraph 8(2) (e) of the Privacy Act. These nation-wide requests are made for the purpose of law enforcement. This bank also contains the replies to such requests and information related to their processing. **Class of Individuals:** Individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes or municipal by-laws. **Purpose:** This information was compiled in compliance with the Privacy Act to enable the National Parole Board to account for the number of requests under paragraph 8(2) (e) of the Privacy Act. **Consistent Uses:** This bank enables the Privacy Commissioner to audit the procedures utilized, as set out in Treasury Board Guidelines .3.7.5. It is used to verify the conditions of information disclosure to federal investigative bodies under paragraph 8(2) (e) of the Privacy Act and to account to the Privacy Commissioner for the number of access requests from investigative bodies received annually. **Retention and Disposal Standards:** Information in this bank is retained for two years after a case is resolved. **Related to PR#:** NPB NPB 050 **TBS Registration:** 002505 **Bank Number:** NPB PPU 020

Pardon and Clemency case files

Description: This bank contains the following information: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; appraisals and recommendations and decisions from NPB and/or Correctional Service of Canada staff; records of Board members recommendations and decisions and related documentation; memoranda and letters from other agencies, government departments and the general public. Social insurance numbers (SIN) are found in this bank in the cases of military personnel who request pardons from the Board, since the Department of National Defence (DND) used to use the SIN as a personal identifier for its personnel. Board usage of

SINs is dependent on DND usage. Individuals may gain access to the bank by providing the date of birth. **Class of Individuals:** Individuals who have applied to the National Parole Board for a pardon under the Criminal Records Act or an act of clemency under section 110 of the Corrections and Conditional Release Act pursuant to the Letters Patent or sections 749 and 750 of the Criminal Code. Records may also contain personal information on individuals other than the individual for whom a file was opened, e.g. the individual's family, friends or representatives. **Purpose:** To determine eligibility and suitability for the awarding of a pardon or other act of clemency or for revocation of a pardon. **Consistent Uses:** To fulfil its legislative mandate, the National Parole Board gathers a great deal of personal information about applicants under its jurisdiction. To obtain the information, it is necessary for the Board to routinely share, when warranted, its information with other sources, including the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general public associated in some way with the individual to whom the information pertains. However, unless the pardon was subsequently revoked, personal information banks containing files of individuals who have been granted a pardon are kept separate and the content cannot be disclosed to any person without the prior approval of the Solicitor General of Canada who, before granting such approval, has to be satisfied that the disclosure is desirable in the interests of the administration of justice or for any purpose related to the safety or security of Canada. This information is also used for research, statistical, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board. Data matching: law enforcement agencies, Correctional Service of Canada and other federal institutions and provincial authorities. **Retention and Disposal Standards:** Pardon – for premature requests, files are kept for 2 years; for discontinued requests, files are kept for 2 years after the last contact with the applicant; for pardon granted, files are kept for 25 years after administrative activity ceases or 1 year after the death of the subject is confirmed by the RCMP; for pardon revoked files are kept for 5 years following the last administrative action; for pardons denied (all types) (except conditional pardon early CRA) – 10 years after last contact with applicant; for pardons denied – conditional pardon (early CRA) – 5 years after last administrative activity; for pardons cease to exist – 5 years after administrative activity ceases. Once the retention periods are satisfied, Pardon case files are destroyed. Royal Prerogative of Mercy – (RPM) files are kept for a period of 25 years following the last administrative action or 1 year after the death of the subject is confirmed by the R.C.M.P.

then the RPM files are retained by National Archives of Canada for historical value. . **PAC Number:** 85-018 **Related to PR#:** NPB NPB 010, 015, 020 **TBS Registration:** 000507 **Bank Number:** NPB PPU 010

Parole Case Files

Description: Criminal histories; police and court reports; social, financial, educational, medical and psychiatric histories; progress reports, appraisals and recommendations from staff of penal institutions and parole offices; records of Board decisions and related documentation; warrants and certificates; memoranda and letters from other agencies, government departments and the general public; and electromagnetic cassette tapes of hearings with offenders. **Class of Individuals:** Individuals who are serving or who, at one time, were serving a sentence of imprisonment in a federal penitentiary; individuals who are serving or who, at one time, were serving a sentence of imprisonment in a provincial institution and applied for parole to the National Parole Board. These records may also contain personal information on individuals other than the individual for whom a file was created, e.g. the individual's family, friends or representatives. **Note:** For individuals currently under sentence, requests for documents in files under this Bank will be interpreted as a request for the current file only. Those who wish to access files from previous sentences as well, must specify. **Purpose:** Parole case files are used by the National Parole Board in accordance with the provisions of the Corrections and Conditional Release Act and other relevant statutes, to determine eligibility and suitability of offenders for full parole, day parole, unescorted temporary absences and, in some cases, escorted temporary absences; to set conditions of all types of conditional releases including statutory release and to review performance on such releases; to consider modifying or reducing conditions of release; to review cases to order detention past their presumptive release date. **Consistent Uses:** To fulfil its legislative mandate, the National Parole Board is provided with a great deal of personal information about offenders under its jurisdiction. To obtain the information, it is necessary for the Board to routinely share, when warranted, its information with other sources, including, the Correctional Service of Canada, the RCMP, provincial and municipal governments, and members of the general public associated in some way with the individual to whom the information pertains. In addition, the significant public education role that the Board has to play and the wish to demonstrate to the public the fairness of its decisions, allows the general public, where legitimate reasons exist, to be informed of decisions concerning offenders currently under its jurisdiction as well as the general reasons supporting

these decisions. However, the information shared under these circumstances is either factual and/or publicly available, and is general enough to ensure sufficient protection against any invasion of privacy of the individual to whom the information pertains. This information is also used for research, statistical, program monitoring and evaluation purposes, and for the purpose of presenting a defence when court actions are brought against the National Parole Board. Data matching: law enforcement agencies, Correctional Service of Canada and other federal institutions and provincial authorities. **Retention and Disposal**

Standards: Records are kept for 10 years after Warrant Expiry Date and destroyed thereafter. Records deemed to be of historical value are retained by the National Archives of Canada. Hearing tapes are retained as follows; all hearing tapes for 2 years after their last administrative use; or until there is a further hearing, if one has not been held within 2 years; and until warrant expiry date when the hearing resulted in the release of the offender; and until 2 years after warrant expiry date when considered necessary by the Regional Director or Regional Manager in cases where an investigation has been ordered, it is reasonable to believe that there may be a further interest in the recording, or it may assist administrative functions of the Board. **PAC Number:** 85-018 **Related to PR#:** NPB NPB 025, 030, 035, 040 **TBS Registration:** 000506 **Bank Number:** NPB PPU 005

Classes of Personal Information

Audits and Investigations

This group is a class of records on Audits and Investigations performed by the Clemency and Investigations Sector. Case audits, which consist of an in-depth review of file documentation and hearing tapes, are conducted on particular issues or into selective incidents. Investigations are convened by the Chairperson and are generally conducted jointly with Correctional Service of Canada. The reports of the investigations include the convening order with terms of reference, the facts pertaining to the situation being investigated, as detailed in a chronology; the issues developed during the investigation; the findings of the board members; and the recommendations made on the basis of these findings. Individuals seeking access to these records must provide the location and approximate date it was initiated. Records are retained for ten years after the warrant expiry date of the offender involved in the incident. Historical records are transferred to the National Archives of Canada.

Manuals

- Criminal Records Act Procedures Manual
- NPB Policy Manual
- The Administrative agreement between the National Parole Board and the Correctional Service of Canada

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Communications Division
National Parole Board
410 Laurier Avenue West
Ottawa, Ontario
K1A 0R1

Tel.: (613) 954-6549

Reading Room

In accordance with the Access to Information Act, areas in the regional offices have been designated as public reading rooms. The addresses are:

National Office
410 Laurier Avenue West
Ottawa, Ontario
K1A 0R1

Tel.: (613) 991-2930

Atlantic Region

1045 Main Street
1st Floor, Unit 101
Moncton, New Brunswick
E1C 1H1

Tel.: (506) 851-6345

Ontario Region

516 O'Connor Drive
Suite 100
Kingston, Ontario
K7P 1N3

Tel.: (613) 634-3857

Pacific Region

Room 305
32315 South Fraser Way
Abbotsford, British Columbia
V2T 1W6

Tel.: (604) 870-2468

Prairie Region

6th Floor
101 – 22nd Street East
Saskatoon, Saskatchewan
S7K 0E1

Tel.: (306) 975-4228

Quebec Region

Guy Favreau Complex
West Tower, 2nd Floor
Suite 203
200 René Lévesque Boulevard West
Montréal, Quebec
H2Z 1X4

Tel.: (514) 283-4584

National Research Council Canada

Chapter 98

General Information

Background

Operating under the National Research Council Act since 1916, the National Research Council of Canada (NRC)'s goal is to promote scientific research for Canada, with a focus on industry. NRC offers Canadian industry and the Canadian scientific community a wide variety of R&D support services. This support includes collaborative research programs, access to major facilities and installations, technical advice and expertise, hands-on training of high-quality personnel, licensing opportunities, testing analysis, verification and calibration services and innovation activities, such as incubator facilities and access to S&T information.

Responsibilities

In pursuing the above activities, the Council, on occasion, is involved in the collection and use of personal information. Details of those instances where the information is used to make administrative decisions affecting the individual are described under Personal Information Banks – General Public. Persons wishing access to their own records should include their full name and address, and any additional information specified in each information bank. Where no additional information is indicated, only the full name and address are required.

Personal information in NRC files that is not used for administrative purposes and is normally neither organized nor retrieved by personal identifiers is outlined in the Classes of Personal Information section.

Legislation

- National Research Council Act

Organization

Executive Offices

The President is the Chief Executive Officer of the National Research Council and has supervision over and direction of the work of the Council. The President is assisted by two Vice-Presidents, for Research, and for Technology and Industry Support respectively.

Included in the Executive Offices is the Office of the Secretary General / Director General Corporate Services. This office includes the Support to Executive Offices, and the Corporate Services Function.

The Support to Executive Offices functions deal with the day to day activities such as ministerial and parliamentary relations; executive correspondence and support for NRC's Council, corporate committees and advisory boards; conflict of interest; access to information and privacy policy support; and research ethics and review.

The Corporate Services function includes the planning, external and business relations, and communications efforts undertaken in support of NRC and its managers. This element is divided into four business lines, in the following areas: Business Relations, Communications and Government Relations, International Relations; Planning and Assessment.

National Research Council Institutes

◆ Biotechnology Research Institute (Montreal)

The Biotechnology Research Institute (BRI) conducts research in biochemical and molecular engineering in close collaboration with industry, universities and public research agencies. The objective is to establish a strong national program in biotechnology R&D that will have extensive and eventually dominant private sector involvement.

The Institute houses one of the nation's largest facilities for pilot-scale R&D, giving Canadian industry unique access to technical expertise and state-of-the-art equipment. Dozens of projects are in progress with industry and university partners in areas such as biosensor development, anaerobic waste water purification systems, computer programs for protein design, and the culture of mammalian cells.

◆ Canada Institute for Scientific and Technical Information (Ottawa)

The Canada Institute for Scientific and Technical Information (CISTI) is this country's largest scientific, technical and medical information resource, serving industry, governments, universities, and individuals with a need for specialized information. Services are based on a comprehensive collection of published information and the expertise of information specialists.

CISTI provides customized literature searches, reference services and referrals to experts and current awareness services.

CISTI responds to nearly a million requests for copies of articles, reports, conference papers, and books

annually. The academic community is its largest client with industry being second, followed by government and health care facilities.

To promote Canada's international presence in science and technology, CISTI offers scientists and engineers from Canada and elsewhere, journals of high quality in which to communicate their work to their peers and other interested communities.

NRC publishes 14 primary research journals in both paper and electronic forms: the Canadian Journals of Botany, Chemistry, Civil Engineering, Earth Sciences, Fisheries and Aquatic Sciences, Forest Research, Physics, Microbiology, Physiology and Pharmacology and Zoology, the Canadian Geotechnical Journal, Biochemistry and Cell Biology, Genome, and Environmental Reviews.

These highly cited publications feature top quality refereeing and excellent technical production, and attract international contributions and subscriptions. Ten rank in the top 50 per cent of the world's science literature as measured by total citations.

NRC Research Press also publishes monographs and conference proceedings and other allied publications.

◆ **Canadian Hydraulics Centre (Ottawa)**

The Canadian Hydraulics Centre is one of North America's largest hydraulic engineering laboratories. It has the expertise & experience in physical & numerical modelling, analysis and field studies to solve a wide range of hydraulic engineering problems. Its business is the provision of physical and numerical modelling and analysis services to the engineering community in the general field of hydraulics, specializing in coastal engineering, environmental hydraulics, and cold regions technology.

◆ **Centre for Surface Transportation Technologies (Ottawa)**

CSTT offers its clients unique expertise and facilities to improve the productivity, competitiveness, reliability and safety of rail and road, and off-road vehicles and related equipment and systems. Expertise includes engineering research and development, computer modelling and analysis, field evaluation, climatic simulation, and vehicle performance certification. Highlights of CSTT's work include large improvements to railway wheels and rails, discovery and prevention of tank car failure mechanisms, and performance evaluation and improvement of railway freight and passenger locomotives and coaches, railcar bogies and brakes, railway rails and track, military vehicles and systems, highway trailers and intermodal containers, and vehicle heating and air conditioning systems.

◆ **Herzberg Institute of Astrophysics (British Columbia)**

As a mandated responsibility, the Herzberg Institute of Astrophysics operates and maintains astronomical observatories as national facilities, which are made available to scientists across the country. These are the Dominion Astrophysical Observatory in Victoria and the Dominion Radio Astrophysical Observatory in Penticton, British Columbia. In addition, the Canada-France-Hawaii Telescope atop Mauna Kea in Hawaii, is operated as an international partnership of the National Research Council, France's Centre national de la recherche scientifique and the University of Hawaii, as is the James Clerk Maxwell Telescope, also in Hawaii, as a partnership of NRC, the United States, the United Kingdom, Argentina, Brazil, Chile and Australia.

In support of its mandate, the Institute carries out research in astronomy, solar terrestrial physics, and develops new techniques and instrumentation for collecting and assessing data in these fields.

◆ **Industrial Materials Institute (Boucherville, Quebec)**

The Industrial Materials Institute (IMI) seeks to promote innovation and economic growth through partnered research and development related to materials technologies. With 200 scientists, engineers and technical officers employed by IMI and other organizations in Canada and abroad, IMI is acknowledged as a scientific and technological leader as well as a dynamic force for innovation as it assists businesses in becoming more competitive and innovative. IMI has developed unique formulas for collaboration, joint projects and multi-partner programs (specialized technology groups, multi-partner projects and consortia) with industry, universities and government. IMI also incubates many start-up firms working on new technologies for the development of the materials, products and services that are required by the new economy. Every year, the Institute takes part in and organizes major conferences and welcomes numerous visitors and scientists from throughout Canada and abroad.

R&D activities involve metals, polymers and ceramics, as well as composites and alloys. IMI puts its expertise to work for industries involved in materials exploitation and fabrication, software engineering services, as well as the manufacture of finished and semi-finished products.

IMI's multi-disciplinary expertise covers the following areas:

- Materials and process design that enhances performance and formulation and thus optimizes process-structure-performance relationships.
- Intelligent and virtual technologies through modelling, visualization, high-performance calculation and information processing.

◆ Industrial Research Assistance Program (Offices across Canada)

The Industrial Research Assistance Program (IRAP)'s mandate is to stimulate wealth-creation for Canada through technological innovation. Its mission is to stimulate innovation in Canadian Small and medium-sized enterprises (SME) by helping them develop and exploit technologies. The goal is to enhance SME's innovation capacity, so that it can turn good ideas into products and services. IRAP provides knowledge-based innovation assistance and services to SMEs and access to relevant resources to support client innovation activities.

IRAP is founded upon a national network of some 260 Industrial Technology Advisors who are situated in more than 90 communities across Canada. They are the front-line people who deliver IRAP services to SMEs. Their expertise covers all industrial sectors and can help SMEs access the resources they need to carry out their research and development activities.

◆ Innovation Centre (Vancouver)

The NRC Innovation Centre (IC) is the gateway to innovation focusing on B.C.'s critical technology needs, and is a hub where research programs, laboratories, scientific and technical expertise, networking and financial assistance converge. The IC offers R&D co-location opportunities and is home to important NRC resources such as IRAP and CISTI.

The mission of the IC is to develop core competencies relevant to long-term strategic technology needs of Canadian industry, with particular emphasis on integration with other players in the B.C. innovation community.

The Centre supports regional innovation and cluster development, provides support to mature and developing industries and provides a platform for collaborative research between government, universities and the industry and business communities. It uses its core competencies in fuel cell and manufacturing system technologies to meet challenges in fuel cell, hydrogen, energy and resource sectors.

The Centre has five research groups: fuel cell technologies, sensors, controls, surface technology and manufacturing systems engineering. Approximately 80 per cent of the Centre's research and collaboration focuses on fuel cell technology development, with the remaining 20 per cent of collaborations involving manufacturing and processing sectors in projects related to wood products, value-added energy resources, process equipment and plant machinery.

◆ Institute for Aerospace Research (Ottawa)

The Institute for Aerospace Research (IAR) performs research and applies technology in the fields of aerodynamics, structures and aerospace materials, flight systems, and propulsion technologies for clients, and collaborators which include aerospace manufacturing industries, government departments and universities.

Research activities are directed toward the development of solutions and advancing technologies critical to Canada's industrial competitiveness and to issues addressing public safety, security and protection of the environment.

Major test facilities are available to outside agencies on a cost-recovery or collaborative basis. These include seven wind tunnels of various sizes and wind speeds, experimental aircraft, facilities for structural and engine testing, a Flight Recorder Playback Centre, and flight impact and intense noise facilities. Considerable effort is directed toward development of advanced testing techniques and equipment which attract customers from around the world.

◆ Institute for Biodiagnostics (Winnipeg)

The Institute for Biodiagnostics, located in Winnipeg, carries out research to develop techniques and instrumentation for improved diagnosis of disease and monitoring of therapy in humans. Research is performed in partnership with medical schools, universities, other institutes, instrument manufacturers and the pharmaceutical industry. The technology developed as a result of research in the Institute is transferred to the medical instrument industry and medical practice. Research areas include biosystems, magnetic resonance technology, spectroscopy and informatics. Techniques are developed to model and characterise normal and disease states in humans. The principal areas of research are cancer, heart disease, osteoporosis, arthritis and stroke.

Magnetic resonance technology focuses on development of magnets, spectrometer systems and pulse sequences for localized spectroscopy. A 3 Tesla MR spectrometer/imager has been developed for functional imaging of the brain, and transferred to industry for commercialization. Infrared spectroscopy is used to investigate the molecular basis of structural changes underlying the transformation from healthy to disease states. Mathematical methods and computer software are developed for the improved analysis of instrumentally derived data for medical diagnosis and evaluation of therapy. The Institute has formed six spin off companies which are marketing internationally.

◆ Institute for Biological Sciences (Ottawa)

The Institute does innovative research of importance to the health and pharmaceutical sectors. Research programs are carried out with partners in industry, universities, hospitals and other R&D organizations. To achieve its mission, IBS is composed of two major research programs.

Cell Biology is focused on applications related to therapies for neurodegenerative disorders at the cellular level. Immunochemistry is focussed on molecular level research by a multidisciplinary team leading to the development of novel vaccines and immunotherapeutics.

◆ Institute for Chemical Process and Environmental Technology (Ottawa)

With core capabilities in chemical sciences and engineering, as well as outstanding research facilities, NRC's Institute for Chemical Process and Environmental Technology (ICPET) develops chemical process technology, know-how and information of current and future value to clients in the Canadian manufacturing industries for improving the commercial viability of their products, processes and operations, while helping them meet their environmental responsibilities.

ICPET focuses on development of innovative materials and processes, cleaner manufacturing, and virtual manufacturing. With its key technologies, ICPET's influence is national in scope, through partnering with leading manufacturers and their suppliers, universities and governments at regional and community levels.

◆ Institute for Information Technology (Ottawa)

The Institute for Information Technology (IIT) takes advantage of its expertise in information technology (IT) as a critical enabling factor in the development of technologies with a wide range of applications.

IIT's five research groups include interactive information, integrated reasoning, network computing, software engineering, and visual information technology. The capabilities gained from these areas of research are applied in collaboration with the information technology suppliers to Canadian business.

Background studies on the competitive positioning of Canadian industry have demonstrated that the telecommunications and software industries have a particularly strong technological capacity and that private funding of research in these fields is considerably higher than in other sectors of the economy.

Therefore and to maximize the impact of its activities, IIT concentrates its efforts on providing IT expertise in research where there is a demonstrated need, and clear potential for wealth generation for the Canadian economy.

◆ Institute for Marine Biosciences (Halifax)

The Institute for Marine Biosciences (IMB) applies biotechnology in two key areas: Aquaculture and Genomics. Its mandate is national in scope. IMB's Aquaculture program contributes knowledge through research on finfish, shellfish, and seaplants. It focuses on fish health and nutrition, early development, species diversification and seafood safety. Specific research projects on diseases, rearing techniques, and the development of effective vaccines help the industry reduce costs and produce healthier organisms. Research on high-performance aquaculture feeds leads to improved nutritional quality of feed, fish health and sustainability and, more generally, the cost-effectiveness of finfish and shellfish aquaculture.

Under its Genomics program, IMB develops platform technologies in DNA sequencing, protein analysis, and bioinformatics that have applications for many Canadian industries.

The Institute provides innovative, multi-disciplinary research and problem solving to a broadly based client and collaborator community. Key industrial sectors include aquaculture, pharmaceuticals, life sciences, scientific instrumentation manufacturers, and analytical laboratories servicing the environmental and seafood safety sectors.

◆ Institute for Marine Dynamics (St. John's, Newfoundland)

Since its official opening in 1985, in St. John's, the Institute for Marine Dynamics (IMD) has developed internationally recognized facilities and expertise in the field of oceans engineering research and development. The Institute is a leading centre of expertise in offshore Engineering and ship technologies.

A number of high value-added global niche markets in Ocean Technology (OT) have emerged in recent years in which small, innovative Canadian firms are competitive. OT firms specialize in fields such as cold ocean environmental engineering, subsea systems, and ocean information systems with applications in the oil and gas, and ocean transport sectors.

Within this context, IMD therefore increasingly concentrates its efforts on enhancing the competitiveness of the emerging OT sector in Canada, as well as the offshore oil and gas and marine transportation sectors. The Institute also plays an

important role in collaboration with other government departments in ocean environmental protection, marine defence, and ocean transport safety systems. It also works with other NRC institutes to serve Canada's ocean technology community.

◆ Institute for Microstructural Sciences (Ottawa)

The mission of IMS is to provide leadership, in collaboration with Canadian industry and universities, in the development of the strategic base for information technology; that is, in the development of enabling technologies related to future hardware requirements for information processing, transmission acquisition and display.

The transfer of information between people, countries, through distance and time will irrevocably change within the next decade. The role of the Institute for Microstructural Sciences is to help keep Canada at the leading edge of the technologies that enable this information revolution.

Through the application of novel materials and components to solve problems posed by the need for advanced hardware, IMS has demonstrated its relevance and expertise.

The programs in Optical Communications, Wireless Communications, Multimedia Components, Exploratory Research and Special Applications include a high level of partnership and interaction with industry in areas crucial to the economic well-being of Canada.

◆ Institute for National Measurement Standards (Ottawa)

NRC has a mandated responsibility for metrology, the development and maintenance of standards of measurements, and has well-established programs in this area.

The Institute for National Measurement Standards (INMS) draws together all activities related to metrology to provide a basis for the national measurement system of Canada. R&D is aimed at the realization of high accuracy primary standards compatible with those of other countries and at specific applications of measurement techniques, including contract research and development for individual clients, R&D conducted jointly with industrial partners, and R&D in the national interest.

A high accuracy calibration service is provided to industry, universities, hospitals, clinics and other government departments and agencies. A calibration laboratory assessment service (CLAS) is also provided

to enable private and government laboratories to become accredited as calibration laboratories and become members of the Canadian Calibration Network. These services give industry easy access to calibrations facilities with traceability to national and international standards.

The Institute maintains active interaction with the international community represents Canada in its obligation connected with the Convention du Mètre and acts as the Canadian focal point in the field of measurement science. Since international trade increasingly depends on internationally recognized measurement standards, this Institute provides an important national service, building on a foundation of basic research.

◆ Institute for Research in Construction (Ottawa)

The primary strategic thrust of the Institute for Research in Construction (IRC) is the support of Canada's physical and technological infrastructure as applied to construction activities. IRC's expertise in the provision of safe and secure built facilities, effective urban infrastructure systems, structures and construction materials evaluation, energy efficiency technologies, indoor environment research, and the development of codes and standards are critical assets in support of this objective.

Construction activity in Canada is valued at over \$100 billion. Although only a small fraction of those services or products is exported, efficient and safe built infrastructure is considered to be a critical factor in economic efficiencies for wealth generation through cost savings in energy, repair and replacement. IRC's close interactions with industry associations, professional societies, and national and international standards bodies provide it with the capability of having a pervasive incremental impact on a highly diverse and fragmented sector of the economy.

Efficient production of high value-added goods and services in a knowledge-based economy relies heavily on an efficient physical infrastructure and a productive environment. The technologies needed to support the development of such systems are addressed by IRC in collaboration with its partners and clients with the goal of enhancing Canada's economic competitive positioning.

◆ Integrated Manufacturing Technologies Institute (London, Ont)

The mission of the Institute is to be a leader in the research and development of intergrated technologies for the manufacture of products and equipment.

◆ Plant Biotechnology Institute (Saskatoon, Saskatchewan)

PBI's biotechnology research benefits agriculture and industrial innovation through research with crops and crop products. Strongly linked to the local agro-biotech community, PBI maintains competitive research and enables the commercialization of the new technologies and discoveries.

The Institute is a world leader in the genetic engineering of wheat and in seed oil modification of Brassica. PBI is committed to the improvement of crops that are of primary importance to the Canadian economy. PBI's main areas of research include Brassica technology, gene expression, growth regulation, promoter technology and seed oil modification. Transgenic plant and DNA technologies contribute to PBI's ability to develop novel systems for the analysis and manipulation of genes, leading to the state-of-the-art technologies and crop development.

◆ Steacie Institute for Molecular Sciences (Ottawa)

The Steacie Institute for Molecular Sciences (SIMS) was created in 1990. It is named for one of Canada's most eminent scientists, Dr. E.W.R. Steacie who was President of the NRC from 1952 to 1962 and who did much to put Canadian science on track during that period. SIMS' mission is to investigate topics in molecular sciences that have the potential to transform areas of interest to NRC's technology groups. Our motto is "The fundamental things apply". This means that, while we are, in a sense, the radar of the NRC, focused on the moving frontiers of molecular science, we favor interdisciplinary work that can bring the results of discovery at the frontiers to bear on Canada's innovation system. At SIMS we believe we can achieve both these goals.

The Institute performs interdisciplinary science with NRC's institute in support of Canada's manufacturing, information and telecommunication and biotechnology sectors. SIMS uses molecular science to develop new approaches in therapeutic, diagnostics, advanced electronics, telecommunication, precision manufacturing, optoelectronics and advanced materials. The institute's expertise runs the full gamut of fundamental science in the areas of chemical synthesis, materials characterization, understanding the chemistry of biological processes, the prediction of material properties, and the use of femtosecond laser in manufacturing, optics and telecommunications.

The Institute offers a stimulating and fertile environment for collaborative research, providing an attractive entry point into NRC for young scientists. Its eight research programs attract visiting researchers and graduate students from universities and other Canadian and foreign research organizations.

◆ Thermal Technology Centre (Ottawa)

The Thermal Technology Centre consists of a well-qualified team of engineers, researchers, and technologists, with broad experience in R&D in thermal engineering systems and advanced processes. This group has worked extensively with industry and acquired specialized expertise in the application of alternative refrigerants technology in HVAC&R systems. This high level of technical competency is combined with the operation of a range of special purpose state-of-the-art test facilities.

TTC offers its services to clients in the commercial refrigeration, air-conditioning, heat pump, and process heat transfer equipment manufacturing industries. Applied R&D projects are also conducted in collaboration with government departments and agencies involved in energy and environmental issues.

Information Holdings

Program Records

Executive Offices

President's Office

Description: Information on visits, lectures, gifts, interviews; correspondence with the Minister; correspondence and minutes on board memberships.

Topics: General administration; committee memberships.

Program Record Number: NRC EXE 005

Secretary General / Director General, Corporate Services

Description: Documents on Council membership, meetings and agenda; review and advisory committees of Council; Institute advisory boards; follow-up of Council decisions; and correspondence with the Minister's Office, the Privy Council Office, Members of Parliament and the Senate Committee on Science Policy. Information on international affairs, corporate planning and evaluation, communications, intellectual property, legal advice, advisory committees and archival material. **Topics:** General administration; National Research Council committees; history and archives; legal services; advisory committees; Access to Information and Privacy; animal and human subjects research ethics; research integrity; coordination and policy aspects of NRC activities in the international domain; responses to enquiries from the media and general public; displays and exhibits; films, audiovisual, graphics, photography, general information on international affairs, corporate planning and evaluation, communications, intellectual property. **Program Record Number:** NRC EXE 010

◆ Biotechnology Research Institute (Montreal)

Administration

Description: Correspondence and documents on the operation of the Institute, such as project planning and reports, space, policy planning, program forecasts, travel, seminars, finance, correspondence from external agencies, minutes of Management Committee and Advisory Board meetings. **Topics:** General correspondence, policies, visits, seminars, staffing, training programs, administration and operation of the Institute, finances, budgets, research and development studies, supplies, divisional project management system, equipment, building, committees. **Program Record Number:** NRC BRI 135

Operations

Description: Correspondence and documents on the operation of individual laboratories. **Topics:** General correspondence; agreements; tests; projects and sub-projects; contributions; research and development contracts; programs; seminars; guest workers; students; publications; patents; conferences. **Program Record Number:** NRC BRI 136

◆ Canada Institute for Scientific and Technical Information (Ottawa)

Operations

Description: Document Delivery, CISTI Source and DocLine are three CISTI services managed in the Operations Directorate. Document Delivery supplies copies of articles, conference papers and technical reports from CISTI's collection to NRC employees and external clients in Canada, US and internationally; CISTI Source is a current awareness service and Docline is a document ordering service for health sciences libraries. **Topics:** Transaction data for delivery of services, copyright data to support royalty payments, statistics on client use, information on products and services. **Program Record Number:** NRC CIS 800

NRC Research Press

Description: The National Research Council of Canada has been publishing scholarly journals since 1929. They currently publish 14 journals, monographs, conference proceedings, and other allied publications and have developed electronic publishing capabilities. **Topics:** Administration; authority and policy on publications; general correspondence; typesetting, printing, electronic publishing and distribution service contracts; translation of abstracts; continuing agreements; and manuscripts for publication in the research journals, conference proceedings and monographs; client information and client usage statistics. **Program Record Number:** NRC CIS 900

Information Services and Product Development (ISPD)

Description: ISPD operates the information centres for the rest of NRC. They developed NRC's Virtual Library, a world-class Internet-based information service for NRC staff. Technical journals are available on line through this service. ISPD's other role is product development and research in Internet-based service design and architecture. **Topics:** NRC Information Centres (by location) – Boucherville, Halifax, London (ON), Montreal, Ottawa, Saskatoon, St. John's, Winnipeg, Victoria, general correspondence, systems documentation, agreements. **Program Record Number:** NRC CIS 300

Information Resource Management (IRM)

Description: The Information Resource Management Directorate is responsible for the selection, acquisition, and cataloguing of the library material, including the maintenance of databases such as the copyright tracking system and the licensing of electronic collections. **Topics:** Correspondence, invoices, payment records. **Program Record Number:** NRC CIS 200

Business Affairs and Client Relations (BACR)

Description: Business Affairs and Client Relations (BACR) is responsible for the support to CISTI's business in the areas of administration, finance, communication, marketing and client information and access requirements. **Topics:** Finance records, administration, translation, client information, client invoices, marketing surveys. **Program Record Number:** NRC CIS 600

Technology Services

Description: Technology Services provides technical support for computer systems, software applications, databases and access tools for CISTI. **Topics:** System documentation, project plans and progress reports. **Program Record Number:** NRC CIS 400

◆ Herzberg Institute of Astrophysics (British Columbia)

Administration

Description: Correspondence and memoranda pertaining to policies, contracts, contributions, special projects, program forecasts and other administrative matters as they apply to the operation of each laboratory section. **Topics:** Administration; general correspondence; enquiries; visits; lectures; talks and papers; review of manuscripts and theses for outsiders; seminars and colloquia; unsolicited suggestions and ideas submitted to HIA; exhibits and displays; research – general; miscellaneous work done for outsiders. **Program Record Number:** NRC HIA 335

Dominion Astrophysical Observatory

Description: Data and general correspondence on astronomy related to observations and research on stars, galaxies and cosmology, testing and construction of instruments, archiving of data. **Storage Medium:** Photographic plates, computer printouts, magnetic tapes and disks, publications and reprints. **Program Record Number:** NRC HIA 350

Dominion Radio Astrophysical Observatory

Description: Correspondence, memoranda and astronomical data. The latter are stored on computer printouts, magnetic tapes and computer disks. **Topics:** General correspondence; operation and administration of the national facility; observing proposals; research concerning the interstellar medium; various other topics in radio astronomy; design and construction of radio telescopes; aperture synthesis techniques. **Program Record Number:** NRC HIA 341

JCMT Group

Description: Correspondence, memoranda and working papers connected to the topics listed below. **Topics:** Policy; millimetre and submillimetre astronomy, James Clerk Maxwell Telescope, SIS receivers, planar arrays; interstellar molecules; long baseline interferometry; long-range planning; instrumentation; applications for observing time; data processing. **Program Record Number:** NRC HIA 340

◆ Industrial Research Assistance Program (Offices across Canada)

Management

Description: Information on program policy, program planning and coordination, policy proposals and evaluations, industrial surveys, program promotion, program analysis, methods and procedures, program evaluation. **Topics:** Policy; general correspondence; enquiries; cooperation with provincial research organizations; industrial research institutes; provincial and trade associations; IRAP Website. **Program Record Number:** NRC IRP 705

Program Delivery

Description: IRAP provides advisory services through its national network of experienced Industrial Technology Advisors. ITAs can help a firm define its technical needs or identify technological opportunities; obtain technical information; solve technical problems; identify sources of appropriate technology and expertise; acquire and adapt technology; or access other programs. Through CTN, ITAs and CTN advisors can provide access to innovation related expertise and services. IRAP can also provide limited funding for projects designed to enhance a firm's technological capability. **Program Record Number:** NRC IRP 720

◆ Institute for Aerospace Research (Ottawa)

Administration

Description: The files contain material related to the orderly management of all programs and projects in the Institute, contracts and agreements relating to external commitments, correspondence with national and international clients, and material pertaining to IAR involvement in organizations devoted to the aeronautical sciences. **Topics:** Administration – general correspondence, personnel, procurement, national and international agreements and contracts, publications, technical enquiries, programs and projects, planning, conferences, laboratory operations, policy, aircraft accidents, publicity and inventions, security, NATO research and Technology Organization; the Technical Cooperation Program; research; tests and work done for outsiders. **Program Record Number:** NRC IAR 465

Aerodynamics Laboratory

Description: Information on research projects, contracts and agreements with external civil and military agencies and industry; operation and maintenance of wind tunnels, management matters, meetings and conferences. **Topics:** (Active): General correspondence; aircraft aerodynamics; computational fluid dynamics; manoeuvring aerodynamics; unsteady aerodynamics; propeller/rotor aerodynamics and aeroacoustics; effects of icing on aircraft performance; aerodynamics of helicopter/ship operations; dynamic wind tunnel tests and techniques; nonlinear airloads analysis, oscillatory characteristics of aircraft and components; wind engineering; vehicle aerodynamics; subsonic and transonic engine aerodynamics; cascade and stage testing and computational fluid dynamics analysis of turbomachinery; turbine nozzle heat transfer; operation and maintenance of wind tunnels; operation and maintenance of turbomachinery test facilities; wings and bodies in transonic flows; advanced airfoil development; high lift systems; viscous flow drag reduction; flutter analysis; stores clearance; wind tunnel test technology. (Inactive): Aviation security; wind energy research; helium hypersonic wind tunnel; modelling of drift in aerial spray operation; passive dosimeter for UFFI home; trace vapour detection of explosives, and narcotics; Canadian sounding rockets; flow about cones at supersonic speeds. **Program Record Number:** NRC IAR 480

Flight Research

Description: Information on the operation of NRC research aircraft fleet and on research projects in the general areas of flight mechanics and airborne geoscience. **Topics:** (Active): Flight test techniques and instrumentation; handling qualities and flight dynamics; airborne simulation; flight safety and operational problems; flight recorder playback facilities; guidance, navigation and control of aircraft; pilot-aircraft interface technologies; atmospheric studies; biospheric

studies/global change; aeromagnetism; synthetic aperture radar. (Inactive): VTOL/STOL projects; lighter-than-air vehicle technology; agricultural and forestry spray research. **Program Record Number:** NRC IAR 470

Structures, Materials and Propulsion

Description: Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences. **Topics:** (Active): Policy; general correspondence; flight loads, fatigue; durability and damage tolerance; acoustic excitation of structures; aerospace applications of metallic and composite materials; structural analysis; structural dynamics; vibration, real-time photogrammetry; impact strength of structures; crack propagation theory of structures; non-destructive inspection of structures and materials, NDI of manufacturing defects and service induced damage; gas turbine engine performance including aerodynamic, thermodynamic and structural factors. (Inactive): Road accidents study group; orthopaedic implants; biomedical materials; Ottawa-Carleton computer traffic control system. **Program Record Number:** NRC IAR 490

◆ Institute for Biodiagnostics (Winnipeg)

Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, travel and seminar information. **Topics:** General correspondence; policy; visits; technical enquiries; administration and operation; technical support. **Program Record Number:** NRC IBD 205

Animal Resources

Description: Information on the basic care and health of research animals. **Topics:** General correspondence and policy on animal care and research. **Program Record Number:** NRC IBD 230

Biosystems

Description: Information on research involving the use of MR imaging and spectroscopy and physiological techniques in studying biomedical problems. **Topics:** Structure and metabolism in intact biological systems; cell metabolism; cancer; cardiology; neurology. **Program Record Number:** NRC IBD 210

Informatics

Description: Information on multivariate mathematical modelling. **Topics:** Biomathematics; classification; clustering; pattern recognition; computer modelling; software. **Program Record Number:** NRC IBD 215

MR Technology

Description: Information on theory and methodology in magnetic resonance imaging and spectroscopy. **Topics:** Magnetic field gradients, radiofrequency probes, magnetic resonance software. **Program Record Number:** NRC IBD 220

Spectroscopy

Description: Information on vibrational spectroscopy, infrared and Raman, and its application to biological/biomedical systems. **Topics:** Proteins, membranes, tissues, metabolism, cancer. **Program Record Number:** NRC IBD 225

◆ Institute for Biological Sciences (Ottawa)

Administration

Description: Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, travel and seminar information. **Topics:** General correspondence; policy; visits; technical enquiries; administration and operation; technical support – e.g., supplies and equipment, and safety committee. **Program Record Number:** NRC IBS 065

Animal Resources

Description: Information on the basic care and health of research animals. **Topics:** General correspondence and policy on animal care and research. **Program Record Number:** NRC IBS 075

Cell Biology

Description: Information on the application cell biology and cell technologies to the treatment of select neurodegenerative disorders. Animal and culture models of diseases. Correspondence and memoranda relating to cell regulation and cell culture. **Topics:** Cellular mechanisms; neurobiology; cell technologies. **Program Record Number:** NRC IBS 125

Immunochemistry

Description: Information on immunology and immunochemistry and antibody engineering. **Topics:** Antigens; antibodies; pathogenic bacteria; hybridomas; immunotherapeutics; vaccines. **Program Record Number:** NRC IBS 110

◆ Institute for Chemical Process and Environmental Technology (Ottawa)

Operations

Description: Correspondence, memoranda and reports relating to the planning and execution of the Institute's programs. **Topics:** General correspondence, technical inquiries, visits, lectures, seminars, publications, patents, project reports. **Program Record Number:** NRC CPE 165

Chemical Systems and Materials

Description: Correspondence, memoranda and reports on focused scientific research programs to improve the performance of materials for the manufacturing industries. **Topics:** Functional polymers; solid waste reduction; performance of battery materials; process modeling and simulation; chemical-based sensors.

Program Record Number: NRC CPE 300

Environmental Management

Description: Correspondence, memoranda and reports on process integration, modeling, environmental stewardship relating to the manufacturing system.

Topics: sustainable development; technology impact assessment. **Program Record Number:** NRC CPE 310

Process Technology

Description: Correspondence, memoranda and reports on innovative processes and technologies for the chemical and manufacturing industries. **Topics:** Gaseous separations; liquid separations; combustion research, including particulate waste treatment and reduction; electrosynthetic methods and electrochemical processes; spray technologies; surface characterisation; nanotechnologies. **Program Record Number:** NRC CPE 400

◆ Institute for Information Technology (Ottawa)

Research Result

Description: This is the output of the Institute and is in the form of technical reports, external publications, correspondence, designs, patents and transfer of technology. **Topics:** Human-Computer Interaction: multi-modal interfaces; integration of language and visualization in 3-D models; modelling dialogue structure to improve computer-human interaction. Interactive Information: software tools to improve identification and navigation of information sources; machine learning; intelligent agents; navigational tools for digital libraries. Integrated Reasoning: diagnostic and decision making systems; integration of multiple reasoning techniques (fuzzy logic, case-based reasoning, decision networks, induction and model-based reasoning.) Network computing: information networks; seamless integration of heterogeneous information sources and applications into homogeneous environments; advanced AI technologies. Software Engineering: real-time and embedded systems; commercial software products; large scale systems; design recovery; configuration control; software portability, software costing. Visual Information Technology: 3-D visual information acquisition and processing; sensor systems; machine vision; 3-D data interpretation; virtual environments and museums; 3-D shape and colour reproduction.

Program Record Number: NRC IIT 265

◆ Institute for Marine Biosciences (Halifax)

Administration

Description: Correspondence, memoranda, requests, minutes, and technical reports. **Topics:** Plant engineering; scientific societies and institutes; committees (health and safety, scientific committees); Aquaculture Research Station files (basically engineering and maintenance); financial services; budgets, purchasing; travel and conference files, inventory and control records. **Program Record Number:** NRC IMB 035

Director General's Office

Description: Director General's working files include material on the activities of projects, such as research and development and project planning; NRC committees and external committees **Topics:** General correspondence and files on research and development pertaining to research projects; files by subject interest, general correspondence from various institutes within the NRC, by institute; working files; forward planning. **Program Record Number:** NRC IMB 030

Business Office

Description: Correspondence, memoranda, requests, public relations materials, contracts with collaborators and clients. **Topics:** General correspondence related to commercial interactions, strategic planning and performance reporting, general descriptions of research activities, Committee reports, and working files. **Program Record Number:** NRC IMB 500

Aquaculture

Description: General Correspondence; seminars; research files of published and unpublished data, reprints and information relating to: aquaculture of seaweeds, finfish and shellfish; cell biology; light and electron microscopy; analytical chemistry; biochemistry; marine microbiology; and certification of instrument calibration standards and reference materials (Certified Reference Materials Program), including related research. **Topics:** Aquaculture research; chemistry and biochemistry of shellfish toxins; toxin production and transfer in the marine food web. **Program Record Number:** NRC IMB 003

Genomics

Description: General correspondence; seminars; research files of published and unpublished data, and reprints and information relating to: genomics; bioinformatics; molecular biology; proteomics; DNA sequencing; enzymes; proteins; DNA markers; genomic sequencing. high resolution separation techniques, and related instrumentation. **Topics:** Genomics research, and Canadian Bioinformatics Resource. **Program Record Number:** NRC IMB 004

◆ Institute for Marine Dynamics (St. John's, Newfoundland)

Ocean Technology

Description: Administration and operational files; general technical correspondence; working and correspondence files containing technical and administrative details of research programs, participation in societies, associations, conferences and interdepartmental government committees and working groups; raw data from model tests and full scale trials; technical reports on internal research projects or work done for external clients. **Topics:** Administration – policy, general correspondence, visits, lectures, exhibits; conferences and seminars; co-operation and liaison (with other government departments, universities, associations, clubs and societies, and foreign countries); buildings and properties; equipment and supplies; finance and personnel. Operational – policy, general correspondence; research and development (general, for industry and for government); ships, including icebreakers, ferries, fishing vessels, naval vessels; offshore structures; ice properties; computer modelling. **Program Record Number:** NRC IMD 385

◆ Institute for Microstructural Sciences (Ottawa)

Acoustics and Signal Processing

Description: Carries out a R&D program focussed on the auralization of information for multimedia, communications and virtual reality applications. **Topics:** Advanced acoustical components for telecommunications; Exploring active sound field control for improved signal intelligibility in communications headsets. Other areas of research: Acoustical design for telecommunications; Active noise control for multimedia applications; Microphone arrays; Theoretical modelling of multimedia acoustical environments; Sound propagation; Acoustical materials; Acoustical applications of signal processing. **Program Record Number:** NRC IMS 510

Advanced Devices

Description: Conducts research in the area of new and novel electronic, electro optic, photonic and multimedia devices. **Topics:** Infrared Imaging Devices; Exploratory Infrared and Terahertz Devices; Mass Spectroscopy and Temperature Measurements of Semiconductor Laser Facets; Growth and Characterization of Semiconductor Self-Assembled Quantum Dots; GaN Device Fabrication; Optical Hole-Burning and Dephasing. **Program Record Number:** NRC IMS 110

Advanced Materials

Description: Centers on the use of novel organic and inorganic materials for information and communications technology applications. **Topics:** Investigation of Charge Transport in OLEDs; Chemical and Optical Characterization of Polymeric Materials; Fabrication and

Characterization of Polymeric Transistors; Small High Resolution OEL Displays and Related Processing Technology; Fabrication and Characterization of Optically Pumped Organic Laser Structures; Patterning of Organic Materials by Excimer Laser Ablation; Assessment of Stability of Organic and Polymeric Materials and Device Lifetime and Performance; Application of lasers for patterning (laser direct lithography) and microstructuring of materials; Patterning of organic materials by excimer laser ablation; Laser-induced Quantum Well/Dot Intermixing; Laser-induced modification of surfaces; GaN MBE growth; Structural, electrical and optical properties of III-nitrides; AlGaIn/GaN MODFETs. **Program Record Number:** NRC IMS 090

Device Physics

Description: Researches electronic and optoelectronic devices to gain a better understanding of the physical processes important to the functioning of the devices. **Topics:** Flux Method of Charge Transport in Heterojunction Bipolar Transistors; Composite-Emitter InAlAs/InP/InGaAs/InP Double Heterojunction Bipolar Transistors; Development of High-performance InP Heterojunction Bipolar Transistors; InP-based Devices and Circuits; Passivation of InP-based HBTs; Development of New Device Characterization Capabilities; Microwave HTS Electronic Devices; Microwave Characterization of Optical Switches; HTSC Film Deposition by Laser Ablation; Silicon-Germanium Devices; Thin Film Process Control; Current Spreading in Optical Waveguide Switches. **Program Record Number:** NRC IMS 441

Epitaxy

Description: Researches the epitaxial growth and characterization of advanced semiconductors. **Topics:** Growth of GaAs/AlGaAs Layers for Quantum Well Infrared Detectors(QWIPs) and Related Devices; Growth of InAs Self-assembled Quantum Dots on GaAs Substrates; Plasma-Assisted MBE growth of InGaInAs on GaAs; UHV-CVD Growth of Si and SiGe for devices; MBE Growth of Si/SiGe Superlattices for Applications in Si-Based Photonics; CBE Growth of InP/InGaAsP Waveguide Structures; Growth of InP/InGaAs/InGaAsP Laser Structures for Quantum Well Intermixing Studies; CBE growth of InAs self assembled quantum dots on InP substrates; Ammonia-MBE Growth and Characterization of Gallium Nitride; Gallium Nitride Device Fabrication; Radiation-induced Defects in GaN Epilayers and Devices; Advanced characterization of epitaxial semiconductors. **Program Record Number:** NRC IMS 455

Microfabrication

Description: Fabricates electronic and optoelectronic devices from the semiconductor epitaxial materials grown. **Topics:** Circular-grating surface-emitting DBR lasers; Fabrication of WDM components at 1 μm ; Design of a wavelength demultiplexer for 1.55 μm ; InP

optoelectronic and microelectronic devices;
Nanofabrication; Inter sub-band detector arrays.

Program Record Number: NRC IMS 460

Optoelectronics

Description: Focuses on understanding the science and technology of optoelectronic materials and structures with the goal of developing novel technologies and devices. **Topics:** Guided optics and computer simulation; Novel Digital Optical Switch Based on InP; Planar Waveguide Etched Grating Demultiplexer; High Repetition Rate Diode-pumped Nd:YVO₄ Laser; Hybrid Oscillator Development; Diode-pumped Nd:LSB Grazing Incidence Slab Laser (DPGISL); Passively Mode-locked Diode-pumped Laser; Cr⁴⁺:YAG Lasers; Si Photonics; Wavelength Translation; Near-field Scanning Optical Microscopy.

Program Record Number: NRC IMS 462

Quantum Physics

Description: Involved in research into the electronic and optical properties of materials (primarily semiconductors).

Topics: Transport through Nanoelectronic Devices; Lateral Single Electron Devices; Mesoscopic Transport through Nanoelectronic Devices; Transport through Self-organized Quantum Dots; Properties of Quantum Dots and Wires; Collective properties; Theory of Modulation-doped Quantum Dots Grown by Self-assembly; Quantum Coherence and Information Processing; Optical Studies of Quantum Dots; Optical Properties of Self-assembled Quantum Dots; Raman Measurements on InGaAs-based Quantum Dots; Theory of Excitonic Artificial Atoms; Transport Properties of SiGe Heterostructures; Timing Quantum Particles; Optical Characterization; Ion-induced Intermixing in Quantum Wells; Development of InP-based Devices; Ion-implantation-induced Intermixing of Buried Waveguides; InGaAsP/InP Band Structure Parameters; Light-emitting materials; Patterning of Porous Semiconductors; Light-emitting Organic Diodes; Optical Properties of GaN; Properties of Semiconductor Interfaces; Si/SiO₂ Superlattices; Properties of Si Films; Passivation and Surface Structure; CERION – The Canadian-European Research Initiative on Nanostructures. **Program Record Number:** NRC IMS 461

Surfaces and Interfaces

Description: Focuses expertise and capabilities on the investigation of surface and interfacial structures in strategic materials of interest to the information technology industries. **Topics:** HBT Device Processing and Packaging; Structure of Cl-passivated III-V Surfaces; STM Studies of S-passivated III-V Surfaces; Structure and Composition of Films Formed on AlGaAs; Oxides for Device Applications; Chemical and Electrical Characterization of the GaAs(110) and Silicon Nitride Interface Layer; Gate Dielectrics for Silicon. **Program Record Number:** NRC IMS 410

Thin Films

Description: Carries out research on optical thin films and provides various services to outside organizations. Its expertise is of increasing importance to Canadian industry as new applications for thin films and coatings continue to emerge. **Topics:** Telecommunication Filters; Optical Components for Displays; Long Wavelength Cut-off Filters; All-dielectric Non-polarizing Beamsplitters; Anticounterfeiting Technology; UV Thin Film Coatings; Facet Coatings for Optoelectronic Devices; Design Techniques for Homogeneous and Inhomogeneous Coatings. **Program Record Number:** NRC IMS 535

◆ Institute for National Measurement Standards (Ottawa)

Chemical Metrology

Description: This group is involved in the development of state-of-the-art methods and instrumentation for both organic and inorganic trace analysis, in the production of environmental certified reference materials (CRMs), and in various international activities related to the traceability of chemical analysis measurements. Facilities include an array of atomic spectroscopy instrumentation for inorganic trace analysis, mass spectrometry instrumentation for both organic and inorganic trace analysis, a variety of gas and liquid chromatography equipment for chemical separation, and “clean room” facilities for contamination-free sample preparation and manipulation. The CRMs produced in the laboratory are essential to both public and private sector laboratories routinely engaged in the analysis of environmental samples (e.g., water samples, sediments, biological tissues) as a means to ensure the accuracy of their results. The CRM production program provides the focus for many of the methods and instrument development research activities of the group. The group also offers analytical chemistry services on a contract of fee-for-service basis for selected industrial clients with needs which cannot be met by any private sector Canadian chemical analysis laboratory. A notable example is our glow discharge mass spectrometry (GDMS) facility for direct analysis of conducting and semi-conducting materials, in particular very high purity materials such as gallium and cadmium telluride, destined for use in fabrication of microelectronic devices. The group also seeks opportunities for collaborative research with manufacturers of instrumentation for chemical analysis, either through in-house development of prototype instruments or through “beta-site” testing of pre-commercial instruments. **Program Record Number:** NRC INM 535

Electrical Power Measurements

Description: This group is involved in the development of new state-of-the-art instrumentation and measurement techniques. These include revenue meters for electric utilities and calibration facilities for

equipment such as instrument transformers, active/reactive power and energy meters under sinusoidal/nonsinusoidal waveform conditions, high voltage capacitors, high current resistors and shunts, and high voltage loss measuring systems transformers and inductive reactors. The group is also involved in the development of new diagnostic measurement techniques and instrumentation to assess the operating conditions of electric power apparatus in service and to predict their remaining life. An important element of this program is the development of new and improved measuring techniques and instrumentation to meet and anticipate the measurement requirements of the electrical power industry. **Program Record Number:** NRC INM 525

Electrical Standards

Description: Electrical standards of measurements play a basic role in maintaining compatibility, coherence and safety in all services connected to the field of electricity. In fact electricity touches essentially all sectors of the economy. The proper monitoring of electrical energy consumption at either the individual or the industrial level depends on the use of well calibrated reference standards. The fabrication of electrical instruments, their testing and the marketing of these instruments require internationally accepted electrical standards. These standards are developed and maintained by the Electrical Standards Group. The group is involved in the ac, dc and rf fields. It does basic research on primary standards of voltage and resistance using the Josephson and Quantum Hall effect and develops techniques and instruments connected with ac and rf measurements. The group also maintains a calibration service for high accuracy secondary standards and top of the line instruments. **Program Record Number:** NRC INM 530

Frequency and Time

Description: The demands of science have pushed the capability for accurate frequency and time determination to a very high level. Accuracy levels are available that might appear excessively high for everyday applications, yet they provide the basis of many modern systems such as navigation and communication, as well as the basis of measurements in diverse fields such as advanced physics, radio astronomy, geodesy, length metrology, voltage measurements, and electronics manufacturing and testing. The Frequency and Time Group designs, builds and maintains atomic clocks which serve as Canada's standards for frequency and time. The standard of length, the metre, is now also defined in terms of time. The Group therefore also maintains lasers whose wavelengths define the metre. Frequency calibration and laser wavelength calibration services are provided. Time is disseminated throughout Canada by various means, some of which include short-wave radio transmissions on NRC station CHU, digitally coded

signals on telephone lines, the National Satellite (Parliament) Channel on cable television and by other direct satellite links. The Group conducts research to further extend the range and accuracy of frequency and wavelength standards to ensure internationally recognized, state-of-the-art standards for Canada.

Program Record Number: NRC INM 545

Ionizing Radiation Standards

Description: Ionizing radiation plays a major role in modern medical practice, both for diagnostic purposes (e.g. CT scanners, x-rays) and for therapeutic purposes primarily in cancer therapy. The monitoring of radiation exposure is also very important in many industrial environments particularly in nuclear power production and uranium mining. In order to provide a degree of accuracy that ensures that radiation exposure levels are properly monitored and that therapy is done with maximum efficiency without endangering life, industrialized countries provide reference standards for the calibration of instruments or devices used in these various sectors. The national laboratories in charge of these standards make sure that they are accurate by comparison with those of other countries. This is done under the umbrella of the Bureau International des Poids et Mesures. This important activity which takes place on a continuous basis ensures uniformity of the national standards with the international measurement standards system. In Canada the standard in this field is provided by the Ionizing Radiation Standards Group of the NRC. The Group develops, maintains and promulgates Canada's primary measurement standards for ionizing radiation and provides calibration service as well as the link to the international measurement system. **Program Record Number:** NRC INM 555

Mechanical Metrology

Description: The Group is composed of three programs rooted in fundamental metrology. The Mass Standards Program is responsible for the maintenance and propagation of primary mass standards and derived standards of pressure and mass flow which are based on the kilogram mass unit. It establishes the mass scale for Canada which supports domestic and international trade in bulk commodities and ensures traceability of mass measurements to the international prototype of the kilogram. It realizes the SI unit of pressure, the pascal, and subdivides and multiplies it over sixteen decades in the interest of the avionics, power generation and transport industries. It is directly involved with industrial collaborators in the measurement of the flow of bulk commodities in the fluid states. The Dimensional Metrology Program establishes and operates measurement systems based upon the Canadian realization of the metre, the SI primary unit of length. It calibrates end standards, such as gauge blocks and line standards, as well as scales, engineering and surveying tapes and levelling rods for industrial use. It also calibrates angle standards, optical

flats and parallels as well as roundness and diameter standards. General form, profile, roundness, and surface roughness are also determined in support of Canadian industry. The Acoustical Standards Program is responsible for the reciprocity calibration of condenser microphones and carries out ultrasound power calibration for medical applications. It offers a primary interferometric calibration service for accelerometers which is unique in Canada. This program plays a particularly important role in the area of normative standards directly related to the public good in Canada. **Program Record Number:** NRC INM 515

Photometry and Radiometry

Description: Radiometry (measurement of optical radiant energy) and photometry (measurement of optical [luminous] radiant energy as sensed by the human eye) are important to a large part of the public, manufacturing, and service sectors. Recent rapid expansion of electro-optical, photodetector, and optical fibre communications industries have produced a concurrent demand for more accurate and wider ranging radiometric measurements. It has been estimated that one-quarter of electricity consumption is for lighting; the enormous potential benefit of increased efficiency through improved photometric standards is obvious. Transportation (highway, air, marine) depends heavily upon visual signals and lighting where photometric energy and colour are of prime importance. Public health and safety require accurate measurement of such quantities as ultraviolet, laser, and phototherapeutic radiation levels. Other areas requiring photometric, radiometric, or colorimetric standards include paint, textile, and plastics industries; pulp and paper; television; agriculture; meteorology; environment; military and space agencies. To serve this wide and varied clientele, the Photometry and Radiometry section has developed and maintains the SI base unit of luminous intensity (candela) and basic standards for the measurement of light, colour, and optical radiation in the wavelength range from 200 nm to 50,000 nm. **Program Record Number:** NRC INM 540

Thermometry

Description: Temperature plays a most important role in everyday life as well as in the many specialized activities of industrialized countries. Processes such as those concerned with advanced materials preparation and growth, fabrication, analytical processes and diagnosis require either good temperature control or accurate temperature determination. Other important and diverse fields that require an excellent knowledge of temperature conditions include biology; biotechnology and clinical studies, analysis and diagnosis; aircraft industries; metallurgical industries; food industries, chemical industries; oceanography; pharmaceutical production. In order to ensure for these activities an accurate temperature scale, industrialized countries support a national laboratory which maintains

accurate reference standards and provides a high accuracy calibration service based upon an International Temperature Scale. In Canada this role is fulfilled by the thermometry group of the NRC which does basic research in the field of thermometry, contributes to international activities in that field, and ensures through intercomparisons that its standards are compatible with those of other countries. **Program Record Number:** NRC INM 550

Optics

Description: Data, correspondence, memoranda, and working papers related to the research of the group.

Topics: Optical components and systems, optical design, fabrication of components and systems, testing of optical components and systems. **Program Record Number:** NRC INM 025

◆ Institute for Research in Construction (Ottawa)

Administration

Description: Personnel data on all members of staff, financial reports, purchasing documents, travel authorizations, correspondence and documents on building up-keep. **Program Record Number:** NRC IRC 010

Building Envelope and Structure (BES)

Description: Information on the characterization and evaluation of the performance of materials such as concrete, sealants, polymers, asphalt, roofing materials and clay brick through the use of chemical, physical and mineralogical techniques. Information on the evaluation of the thermal characteristics and performance of materials, components and systems leading to standards, product development and proper design; the development of techniques for monitoring the movement of these products within the building envelope; and other aspects of the products. Information on the introduction of "limit states design" into Canadian structural codes and standards, and the development of improved serviceability criteria based on risk considerations, including the investigation into the variability of masonry strength. **Topics:** The performance of coatings; basic engineering properties of concrete; durability to frost-action in concrete and other porous materials; properties and performance of joint materials; characterization of building materials by their microstructure and composition; processes of degradation of building materials; performance of concrete as related to the chemical processes in cements; physical and mechanical properties of repair systems; performance of Canadian aggregate; performance of concrete in the presence of aggressive solutions; weathering factors and accelerated test methods for assessing durability of building materials; and the durability of structural clay products. Energy calculations; thermal and hygric properties of materials,

hermetically sealed multiple glazing; thermal performance of walls and ceilings; thermal performance of windows; thermal insulation materials; properties and emissions. Case histories of structural failures and problems due to differential movement in buildings; structural safety and serviceability; wind effects on roofs and walls; failure of structures and progressive collapse; masonry research; wind tunnel studies of buildings; and others. **Program Record Number:** NRC IRC 200

Canadian Construction Materials Centre

Description: Information on the suitability for use of construction materials, systems or services. **Topics:** Technical information and advice to manufacturers and suppliers of construction materials, systems and services on how to obtain the evaluation of these products and services with respect to their suitability for use; technical information and advice to architects, specification writers, engineers and regulators on the suitability of use of construction materials, systems and services; information to the construction industry on laboratories which conduct testing of construction materials, systems and services; assistance to Canadian exporters of construction-related products and services on the evaluation requirements of these products and services by other countries; replies to inquiries and requests for interpretation of evaluation reports and listings; technical information and advice to Canadian Commission on Construction Materials Evaluation. **Program Record Number:** NRC IRC 657

Canadian Codes Centre

Description: Information on topics related to the development and content of the National Model Codes (National Building Code, National Fire Code, National Farm Building Code, National Plumbing Code, and Model National Energy Codes). **Topics:** The continuing review of the code documents to account for developments in building design and technology and in public safety and health issues; technical studies, information and advice for code technical committees considering code changes; information to code users on the scope, application and intents of the codes; liaison with industry and with provincial/territorial and municipal regulatory authorities on code-related topics. **Program Record Number:** NRC IRC 615

Director General's Office

Description: Documents on the operation of the individual programs and units, advisory bodies, research and development studies and seminar or workshop information. **Topics:** minutes of the Advisory Board and Federal Interdepartmental Construction Technology Forum and NRC's Construction Technology Forum; program and budget submissions; institute strategic and annual plans as well as individual program reports. Organizational structure and register to NRC/IRC policies and procedures. **Program Record Number:** NRC IRC 590

Fire Research – Research in Fire Risk Management

Description: Information on the development and revision of standard methods of fire tests and research activities, which include fire performance on structural components, flammability of materials, products of combustion, growth of fire, human behaviour in emergencies, and the influence of fire risks on the overall design of buildings. **Topics:** Behaviour of building components in fire; evaluation of fire behaviour of components and materials; flammability studies; fire performance information; production and movement of smoke in fire; fire protection features of buildings; fire suppression techniques; advanced suppression technologies; development of fire; combustion of organic materials; human performance in fire and other emergencies; fire resistance safety factors; restraint and fire severity; and commercial test reports. **Program Record Number:** NRC IRC 625

Indoor Environment

Description: Information on physical and psychological aspects of indoor environment, including indoor air quality, ventilation, Acoustics, and lighting and daylighting, leading to best practice, standards, and building regulations; cost-effective and energy-efficient effective technologies that maximize the health and well-being of occupants; information on building materials properties and envelopes, affecting indoor environment, including sound propagation, materials' emission of contaminants, thermal comfort, glazing, visible light-transmittance; information of building systems on air movement, noise, lighting, ventilation, and energy efficiency; human factors and occupants' performance. Information includes numerical modeling, field studies and lab measurements. **Topics include:** Acoustics: Prediction of room acoustics criteria, such as speech intelligibility, sound propagation, and sound pressure levels; prediction of occupant's comfort; development of impact tests for floors; acoustical test methods; development of noise criteria; insulation of buildings from external noise; determination of dynamic response characteristics of structures; measurement of sound power of noise sources; reverberation room acoustics; vibration problems in buildings; evaluation test reports. Indoor Air Quality and Ventilation: Prediction and measurement standards methods of materials' emissions, air movement; efficiency of air cleaning methods; measurement methods and prediction of air leakage; indoor air quality; computational fluid dynamic modeling of Indoor air quality; impact of heating systems on house ventilation; thermal comfort and temperature distribution; subjective aspects of Indoor air quality and ventilation; evaluation test reports. Lighting: Energy performance of advanced lighting control systems; development of lighting quality indicators; impact of lighting fixtures and systems on occupants' mood and satisfaction; daylighting prediction methods and measurement protocols; development of integrated an energy-efficient office workstations. **Program Record Number:** NRC IRC 400

Outreach Services

Description: Information on the activities of the Library and internet services, the Publications Service, Seminar Service, Marketing & Client Services. **Topics:** Reference service; loans; information retrieval; periodical subscriptions; acquisitions; translation requests; requests for information; preparation of publications and reports. **Program Record Number:** NRC IRC 060

System Support Unit

Description: Information on the Institute's calibration and standards facility, the instrument pool for loans, the maintenance and repair shop and the co-ordination and advisory services provided to the Institute. **Program Record Number:** NRC IRC 635

Urban Infrastructure Rehabilitation

Description: Information on cold climate effects, performance, deterioration and rehabilitation of urban infrastructure, specifically buried water and sewer lines, urban roads/sidewalks and concrete bridges. Numerical modelling, laboratory testing and full scale field studies. **Topics:** Material and structure performance and deterioration, condition assessment including non-destructive evaluation, risk/decision models, maintenance management, asset management, performance-based guidelines for design and rehabilitation, frost action, permafrost, thermal conductivity of soils, steel corrosion/mitigation, early age cracking of concrete, bitumen chemistry and crack sealing of pavements, utility cuts in pavements and cold in-place recycling of pavements, thermal performance of manholes, trenchless technologies/sliplining. **Program Record Number:** NRC IRC 500

◆ Integrated Manufacturing Technologies Institute (London)

Research Thrusts of the Institute

Description: To accomplish this mission, IMTI's activities are concentrated in two areas, each with three research groups: (1) Design – to provide manufacturers the tools they need to work in a collaborative business environment: sharing and exchanging design and manufacturing data and information in real time with others (customers, suppliers and others) anywhere in the world. The three research groups are: Concurrent Engineering, Distributed Manufacturing, Modelling and Visualisation. (2) Production – to provide manufacturers with novel production processes to fabricate the products that their clients want: eg. taking full advantage of material properties; making shapes that are difficult or impossible to make with conventional processes. The three research groups are: Material Addition Processes, Precision Fabrication Processes, Shape Transfer Processes. The integration of these two areas to create new machines or systems that users can buy is crucial. The Institute cannot do this alone. To this end, IMTI seeks the collaboration of users and system integrators

(machine suppliers, equipment builders) to participate in the R&D and the transfer of technology. **Program Record Number:** NRC IMT 000

◆ Plant Biotechnology Institute (Saskatoon, Saskatchewan)

Description: The Institute's primary focus is to improve Canadian crops, specifically Brassicas, cereals and grain legumes, given their importance to the Canadian economy. The Institute is also developing enabling technologies to enhance our ability to improve these crops. Through close collaborative efforts with public sector organizations and industry, PBI has contributed to the emergence of Saskatoon as one of the foremost agricultural biotechnology centres in North America with the critical mass for community-based innovation. **Program Record Number:** NRC PBI 000

◆ Steacie Institute for Molecular Sciences (Ottawa)

Chemical Biology Program

Description: The Chemical Biology program aims to develop a molecular level understanding of selected biological processes and to exploit this knowledge in collaboration with the NRC Biotechnology Group and the Canadian biotechnology sector. Chemical sciences are applied at the interfaces between chemistry, biology and medicine. Our research programs rely on core expertise in two areas. The first is the ability to design and synthesize compounds having the essential structural and functional elements of natural biomolecules, with particular emphasis on the development of combinatorial methodologies. The second is the ability to monitor and measure the functions and behavior of biomolecules and their mimics, with the long term goal of developing a quantitative molecular level understanding of biological processes. **Program Record Number:** NRC SIM 007

Femtosecond Science Program

Description: With femtosecond pulses, we have access to very strong fields and very short times. Time scales that match the time for nuclear motion in molecules and solids; fields that rival the fields that hold matter together. These pulses can severely modify and control any quantum system. The technology of control is much more powerful than it might seem at first glance. We know and control the amplitude and phase of a broad spectrum so that we can synthesize any pulse shape as long as it falls within the spectrum of the initial femtosecond pulse. Soon we will control the full time-dependent field of a light pulse. Control and measurement go hand in hand. Femtosecond pulses are short enough to measure anything involving nuclear motion providing we can find a good method for measurement. No other technology can rival femtosecond pulses in their ability to measure fast phenomena. **Program Record Number:** NRC SIM 008

Functional Materials Program

Description: Much of the improvement in the quality of life depends on the continuing development of materials with novel properties and improved processes for their production. Today, many research strategies are concerned with the development of materials and processes that will have positive effects on the environment and human health. The FM program explores new strategies in these areas with partner Institutes at NRC, and external partners in academia and industry. This includes the development of supramolecular strategies for materials design, synthesis and characterization, and also requires considerable effort to be directed at technique development for characterizing materials at the molecular level, including single crystal and powder X-ray diffraction, solid-state NMR and microimaging, and vibrational spectroscopy.

Program Record Number: NRC SIM 011

Molecular Interfaces Program

Description: This program provides a platform of expertise that will catalyze scientific developments among physics, chemistry and biology by developing the tools and methodologies for creating and characterizing molecular structures on surfaces. Controlling and manipulating surfaces on the atomic or molecular scale is the key to the ultimate miniaturization of electronic devices and to the development of new devices that incorporate both solid-state semiconductor structures and molecular materials based on organic or biological components. The long term impact will be in the development of new molecular electronic devices and of highly miniaturized chemical and biochemical sensors. We focus on the organic modification and characterization of semiconductor surfaces such as silicon and germanium using state-of-the-art scanning probe microscopies (both UHV and in situ electrochemical scanning tunneling microscopy and atomic force microscopy) to image and manipulate atoms and molecules on these surfaces. Solution and gas phase organic chemical reactions are developed to fine tune the interfacial properties of semiconductors. These properties are further characterized using a variety of linear and nonlinear optical probes such as ellipsometry and second harmonic generation.

Program Record Number: NRC SIM 010

Molecular Spectroscopy Program

Description: We study the structure, energetics, reactivity and internal dynamics of isolated gas phase molecules and clusters by means of high-resolution spectroscopy at wavelengths ranging from the ultraviolet to microwave regions and carry out kinetic measurements using spectroscopic probes. In addition to structure, energetics and dynamics, molecular spectroscopy provides the key to identifying molecules in remote sources and hostile environments by means of their spectral "fingerprints". It also gives detailed information on intermolecular forces. Our work is

targeted at molecules of chemical, biological and astrophysical interest. There is special emphasis on metal-metal and metal-ligand interactions and on weak intermolecular interactions. Our objective is to develop and study model systems in order to provide a pertinent and reliable data base for the understanding of important phenomena such as molecular recognition, hydration, the role of metals in biology, reactions at metal centers, and aggregation and condensation.

Program Record Number: NRC SIM 005

Neutron Program for Materials Research

Description: Located at Chalk River, the Neutron Program for Materials Research (NPMR) operates Canada's only national neutron beam laboratory. The program provides 3 primary functions. (1) Ensure that Canadian and international researchers from universities, industries, NRC and other government laboratories can exploit neutron beam methods effectively at our collaborative user-facility. The knowledge generated by neutron beam experiments complements and amplifies our understanding in a wide range of scientific disciplines, including condensed-matter physics, chemistry, biology, materials science and engineering. The seven research officers of the NPMR interact with about 200 collaborators each year. (2) Develop and promote the application of neutron beam methods to support industrial R&D and stimulate a culture of innovation in Canadian companies. The Applied Neutron Detection for Industry (ANDI) program helps to enhance the performance and reliability of many engineering components, often addressing issues of public safety or industry competitiveness. (3) Maintain a forefront capability in the science of neutron scattering through continuous innovation and development, to attract talented researchers to Canada, and provide unique resources on which young scientists can build careers in advanced materials research. Students broaden their education through involvement with the NPMR's multi-disciplinary laboratory and interaction with the network of international experts whose research incorporates neutron beam experiments at Chalk River. **Program Record Number:** NRC SIM 009

Organometallic and Cluster Chemistry Program

Description: Our current research is focussed on three areas of intense activity in contemporary organocluster chemistry: acetylide and polycarbon ligand chemistry relating to the construction of nano-scale electronic devices; metal cluster chemistry of binary oxides of phosphorus (PO, P₂O, PO₂) and of hydroxyphosphinidene cluster acids; single source organometallic precursors for chemical vapour deposition of metals (Cu) and bimetallics (Ru/Pt). We design rational synthetic routes to new and interesting molecules; establish their structures, chemical and physical behaviour; and assess their potential in catalysis, for accomplishing novel organic

transformation and as new molecular materials. The techniques we use include: Schlenk and glove-box inert atmosphere methods of synthesis; chromatographic separations; multinuclear (^1H , $^{13}\text{C}\{^1\text{H}\}$, $^{31}\text{P}\{^1\text{H}\}$) solution and CP MAS solid state NMR and FTIR spectroscopies, full single crystal X-ray structure analysis and cyclic voltammetry. This is supplemented by EHMO and ab-initio calculations with the SIMS Theory Group. **Program Record Number:** NRC SIM 006

Theory and Computation

Description: The Theory and Computation Program uses analytical and computational methods to investigate the structure and dynamics of molecules and extended systems. New theoretical techniques are developed and applied to complement the research activities of the experimental Programs at the Institute and to engage the Technology Groups of NRC in identifying promising new strategic areas. A significant portion of the research effort of the Program is devoted to collaboration with experimentalists and in planning and supervising experimental projects. The Program has a dual mandate: (1) to perform fundamental and transformational science within the core expertise in order to advance the frontiers of knowledge in selected research areas, and (2) to assist and guide experimental efforts inside and outside SIMS. To satisfy this mandate, the Program requires a broad knowledge base. Furthermore, Program members need to be flexible and eager to engage in a wide spectrum of theoretical problems. Based on this premise, the research is focused onto five core projects: (1) Theoretical Spectroscopy, (2) Chemical Dynamics, (3) Materials, and (4) Quantum Chemistry of Macromolecular Systems, (5) Combining Density Functional Theory and other Tools to Model Complex Systems. Strong collaboration is maintained among the projects. **Program Record Number:** NRC SIM 004

Administration

Description: Documents on the operation of the different individual programs such as project planning and reports, program forecasts, research and development on industrial materials, travel and seminar information, replies to technical inquiries, and records on technical support – i.e., supplies and equipment, safety committee. **Topics:** Administration; liaison (with associations, industries, foreign countries, universities, federal departments, and provinces); Government Industrial Assistance Programs; finance; budget; operations-general; projects and project evaluations; tests; and technology. **Program Record Number:** NRC SIM 014

General-Use Series

Description: Information on the organization of international conferences – memberships, fees, minutes, annual reports regarding associations and

societies; co-operation and liaison activities with universities, institutes, provincial and federal departments and agencies; commercial agreements with provincial research councils and federal government departments; interdepartmental committee correspondence and minutes; research agreements; correspondence, policy and guidelines on the Canadian Human Rights Act, status of women and access to information and privacy. **Topics:** Associations, clubs and societies; universities; institutes of technology; international conferences; commercial agreements; provincial governments; federal government departments; interdepartmental committees; Canadian Standards Association; publications; status of women; Canadian Human Rights Act; Access to Information Act and Privacy Act, Employment Equity, Advisory Board on Scientific and Technological Information; Scientific and Technological Information Services; research agreements. **Program Record Number:** NRC GEN 750

Personal Information Banks

Accounts Receivable

Description: These files record debit and credit entries in connection with National Research Council accounts receivable. Files include information on financial transactions and outstanding balances. **Class of Individuals:** Members of the general public who have purchased goods and services offered by the National Research Council. **Purpose:** In addition to recording payment, records are used to follow up on overdue accounts. **Retention and Disposal Standards:** Records are retained for six fiscal years and are then destroyed. **TBS Registration:** 000937 **Bank Number:** NRC PPU 045

Contracts between NRC and Individuals

Description: This bank contains the initial proposal and submission, evaluations and correspondence, details of contract, financial transactions and interim or final reports. **Class of Individuals:** Members of the general public who submit proposals for work to be performed for the National Research Council. **Purpose:** To evaluate proposals, to process contracts, and to provide information for the verification of invoices, payments and scientific monitoring, and to administer contracts. **Retention and Disposal Standards:** Records are retained for six fiscal years after termination of the contract or two years after rejection of the proposal and are then destroyed. **TBS Registration:** 000939 **Bank Number:** NRC PPU 055

Deposit Accounts

Description: These files contain a record of credit balances of individuals in account with the National Research Council for the purchase of goods and services. **Class of Individuals:** Members of the general public who have established a deposit account for the purchase of scientific and technical information.

Purpose: Files are maintained for the purpose of recording debit and credit entries against deposit accounts established by private individuals. **Retention and Disposal Standards:** Records are retained for six fiscal years and are then destroyed. **TBS Registration:** 000938 **Bank Number:** NRC PPU 050

Employment Applications

Description: This bank contains information on candidates available for employment at the National Research Council when vacancies arise. Records contain letters, completed application forms, applicant resumes, comments of interviewer, and letters of reference. **Class of Individuals:** Members of the general public who apply for employment at the National Research Council. **Purpose:** To select candidates for vacancies at the National Research Council. **Retention and Disposal Standards:** Records are retained for two years and are then destroyed. **TBS Registration:** 000940 **Bank Number:** NRC PPU 060

Industrial Research Assistance Program

Description: The records in this bank are used to support proposals for financial assistance to cover the costs of salaries for company research staff engaged in approved projects. Participating companies provide the research facilities and other expenses involved in the project and retain all titles or have rights to access to the results of the jointly-funded research. **Class of Individuals:** Directly-related employees of companies that submit proposals for financial assistance through this program. **Purpose:** To determine the amount of financial contribution to the company if the proposal is accepted. **Retention and Disposal Standards:** Accepted proposals are retained for 20 years. Unaccepted proposals are retained for 5 years. **TBS Registration:** 001683 **Bank Number:** NRC PPU 026

Information Dissemination

Description: Information in this bank is provided by the purchaser of publications, subscriptions, information or computerized services. **Class of Individuals:** Scientific community, contractors, architects, engineers and technicians. **Purpose:** To provide individuals with information on prepaid subscriptions, publications, or computerized services, and to assess and collect charges. **Consistent Uses:** This information is used to record financial transactions and update computerized mailing lists. **Retention and Disposal Standards:** Records are retained for a period of two years and are then destroyed. **TBS Registration:** 000944 **Bank Number:** NRC PPU 080

International Exchanges and Visits

Description: This bank contains applications from individuals who wish to visit France under the NRC/CNRS Scientific Co-operation Program or the France/Canada Exchange Agreement, recommendations, decisions of

the selection committee, and related correspondence.

Class of Individuals: Members of the scientific community. **Purpose:** To select individuals for these two programs and to implement administrative procedures connected with the exchange or visit.

Retention and Disposal Standards: Records are retained for two years after the termination of exchange or visit, or two years after the date on which the application was rejected; and are then destroyed. **TBS Registration:** 000934 **Bank Number:** NRC PPU 030

Inventions: Submissions by Private Individuals

Description: This bank contains information on inventions submitted by individuals for assessment and scientific comments and patent protection advice provided by the National Research Council. Information includes the original submission, evaluation by scientific personnel where expertise was available, and the reply to the enquirer. **Class of Individuals:** Members of the general public who request advice about their inventions. **Purpose:** To carry out an assessment and provide scientific comment and advice on inventions submitted by the general public. **Retention and Disposal Standards:** Records are retained for a period of two years and are then destroyed. **TBS Registration:** 000932 **Bank Number:** NRC PPU 010

Manuscripts for Publication

Description: These records contain manuscripts, forms and publishing department correspondence related to the printing of Council research journals. Full name, address, title of paper, name of journal to which the paper was submitted and date of submission are required for access. **Class of Individuals:** Individuals who have submitted manuscripts. **Purpose:** To record information relating to the publication of papers in research journals. **Retention and Disposal Standards:** Records are retained for two years and are then destroyed. **TBS Registration:** 000936 **Bank Number:** NRC PPU 040

National Research Council and Committee Membership

Description: This bank contains background information, including the educational background, affiliation, publication list, and professional experience of individuals nominated for service on Council and its associated committees. **Class of Individuals:** Past and current members of Council and members of committees of Council. **Purpose:** To assist in the selection and appointment of members of the National Research Council and its committees. **Retention and Disposal Standards:** Records of persons who are or have been members of the Council and/or its committees are retained for 30 years and then transferred to the Archives Branch of the National Archives of Canada. **TBS Registration:** 000931 **Bank Number:** NRC PPU 005

Personal Letters of Recommendation by National Research Council Personnel Relating to Non-Staff Members

Description: This bank contains requests for recommendations and copies of letters of recommendation made by staff members for non-staff individuals. **Class of Individuals:** Members of the scientific and academic communities who ask for letters of recommendation. **Purpose:** To provide letters of recommendation to members of the scientific and academic communities. **Retention and Disposal Standards:** Files are retained for two years and are then destroyed. **TBS Registration:** 000933 **Bank Number:** NRC PPU 015

Requests to Access Personal Information

Description: This bank contains requests for access to personal information contained in personal information banks administered by the National Research Council. **Class of Individuals:** Individuals who have applied for access to personal information banks administered by the National Research Council. **Purpose:** The purpose of this bank is to verify the identity of individual applicants and to process requests. **Consistent Uses:** To prepare statistics for annual reports required under the Privacy Act. **Retention and Disposal Standards:** Records are retained for a period of two years and are then destroyed. **TBS Registration:** 000943 **Bank Number:** NRC PPU 075

Research Associateship Program: Applicant Inventory

Description: Records contain application forms, curricula vitae, academic records, publications, letters of recommendation, personal characteristics and employment history. **Class of Individuals:** Individuals who have made application to the National Research Council for research associateships. **Purpose:** To select recipients of NRC research associateships. **Retention and Disposal Standards:** Records are retained for two years and are then destroyed. **TBS Registration:** 000941 **Bank Number:** NRC PPU 065

Secondments and Exchanges Between the National Research Council and Outside Organizations

Description: This bank contains requests for secondment or exchange of personnel and memoranda leading to the approval or rejection of requests. **Class of Individuals:** Persons other than NRC employees who have been involved in exchanges or loans. **Purpose:** The purpose of this bank is to provide documentation for the administration of exchanges and loans of personnel. Information is used to make decisions on these exchanges and loans. **Retention and Disposal Standards:** Records are retained for three years after the agreement ceases or after rejection of the proposal and are then destroyed. **TBS Registration:** 000942 **Bank Number:** NRC PPU 070

Youth Initiative

Description: This bank contains information about post-secondary students, their name, age category, year of graduation, field of study, address, telephone number, level of study, and designated category under the employment Equity Act. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to list selected participants in the Science Collaborative Research Internship Program and the Science Technology Internship Program with small and medium-size enterprises. **Consistent Uses:** Monitoring, follow-up and reporting to Human Resource Development Canada. **Retention and Disposal Standards:** Records are retained by NRC for the duration of the program plus three years, after which the records are destroyed. **TBS Registration:** 004039 **Bank Number:** NRC PPU 085

Classes of Personal Information

The personal information contained in this class is distributed across a wide range of subject files. It is not used for administrative purposes, and is normally neither arranged nor retrieved by personal identifiers. The most common types of personal information contained in this class are name, address, and, in some cases, affiliation, educational background and experience. The information was collected through general enquiries, complaints, requests for assistance, and personal views and opinions directed by the public to the scientific laboratories; to the Canada Institute for Scientific and Technical Information; to the Industrial Research Assistance Program regarding its assistance programs; and to the Council's supporting administrative branches such as Personnel and Administrative Services, Contract Services, Public Relations and Information Services, and External Relations. Individuals wishing to access information relating to themselves should provide specific details regarding:

- the institute, branch, or individual to whom the correspondence was addressed;
- the approximate date of the correspondence;
- the subject matter;
- the name of the program (if applicable); and
- the file reference number, if available.

The retention periods for this class of personal information vary and are provided in the records schedules of the general subject files in which the information is stored.

Manuals

- Administration and Services Manual (ASM)
- CAN/OLE Database Manual
- CAN/OLE User's Manual
- CAN/SDI Profile Design Manual

- CAN/SND User's Manual
- Canada Labour Code Directives
- Financial Management Manual (FMM)
- Human Resources Manual (HRM)
- Interlibrary Loan Code
- Library Telecommunications Code
- Standard Operating Policies and Procedures (SOPP)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for additional information about the NRC may be directed to:

Manager, Communications and Government Relations
National Research Council
Administration Building (M-58)
Montreal Road
Ottawa, Ontario
K1A 0R6

Tel.: (613) 993-4808

CISTI

The Canada Institute for Scientific and Technical Information (CISTI) is Canada's focal point for the storage and retrieval of scientific and technical knowledge. Additional information about CISTI's many specialized services can be obtained from:

Canada Institute for Scientific and Technical Information
National Research Council
Building M-55
Montreal Road
Ottawa, Ontario
K1A 0S2

Tel.: (613) 993-1600

Regional Contacts

Scientific and technical advice, assistance and information to the Canadian manufacturing industry and the small business community in particular are provided by the Technology Network of the Industrial Research Assistance Program (IRAP). Located across Canada and staffed by scientists and engineers, IRAP offices have access to all the resources, services and expert advice of the NRC, other government laboratories and a network of specialized centres. Information on locations, names and telephone numbers of regional contacts is available from:

National Research Council Canada
Building M-55, Room 269D
Montreal Road
Ottawa, Ontario
K1A 0R6

Tel.: (613) 993-3431

Reading Room

The Canada Institute for Scientific and Technical Information (CISTI) and its Information Centres have assigned public rooms under the Access to Information Act. The addresses of these rooms may be obtained by contacting the Institute at:

Building M-55
Montreal Road
Ottawa, Ontario
K1A 0S2

Tel.: (613) 993-1600

National Round Table on the Environment and the Economy

Chapter 99

General Information

Background

The National Round Table on the Environment and the Economy (NRTEE) was created in 1988 in response to the Report of the World Commission on Environment and Development (Brundtland Commission) and the recommendations of the National Task Force on the Environment and the Economy. In 1993, the National Round Table on the Environment and the Economy Act received Royal assent. The Act mandated the NRTEE to serve as a catalyst in identifying, explaining and promoting the principles and practices of sustainable development. This Act establishes the organization as a departmental corporation, reporting directly to the Prime Minister.

The National Round Table is a departmental corporation committed to providing decision makers and opinion leaders with reliable information and objective views on the current state of the debate on the environment and the economy. Specifically, the agency identifies issues that have both environmental and economic implications, explores these implications, and attempts to identify actions that will balance economic prosperity with environmental preservation.

Responsibilities

The mandate of the National Round Table on the Environment and the Economy, as stated in Section 4 of the National Round Table on the Environment and the Economy Act, is to play the role of catalyst in identifying, explaining and promoting, in all sectors of Canadian society and in all regions of Canada, principles and practices of sustainable development.

Legislation

- National Round Table on the Environment and the Economy Act

Organization

The National Round Table on the Environment and the Economy is a departmental corporation consisting of a chairperson and not more than twenty-four (24) other members appointed by Governor-in-Council for renewable terms of up to three (3) years. NRTEE's members are distinguished Canadians that represent a

broad range of regions and sectors – including business, labour, academia, environmental organizations and First Nations.

An Executive Director, also appointed by Governor-in-Council, serves as the Chief Executive Officer. The Executive Director supervises and directs the work and staff of the Round Table. The Secretariat in Ottawa, provides analytical, communications and administrative support to Round Table members.

Activities are organized into a series of programs, each of which is overseen by a task force made up of one or more NRTEE members and a number of volunteers from business, government and non-profit organizations. The responsible task force commissions research, conducts national consultations, reports on areas of consensus and disagreements, and puts forward, for adoption by the full membership, reasoned recommendations for steps to be taken that will promote sustainability.

Information Holdings

Program Records

Program Files

Description: Documents pertaining to the programs of the NRTEE. **Topics:** Include working files and records on Agriculture, Climate Change, Eco-efficiency, Economic Instruments and Green Budget Reform, Education (sustainable development), Environmental Technologies, Federal Green Procurement, Financial Services, Foreign Policy, Ocean Environment and Resources, Projet de Société, Private Woodlots, Rio + 5, Reporting on Sustainability, Transportation and Energy, Wildlife Resource Management, LEAD Canada (Leadership for Environment and Development). **Access:** By subject. **Storage Medium:** Paper files and EDP. **Program Record Number:** NRTEE PRH 010

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits
 Budgets
 Classification of Positions
 Finance
 Furniture and Furnishings
 Human Resources
 Office Appliances
 Official Languages
 Pensions and Insurance
 Personnel
 Procurement
 Salaries and Wages

Personal Information Banks

Consultant Information

Description: This data file contains the names, addresses and profiles of all consultants who have submitted company profiles to the NRTEE. **Class of Individuals:** Individuals who have submitted, solicited or unsolicited profiles to NRTEE for contract work. **Purpose:** To maintain a record of consultants that have an expertise in, and are interested in doing contract work with NRTEE. **Consistent Uses:** The records are used to review profiles for possible contract work. **Retention and Disposal Standards:** Records are retained for at least two years following the last administrative action on those records. **TBS Registration:** 003983 **Bank Number:** NRTEE PPU 001

Information Management and Processing Action System (IMPACT)

Description: This is a database of individuals' information in the form of name, affiliation, and business or home mailing address. Information on individuals who have expressed an interest in the NRTEE's corporate information, publications, or programs is maintained in this database. **Class of Individuals:** Individuals and groups that have an interest in sustainable development issues and NRTEE activities, including academia, government, business, media, non-governmental and environmental organizations, and libraries. **Purpose:** To maintain standard lists for the mailing of NRTEE publications, specifically the NRT Review. The database also contains contact information on individuals who have expertise in areas related to the programs and activities of the NRTEE, to be used mainly for the construction of multistakeholder discussions. **Consistent Uses:** The information contained in the records is used to communicate with individuals interested in issues addressed by the NRTEE. **Retention and Disposal Standards:** Records are retained permanently. **TBS Registration:** 003984 **Bank Number:** NRTEE PPU 002

Manuals

- Program Planning Manual – NRTEE

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the National Round Table on the Environment and the Economy and its programs and functions may be directed to:

National Round Table on the
 Environment and the Economy (NRTEE)
 344 Slater Street, Suite 200
 Ottawa, Ontario
 K1R 7Y3

Tel.: (613) 943-2182
 Fax: (613) 992-7385
 E-mail: admin@nrtee-trnee.ca
 Web Site: www.nrtee-trnee.ca

Reading Room

In accordance with the Access to Information Act, the NRTEE has designated a reading room located at:

344 Slater Street, Suite 200
 Ottawa, Ontario
 K1R 7Y3

Natural Resources Canada

Chapter 100

General Information

Background

Previously known as the Department of Energy, Mines & Resources and Forestry Canada, the Department of Natural Resources was created by the Department of Natural Resources Act on January 12th, 1995. Some branches of the Department have been in existence for more than a century.

On August 16th, 1995, the Department of Natural Resources was re-organized into four science-based sectors and one Corporate Services Sector. The mandate of the Department focuses on science and policy for the sustainable development and use of Canada's natural resources (including climate change).

Responsibilities

Under the Minister of Natural Resources Canada (NRCan) plays a pivotal role in helping shape the important contribution of the natural resources sector to the Canadian economy, society and environment. This sector – our forests, energy, minerals and metals, and landmass, as well as related industries – is one of the most productive, high-tech sectors in the global economy.

Through partnership and innovation, NRCan works with Canadians to make wise use of our resources, contributing to a better quality of life today and tomorrow. NRCan conducts innovative science to generate and transfer ideas, knowledge and technologies. It builds a knowledge infrastructure of Canada's land and resources, and promotes Canada's international interests to meet our global commitments related to natural resources. The department ensures that federal policies and regulations enhance the contribution of natural resources to Canada's economy, while protecting the environment and the health and safety of Canadians. Visit www.nrcan.gc.ca to learn more.

Legislation

- Access to Information Act
- Alberta British Columbia Boundary Act
- Arctic Waters Pollution Prevention Act
- Atlantic Accord Implementation Act
- British Columbia Act
- Canada Business Corporation Act
- Canada Explosives Act
- Canada Foundation for Sustainable Development Technology Act
- Canada Lands Surveys Act
- Canada Oil and Gas Operations Act
- Canada Petroleum Resources Act
- Canada-Newfoundland Atlantic Accord Implementation Act
- Canada-Nova Scotia Offshore Petroleum Resources Accord Implementation Act
- Canadian Exploration and Development Incentive Program Act
- Canadian Exploration Incentive Program Act
- Canadian Home Insulation Program Act
- Canadian Income Tax Act – section 248
- Canadian Ownership and Control Determination Act
- Cooperative Energy Act
- Department of Energy, Mines and Resources Act
- Department of Natural Resources Act
- Electoral Boundaries Readjustment Act
- Emergencies Act, 1988
- Emergency Preparedness Act, 1988
- Energy Administration Act
- Energy Efficiency Act
- Energy Monitoring Act
- Energy Supplies Emergency Act
- Explosives Act
- Export and Import Permits Act
- Financial Administration Act
- Forestry Act
- Government Organization Act
- Hibernia Development Project Act
- Home Insulation (N.S. and P.E.I.) Program Act
- Human Rights Act
- International Boundary Commission Act
- International Boundary Demarcation Treaty
- Manitoba Act
- Motor Vehicle Fuel Consumption Standards Act
- National Energy Board Act
- National Film Act, 1939
- Northern Pipeline Act
- Nuclear Liability Act
- Nuclear Safety and Control Act

- Official Languages Act
- Oil Substitution and Conservation Act
- Petroleum Incentives Program Act
- Prince Edward Island Act
- Privacy Act
- Provincial Boundaries Acts
- Public Lands Grants Act
- Public Service Employment Act
- Public Service Reform Act
- Public Service Staff Relations Act
- Representation Commissioner Act
- Resources and Technical Surveys Act
- Transport of Dangerous Goods Act
- Treaty of Washington
- Union of Newfoundland Act
- Yukon Placer Mining Act
- Yukon Quartz Mining Act

Organization

The Department of Natural Resources Canada is organized into five sectors and three branches: Canadian Forest Services; Energy Sector; Earth Sciences Sector; Minerals and Metals Sector; and the Corporate Services Sector; Strategic Planning and Coordination Branch; Communications Branch; and the Audit and Evaluation Branch. There is also a Crown Corporation and several boards, commissions, committees and councils which report to Parliament through the Minister of Natural Resources Canada.

◆ Audit and Evaluation Branch

The Audit & Evaluation Branch is responsible for providing senior management with independent professional advice and assurances on the performance of the management framework, performance information, departmental programs, policies, operations and the management of risks.

◆ Canadian Forest Service (CFS) Sector

The Canadian Forest Service (CFS) “promotes the sustainable development of Canada’s forests and the competitiveness of the Canadian forest sector for the well-being of present and future generations of Canadians.” The CFS evaluates approaches to forest management, monitors forest health, provides national forestry statistics and economic analysis, and conducts research on issues of national and international significance such as biodiversity and climate change. Well equipped with scientific, technical, and policy development expertise, the CFS plays a lead role in addressing national and international issues that affect the sustainable development of Canada’s forests. To

this end, the CFS brings together stakeholders to develop common strategies and national consensus on forestry issues. The CFS also establishes links with other federal departments, provinces, industry and non-governmental organizations to address issues such as international trade, market access, and sustainable forest management around the world. The CFS delivers its services through a network of five forestry centres and its headquarters in the National Capital Region.

◆ Climate Change Secretariat

The Climate Change Secretariat was established by the Prime Minister in February 1998. It reports directly to a Federal Deputy Ministers Steering Committee on Climate Change through the Deputy Ministers of Environment Canada and Natural Resources Canada. The Secretariat is responsible for coordinating the development and implementation of a national implementation strategy and a national business plan on climate change for consideration of federal, provincial and territorial Ministers of Energy and Environment (JMM). It is tasked with: ensuring the coordination and integration of the federal government’s policy, programming and communications activities on climate change; establishing and managing, with the provinces and territories, a national implementation strategy and national business plan; and, the overall management of the \$150 million Climate Action Fund (CCAF). The Secretariat works closely with federal government departments/agencies and does not duplicate or replace the climate change related policy, programs and communications responsibilities of these organizations.

◆ Communications Branch

The Branch is responsible for providing a full range of communications services to the Minister, Deputy Minister and senior management. It also provides advice and helps different sectors in the Department to plan and implement strategies for keeping the public informed. It also analyses public and media reaction to departmental initiatives.

◆ Corporate Services Sector

Corporate Services Sector (CSS) assists the Department in achieving its mission by providing centres of expertise and supporting infrastructure in the areas of: Financial Management, Human Resources Management, Information Management/Access to Information and Privacy/Information Technology, Real Property Management, and, due diligence requirements in the areas of environment, health and safety and security.

Corporate Services Sector has a branch devoted to each of these major areas, each headed by a Director General.

◆ Earth Sciences Sector

The Earth Sciences Sector was created as part of the 1995 reorganization of Natural Resources Canada and combines the former Geomatics Canada (GC) and the Geological Survey of Canada (GSC), along with the Polar Continental Shelf Project (PCSP) into a single unit. GC, GSC, and PCSP have retained their identity under the Earth Sciences Sector umbrella. The Earth Sciences Sector provides a national focus for the acquisition, interpretation, maintenance and distribution of maps, information, technology, standards and expertise concerning the Canadian landmass and offshore in the fields of geoscience, geodesy, mapping, surveying, and remote sensing.:

Geological Survey of Canada

The Geological Survey of Canada (GSC), part of the Earth Science Sector fulfills a requirement of the Resources and Technical Surveys Act of 1949 and 1994 that the Minister “make a full and scientific examination of the geological structure and mineralogy of Canada”. GSC is responsible to provide Canada with a comprehensive geoscience knowledge base contributing to economic development, public safety and environmental protection by acquiring, interpreting and disseminating geoscience information concerning Canada’s landmass, including offshore. Aspects include mapping the regional geologic and tectonic framework of Canada’s landmass and offshore; developing an understanding of the nature, quantity, distribution and formation of Canada’s mineral and energy resources; developing an understanding of the contemporary geological processes affecting Canadian society; maintaining a National Geoscience Database (including appropriate archives and reference collections), and ensuring that all information is available as maps, reports or computerized databases in a timely fashion. These programmes are national in scope and carried out in every province and territory and in the offshore 200 mile Economic Zone, from each of the GSC’s sites. Projects range from basic scientific research to the development of new methodologies and technologies for transfer to the private sector.

Geomatics Canada

Geomatics Canada is a division of the Earth Sciences Sector of Natural Resources Canada. It is part of what makes Canada one of the world’s “smartest” natural resources developers. Geomatics Canada is responsible for matters relating to surveying, mapping, remotely sensed data and geographically referenced information describing the Canadian landmass. This information is used in formulating public policy and in supporting internationally competitive Canadian geospatial enterprises. Primary activities include the acquisition and dissemination of topographical and geographical information and remotely sensed data,

the development and transfer of associated technologies, and participation in related national and international partnerships. Recently the Canadian Geospatial Data Infrastructure (CGDI) internet site was launched, giving a web-based access point for the latest Canadian environmental, geographic and scientific information of all kinds. This project was developed in cooperation with other agencies of the Government of Canada, provincial governments, industry and Canadian universities.

◆ Energy Sector

In partnership with all levels of government, universities, research institutes, the private sector and international organizations, the Energy Sector works to enhance the economic and environmental well-being of Canada by fostering the sustainable development and use of the nation’s energy resources to meet the present and future needs of Canadians. Its mission is “A better Energy Future for Canada”. The sector focuses on science and technology (S&T), policies, programs, knowledge and international activities in the areas of energy efficiency, renewables and alternatives, and energy resources to further sustainable development.

◆ Minerals and Metals Sector

The Mineral and Metals Sector (MMS) is the federal government’s primary source of scientific and technological knowledge, and policy advice, on Canada’s mineral and metal resources and on explosives regulation and technology. In addition to housing three of Canada’s premier scientific research institutions, MMS has the government lead in promoting the sustainable development and responsible use of Canada’s mineral and metal resources. The sector is a leader in the generation and dissemination of knowledge on the Canadian minerals and metals industry, and collaborates with and provides research services to governmental, institutional and industrial clients for the development of new technology with economic, environmental and social benefits to Canadians.

◆ Strategic Planning and Coordination Branch SPCB

Information relating to the Strategic Planning and Coordination Branch which supports the Deputy Minister and the Departmental Management Committee (DMC) by working within NRCAN and with other partners to develop NRCAN responses to government-wide policy priorities and policy research initiatives, and to position NRCAN work strategically within the interdepartmental community. It develops and coordinates policies on environment and sustainable development and manages the Department’s sustainable development strategy. Through the Deputy Minister, the Branch provides advice and issue management support services to the Minister and the Department. Cabinet Affairs and Parliamentary

Affairs units and the Appointments Office are the key areas of responsibility for these services. The Branch coordinates ministerial and deputy ministerial correspondence through the Executive Documents Unit. The Branch leads the development of strategic departmental policies and management approaches to S&T (e.g. revenue generation, performance measurement). It coordinates the Department's S&T Management Framework and our response to the federal S&T strategy. It coordinates responses to Northern Canadian resource issues. The Branch also leads the Department's strategic and business planning cycle activities and values and ethics initiative. The Branch provides leadership and coordination across the Department on the development and implementation of NRCan's Excellence Program. The Branch is also responsible for special projects, including the annual departmental Senior Managers Conference.

Information Holdings

Program Records

◆ Audit and Evaluation Branch

Audit and Evaluation

Description: Information relating to risk assessments and audits on the performance of the management framework, and on the effectiveness of systems and controls related to: 1) the cost-effectiveness of program delivery activities and internal operations, including the economic and efficient use of resources; 2) the reliability and integrity of information for decision-making and accountability reporting; 3) prudence and probity in the use of public funds and the safeguarding of assets; and 4) compliance with statutes and policies. Includes assessments, surveys and evaluation studies to assess the continued relevance, cost-effectiveness, impacts and success of departmental programs, policies and organizations by assessing their performance and identifying opportunities and innovative ways of achieving goals in alternative ways. **Topics:** Risk assessments, comprehensive audits, compliance reviews, special reviews, financial attest audits, follow-up audits, and assurance engagements; development of performance indicators, evaluation and accountability frameworks, evaluation assessments, evaluation studies, impact analyses and special studies, client and stakeholder surveys; internal audit and program evaluation methodologies; Auditor General and Commissioner of the Environment and Sustainable Development Reports; Treasury Board Secretariat and Comptroller General for Canada. **Program Record Number:** NRCan AEB 640

◆ Canadian Forest Service (CFS) Sector

National Forestry Centres/Science and Technology Networks

Description: To fulfill its mission and meet the expectations of Canadians, CFS has a focused integrated organization. Five national Science and Technology Networks, within five regional-based National Forestry Centres, address strategic national policy issues through leading-edge science and technology. The CFS delivers much of its research and communicates the results through the networks, involving the five national forestry centres across Canada and within two key theme areas: understanding forest ecosystems and advancing sustainable development. This network system allows the CFS to address national and international issues while delivering programs through research centres. The networks are better suited to create partnerships and alliances between the CFS and outside agencies, to undertake specific projects and to identify and address strategic national issues. These centres are strategically located across Canada: Victoria, British Columbia; Edmonton Alberta; Sault Ste. Marie, Ontario; Sainte-Foy, Québec; and Fredericton, New Brunswick. The centre in Fredericton also has a research office located in Cornerbrook, Newfoundland, as well as the Acadia Research Forest. Each Centre is associated with CFS' Petawawa Research Forest in Chalk River as well as other parts of the forestry sector such as universities, private research facilities, international institutes, and non-governmental organizations. The Centres have also a prime liaison role with the provincial and territorial governments. **Topics:** Each of the five centres participates in the five national research networks: Knowledge and Information Synthesis; Climate Change and Fire Research; Forest Ecosystem Processes; Enhanced Timber Production and Protection; and Forest Health and Biodiversity; Herbarium Collection Database. **Program Record Number:** NRCan CFS 004

Industry, Economics and Programs Branch (IEPB)

Description: Working with other federal departments and forest sector stakeholders, this Branch helps the CFS address key issues on trade, resource supply industrial policy and market access, and facilitates the continuing sustainable development of the forest industry. The Industry, Economics and Programs Branch is responsible for industrial liaison and relations and programs related to the forest industry and trade, forestry statistics and programs related to demonstrating sustainable forest management and enhancing First Nation involvement in forestry. This Branch provides direction to the CFS's five forestry centres and the other two Branches on matters regarding industry, trade and economics. The IEPB also gives forest economic and statistical advice and services, including support to projects such as the development of Criteria and Indicators (C&I), the State

of the Canada's Forests Report, the National Forestry Database Program (NFDP) and other federal forestry mandated programs. **Topics:** Canada's Model Forest Program, liaison with the Tree Canada Foundation; First Nation Forestry Program, support to Forintek Canada Corp. (Forintek) and the Pulp and Paper Research Institute of Canada (Paprican), Forest Sector Advisory Council (FSAC), National Forestry Database, International Trade Database of Forestry Products, Regeneration Status in Canada; North American Pulp and Paper Model (NAPAP) Database; North American Solid Wood Model (NASAW) Database; Softwood Lumber Database; Economics Research Database; Lakewood Systems Datalogger Software (LS-4) Database; Canada Forest Inventory (CANFI) Database; National Forest Health Database – North American Maple Project; National Forest Health Database – Ground Vegetation Data for Canadian Forest Health Network; National Forest Health Database – Archive of Insects and Diseases Found in Canadian Forests; Canadian Forestry Researchers Directory Database; National Forestry Database; International Trade Database of Forestry Products; support to territorial and federal lands programs and other federal forestry mandated programs. **Program Record Number:** NRCan CFS 002

Policy, Planning and International Affairs Branch (PPIAB)

Description: The Policy, Planning and International Affairs Branch is responsible for forest policy development and coordination, operational and strategic planning, international affairs, as well as federal-provincial-territorial, ENGO, Aboriginal and private woodlot owner relations. The PPIAB gives direction and assistance to the CFS's five forestry centres and the other two Branches on the development and implementation of policy for all forestry activities in science, environmental, private woodlot, Aboriginal and international affairs. On government-wide horizontal files, this Branch serves as liaison with the Strategic Planning and Coordination Branch, other Sectors of Natural Resources Canada and federal departments. Working closely with Foreign Affairs and International Trade Canada and the Canadian International Development Agency, the provincial and territorial governments and other forestry stakeholders, this Branch helps the CFS continue its leadership role in international forestry initiatives. The PPIAB is responsible for the management of federal-provincial-territorial relations in the Canadian forest sector including initiatives involving the Canadian Council of Forest Ministers (CCFM) and the National Forest Strategy Coalition. The PPIAB also fosters regional development and relations with environmental non-governmental organizations (ENGOs), aboriginal organizations, and private woodlot owner organizations. **Topics:** Policy, planning and international affairs; sustainable development strategy; Federal Rural

initiatives, CCFM Activities; CCFM partnership programs; State of the Forest Report; National Forest Strategy Coalition and the federal response to the National Forest Strategy; C&I (lead) – national and international; Secretariat to the Montréal Process; environmental affairs; aboriginal affairs; regional development; private woodlots; expenditures management process; strategic planning; operational planning; World Conservation Union (IUCN); World Forest Congress 2003; United Nations Forum on Forests; UNCSD (United Nations Commission on Sustainable Development) International Forestry; Convention on the International Trade of Endangered Species (CITES); Convention on Biological Diversity; Bilateral Agreements – Coordination; Food and Agriculture Organization of the United Nations (FAO) Relations; Support to North American Forest Commission; International Tropical Timber Organization. **Program Record Number:** NRCan CFS 001

Science Branch

Description: With the help of this Branch, the CFS forges productive partnerships with the science and technology community, resource management agencies, and stakeholder groups in order to meet common national and international objectives. The Science Branch not only provides information and functional direction on CFS Science and Technology (S&T) programs and issues, but it also ensures, in cooperation with the CFS's five national centres, the implementation of the new S&T strategic directions within the framework of the CFS Strategic plan. The CFS's S&T program promotes sustainable forest management and a competitive Canadian forest sector through the development and implementation of knowledge databases and technology. The Science Branch is also responsible for distributing information on the CFS S&T program and for the publication and distribution of national scientific documentation. As well, this Branch strives to identify business and marketing opportunities for the commercialization and transfer of forest technologies. **Topics:** S&T Coordination; Science Advice; Forest Engineering Research Institute of Canada (FERIC); S&T Opportunities and Merit Awards; Commonwealth Institute of Biological Control; Plant Health and Quarantine; Coordination of CFS Involvement in Federal S&T Issues; Program Evaluation; International Union of Forest Research Organization; National S&T Advisory Board; Experimental Forests; S&T Management Framework; Research Scientist Promotions; S&T Publishing and Editing; S&T Agreements / Memorandum Of Understanding (MOU); CFS / Natural Sciences Engineering Research Council of Canada (NSERC) Partnership Program; Graduate Student Supplements: Energy from the Forest (ENFOR); Intellectual Properties; Commercialization; Technology Transfer; International Energy Agency; S&T Marketing; Network Management Information System (NMIS) Database; Herbarium Collection Database; PAMAP GIS

(PAMAP) Database; SEDIAM System Database; Image Processing for Forestry Remote Sensing Database; GIS Database; RSI/ENVI Database; Cone Crop Monitoring and Insect Pest Management (CONESYS) Database; Forest Health Database; Weather and Fire Indices Database; Forest Mensurational and Ecological Research and Monitoring Database; National Forest Fire Danger Rating System Database; Regeneration Status in Canada Database; Bt Toxin Specificity Database; Forest Health Network National Forest Pest CoverAGES Database; National Forest Health Database – Forest Indicators of Global Change; National Tree Seed Centre Database; PRF Genetics Experiments Database; CFS AFC Genetics Experiments Database; National Forest Health Database – Soil Data for Canadian Forest Health Network; National Forest Health Database – Tree Sapling and Tree Regeneration Data for Canadian Forest Health Network; National Forest Health Database – Insect and Disease Data for Canadian Forest Health Network; National Forest Health Database – Merchantable Tree Data for the Canadian Forest Health Network; Pest Data Archives Database for BC; Canadian Forest Pest Management Database; Canada and Limited Northern USA Database; Integrated Pest Management at the Canadian Forest Service Database; Canadian Forest Service Publication Database (CFSPD); Study Register Database. **Program Record Number:** NRCan CFS 003

◆ Communications Branch

Communications

Description: Information relating communications to the public on federal policies, strategies and programs affecting energy, forestry, minerals, earth sciences, climate change and selected research and technology endeavours. **Topics:** Communications' automated systems and electronic equipment; communications contracts; evaluation studies; marketing; client services; public opinion research; publishing; publications design contracts; press clippings and releases; ministerial speeches, publications; employee online newsletter, The Source; Departmental Communications Council; advertising; exhibitions and displays. **Program Record Number:** NRCan CB 620

◆ Corporate Services Sector

Real Property, Environment and Security Branch

Description: Information relating to the provision of general administrative services which reflects central and departmental guidelines. Aspects include management of departmental Real Property (lands, buildings and sites leased or owned by the Department), signage, vehicle fleet, telecommunications as well as the Office of Environmental Affairs. **Topics:** Asset management and administrative services; asset planning; workplans and reports; mail and messenger

services; parking; crown-owned living accommodation; capital plan; Accommodation information management systems; facilities operations; liaison with Public Works; service agreements; buildings and properties; conservation and health issues; emergency and safety procedures in buildings; tenant services; security – incidents, physical, personnel and clearances; vehicles; motor vehicle accidents; vehicle (fleet) management; environment; environmental sciences; mandatory and voluntary environmental requirements; environmental compliance, auditing, evaluation and inspection; environmental strategies, management, protection, assessment process; strategic environmental assessment; cumulative impacts; environmental stewardship; greening of departmental operations; action plans; priority substances; environmental risk assessment and management; environmental toxicology; strategic options process; contaminated sites; remediation of contamination; toxic chemicals; accelerated reduction/elimination of toxics; waste management; composting; recycling; ozone depleting substances (ODSs); polychlorinated biphenyls (PCBs); heavy metals; polycyclic aromatic hydrocarbons (PAHs); dioxins and furans; persistent organic pollutants (POPs); storage tanks; green procurement; environmental performance monitoring and reporting; environmental assessment public registry; natural resources and the environment; water and wastewater; air issues; long range transport; ocean dumping; land-use management; state of environment reporting; analytical chemistry; pollution prevention; ecosystem approach; due diligence; expert-advice; national pollutants release inventory; national guideline, objectives and standards; occupational health and safety requirements; fire protection and prevention; dangerous substances management; investigations; associations and organizations; training; conferences; committees and working groups;; sales / disposals of properties; Green Power; information technology security, communications, intelligence, liaison with police, emergency preparedness, telecommunications; data communication lines; telephone directories. **Program Record Number:** NRCan CSS 003

Corporate Services Sector

Description: Information relating to the provision of management direction, policy, advice and comprehensive management support functions, systems and services to the Department. **Topics:** NRCan administration; legislation; regulatory reform legislation; associations and organizations; departmental authorities; campaigns and canvassing; ceremonies and celebrations; committees, task forces, working groups; corporations; conferences, meetings and seminars; consultants; inventions, patents and copyrights; legal documents and matters; circulars and directives; administrative reports; domestic visits; Government on Line. **Program Record Number:** NRCan CSS 001

Financial Management

Description: Information relating to the provision of a decentralized financial management service to organizations throughout the Department, including the preparation of departmental operational plans and the distribution by allotment of appropriate funds from Treasury Board. Aspects include the procurement, leasing and inventory control of goods and services for organizations throughout the Department. **Topics:** Financial management; operational plans; financial analysis and planning; reference levels; reductions and restraints; accounting and policy; accounts payable and receivable; advances; allotments; resource management; cheques and chequing; claims; financial commitment control; expenditures; cost recovery; estimates and budgets; fees; authorities; encumbrances; professional services contracts; specified purpose accounts; Treasury Board submissions; resource tracking system; hospitality; investments; loans; annual reference level updates; public accounts; pay verification; financial reporting and information systems; financial reports; statistics and statements; revenue control; contracts; grants and contributions; awards; suppliers; taxes; travel allowances, expenses, and relocation; government financial system; ocean drilling program; passports and visas; goods and services; accounting and inventories; procurement of materiel and services; manuals and price lists; disposal and loan of equipment; sources of supply and services. **Program Record Number:** NRCan CSS 004

Human Resource Services

Description: Information relating to the provision of human resource services to client Sectors. This expertise enables the effective management of departmental human resources through the planning, development, delivery and monitoring of the best human resource practices. Essential functions like strategic planning, monitoring and reporting, policy and program development, service delivery and response to special requests, encompass all basic HR activities that translate governmental and departmental priorities into policies, plans, programs and services. **Topics:** Staff relations and compensation; human resources information management; human resources information management; classification and staffing; executive resourcing; organizational development; employment equity; human resource strategic planning, monitoring, research and projects; training and development; official languages; workforce adjustment; compensation and benefits and human resource operations. **Program Record Number:** NRCan CSS 765

Information Management Branch

Description: Information relating to the development and implementation of sound information technology and information management (IT/IM) practices in NRCan; focal point for technological direction, standardization, integration and support for

departmental and sectoral IT services; designing, developing and maintaining common administrative applications; developing and managing inter-sectoral and external data communication; providing IT telecommunications infrastructure for participating sectors; managing information holdings and supporting records offices; administering the Access to Information & Privacy Acts within the Department; and Headquarters Library Services. **Topics:** Information management; Access to Information and Privacy Acts; inventory of electronic data; departmental central index; essential records program; information systems design, implementation and maintenance; service agreements; information evaluation and scheduling – authorities, accessions and transfers, disposal, storage facilities; historical records; electronic information management systems; training; library services; information technology; contracts; local purchase orders; capital purchases; associations and organizations; committees; conferences; policy planning and coordination; information management plans; information technology systems plans; NRCan and Treasury Board information technology standards; computing study; central computing; computing facilities services and projects; computer hardware, software and operations; laser printing; information resource centre; corporate systems; consulting services; Common Office Environment (COE); Information Management (IM) Roadmap; Information Technology Management Framework (ITMF). **Program Record Number:** NRCan CSS 002

◆ Earth Sciences Sector

Business Development

Description: Information relating to the Business Development corporate group whose principal functions include the provision of a consistent “business” framework for ESS, as well as providing assistance in the advancement of business opportunities for Canada’s geoscience and geomatics industries. In general terms, the group’s main responsibilities include the development, implementation and monitoring of business plans, policies, guidelines and procedures; the coordination of domestic and international business relations; and the coordination and provision of advice to line divisions on business related issues; the management of ESS Intellectual Property, Memoranda of Understanding and other business related agreements. The group also provides leadership in the management of the Sector’s Revolving Fund, as well as promotion of international business opportunities for ESS and its industry clients. **Topics:** Business development; reports; associations and organizations; liaison with companies, other departments, provinces and countries; committees; conferences; marketing; license agreements and patents; copyrights information. **Program Record Number:** NRCan ESS 005

Canada Centre for Remote Sensing

Description: The Canada Centre for Remote Sensing (CCRS) uses and develops state-of-the-art operational systems to collect, produce, correct and analyze data from Earth-observation satellites and other sources. CCRS cooperates with resource management agencies and value-added industry to establish and demonstrate improved remote sensing information extraction techniques. Also includes information on the development and maintenance of national geographic information systems (GIS); national geographic information databases; technology and development contracts and information used to promote and coordinate the development of a Canadian Geomatics industry. **Topics:** Reports; Committees; conferences; Canadian Partnerships and Liaison – Industry, associations and organizations (Canadian Space Agency (CSA), Radarsat International Inc., Canadian Geomatics Industry, Geomatics Industry Association of Canada (GIAC)), and other government departments; International Earth Observation Partnerships & Liaison, including but not limited to: European Space Agency (ERS Radar Satellites), SpotImage (France – SPOT Satellite), National Aeronautics and Space Administration's NASA / National Oceanic and Atmospheric Administration's NOAA (US – Landsat & Meteorological Satellites), other international Remote sensing centres; International Technology Transfer Partners and Liaison, including but not limited to: Canadian International Development Agency CIDA, International Development Research Centre IDRC, Foreign Affairs and International Trade Canada FAITC, World Bank, United Nations, NATO, Interamerican Development Bank, Asia Development Bank, Commonwealth Science Council, PAIG, SELPER; National Remote Sensing support programs; Scientific and industrial liaison; economic and concept design studies; mission requirements, technology development, and dissemination of information (WWW & Multimedia); algorithm and methodology development, image processing and data integration research; client services and communications; licensing and intellectual property; revenue generation activities; applications research, development, demonstration, training and technology transfer on effective use of RADAR in fields including agriculture, forestry, geology, cartography & mapping, hydrology, ice & oceans, coastal zone management, international development assistance; image mapping, environmental monitoring, global change, local environment research, land information management, data fusion, multimedia applications development, physics research; EO ground Receiving station operations; EO data reception and processing, SAR digital processor development; user systems development; EO data archive and distribution development and maintenance; spectroscopy; radiometry; internal informatics and computer / network services and support; GIS development; geo-data access systems development; implementation and

management; geo-information dissemination; data interchange formats; geomatics standards; Industrial Research Assistance Program (IRAP); program impact assessment; Departmental policy and planning liaison; market assessment. **Program Record Number:** NRCan ESS 001

Geodetic Survey

Description: Geodetic Survey Division is responsible for providing and maintaining the national spatial reference system, standards and national networks of gravity and survey control points for Canada. Geodetic Survey Division ensures the availability of spatial referencing information, expertise and services that are responsive to the needs of clients. The primary role of the Geodetic Survey Division (GSD) is to maintain, continuously improve, and facilitate efficient access to what is now known as the Canadian Spatial Reference System (CSRS). The result is a national coordinate system, which serves, as a reference for all mapping, charting, navigation, boundary demarcation, crustal deformation and other georeferencing needs. While continuing to serve on-going requirements for survey control, the growing demands of Global Positioning System (GPS) users in particular have resulted in a focus on supporting positioning from space. The Canadian Active Control System (CACs) was established during this decade in order to provide users of GPS with access to the national standard for positions. A real-time capability under development is expanding that access. In 1994, development of the Canadian Base Network (CBN) was started to provide a high accuracy network of ground monumentation compatible with the increased precision available from GPS. Gravity and Very Long Baseline Interferometry (VLBI) are key elements of the program. While gravity observations satisfy geophysical needs, they also serve as the basis for defining the geoid model. And the geoid model, in turn, contributes to the vertical component of the reference system so that ellipsoidal GPS heights can be converted to orthometric elevations for practical uses. Finally, VLBI establishes the stable fiducial reference frame for the entire system, fixed with respect to deepest space, and contributes to the evaluation of crustal motion. In developing and carrying out the geodetic program, the Division collaborates with scientific agencies such as the International GPS Service for international standards and with stakeholders such as the provinces both for national standards and for delivery of services to clients. Contracts are let to industry for operational requirements, and research and development initiatives are often directed toward universities or industry. The result is a Canadian Spatial Reference System that is evolving rapidly with the integration of technologies of computers, communications and satellites, to meet the diverse positioning needs of the Canadian people. **Topics:** Geodetic Surveys; operations: associations and organizations; liaison with companies, departments,

provinces and countries; committees; conferences; memorandums of understanding; Canadian Spatial Reference System; Canadian Active Control System (CACS); Canadian Geodetic Information System; National Gravity Program; Electronic Distance Measurement Calibration; baselines; GPS Validation nets; geodetic data management; geodetic data analysis and adjustment; geodetic client services; North American Datum Adjustment (NAD83); North American Vertical Datum and Adjustment (NAVD88); US National Geodetic Survey collaboration; geodetic and gravity field surveys; surveying equipment and instruments; Inertial Survey System (ISS); levelling systems; Global Positioning System (GPS); primary horizontal control; primary vertical control; satellite Doppler; Very Long Baseline Interferometry; Canadian Gravity Standardization Network; Canadian Superconductivity Gravimeter Installation; gravimetry – absolute, relative, and dynamic; geoid model; Canadian Base Network; contracting-out; source list for control survey contractors; gravity – standards, data base, maps, international liaison & projects, mathematical methods applications, and crustal motion. **Program Record Number:** NRCAN ESS 003

Legal Surveys

Description: Pursuant to the Canada Lands Survey Act, the Surveyor General of Canada Lands (Legal Surveys Division) has the custody of all records (field books, reports, diaries, survey plans, instructions and correspondence) relating to the surveys of Canada Lands. Canada Lands include Indian reserves, national parks and the offshore and all land in the Territories that are not privately owned. Records date from the 1870's to the present. Records include information relating to the management and regulation of all surveys carried out on Canada Lands and interprovincial boundaries. Pursuant to international treaties and the International Boundary Commission Act, information relating to the maintenance and regulation of the boundaries between Canada and the United States, including the positioning of boundary line points, settlement of disputes and jurisdictional questions, regulation of construction and removal of boundary obstructions. **Topics:** Legal surveys, divisional operations and meetings; status reports; monitoring results of plans of surveys; analysis of completed survey reports; projects; survey information requests; grants and contributions; associations and organizations; Surveys Records Information System; liaison with companies, other departments, provinces and countries; committees and conferences; modernization and standards; memorandum of understanding; contracts; Indian reserve surveys; legal matters; native land claims; Indian Reserves name changes; national and historic parks and sites; bird sanctuaries and wildlife areas; rights of way for pipelines, roads, and transmission lines in the territories; territorial resources base mapping; territorial mining surveys; settlements site surveys; interprovincial and

territorial boundary commissions and surveys; international boundary surveys; coordinated survey areas; oil and gas grid areas; aerial photography surveys; survey information and procedures; offshore survey information and procedures; manual of instructions for the Survey of Canada Lands; intergovernmental and interdepartmental agreements; acts and regulations; description of electoral districts; North American Datum and Adjustment; Offshore oil and gas; legal survey monument coordinate data base; surveys records depository; International Boundary Commission; international and offshore boundary issues; boundary regulation; International boundary field operations; geographical coordinates of boundary monuments; indian reserves boundaries. **Program Record Number:** NRCAN ESS 004

Mapping Services Branch

Description: Information relating to the management of the program responsible for the formulation and maintenance of national standards for mapping and for the production of topographical, toponymic and aeronautical information in Canada. Information relating to mapping of the Canadian landmass in detail, showing relief elevation, lakes, rivers, roads, buildings, airports and canals, and including names of features and places. **Topics:** Mapping services; grants and contributions; unsolicited proposals; status reports; associations and organizations; liaison with companies, other government departments, provinces, and countries; industry support; committees; conferences; partnerships; foreign projects; research and development; National Topographic Data Base (NTDB); National Topographic Series of maps (NTS); Canadian Digital Elevation Data (CDED); ARC Digitized Raster Graphic (ADRG); Vectormap level O – VmapO; arctic and northern program; maps and mapping; remote sensing; topographical mapping; contract mapping; flood risk contract mapping; digital topographical mapping; data conversion; data structuring; data revision; geographical information systems; new mapping; nomenclature and toponymy; quality control; quality assurance; revision mapping; map derivation; standards and specifications; survey control; aerial photography; National Air Photo Library (NAPL); Interdepartmental Committee on Air Surveys (ICA's); aerial survey data base; Air Photography Information System (SIPA); data and map distribution; Canada Map Office (CMO); distributors; user support; inquiries; aeronautical charting; flight information; instrument flight rules products (IFR); Canada flight supplement; water aerodrome supplement; areas, regions and zones; visual flight rules (VFR) product; charts; Canadian Aeronautical Charts System (CANACS); Canadian Geographical Names Data Base (CGNDB); Geographical Names Board of Canada (GNBC); technical services; imaging; reprographic material; pre-press printing. **Program Record Number:** NRCAN ESS 002

Minerals and Regional Geoscience

Description: Information relating to the management and operations of the Minerals and Regional Geoscience Branch whose responsibilities are mapping and interpreting the geology of the Canadian Shield and Cordilleran regions; documenting and interpreting the deep geology of Canada's continental crust; operating national observatories in seismology, geodynamics and geomagnetism; conducting national mapping programs of the earth's magnetic fields; setting standards for and undertaking contracted aeromagnetic surveys; providing expert knowledge and information on natural hazards such as earthquakes and magnetic storms; providing expertise on the nature and origin of mineral deposits of Canada, including the development of innovative exploration guidelines and techniques; providing essential information on mineral deposits for land-use planning and policy formulation; setting national standards for, and undertaking, contracted regional geochemical surveys and airborne radiometric surveys. **Topics:** Committees; conferences; liaison; associations and organizations; field work; research and development; Boundary Disputes; Juan de Fuca geoscience studies; library, publications; seismology; Canadian Seismograph Networks; Yellowknife geophysical observatory; seismological systems development and instrumentation, data centre; earthquake studies and seismic hazards; seismological earth structure studies, geoscience of nuclear explosions; seismic monitoring of nuclear explosions; geomagnetism, Canadian Magnetic Observatory Network, geomagnetic systems development and instrumentation, earth structure studies; palaeomagnetism; geodynamics, Geophysical Data Centre, Canadian Crustal Motion Network, deep earth processes and global change, regional crustal dynamics; aeromagnetism, survey contracts, standards, maps, applications; continental geoscience; geological maps; geochronology; petrology; paleontology; Mineral resources, publishing and editing; exploration geophysics, instrumentation research and development, calibration testing and facilities; special projects, radiation and borehole geophysics; exploration geochemistry; national geochemical reconnaissance surveys; metals in the natural environment; mathematical application in geology; mineral resources information systems; mineral deposits geology; international strategic minerals inventory; mineralogy and analytical chemistry; national collections; rock and mineral information services; regional mineral resources assessments; regional metallagenic studies. **Program Record Number:** NRCan ESS 009

Office of the Chief Geoscientist

Description: The Chief Scientist is the senior science and technology advisor to the Assistant Deputy Minister. The office provides leadership and advice on matters related to the future scientific and technical activities of the Sector, particularly with respect to a longer term vision. The office is also the principal

interface within the Department and with external organisations and programs, with respect to current and future science activities within the Sector. It identifies synergies and new partnership opportunities with internal and external stakeholder groups and ensure the integrity, excellence and relevance of the Sector's science activities in a national context. **Topics:** Liaison, domestic and international; research and development programs, research partnerships, science and technology exchange, grants and contributions. **Program Record Number:** NRCan ESS 006

Polar Continental Shelf Project (PCSP)

Description: Information relating to the management and overall functions of Polar Continental Shelf Project include: provision of coordinated logistics support to public and private sector scientific research groups, provision of information on scientific operations to the scientific community and local inhabitants. **Topics:** Polar Continental Shelf Project (PCSP); arctic sciences; PCSP logistics support, base operations, field activities; radio and navigational systems; aircraft; fuel and vehicles. **Program Record Number:** NRCan ESS 010

Policy, Planning and Information Services

Description: Information relating to the management and operations of the Policy, Planning and Information Services Branch activities whose mandate is to provide leadership and a central focus for the administrative, information, policy and planning functions for the Sector; publishing and distributing the scientific output of the GSC; coordinating internal and external communications; providing library and information services and managing the information technology infrastructure; delivering administrative services for the National Capital Region; accountable with other groups for Sector planning processes, providing policy analysis and development and support to the Assistant Deputy Minister in carrying out the Sector's mandate. **Topics:** Committees; conferences; federal / provincial relations; strategic planning; branch management; geoscience information; library and services, exchange agreements, liaison, communications technical services; National Geoscan; exhibits; advertising. **Program Record Number:** NRCan ESS 007

Sedimentary and Marine Geoscience

Description: Information relating to the management and operations of the Sedimentary and Marine Geoscience Branch activities whose responsibilities embrace surface and subsurface mapping and interpretation of the geology of Appalachia, the Grenville Province of the Canadian Shield, the Beaufort-Mackenzie Basin, Western Canada Sedimentary Basin, and the Franklinian and Sverdrup Basin and orogens in the Canadian Arctic Islands; providing expertise in near-surface geology, in natural terrain hazards, geomorphology and placiology, with special emphasis on public safety and the environment;

providing expert knowledge on the distribution, geotechnical properties, and economic use of the unconsolidated materials at the Earth's surface; undertaking coastal and offshore geoscientific surveys; providing assessments of the hazards and environmental quality of Canada's extensive coastal and offshore regions; providing expert geological, geochemical and geophysical information on the coastal zone, seabed, onshore and offshore sedimentary basins and crustal processes; providing the geoscience knowledge base from which to make assessments of oil, gas and coal resources throughout Canada, both onshore and offshore; providing the principal focus for research and collections in paleontology and palynology. **Topics:** Committees; conferences; liaison; associations and organizations; field work; surveys; research and development; Metals in the Environment Initiative; Program for Industry Laboratory Projects; Panel on Energy Research and Development; Unsolicited Proposals; Boundary Disputes; Law of the Sea; research projects; basin analysis; sedimentology research; stratigraphy; structural geology; paleoecology; coal geology; petroleum geology; organic geochemistry; oil and gas resources and exploration; regional geology, arctic islands, mainland, western Canada; ocean mining and research; environmental marine geology; terrain sciences, environmental studies; publishing and editing; Nuclear Fuel Waste Management Program; permafrost research, transportation and hydrocarbon development; quaternary environments, paleontology and radiocarbon laboratories; quaternary geology; research grant agreements; federal/provincial agreements; calibration testing and facilities; climate change; gas hydrates; natural hazards; hydrogeology; groundwater. **Program Record Number:** NRCan ESS 008

◆ Energy Sector

Conservation and Non-Petroleum (Closed)

Description: Information relating to the overall management of the energy conservation and non-petroleum sources activities to ensure the development of adequate, and secure sources of non-petroleum energy to meet Canada's energy requirements and to develop and maintain policies and programs for the efficient use and conservation of energy. **Topics:** (CN series) conservation and non-petroleum; energy issues; energy research and development; non-petroleum energy sources; Uranium Canada Limited; 5 year modernization program; Remote Community Demonstration Program; Accelerated Demonstration of Solar Domestic Water Heater Program phase 1 and 2; Purchase and Use of Solar Heating Program; Solar Domestic Hot Water Program phase 3, 4, 5 and 6; Alternative Energy Endermo Program; International symposium on alcohol fuels; ridesharing; Federal Vanpool Program. **Program Record Number:** NRCan ES 245

Conservation and Renewable Energy (Closed)

Description: Information relating to the planning and management of activities in support of the promotion of energy conservation and the development of renewable energy resources in order to meet Canada's energy requirements and other economic, social, regional and environmental objectives. **Topics:** (CE series) Conservation and renewable energy; memorandum of understanding; energy research and development, panel, task one – taxation; transportation energy; regional operation, energy, promotional activities; national conservation and alternative energy initiatives; economics of energy conservation in Canada; program sector strategic planning; program review and evaluation; urban systems analysis; energy activities; residential sector energy conservation; contracts; transportation fuels; outreach programs; home energy; home energy conservation codes and standards; energy conservation, industrial sector, residential sector; indoor air quality; solar energy; home energy technology and industry, building issues and training and seminars; new housing; R-2000 Home Program; residential technology and industry development contracts; medium and high-rise apartments; industrial energy; task forces, commercial sector energy conservation, agricultural sector; industrial energy data base and analysis; industrial task forces council; industrial energy techniques, equipment and technologies; waste management and resource recovery; energy issues affecting federal energy management; energy conservation – codes and standards; energy pricing and taxation; renewable energy; energy conservation technology; task four of the Panel on Energy Research and Development; Solar Energy Development Program; small and low head hydro technology research and development project; geothermal technology research and development project; active solar technology research development and demonstration project; passive solar technology research development and demonstration project; photovoltaic technology research and development project; wind technology research and development project; Solar Domestic Hot Water Demonstration Program, phase seven, eight; Bioenergy Development Program; PEI Alternative Energy Development Program; Canada/ Nova Scotia Energy Conservation Subsidiary Agreement; Remote Community Demonstration Program; (CR series) Canertech; technology transfer and demonstration; commercial sector energy conservation; energy issues; energy conservation issues; energy research and development; liaison on technology transfer and demonstration; solar energy; residential sector energy conservation; arctic and northern housing; new housing; socio-economics impact of energy conservation; transportation and urban sector energy conservation; Energy Management and Technology Transfer Program; federal energy programs; Atlantic Energy Conservation Investment Program; Biomass Energy Loan Guarantee Program; Canadian Home Insulation Program; consumer education programs; Federal Energy Management Program; Internal Energy

Conservation Program; surveys workshops information and monitoring; Industrial Conversion Assistance Program. **Program Record Number:** NRCan ES 310

Energy Efficiency

Description: Information and programs to promote the efficient use of energy in Canada. **Topics:** Public Information, National Energy Use Database. Residential: Model National Energy Codes for Houses; R-2000 Home Program; EnerGuide for Houses; Buildings Energy Technology Advancement Plan (residential). Commercial and institutional: Model National Energy Codes for Buildings; Buildings Energy Technology Advancement Plan (Large Buildings); Energy Innovators Initiative; New Buildings Initiative; Federal Buildings Initiative; Federal Industrial Boiler Program; Community Energy Systems Program; Refrigeration and Intelligent Buildings Program; Equipment: Energy Efficiency Regulations; EnerGuide for equipment and HVAC. Industry: Canadian Industry Program for Energy Conservation (CIPEC); Industrial Energy Innovators; Industrial Processes and Technologies; Industrial Energy Research and Development Program; Emerging Technologies Program; Industrial Process Integration Program; Industrial Process Engineering Program; Advanced Combustion Technologies Program; Advanced Energy Technologies for High Temperature Processes Program; Processing and Environmental Catalysis Program; Minerals and Metals Technologies Initiative. Transportation: Vehicle Fuel Efficiency Program; AutoSmart; FleetSmart; EnerGuide for Vehicles; Transportation Energy Technologies Program.

Program Record Number: NRCan ES 321

Renewable Energy

Description: Information and programs to promote the development and use of renewable energy sources in Canada. **Topics:** Renewable Energy Deployment Initiative; Information and Awareness; Renewable Energy Market Assessment Program; Green Power Initiative; Renewable Energy Technologies Program; Renewable Energy and Hybrid Systems; Renewable Energy for Remote Communities; Energy from the Forest Program.

Program Record Number: NRCan ES 322

Future Fuels

Description: Information and programs to promote the development and use of alternative transportation fuels in Canada. Programs: Future Fuels Market Analysis; Natural Gas for Vehicles Incentives Program. **Program Record Number:** NRCan ES 323

Energy Policy

Description: Information relating to energy policy, which encompasses the coordination of the review and analysis of policy objectives and instruments, and the analysis, development and coordination of new energy policy recommendations relating to domestic and

international issues and the analysis of those recommendations with particular reference to revenue sharing, fiscal policy, project economics, competitiveness industry investment and rates of return including provincial fiscal regimes and energy corporations. Includes workplans and internal interdepartmental, federal and energy R and D meetings. **Topics:** Policies – Climate change and other air issues, Federal Economic, Energy Trade and trade agreements, Federal Energy, Public views; strategic planning; committees, regulatory boards and agencies, briefings; trade and environment relations; federal government priorities; International cooperation: Hemispheric Energy Initiative (HEI), International Energy Agency (IEA), Asia Pacific Economic Cooperation (APEC); energy security; industry assistance programs; energy and sustainable development; energy and the environment; Canadianization; Cooperative Energy Corporation; Cooperative Energy Development Corporation; crown corporations; international energy relations; domestic organization and agencies; Petro-Canada International Assistance Corporation; international conferences and negotiations; Canadian committees of the world energy conference; energy relations – by countries; liaison on Canadian energy commodities, policies, budgets and fiscal policy; international energy commodities comparisons; international organizations; visits and protocol; Economic and financial analysis; consultants and contracts; reports; financial data in support of the Energy Sector; analysis techniques; energy industry analysis; GHE emissions forecasting and analysis; energy revenues forecast; financial, fiscal and supply analysis models; fiscal analysis; energy market analysis; Federal / Provincial agreements; energy supply and project analysis; petroleum resources; pricing; reserves; resources and production; macroeconomic analysis; monitoring and information systems; energy statistics and publications; megaproject monitoring; supply and demand refinery feedstock survey; Petroleum Monitoring Agency (PMA); monitoring of the coal industry; petroleum industry; energy research and development survey; estimates and forecasts in petroleum industry; quarterly industrials corporations survey in petroleum industry; ownership and control in petroleum industry; survey questionnaires in petroleum industry; special studies drilling fund study; taxation study; (EP series) energy policy analysis; corporate development; energy issues; National Energy Program; non-petroleum energy sources; petroleum energy resources; energy conservation; Energy Security Act; energy policy planning; federal energy planning; effect of federal energy policies on northern development; Beaufort Sea petroleum planning; corporate development; crown corporations; energy envelope; Energy Deputies Committees; industrial benefits; energy policy relating to climate change issues at the domestic and international levels, energy chapter of AIT; ethanol and biofuels. **Program Record Number:** NRCan ES 161

Energy Research and Development

Description: Information relating to federal energy research and development strategies and programs (excluding nuclear fission) and international cooperation in energy R&D. **Topics:** Office of Energy Research and Development (OERD); planning; information coordination; publications; national energy research and development programs; program review committees; workshops and conferences; agreements; Program of Energy Research and Development (PERD) – proposals and funding; International Energy Agency – Energy Research and Technology – Committee on Energy Research and Technology (CERT) and its sub-committees; Implementing Agreements for Research – Memorandum of Understanding on Energy R&D with US Department of Energy. **Program Record Number:** NRCan ES 255

Energy Research and Development Tasks and Programs

Description: Information relating to the development and implementation of plans for research and development activity in response to energy research policy and strategy, and to the coordination and administration of the Program of Energy Research and Development (PERD). It includes the management and allocation of resources for projects that will help ensure a sustainable energy future for Canada. **Topics:** Diversifying Canada's Oil and Gas – Strategy 1; offshore and northern oil and gas; oilsands and heavy oil; environmental and safety issues (flares, pipeline integrity, and groundwater and soil remediation); Cleaner Transportation for the Future – Strategy 2; improved urban air quality including reduced emissions and greenhouse gas production; transportation fuels from renewable energy sources; improved vehicle and transportation system efficiency; fuel cell, electric and hybrid vehicle components; Energy-efficient Building and Communities – Strategy 3; building research and development; waste recovery and utilization; integration of energy efficient and renewable energy technologies; improvements in sustainable development of communities; district heating and cooling; Energy-efficient Industry – Strategy 4; innovative products, processes or systems for improved energy efficiency by industry; heat management; process integration; primary agricultural production; fisheries; forestry; mining and metals; agricultural and forestry biomass; Canada's Electricity Infrastructure – Strategy 5; alternative electric power generation to reduce environmental impacts of Canada's electricity infrastructure; efficient conversion of renewable and non-renewable energy to electricity; CO₂ capture and storage; Strategy 6; support for Canadian energy sector's response to impacts of climate change; enhanced natural uptake of greenhouse gas. **Program Record Number:** NRCan ES 256

Energy Resources

Description: Information relating to the development and efficient use of oil, natural gas, and natural gas liquids, the development and implementation of federal policies associated with the interprovincial and international trade of natural gas, and contingency plans for the control and regulation of emergency production, distribution and use of petroleum resources, the administration of oil and gas exploration and production activities on frontier lands, and the provision of analysis and advice regarding all aspects of electrical energy to effectively and efficiently implement policies relating to electrical energy, provide effective information services to the public and manage the federal government's contribution to the Canadian Electrical Association's research and development program. Also includes information relating to the provision of advice and the formulation of policies to ensure that Canadian uranium resources and nuclear energy industries make optimal contributions to the country's economic development by providing a secure and economical source of energy and by realizing export opportunities. **Topics:** Oil and gas; committees; associations, institutes and societies; legislation and regulations; petroleum energy issues; oil supply electronic data systems; emergency oil inventory; domestic oil export pricing; oil imports; domestic oil in industry, pricing and supply and demand; domestic heavy crude oil supply and demand; domestic oil transportation; crude oil and petroleum products; oil sands development; natural gas liquids; Propane Distribution System Expansion Program; international oil markets; international world energy market; petroleum utilization; petroleum products marketing; natural gas – Canadian exports, fiscal regime, industry information program and major projects; pipeline – projects, Construction Cost Task Force, marketing, pricing, supply and demand; provincial activities; Natural Gas Market Development Incentive Program, Natural Gas Laterals Program; Natural Gas Transportation Assistance Program; energy emergency planning; Energy Supplies Allocation Board (ESAB); IEA allocation systems test; allocation program; rationing program; National Emergency Agency for Energy (NEAE); North Atlantic Treaty Organization (NATO); energy demand restraint measures, interprovincial advisory committee on energy, liaison; crude oil and petroleum products allocation planning; ESAB allocation system test; replacement of fuels; rationing program. (PT series) Natural Gas Distribution System Expansion Program; Gas Marketing Assistance Program; Frontier Lands Management; Canada/Newfoundland Offshore Petroleum Board (CNOBP); Canada/Nova Scotia Offshore Petroleum Board (CNSOPB); offshore oil and gas; international treaties and agreements; maritime boundaries; benefit plans and studies; oil and gas development projects; rights management administration; exploration agreements; licenses; assessment of oil and gas resources; electricity; energy

issues; Panel on Energy Research and Development – Task Six, Conventional Energy Systems; international electrical energy; electrical utilities; Canadian electrical energy economics and finance; supply and demand; technology; Lower Churchill electricity development; Annapolis River Tidal Project; Coleson Cove Conversion Study; Churchill Falls dispute between Quebec and Newfoundland; Lepreau One Nuclear Project; nuclear energy and exports; fusion; heavy water; nuclear power; Point Lepreau Two Nuclear Project; uranium and nuclear energy; research and development; International uranium and nuclear issues; Uranium institute; International Uranium and Nuclear conference; nuclear safeguards and non-proliferation agreements; uranium industry; processing and refining; enrichment and reprocessing; exports; Uranium Exports Review Panel (UNEP); uranium supply and demand; radioactive waste management; Nuclear Energy Agency (NEA).
Program Record Number: NRCan ES 195

Energy Technology

Description: The CANMET Energy Technology Branch works in partnership with industry and other research organizations to advance the development of energy efficiency, renewable energy, alternative transportation and oil sands technologies. With laboratories in Devon, Alberta; Ottawa, Ontario; and Varennes, Quebec; clients can access state-of-the-art research facilities and participate in a wide range of S-T activities and programs. **Topics:** Energy research and development projects; efficiency and alternative energy technology; renewable energy; project selection and monitoring; technology transfer and marketing. **Program Record Number:** NRCan ES 205

Siting Task Force for Low-Level Radioactive Waste in Ontario (Closed)

Description: Information created or received at the corporate level on the establishment of the task force which was initiated by the Minister to implement an innovative process for the establishment of a long-term low-level radioactive waste management facility for Ontario. The Task Force completed its work in 1996. **Topics:** Siting task force on low-level radioactive waste in Ontario; reports; memorandum to Cabinet; requests for proposal; planning process; committee; guidelines; liaison; liaison with federal government departments, crown corporations, regional governments and communities; media relations; regional information sessions; community sessions and workshops; public relations; distribution program; correspondence program. **Program Record Number:** NRCan ES 320

◆ Minerals and Metals Sector (MMS)

Canadian Exploration and Development Incentive Program (CEDIP) (Closed)

Description: Information relating to the Canadian Exploration and Development Incentive Program

(CEDIP) established to encourage oil and gas exploration and development activities on Canada lands and offshore areas including the development of policy and regulations and the determination of individuals' and qualified corporations' eligibility for reimbursement of approved expenditures in this area. **Topics:** Automated Incentive Management System (AIMS); acts and regulations; status reports; committees; conferences; liaison activities; communications; operations; quality control; financial payments and controls; monitoring; forecasting of expenditures; evaluation; application assessment; annual expense limit control; technical services; audits; interpretation and rulings of act and legislation; training and development; consultations and inquiries. **Program Record Number:** NRCan MMS 596

Canadian Exploration Incentive Program (CEIP) (Closed)

Description: Information relating to the Canadian Exploration Incentive Program (CEIP) established to encourage mining, oil and gas exploration and development activities on Canada lands and offshore areas including the development of policy and regulations and the determination of individuals' and qualified corporations' eligibility for reimbursement of approved expenditures in this area. **Topics:** Automated Incentive Management System (AIMS); Automated Exploration Incentive System (AXIS); acts and regulations; status reports; committees; conferences; liaison activities; communications; operations; quality control; financial payments and controls; monitoring; forecasting of expenditures; evaluation; annual expense limit control; technical services; interpretations on rulings for CEIP act and regulations; audits; training and development; policy; consultations and inquiries. **Program Record Number:** NRCan MMS 595

Canadian Ownership and Control Determination (Closed)

Description: Information relating to the development and maintenance of policies, systems, procedures and regulations to administer the Canadian Ownership and Control Determination (COCD) Act. Includes receiving, processing and certifying applications for the Canadian Ownership Rate and Control Status Program. **Topics:** Canadian Ownership and Control Determination (COCD) corporate information; COCD guidebook; COCD operations; COCD committees; COCD conferences; COCD operations reports; Canadian ownership rate and control status programs (COR/CS); COR/CS documentation; COR/CS certificates; COR/CS guidelines; COR/CS operating procedures. **Program Record Number:** NRCan MMS 115

Canadian Ownership and Control Determination Policy (Closed)

Description: Information relating to the development and maintenance of policies, precedents, and special

studies in administering the Canadian Ownership and Control Determination (COCD) Act and Regulations in order to encourage increased Canadianization of the petroleum industry. **Topics:** Canadian Ownership and Control Determination (COCD) policy committees; COCD policy conferences; COCD policy reports; COCD Act; COCD Act interpretation; COCD Act qualified applicants; Canadian ownership rate and control status determination; COCD Act applications, certificates and administration; COCD Act disclosure of information; COCD Act regulation-making authority; COCD Act enforcement; COCD Act judicial review and transmission provisions; Canadian ownership and control determination regulations; COCD Regulations interpretation and applications; specified Canadian ownership rates; Canadian ownership rates other than specified rates and rates of insurance companies and trust; COCD regulations administration; Canadian ownership rates of insurance companies; Canadian ownership rates of trust companies; COCD regulations schedules. **Program Record Number:** NRCan MSS 120

Economic and Financial Analysis

Description: Information relating to developing and recommending federal fiscal, financial and economic policies; providing detailed information and analysis to potential investors in Canada and abroad: and providing advice and support to Department of Finance, Revenue Canada and other federal departments in implementing policies affecting the minerals and metals sector. **Topics:** Mineral economic analysis; economic and financial analysis operations (EFAB), mining taxation – international comparisons; conferences; memoranda to Cabinet; economic and tax briefings/presentations; federal government policies; federal government house standing committees; environmental issues; mineral exploration and mine development studies; federal government committees, task forces and working groups; international investment climate for mining and mineral activities, international projects; associations and organizations; Mining Association of Canada (MAC); Prospectors and Developers Association of Canada (PDAC); Coal Association of Canada; corporation mergers acquisitions and strategic alliances; interdepartmental, provincial, and international relations; intergovernmental working group IGWG task force on mineral investment climate competitiveness – Mines Ministers Conference (MMC); foreign ownership/control; Economic Analysis Division (EAD), database renewals and negotiations; federal/provincial survey of mines and concentrators; concentrators and mines database management; EAD factor cost studies; EAD mining community issues; competitive cost studies by commodity, studies by stage; competitive position industry studies; non-ferrous smelter study; production capability assessment (perspective); reserves, productions, exploration assessments; mine investment, mineral economic forecast/commentaries; cost benefit analysis; free trade studies; mining and transportation infrastructure in Canada's north; financial

corporate analysis; financial markets and investment community; Tax and Mineral Resources Division (TMRD) information relating to flow-through shares, monitoring programs, limited partnerships; mineral exploration statistics; tax policy analysis; federal income tax rules and provisions; mineral industry federal income tax rules and provisions; federal, foreign, US, tax reform; federal budgets; provincial income and mining taxation; provincial tax reforms and budgets changes; US and Australia tax rules; commodity taxation; goods and services tax (GST); mining industry acts and regulations; mineral trade taxation issues; special studies and projects on mining taxation issues; intergovernmental working group on the mineral industry (IGWG) tax sub-committee; mine reclamation expenditures – taxation and funding issues; Revenue Canada issues; tax models; tax policy analysis of federal mineral tax cases; EFAB informatics which include SoftAccess, Internet, On-Line databases; mineral and metal information services, statistics division (MMSD) operations, corporation information, information requests; mineral statistics (production, trade, exploration, prices), questionnaires; mineral statistics information exchange with associations, commodity profiles; federal/provincial committees on mineral statistics, annual meetings, task forces and working groups; federal/provincial consultative council on statistical policy, federal/provincial/territorial collection and joint sharing of mineral statistics; mineral and metal surveys, publications; various databases; mineral exploration activity survey. **Program Record Number:** NRCan MMS 003

Mineral and Metal Policy Branch

Description: The Mineral and Metal Policy Branch (MMPB) promotes the sustainable development of Canada's minerals and metals industry in Canada and internationally. The Branch is the federal government's main source of in-depth knowledge and expertise on mineral and metal commodities (including coal) and their global markets, and on international and Canadian policy issues related to minerals and metals. The Branch carries out these responsibilities by: developing and recommending federal policies for sustainable mineral development; developing and participating in international and domestic policy initiatives; coordinating policies and facilitating information exchange with the provinces and territories; administering federally owned mineral rights in the provinces and offshore; outlining strategic directions for the Minerals and Metals Sector and administering the federal mandate for the Cape Breton Development Corporation. **Topics:** Metal and mineral policy planning; Mining Association of Canada (MAC); committees, task forces and working groups; Whitehorse Mining Initiative (WMI); conferences, meetings and seminars; constitutional reform; centre for resource studies (CRS) / Queen's university; Canadian Institute of Mining, Metallurgy and Petroleum (CIM); provincial mining

associations; prosperity initiatives in mining; policy planning liaison; health and safety in metals and minerals; international mine accident databases; worker's compensation board (CLOSED); minerals and metals job creation programs, mining/human resource investment program; minerals and metals labour markets and issues; mining communities, task forces, remote area development, single industry towns, sustainable development; environment, strategy, global and ecological concerns; resource management; liaison with Environment Canada, Fisheries and Oceans; Canadian Environmental Protection Act (CEPA), toxicity assessment and management; national parks; Federal Environmental Assessment Review Office (FEARO); Canadian Environmental Assessment Act (CEAA); Integrated Resource Management Information System (IRMIS); land use and ecosystems projects and studies; public lands titles and descriptions by provinces; international mineral relations; international mineral policy; trade and environment; domestic mineral conference; world mineral notes; international mineral relations interdepartmental liaison; Canadian International Development Agency (CIDA); International Business Plan(ITBP); international organization; North Atlantic Treaty Organization (NATO); united nation; Organization for Economic Cooperation and Development (OECD); United Nations Conference on Environmental and Development (UNCED); mineral trade analysis; general agreement on tariffs and trade (GATT); mineral profiles by country; US Bureau of Mines; US/Canada free trade; European Union (EU); Mineral and metal commodities, press clippings; Energy, Industrial and Domestic Industrial commodities; Baie Verte Mining corporation; Canadian Institute of Mining and Metallurgy; ferrous commodities; nonferrous commodities; regional mineral development; regional intergovernmental affairs division (CLOSED); federal regional program (CLOSED); Canada/Quebec subsidiary agreement on the economic development of the regions of Quebec (CLOSED); renewed financial assistance program for prospecting in the lower St. Lawrence and Gaspé regions (round 2) (CLOSED); financial aid program for the mining region of Chapais-Chibougamau (CLOSED); NWT economic development framework agreement (round 2) (CLOSED); Yukon economic planning agreement (round 2) (CLOSED); Northern Development, native land claims; Northern land use planning; infrastructure; transportation infrastructure; land use infrastructure; regional mineral land use; regional mineral and provincial ecological issues; environmental acts and regulations; CANMET environmental technical research; regional analysis; Mineral Development Agreements (MDA) round 2 (CLOSED); Environmental Assessment of MPS projects and proposals; regulatory regime for offshore non fuel minerals; mineral rights registry; foreign research in Canadian offshore; Canada/US boundaries and resources jurisdiction; national marine parks; law of the sea (LOS); Team Canada Inc.; Department of Foreign Affairs and International Trade; International Business Development; e-business; Canadian Association of Mining Equipment

and Services for Export; trade shows; trade and investment missions. **Program Record Number:** NRCan MMS 002

Mineral Resources and Supply Analysis (Closed)

Description: Information relating to the analysis of mineral resource supply to ensure adequate supplies of minerals and metals for Canada. **Topics:** Mineral resources and supply analysis; operations; Canadian resources and supply; Non- Renewable Resources Evaluation Program (NREP); Canadian mineral exploration; ocean mining – by province; federal ocean mining acts and regulations; regulatory regime for offshore non-fuel minerals; ocean mining – by province; Mineral Rights Registry – Hudson Bay, offshore NFLD, offshore PEI, offshore NS, offshore Québec, offshore BC; Canadian services and technology relating to ocean mining; ocean mining corporation information cases; foreign research in Canadian offshore; international ocean mining; international ocean mining consortia information; US and USSR ocean mining; ocean mining international science programs; ocean mining boundaries and resource jurisdiction; Canada / US boundaries and resource jurisdiction; National Marine Parks; ocean mining environmental and fisheries issues; ocean mining resource assessment; Law of the Sea (LOS); United Nations conference on Law of the Sea; United Nations convention on Law of the Sea. **Program Record Number:** NRCan MMS 590

Mineral Technology Branch (MTB)

Description: CANMET's Mineral Technology Branch (MTB) is a key research and technology development arm of Natural Resources Canada. MTB comprises three laboratories which focus on mining and mineral sciences, metals and minerals technology, and explosives. **Topics:** MMSL – Mine and Mill Effluents; Mine Rehabilitation; Metals and the Environment; research in areas of acid mine drainage (AMD) prediction, prevention and control, treatment and monitoring; Aquatic Effects Technology Evaluation (AETE) (Closed); Metallurgical Processing; certified and custom reference material for the mineral industry; uranium umpire analyses; Mine Mechanisation and Automation; Coal Mining Health and Safety (Closed); Ground Stability and Control; Underground Mine Environment. MTL – Materials selection; materials fabrication; in-service materials performance; materials characterization; materials prototype product production; experimental casting; pilot-scale rolling; formability testing; corrosion testing; mechanical testing; investigation of a wide variety of materials; simulated manufacturing processes; reduction of environmental impact of foundry operations; molten metal filtration; aluminium casting procedures; improved reheat furnace practices; elimination of quench and temper operations to reduce energy requirements; improved scrap analysis; high performance steels; computer modelling; characterization of metal-based powders for rechargeable batteries; forming techniques for

aluminium; pipeline stress corrosion cracking; pipeline critical crack size prediction; pipeline corrosion inhibitors; non-destructive crack detection by electro-acoustic magnetic transducers; engineering critical assessment (ECA) and improved weld repair; new alloys for marine machinery; prediction of fracture resistance of steel and weldments for critical applications; development of codes and standards for reliable characterization and use of modern steels; materials selection for new and converted combustors; use of supplementary cementing materials; durability of concrete; concretes for extreme Canadian environments; high-performance concretes; non-destructive testing (NDT) certification. **Program Record Number:** NRCan MMS 004

Minerals, Metals and Explosives

Description: Information relating to the promotion of the sustainable development and use of Canada's mineral and metal resources, to the development of policies and technologies, and providing technical knowledge and advice to industry and government. Also includes information relating to the administration of the federal Explosive Act and Regulations, which control the sale, and storage of blasting explosives, propellants and pyrotechnics in Canada. **Topics:** Minerals and Metals; mining regulations and legislation; Explosives Regulations and legislation; Canada Centre for Mineral and Energy Technology (CANMET); Ministers National Advisory Council on CANMET (MNACC) (Closed); federal research and development programs; evaluation of technology transfer and marketing; business development; Minerals and Metals; mining regulations and legislation; explosives regulations and legislation; Canada Centre for Mineral and Energy Technology (CANMET); National Advisory Board on Minerals and Metals S&T (NABMM); federal research and development programs; evaluation of technology transfer and marketing; business development; metals and the environment; acidic drainage and effluents; mine environment neutral drainage (MEND) and MEND 2000; mine decommissioning and rehabilitation; metallurgical processing; Canadian certified reference materials (CCRMP); proficiency testing program for mineral analysis laboratories (PTP-MAL); ground control; underground mine environment; mine mechanization and automation; mine fill support systems; coal mining health and safety; diesel emissions evaluation program (DEEP); aquatic effects technology evaluation (AETE) (Closed); sustainable casting; efficient metals production; advanced materials technologies; infrastructure reliability; advanced concrete; non-destructive testing certification. **Note:** Formerly Minerals and Metals, NRCan MMS 001 & Explosives Branch, NRCan MMS 005 **Program Record Number:** NRCan MMS 001

Petroleum Incentives Administration (Closed)

Description: Information relating to administering both the Canadian Ownership and Control Determination

(COCD) Act and the Petroleum Incentives Program (PIP) Act in order to actively contribute to the federal government's energy policy by increasing Canadian ownership and control of the petroleum industry and energy security in Canada. **Topics:** Committees; conferences; energy issues; oil and gas issues; Petroleum Incentives Administration reports; interdepartmental, international and provincial liaison. **Program Record Number:** NRCan MMS 110

Petroleum Incentives Program (Closed)

Description: Information on the development and maintenance of policies, systems, procedures and regulations related to the provision of the eligible costs and Crown share incentives to applicants. Includes receiving, analyzing and processing company applications for incentive contribution and issuing payments. **Topics:** Petroleum Incentives Program (PIP); petroleum incentives committees; petroleum incentives information management system; petroleum incentives research, analysis and forecasting; petroleum incentives operations; petroleum incentives applicant documentation; petroleum incentives processing procedures; petroleum incentives case assessment; petroleum incentives financial payments and controls; petroleum incentives data control and operations; petroleum incentives case control; well and geochemical; geological and geophysical data analysis; quality control and standards; petroleum incentives reviews and audits; reviews and audits standards and practices. **Program Record Number:** NRCan MMS 125

Petroleum Incentives Program Policy (Closed)

Description: Information relating to development and interpretation of the Petroleum Incentives Program legislation and regulations to increase Canadianization in the petroleum industry and to increase exploration and development in Canada. Includes assessment of case precedents and the development of policy, consistency of application of the PIP Act and Regulations, and the conduct of research, analysis and forecasting of demand in the oil and gas industry. **Topics:** Petroleum Incentives Program (PIP) Act; PIP Act interpretation; PIP administration; PIP disclosure of information; PIP enforcement and general sections; PIP regulations; interpretation of the PIP regulations. **Program Record Number:** NRCan MMS 130

◆ Strategic Planning and Coordination Branch (SPCB)

Administration

Description: Information created or received at the corporate level on the Corporate Services Sector (CSS) of Natural Resources Canada, providing centers of expertise and supporting infrastructure in the areas of financial management, information management, human resources management, environmental affairs, health and safety, contracting and procurement,

information technology, real property, security, and departmental services. **Topics:** Administration; campaigns and canvassing; ceremonies & celebrations; circulars and directives; administrative reports; NRCan program review; information management; Administration of Access to Information and Privacy (ATIP) Acts; information technology; library services; human resources management; official languages; employment equity; human resources planning and management; executive resourcing, la relève; classification and organization; exchanges and loans; training and development; Canadian Centre for Management Development (CCMD); awards and honours; delegation of authority for personnel actions; staffing; temporary help services; employment; student employment programs; workforce adjustment; staff relations; appeals; grievances; unions; hours of work and overtime; leave and holidays; retirements and separations; pay and benefits; pension plans; income tax; insurance; administrative services; facilities planning, parking administration; telecommunications; material management; mail and messenger services; photocopying and printing services; vehicles; departmental security; occupational health and safety; financial management; accounts and accounting; advances; claims; cost recovery; estimates and budgets; expenditures; financial authorities; hospitality expenses; public accounts; financial reporting and information systems; travel allowances and expenses; class grants and contributions; membership fees; corporate policy; management accountability and control; program activity structure; program planning; activity approval documents and reviews. **Program Record Number:** NRCan SPCB 010

Administration of Frontier Oil and Gas Lands (Closed)

Description: Information created or received by departmental executives on the development of oil and gas resources on frontier lands. **Topics:** Administration of frontier oil and gas lands; frontier oil and gas policy development and implementation; Canada benefits; coordination of resource management agreements; occupational and operational frontier oil and gas safety; environmental protection on frontier lands; environmental studies on frontier lands; resource development and conservation on frontier lands; rights and revenues administration on frontier lands; technological oil and gas research and development; international liaison on frontier land issues; project development funds; oil and gas management boards. NOTE: The administration of Frontier Oil and Gas Lands Activity was officially disbanded September 1st, 1991. The activities were transferred to either the NRCan Mineral Policy Sector, the Energy Sector or to other government institutions. **Program Record Number:** NRCan SPCB 005

Canadian Forest Service

Description: Information created or received at the corporate level on the Canadian Forest Service, to

promote the sustainable development of Canada's forests and the competitiveness of the Canadian forest sector for the well-being of present and future generations of Canadians. **Topics:** Canadian Forestry Service (CFS); communications; committees; conferences; memoranda to cabinet; liaison; public enquiries; associations and organizations; industry, trade and technology; USA liaison; science and sustainable development; federal/provincial forestry development agreements; private forests; model forests; aboriginal forestry; forest environment; forest health; entomology; Biotechnology, Tree Plan Canada; policy and economics; legislation and policy; state of Canada's forests annual report to parliament; national forestry database program; operations. **Program Record Number:** NRCan SPCB 011

Corporate Executive

Description: Information created or received at the corporate level on the assistance to the Deputy Minister and the Executive Committee in the management of the day-to-day operations of the Department. **Topics:** Corporate executive; committees; Natural Resources Canada management committee; liaison; interdepartmental liaison; provincial liaison; barriers to interprovincial trade; associations and organizations; industry liaison; university and college liaison; international liaison; USA liaison; Canada/USA free trade agreement (FTA); legal services – acts & legislation, litigations and legal actions, Canadian sovereignty; EMR mission – project office, council, action plan & task force, service to the public, management / leadership, communications, human resources practices, internal services, linking science and policy (Closed); action entre nous; environmental affairs – public enquiries, conferences, committees, international environmental issues, associations and organizations, memoranda to cabinet, acts and legislation, water issues, land issues; excellence; strategic planning and coordination; annual regulatory plan; senior managers conference; memoranda to cabinet; aboriginal issues; executive correspondence procedures; orders-in-council; Treasury Board Submissions; Ministers briefing book; parliamentary affairs; parliamentary committees; parliamentary enquiries; science and technology activities; science and policy linkages colloquium (SPLINK); science and technology policy review; interdepartmental committee on global change (ICGC); Audit and Evaluation; Auditor General; internal audit; program evaluation; communications; public enquires; advertising campaigns; publishing; requests for publications; exhibitions and displays. **Program Record Number:** NRCan SPCB 012

Earth Sciences Sector

Description: Information created or received at the corporate level on the Earth Sciences Sector, providing a national focus for the acquisition, interpretation,

maintenance and distribution of maps, information, technology, standards and expertise concerning the Canadian landmass and offshore in the fields of geoscience, geodesy, mapping, surveying, and remote sensing. **Topics:** Earth Sciences; public enquiries; memoranda to cabinet; energy, mines and resources research agreement program; communications; associations and organizations; committees; conferences; liaison; environmental issues; geological surveys; cordilleran and pacific geoscience; Atlantic geoscience; sedimentary and petroleum geology; lithosphere and Canadian shield; mineral resources; geophysics; geodynamics; geomagnetism; gravity; seismology; terrain sciences; polar continental shelf; logistics; Geomatics Canada (GC); Canada centre for surveying (CCS); Canada Centre for mapping (CCM); Geological survey program coordination and planning; Canada Centre for Remote Sensing (CCRS); Geographical Information Systems (GIS); Canadian Space Agency (CSA); European Space Agency; satellite data; airborne program; radarsat. **Program Record Number:** NRCan SPCB 008

Energy

Description: Information created or received at the corporate level on the Energy Sector, enhancing the economic and environmental well-being of Canada by fostering the sustainable development and use of the nation's energy resources to meet the present and future needs of Canadians. **Topics:** Energy; native rights and land claims; policy; associations and organizations; conferences; liaison; USA energy issues; canadianization; Investment Canada; crown corporations; frontier and western accords; energy and the environment; public enquiries; voluntary challenge and registry program (VCR); framework convention on climate change; economic and financial analysis; public utilities income tax transfer act (PUITTA); energy project analysis; offshore frontier project analysis: hibernia project analysis; Sable island project analysis; upgrader project analysis; Petroleum Monitoring Agency; oil, gas, public enquiries; oil & gas industry liaison; oil pricing, taxes & charges, transportation, pipelines; crude oil and petroleum products; international oil markets; natural gas; provincial natural gas activities; natural gas exports, pricing, pipelines; natural gas market development incentives payment; international natural gas; energy emergency planning; Energy Supplies Allocation Board; energy demand restraint measures; electricity; public enquiries; Canadian Electrical Association; international electrical energy; USA electrical energy; electrical technology; regional and interprovincial electrical energy; electrical energy – provinces; uranium and nuclear energy; Canadian Nuclear Association; Canadian nuclear society; international uranium and nuclear activities; International Atomic Energy Agency; nuclear power; heavy water; uranium, exploration, production, enrichment and processing; radioactive waste management; high level irradiated fuel waste management; low level radioactive

waste management; efficiency and alternative energy; Initiatives; federal building initiatives (FBI); industrial / commercial energy efficiency; energy innovators venture; residential sector energy conservation; R-2000; alternative energy; transportation energy; alternative transportation fuels; ethanol; driver outreach programs; vehicles. **Program Record Number:** NRCan SPCB 004

Minerals and Metals

Description: Information created or received at the corporate level on the Minerals and Metals Sector (MMS) of Natural Resources Canada, the federal government's primary source of scientific and technological knowledge, and policy advice, on Canada's mineral and metal resources and on explosives regulation and technology. **Topics:** Minerals and metals, public enquiries, associations, Mining Association of Canada (MAC), conferences, Mines Ministers' Conferences, committees, environmental issues, liaison, policy and programs development, mineral transportation systems, explosives, minerals and metal strategy, international minerals relations, mineral profile of the United States, regional mineral development, Mineral Development Agreements (MDA), non-ferrous commodities, ferrous commodities, industrial commodities, asbestos, international liaison on asbestos, coal, Cape Breton Development Corporation (CBDC), foreign countries coal profiles, resource strategy and information, corporation information, human affairs, economic and financial analysis, tax policy analysis, flow-through shares, petroleum ownership, control and incentives, Canadian Ownership and Control Determination (COCD) Program, Petroleum Incentives Program (PIP), applications for payments under Petroleum Incentives Program (PIP), Canadian Exploration and Development Incentive Program (CEDIP), Canadian Exploration Incentive Program (CEIP). **Program Record Number:** NRCan SPCB 012

Strategic Planning and Coordination Branch (SPCB)

Description: Information relating to the Strategic Planning and Coordination Branch which provides executive services in the areas of Cabinet and Parliamentary relations and managing executive correspondence; provides secretariat services to the Departmental Management Committee; manages the OIC and Ministerial appointments process; assists in determining the Department's corporate policy agenda and strategic direction; coordinates ad hoc departmental responses; manages special departmental projects; monitors emerging provincial, territorial, national and international issues and assesses for impact on the Department; monitors cross-sectoral issues to ensure departmental consistency; develops and monitors the implementation of department's business plan; develops and monitors implementation of S&T policy frameworks, strategies, approaches and initiatives for the cost effective management of the Department's scientific activities

with regard to the government's framework on S&T; provides advice to the Deputy Minister and the Departmental Management Committee on a variety of multi-faceted issues related to the Department's scientific activities; provides leadership and coordinates departmental quality initiatives; advises and briefs senior management on enhancing quality through client satisfaction; provides a forum for inter-sectoral exchange of results/strategies by organizing the Departmental Excellence Coordinating Committee; sustainable development; environmental assessment policy; environmental policy and regulations; international sustainable development issues. **Topics:** Strategic planning and coordination; circulars and directives; associations and organizations; committees; computer user group; special projects; liaison; training and development; total quality management; Excellence – Upward Feedback, sectoral liaison, committees, conferences, consultants, presentations and administration; policy development and planning; annual management report (AMR); annual regulatory plan; regulatory review; main estimates part III, increased ministerial accountability and authority (IMAA); managers conference; managers dialogue; minister's briefing book; planning process; management review (closed); policy issues; aboriginal issues; aboriginal treaty; negotiations; committees aboriginal issues; territorial resource issues; science and technology policy; S & T committees; S & T executive documents; corporate secretariat; transition books; appointments; Governor in Council appointments; senior managers conference; corporate meetings; retreats; executive documents; orders-in-council; treasury board submissions; cabinet affairs; cabinet documents; cabinet committees; background material for briefings; memoranda to cabinet; non-departmental memoranda to cabinet; parliamentary affairs – cases, committees, enquiries, sessions; Sustainable Development and Environments (SDED); SDED liaison; SDED human resource issues; sustainable development strategy; environmental assessment; environmental protection; environmental non-government organization (NGO); international sustainable development issues; trade investment and missions office. **Program Record Number:** NRCan SPCB 001

Personal Information Banks

Canadian Forest Service (CFS) Sector

In-house Consultation List and Related Profiles

Description: This bank contains the names, addresses, objectives, activities and concerns of persons and firms who have agreed to be on the Forest Sector consultation list. **Class of Individuals:** Forestry sector stakeholders. **Purpose:** To provide a list of persons, companies and agencies willing to be consulted by the Minister of Natural Resources or one of his representatives when critical forest sector issues come under review.

Consistent Uses: The information other than names, addresses and telephone numbers is to be used to determine who should be contacted for specific consultations. **Retention and Disposal Standards:** Information is retained for two years. **Contact:** Director General, Policy, Planning and International Affairs Branch, CFS **Related to PR#:** NRCan CFS CPA 135 **TBS Registration:** 002775 **Bank Number:** NRCan PPU 036

Public Awareness of Forest Sector

Description: This bank contains information on the general public's knowledge and awareness of economic, social and cultural aspects of the forest sector. **Class of Individuals:** General public. **Purpose:** To verify effectiveness of the National Forest Awareness Campaign by determining the increase in awareness. **Consistent Uses:** To establish increased awareness during the campaign and to improve the message if needed. In addition, the bank is also used to establish the base of the tracking survey, and to see the final results of the campaign. **Retention and Disposal Standards:** Five years after the entire collection is completed. **Contact:** Director General, Science Branch, CFS **Related to PR#:** NRCan CFS CPA 135 **TBS Registration:** 002774 **Bank Number:** NRCan PPU 040

◆ Corporate Services Sector

Access Requests Data Bank

Description: Information relating to formal access requests such as notices and copies of documents pertaining to the processing of requests for access made pursuant to the Access to Information Act and the Privacy Act, including complaints and investigations involving individuals, third parties, Access to Information and Privacy Commissioners, and the Federal Court. **Class of Individuals:** Individuals present in Canada during the processing of the request. **Purpose:** Information is used for processing access requests and to report on the number of access requests received annually. **Consistent Uses:** Transmittal of information to investigative bodies when required under the Access to Information Act and the Privacy Act. **Retention and Disposal Standards:** Access requests retained for two years after case is resolved. **Contact:** Coordinator, Access to Information and Privacy Secretariat, CSS **PAC Number:** 86-001 **Related to PR#:** NRCan CSS 710 **TBS Registration:** 000403 **Bank Number:** NRCan PPU 030

Discrimination

Description: This bank contains information on complaints filed with the Canadian Human Rights Commission; includes nature of complaint, testimony of witnesses, legal opinions, investigation reports and correspondence. **Class of Individuals:** The information relates to current and former departmental employees and members of the general public who have submitted discrimination complaints against the Department.

Purpose: The purpose of this bank is to collect and maintain records on complaints, filed with the Canadian Human Rights Commission, to alleged discrimination against an employee on any of the grounds set out in the Canadian Human Rights Act. **Consistent Uses:** The records are used to assist in the investigation of whether or not discrimination has occurred and to recommend and support management decisions in resolution of complaints. **Retention and Disposal Standards:** Records are retained for a period of two years after the last administrative use. **Contact:** Director, Staff Relations and Compensation Division, CSS-HRSB **Related to PR#:** NRCan CSS 765 **TBS Registration:** 003307 **Bank Number:** NRCan PPU 075

Information Disclosed to Investigative Bodies

Description: In accordance with subsection 8(4) of the Privacy Act, this bank, located at National Headquarters, has been established to retain copies of requests from, and replies to such requests with related details, to authorised federal investigative bodies for personal information pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out lawful investigations. **Class of Individuals:** Individuals about whom requests for personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act from federal Investigative bodies. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures, and the number thereof, that are made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation. **Consistent Uses:** This bank will be used to compile statistics relating to requests from federal investigative bodies. This bank will also be used for auditing the procedures concerning the exchange of personal information with investigative bodies as defined in paragraph 8(2)(e) of the Privacy Act. **Retention and Disposal Standards:** Information held in this bank is retained for two years after the last administrative use and then destroyed. **Contact:** Coordinator, Access to Information and Privacy Secretariat **PAC Number:** 86-001 **Related to PR#:** NRCan CSS 002 **TBS Registration:** 004062 **Bank Number:** NRCan PPU 85

Security Investigations Records

Description: This bank contains reports of complaints and irregularities in relation to criminal or security matters. This bank may also contain personal information obtained on individuals during the course of an investigation conducted by the Departmental Security Office. This bank consists of investigation and occurrence reports, written statements, documentary exhibits and other related correspondence. Information in this bank may be maintained on paper documents and automated / electronic / magnetic form. **Class of Individuals:** Employees of the Department, contractors

dealing with the Department and the general public.

Purpose: The purpose of this bank is to investigate and determine the veracity of alleged criminal or statutory offences against the Department or by an employee. The purpose of this bank is also to records information on security violations and infractions. It may also be used as evidence in court, to monitor trends, to determine corrective measures, to evaluate effectiveness of safeguards and to share information with human resources and/or other government departments. **Consistent Uses:** The information is used by departmental authorities to support decisions regarding disciplinary measures. In the case of a criminal investigation, records are made available to the RCMP or other recognized police force or investigative body. This information is also used for planning, evaluation and statistical purposes. **Retention and Disposal Standards:** These records are retained for five years after the last administrative action. National Archives is consulted for selective retention. **Contact:** Director, Security, CSS **PAC Number:** 86-001 **Related to PR#:** NRCan CSS 003 **TBS Registration:** 004135 **Bank Number:** NRCan PPU 87

Service Contracts

Description: Information relating to the provision of services by individuals and firms in the private sector to assist in departmental activities and programs. **Class of Individuals:** Contractors. **Purpose:** To provide information relative to contracts awarded by the Department. Contracts awarded by the Department of Public Works and Government Services Canada on behalf of NRCan are not included. **Consistent Uses:** To compile statistical information with respect to numbers of contracts awarded by the Department. **Retention and Disposal Standards:** Files are destroyed six years after completion and non-renewal of contract. **Contact:** Assistant Director, Quality Control and Training, CSS-FMB **PAC Number:** 86-001 **Related to PR#:** NRCan CSS 790 **TBS Registration:** 000404 **Bank Number:** NRCan PPU 035

Telecommunications

Description: This bank (Station Configuration Management) contains information on all telecommunications services and equipment installed in the NCR **Class of Individuals:** All NRCan employees and contractors working on behalf of NRCan and using departmental facilities in the NCR. **Purpose:** To facilitate the management of telecommunications **Consistent Uses:** The information is used by the Telecommunications Unit to manage, control, forecast, plan, and analyze the performance of telecom services. **Retention and Disposal Standards:** Financial transaction information is retained for six years. **Contact:** Manager, Telecommunications. **PAC Number:** 86-001 **Related to PR#:** NRCan CSS 003 **TBS Registration:** 004063 **Bank Number:** NRCan PPU 90

Vendor Payments.

Description: This bank within the departmental financial system contains information relating to all payments issued by the department. The information for both suppliers and departmental employees is gathered under a unique vendor number. In the case of departmental employees, the vendor number is their Personal Record Identifier number (PRI). The bank contains names, addresses, amounts paid, invoice number, date entered and the financial coding block which classifies payments in accordance with the Government of Canada's chart of accounts. **Class of Individuals:** Any supplier or departmental employee receiving payment/reimbursement through the departmental financial system. **Purpose:** The purpose of the information bank is to process and record all payments made by the department. **Consistent Uses:** The information is used to account for, and report on, departmental expenditures. This includes preparation of the Public Accounts, responding to audit, parliamentary, ATIP and internal inquiries and preparation of expenditure reports. Payment information is also downloaded to other internal management reporting systems. Data is disclosed to outside sources only through the Access to Information Act. **Retention and Disposal Standards:** Records are retained for a period of 6 years. **Contact:** Assistant Director, Financial Systems and Training, CSS-FMB. **Related to PR#:** NRCan CSS 720 **TBS Registration:** 003340 **Bank Number:** NRCan PPU 080

◆ Earth Sciences Sector

Board of Examiners for Canada Lands Surveyors

Description: Information relating to the issuing of commissions as Dominion Land Surveyors, Dominion Topographical Surveyors, Canada Land Surveyor and levellers including applicants' names, addresses, date of birth, country of birth, academic qualifications and work experience. **Class of Individuals:** Individuals who have successfully applied to qualify as Dominion Lands Surveyors, Dominion Topographical Surveyor or Canada Land Surveyor before 1999. **Purpose:** Information was used by the Board of Examiners for Dominion of Canada Lands to qualify candidates as Dominion Canada Lands Surveyors. **Consistent Uses:** Verification of qualification as Dominion of Canada Lands Surveyor. **Retention and Disposal Standards:** Information retained permanently. **Contact:** Director, Legal Surveys Division, ESS **PAC Number:** 85-010 **Related to PR#:** NRCan GC 405 **TBS Registration:** 000399 **Bank Number:** NRCan PPU 010

Earth Sciences Sector (ESS) Volunteers Program

Description: This bank contains information and applications from Canadian and foreign individuals, public or private groups, high school, college and university students school teachers, scientists, senior citizens and retirees and part-time workers with time to

spare. Applicants provide their name, address, telephone number, person to contact in case of emergency, work location preference, language, skills, abilities, educational background, experience desired, availability and objectives for working as a volunteer. ESS provides the date of commencement and termination of assignment. **Class of Individuals:** Individuals 18 years of age or older who wish to volunteer their time and services to ESS. **Purpose:** As of April 1, 1993, the Volunteers Program will enable the sector to formally accept and utilize voluntary help and services. Through many challenging opportunities, volunteers can gain new experiences in earth sciences while volunteering at headquarters located in Ottawa or at the regional offices located in Dartmouth, Nova Scotia; Sainte-Foy and Sherbrooke, Québec; Calgary and Edmonton, Alberta; Vancouver and Sidney, British Columbia; and Yellowknife, NWT. **Consistent Uses:** A Volunteers Program Database has been developed to record information on potential volunteers and will be provided to division representatives and project managers to identify applicants suitable for particular projects. **Retention and Disposal Standards:** Records of assignments are retained for two years after the termination of the agreement. **Contact:** ESS Volunteers Program Coordinator **Related to PR#:** NRCan GSC 350 **TBS Registration:** 002879 **Bank Number:** NRCan PPU 070

◆ Energy Sector

Canadian Home Insulation Program (CHIP) Grants

Description: Cases relating to individual applications, invoices, inspection reports and pertinent correspondence pertaining to grants provided to householders for insulation materials and labour costs. **Class of Individuals:** Grant applicants. **Purpose:** This bank was intended to document the administration of the taxable CHIP grants provided to homeowners for the insulation of their homes, and to issue T-4 slips. The bank is now maintained so that homeowners may obtain information on whether a particular house was insulated under the CHIP program. This information is used for real estate transactions, so that a home vendor or buyer can determine if a house was insulated with the now-banned Urea Formaldehyde Foam Insulation (UFFI). In some provinces a vendor must certify that the house does not contain UFFI. This information is not shared at present with any other department, and is accessible only through the ATIP. **Consistent Uses:** Information is shared with Canada Mortgage and Housing Corporation, which answers specific enquiries regarding program applications through regional offices located across Canada. **Retention and Disposal Standards:** After program termination in March 1986, individual grant information existing in all media will be copied onto approximately 70-100 tapes which will then be retained another six years in a federal records centre. In March 1994, the retention of CHIP was extended for an additional five

years. **Contact:** Director General, Energy Efficiency Branch, ES **PAC Number:** 85-015 **Related to PR#:** NRCan ES 245 **TBS Registration:** 000401 **Bank Number:** NRCan PPU 020

Natural Gas Vehicle Program

Description: Contains information and applications from individual private use vehicle owners and fleet operators for a contribution of up to \$2000 for each vehicle converted to a natural gas fuel system or for a new factory-equipped vehicle purchased by the applicant, including copies of vehicle ownerships, invoices, purchase orders and work orders substantiating the application for each vehicle. **Class of Individuals:** Private use vehicle owners and corporations and businesses operating vehicles eligible under the program. **Purpose:** The information is used to substantiate applications, the cost of conversions, to determine the amount to be paid to applicants and for statistical and audit purposes relative to the program. **Consistent Uses:** Natural gas utilities in the provinces, accept and process applications on behalf of the Department under a Contribution Agreement. **Retention and Disposal Standards:** The natural gas utilities maintain one copy of each application and any supporting documentation submitted by the applicant during the term of the program and for a period of up to two years following termination of the program. All such records are subject to review or audit by representatives of Canada. **Contact:** Director General, Office of Energy Efficiency, ES **Related to PR#:** NRCan ES 245 **TBS Registration:** 002776 **Bank Number:** NRCan PPU 060

Offshore Operations – Divers (CLOSED)

Description: Cases relating to an individual diver's diving history. The information consists of the names, addresses, birthdates, birthplaces, physical condition and training of divers. **Class of Individuals:** Individuals – divers. **Purpose:** Main use is to provide rapid access to a diver's history to expedite certification and provide data required for annual certification. Diving program approval is contingent upon knowledge of an individual diver's qualifications and work history in order to prevent accidents caused by lack of experience in unusual circumstances. **Consistent Uses:** Information is also used to develop statistical profiles of the diving population, and to otherwise identify areas of diving regulations requiring updating and improvement for increased diver safety. **Retention and Disposal Standards:** Information is retained until the diver reaches 65 years of age, and for two years thereafter, after which the data will be transferred to the National Archives of Canada for archival purposes. **Contact:** Director General, Energy Resources Branch, ES **PAC Number:** 85-010 **Related to PR#:** NRCan ES 230 **TBS Registration:** 000406 **Bank Number:** NRCan PPU 045

◆ Minerals and Metals Sector (MMS)

Canadian Exploration Incentive Program (CEIP)

Description: This bank contains information relating to the Canadian Exploration Incentive Program (CEIP) and the Canadian Exploration and Development Incentive Program (CEDIP). The CEIP incentive was available to any corporation that incurred eligible exploration expenses for mineral or oil and gas exploration in Canada using funds raised through the issue of flow-through shares. The CEDIP incentive was available to any individual, corporation or trust that incurred eligible expenses for oil and gas exploration in Canada. Applicants were required to complete forms on which they provided their identification, the amount of incentive claimed and the eligible expenses of each well, program, or project claimed. Applicants also provided a certification confirming the completeness and accuracy of the information submitted. Applicants were required to submit technical data and detailed expense summaries for each well, program or project claimed when this information was not submitted previously. If an applicant shared the \$10 million annual expense limit with another person or persons, a form specifying the amount allocated to each person had to be completed. **Class of Individuals:** Under CEIP, individuals who were partners in a partnership that had acquired flow-through shares and individuals who were associated with applicant corporations. Under CEDIP, individuals who apply for incentives for oil and gas exploration and development in Canada. **Purpose:** The objective of collecting this information was to determine the eligibility of claimants and expenses for the purpose of making incentive payments. **Consistent Uses:** This information will also be used to determine cost norms for expenses; to track and control outstanding and completed applications; to facilitate recovery of incentives paid in error; to audit claimants' expenses and eligibility; and to establish internal effectiveness of the incentive payment process. **Retention and Disposal Standards:** Information is retained for 10 years after program termination. Information is then transferred to Federal Archives Division, National Archives of Canada, for archival purposes. The CEIP Program was terminated on February 20, 1990. **Contact:** Director General, Economic and Financial Analysis Branch, MMS **Related to PR#:** NRCan MPS 596 **TBS Registration:** 001868 **Bank Number:** NRCan PPU 055

Certification in Non-Destructive Testing

Description: Information relating to the certification, on a national and international basis, of non-destructive testing personnel in accordance with the CAN / CGSB-48-9712 – 95. This standard fully complies with the ISO standard 9712: 1992 (E) on certification of NDT personnel. Aspects include examination and re-certification in industrial radiography, ultrasonics, magnetic particle, liquid penetrant, and eddy current methods. Includes names, addresses, medical

certification on eyesight, original application forms, examination copies and results, date(s) of certification and methods, and data on three-year term certification renewal of individuals who undergo examination. **Class of Individuals:** Individuals desiring certification in non-destructive testing. **Purpose:** Information is used to certify individuals in non-destructive testing and answer queries from outside organizations on an individual's certification status. The information is also used to prepare a list of certified personnel in good standing, which is published annually and made available to the public. **Retention and Disposal Standards:** Files are retained ten years after expiry of certification. **Contact:** Director General, Mineral Technology Branch, MMS **PAC Number:** 85-010 **Related to PR#:** NRCan METS 465 **TBS Registration:** 000400 **Bank Number:** NRCan PPU 015

Emergency Fuel Rationing Program (Closed)

Description: This bank contains information relating to the implementation of an emergency fuel rationing program in Canada required in the event of a severe oil shortage and pursuant to the Energy Supplies Emergency Act (1979). Ration coupons would be issued to eligible applicants who would be required to provide various discrete personal data elements such as name, address, vehicle plate number and driver's license number. Business applicants would be required to provide information on the nature of their business and fuel consumption over specific periods in order to enable calculation of their ration share. Individuals would be hired under contract to collect this information and issue the ration coupons. **Class of Individuals:** Individuals who purchase gasoline and diesel fuel at retail outlets during rationing and individuals hired under contract to issue coupons. **Purpose:** The data would be collected in order to administer the various aspects of the fuel rationing program and only in the event that such rationing is necessary. **Consistent Uses:** Information would be used to substantiate applicants' eligibility to obtain fuel coupons. Selected samples of vehicle registration data will be checked for accuracy with the Motor Vehicle Registrars in each province. Information relating to individuals hired under contract will be used for processing payments. **Retention and Disposal Standards:** The Emergency Fuel Rationing personal information bank will be retained for two years after the discontinuance of the rationing program, then transferred to the federal Archives Division, National Archives of Canada, for archival purposes. **Contact:** Director General – Energy Resources Branch, ES **Related to PR#:** NRCan ES 195 **TBS Registration:** 002833 **Bank Number:** NRCan PPU 050

Explosives Licenses and Permits

Description: Information relating to the issue and control of licenses and permits granted for storage, transportation by road, importation, manufacture and sale of explosives. **Class of Individuals:** All individuals

with a need to manufacture, store, transport, or handle explosives. **Purpose:** To fulfil the responsibility of the Explosives Regulatory Division as the federal licensing and inspection agency for explosives in Canada. **Consistent Uses:** Transmittal of information to investigative bodies when an infraction or incident concerning explosives occurs. **Retention and Disposal Standards:** Licenses and permits are retained for seven years after expiry date. **Contact:** Chief Inspector of Explosives, MTB **PAC Number:** 85-010 **Related to PR#:** NRCan METS 530 and 540 **TBS Registration:** 000398 **Bank Number:** NRCan PPU 005

Classes of Personal Information

Explosives Safety and Accident Statistics – Explosives Regulatory Division

The purpose of this class is to provide a record of statistics on safety measures in the explosives industry as well as on all accidents related to explosives. The files contain information on the nature of the accident as well as the victim's name, age and address, if applicable. Records are retained for 25 years after the date of the incident and are then transferred to the National Archives of Canada for selective retention.

Human Resources Planning and Management

Personal information about employees is also maintained in other departmental files and data bases held by various organizations involved in the human resource planning and management functions. Such systems are used to provide aggregated reports for the purpose of human resource planning and management and to assist in analysis of trends or developments. Although some of the information may be retrieved by a personal identifier, the data bases are not used to provide information about individual employees nor to make any administrative decisions affecting individual employees.

Mailing Lists

This class includes correspondence and request cards from individuals regarding departmental mailing lists for publications. The information is used for amending addresses and to add or delete individual names on mailing lists, which are retained permanently. The correspondence and request cards are retained until the mailing list has been amended.

Ministerial Correspondence

This class of information contains correspondence addressed to the Minister and/or Deputy Minister from external organizations and individuals in the form of requests for information, complaints, opinions and other submissions related to a broad range of policy issues pertaining to Natural Resources Canada's activities, wherein some unsolicited personal information has been provided by the correspondent. This form of

information would be retrievable only if specifics of name, date of communication and subject were to be provided; it is not arranged or retrievable by personal identifiers. The retention periods of these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Public Opinion Research

This is a class of records generated by departmental officials who conducted public opinion research on a vast spectrum of topics related to the mandate and mission of the Department of Natural Resources Canada. Retrievable records consist of data gathering instruments, such as, but not exclusively, questionnaires which may contain personal information that reveals the identification of the research subject. Data contained in this class of records are not used for administrative purposes. Individuals seeking access to these records must provide the title of the research project in which they participated, the location and the date of the research, and any other data that may help to identify and locate the personal information they are seeking.

Research Agreements Program

This class contains applications for grant submitted to the Department from candidates affiliated with Canadian research institutions. Applications contain information on the description and budget for the proposed project and the applicant's curriculum vitae. The information is used to select and award grants in the natural, physical and social sciences and engineering which can contribute to the Department's purpose. The information is also used to compile general statistics of interest to the Department with respect to the program as a whole, and not in relation to individual applicants. The program was terminated in April 1994. Accepted applications are destroyed after a period of six fiscal years (until April 2000) and those not accepted are destroyed after two fiscal years (until April 1996.)

Security Video Surveillance

This class includes video surveillance tapes for close circuit television (CCTV) cameras located on the perimeters of or within departmental facilities. The cameras record the image of employees and visitors entering and exiting some of the department's facilities or movements within certain restricted areas of the department. Access to the videotapes is strictly controlled by the Departmental Security Officer. Video information that reveals evidence of illegal activity, employee misconduct or accidents may be disclosed to appropriate staff relations, enforcement or investigative bodies for further investigations, charges or disciplinary actions. The tapes are normally kept for a thirty day period and are then reused. In the case of video information used in the conduct of an investigation, the video evidence is kept indefinitely.

Technical Enquiries – Canada Centre for Mineral and Energy Technology (CANMET)

This class includes technical enquiries, comments and opinions of individuals corresponding with the Department regarding issues related to mining and mineral technology. The information is used for reference purposes regarding any subsequent enquiry by an individual. Correspondence is retained for a minimum of two years.

Manuals

- CFS Acid Rain National Early Warning System: Manual on Plot Establishment and Monitoring
- CFS Aerial Application of Pesticides Manual
- CFS Basics of Plant Genetic Engineering and its Potential Application to Tree Species
- CFS Constructing Conifer Genomic Libraries: A Basic Guide
- CFS Detailed Methods for Conducting a Forest Inventory
- CFS Environmental Screening Procedures Manual – 1991.
- CFS Field Guide to the Common Forest Plants in Northwestern Ontario
- CFS Field Guide to the Forest Ecosystem Classification for Northwestern Ontario
- CFS Field Guide to the Forest Ecosystems of West-Central Alberta
- CFS Field Manual of Tree Diseases in the Maritimes Region
- CFS Forest Insect and Disease Survey Work Program and Procedures Manual – Annual.
- CFS Forest Resource Development Agreement Procedures Manuals
- CFS Forest Site Classification Manual – A Field Guide to the Damman Forest Types of Newfoundland – FRDA Report 003
- CFS Forest Tree Seed Inspector's Manual: OECD Scheme for Certification of Forest Reproduction Material Moving in International Trade
- CFS Forestry Canada – Visual Identity Program
- CFS Forestry Canada Technology Management Manual.
- CFS Forestry Canada's Style Guidelines for Scientific and Technical Publications
- CFS Forestry Canada-Ontario Region/Forest Pest Management Institute Fleet Management Manual
- CFS Forestry Field and Laboratory Manual for Herbicide Residue Sampling, Sample Processing and Reporting
- CFS Green Side Up-A Guide to Tree Planting
- CFS Guide to Cone Collecting of British Columbia Conifers

- CFS Guidelines for Editors of Symposium Proceedings
- CFS Guidelines for Rearing Containerized Conifer Seedling in the Prairie Provinces
- CFS Illustrated Guide to Stages of Jack Pine Cone Development
- CFS LOGPLAN II: A Model for Planning Logging and Regeneration Activities
- CFS Managing Your Woodland: A Non-Forester's Guide to Small Scale Forestry in British Columbia
- CFS Manual for Forest Tree Seed Orchard Management in the Maritimes
- CFS Manual for Greenhouse Grafting of Conifers in the Maritimes 1981
- CFS Manual for Operational Seed Processing with IDS (Incubating, Drying and Sorting)
- CFS Manual of Data Collection and Processing for the Development of Forest Biomass Relationships
- CFS Manual of Forest Inventory Guidelines for Federal and Indian Lands
- CFS Manual of Forest Management Plan Guidelines for Federal and Indian Lands
- CFS Mapping how we use our Land-using Participatory Action Research
- CFS Methods and Procedures for Testing Tree Seeds in Canada
- CFS Methods Manual – Chemical and Physical Analysis Laboratory
- CFS Methods Manual for Forest Soil and Plant Analysis (Forestry Canada-Northwest Region)
- CFS Methods of Soil and Tissue Analysis Used in the Analytical Laboratory
- CFS National Forestry Strategy – Sustainable Forest: A Canadian commitment.
- CFS Northern Forestry Centre: 1994 Student Employee Handbook
- CFS Northwest Region DEVMS User's Manual
- CFS Northwest Region Safety Manual
- CFS Pest Detection Manual for Pest Detection Officers – 1992
- CFS Policy and Procedures for the publications of the Forestry Sector
- CFS Pollination Techniques 1: No. I – Pollen Collection; No. II – Pollen Extraction and Storage; No. III – Flower Development Rating and Pollen Application
- CFS Practical Guide to Private Forest Management: Hand Planting of Base-root Seedlings
- CFS Practical Guide to Private Forest Management: Plantation Maintenance
- CFS Practical Guide to Private Forest Management: Planting Containerized Seedlings
- CFS Procedures for Estimation of Newfoundland's Biomass Reserves
- CFS Quantifying Pest-Caused Forest Depletion Using Geographic Information Systems and Database Technologies
- CFS Safe Tree Climbing in Forest Management
- CFS See “SCF Aménagement de l'érablière: guide de protection de la santé des arbres”
- CFS See “SCF Cahier de procédures pour confectionner le plan de gestion et compléter les demandes de participation et de paiement (Programme de développement forestier de l'Est du Québec)”
- CFS See “SCF Conseils pour la culture en récipient des semis de conifer dans les provinces des prairies”
- CFS See “SCF Guide d'utilisation – Système du programme d'aménagement forestier des terres indiennes”
- CFS See “SCF Guide des opérations du Plan de développement de l'Est du Québec (Programme forestier)”
- CFS See “SCF Guide du système d'information de l'Entente auxiliaire Canada-Québec sur le développement forestier 1985-1990”
- CFS See “SCF Lignes guides applicables aux travaux admissibles (Programme de développement forestier de l'Est du Québec)”
- CFS Seedling Production for Crown Lands in British Columbia: Guidelines for Commercial Container Nurseries
- CFS Silvicultural Treatment Eligibility and Assessment Guide (Forest Management Program of Indian Lands)
- CFS Some Protocols for CDNA Library Construction with Conifer Tissues
- CFS Specifications for Developing a Forest Management Plan
- CFS Specifications for Forest Inventory and Management Plan, Forestry Canada – Northwest Region
- CFS Successful Forestry – A Guide to Private Forest Management
- CFS Successful Forestry – A Private Woodlot Accounting Guide
- CFS Techniques for Starch Gel Electrophoresis of Enzymes from Forest Tree Species
- CFS The HSG (Harvest Supply Generated) Wood Supply Model: Description and User's Manual
- CSS Departmental Records Management Index
- CSS Departmental Security Manual
- CSS Departmental/Regional Health and Safety Manuals

- CSS Departmental/Regional Policies and Procedures Manuals
- CSS Employee's Manual
- CSS Financial Management Manuals
- CSS FINCON User's Manual
- CSS Forest Pest Management Institute Staff Handbook
- CSS Forestry Canada Personnel Management Manual
- CSS Forestry Canada-Ontario Region Staff Guide to Policies and Procedures
- CSS Human Resources Information System – User's Guide
- CSS Petawawa National Forestry Institute – Orientation Manual
- CSS Planning and Integrated Management System: Administrator's Guide
- CSS Planning and Integrated Management System: User's Guide
- CSS Treasury Board Submission Procedure Manual
- ECB Guidelines for Executive Correspondence
- ECB Handbook on Planning Ministerial Events
- ES Crude Oil Allocation Manual
- ES Gasoline Rationing Manual
- ES Petroleum Emergency Allocation System Manual
- ES Petroleum Products Allocation Manual
- GC 15-Year Long-Range Plan – International Boundary Commission
- GC Digital Mapping Standards
- GC ER 18 Inertial and Gyro Systems
- GC ER 19 Field Reports
- GC Manual for Operation of Photographic Analysis System
- GSC Regional Modular Seismograph Station – Operator's Manual
- GSC Standard Station Operator's Manual
- MS Agreement "Cooperation Agreement on Mineral Development"
- MS Canadian Exploration Incentives Program (CEIP) Manuals Procedures
- MS Catalogue of Mineral Statistics, Federal and Provincial Publications and Surveys in Canada

General information about the Department's programs, activities and various publications may be obtained at the addresses listed below:

Alberta

Explosives Regulatory Division
Western Regional Office
Inspector of Explosives
Unit 244
755 Lake Bonavista Drive, S.E.
Calgary, Alberta
T2J 0N3

Tel.: (403) 292-4766

Deputy Surveyor General, West
Legal Surveys Division
Canada Place
9700 Jasper Avenue
Suite 930
Edmonton, Alberta
T5J 4C3

Tel.: (403) 495-2138

Earth Sciences Sector
GSC – Calgary
3303-33rd Street Northwest
Calgary, Alberta
T2L 2A7

Tel.: (403) 292-7049

Northern Forestry Centre
Canadian Forest Service
5320 122nd Street
Edmonton, Alberta
T6H 3S5

Tel.: (403) 435-7202

CANMET Western Research Centre (Coal)
1 Oil Patch Drive
Devon, Alberta
T9G 1A8

Tel.: (403) 987-8214

British Columbia

Explosives Regulatory Division
Pacific Regional Office
Inspector of Explosives
101-605 Robson Street
Vancouver, British Columbia
V6B 5J3

Tel.: (604) 666-0366

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Regional Surveyor
 Legal Surveys Division
 1138 Melville St., #1501
 Vancouver, British Columbia
 V6E 4S3

Tel.: (604) 666-5320

Earth Sciences Sector
 GSC – Pacific
 9860 West Saanich Road
 P.O. Box 6000
 Sydney, British Columbia
 V8L 4B2

Tel.: (604) 363-6438

Pacific Forestry Centre
 Canadian Forest Service
 506 West Burnside Road
 Victoria, British Columbia
 V8Z 1M5

Tel.: (604) 363-0600

Geological Survey of Canada
 Cordilleran Division
 605 Robson Street
 Suite 101
 Vancouver, British Columbia
 V6B 5J3

Tel.: (604) 666-0529

Manitoba

Clients Liaison Unit
 Legal Surveys Division
 501-275 Portage Avenue
 Winnipeg, Manitoba
 R3B 2B3

Tel.: (204) 983-3777

New Brunswick

Atlantic Forestry Centre
 P.O. Box 4000
 Fredericton, New Brunswick
 E3B 5P7

Tel.: (506) 452-3508

Newfoundland

Atlantic Forestry Centre
 Research Facility
 Building 304, Pleasantville
 St. John's, Newfoundland
 A1C 5X8

Tel.: (709) 772-4683

Industrial Benefits and Environmental Monitoring
 P.O. Box 8950
 St. John's, Newfoundland
 A1C 6C9

Tel.: (709) 772-2607

Northwest Territories

Deputy Surveyor General, North
 Legal Surveys Division
 4920 52nd Street
 Yellowknife, Northwest Territories
 X1A 2N5

Tel.: (867) 669-3909

Nova Scotia

Applications Division
 ACRSO
 Halifax, Nova Scotia
 B3K 5R3

Tel.: (902) 426-4892

Earth Sciences Sector
 GSC – Atlantic
 Bedford Institute of Oceanography
 P.O. Box 1006
 Dartmouth, Nova Scotia
 B2Y 4A2

Tel.: (902) 426-8513 or 3225

Atlantic Clients Liaison Unit
 Legal Surveys Division
 136 Victoria Street East
 Amherst, Nova Scotia
 B4H 1Y1

Tel.: (902) 661-6761

Explosives Regulatory Division
 Atlantic Regional Office
 Inspector of Explosives
 1505 Barrington Street
 Halifax, Nova Scotia
 B3J 3K5

Tel.: (902) 426-3599

Ontario

Mining and Mineral Sciences Laboratories
 Underground Mine Environment
 1079 Kelly Lake Road
 Sudbury, Ontario
 P3E 5P5

Tel.: (705) 677-7815

Petawawa Research Forest
Canadian Forest Service
P.O. Box 2000
Chalk River, Ontario
K0J 1J0

Tel.: (613) 589-3000

Great Lakes Forestry Centre
Canadian Forest Service
1219 Queen Street East
P.O. Box 490
Sault Ste. Marie, Ontario
P6A 5M7

Tel.: (705) 759-5740

Ontario Clients Liaison Unit
Legal Surveys Division
55 St. Clair Avenue East
Suite 606
Toronto, Ontario
M4T 1M2

Tel.: (416) 973-7513

Sudbury Backfill Laboratory
Ramsey Lake Road
Sudbury, Ontario
P3C 2C6

Tel.: (705) 675-5008

Prince Edward Island

Efficiency and Alternative
Energy Branch
Prince Edward Island District Office
Charlottetown, Prince Edward Island
C1E 1B0

Tel.: (902) 566-7380

Québec

Laurentian Forestry Centre
P.O. Box 3800
1055 du P.E.P.S. Street
Sainte-Foy, Quebec
G1V 4C7

Tel.: (418) 648-5847

Centre for Topographic Information (Sherbrooke)
2144 King Street West
Sherbrooke, Quebec
J1J 2E8

Tel.: (819) 564-5602

Earth Sciences Sector
GSC – Quebec
2535 Laurier Boulevard
P.O. Box 7500
St. Foy, Quebec
G1V 4C7

Tel.: (418) 654-2603

CANMET Energy Diversification
Research Laboratory
1615 Lionel-Boulet Boulevard
Varenes, Quebec
J3X 1S6

Tel.: (514) 652-6639

Mining and Mineral Sciences Laboratories
Experimental Mine
Mine-Laboratoire
Val d'Or (Quebec)
J9P 4P8

Tel.: (819) 736-4331

Clients Liaison Unit
Legal Surveys Division
320, rue St-Joseph Est
Québec, Québec
G1K 8G5

Tel.: (418) 648-5721

Saskatchewan

Regional Surveyor
Legal Surveys Division
100 Central Park Place, 2208 Scarth St.
Regina, Saskatchewan
S4P 2L6

Tel.: (306) 780-5402

Minerals and Metals Sector
101 22nd Street East
Suite 405
Saskatoon, Saskatchewan
S7K 0E1

Tel.: (306) 975-5960

Data Acquisition Division
Prince Albert Satellite Station
7 Miles Northwest
Prince Albert, Saskatchewan
S6V 5S7

Tel.: (306) 953-8536

Yukon

Clients Services Unit
Legal Surveys Division
300 Main Street, Room 225
Whitehorse, Yukon
Y1A 2B5

Tel.: (403) 667-3951

Nunavut

Nunavut Client Liaison Unit
Government of Canada Building #969
P.O. Box 2380
Iqaluit, Nunavut
X0A 0H0

Tel.: (867) 975-4633

Reading Room

In accordance with the Access to Information Act the
Natural Resources Canada reading room is located on
the:

Ontario

ATIP Secretariat
11th Floor, DI
580 Booth Street
Ottawa, Ontario
K1A 0E4

Tel: (613) 995-1236
Fax: (613) 995-0693

Natural Sciences and Engineering Research Council of Canada

Chapter 101

General Information

Background

The Natural Sciences and Engineering Research Council (NSERC) is the national instrument for making strategic investments in Canada's capability in science and technology. NSERC was established in 1978 as a departmental corporation, a specialized agency that operates at arm's length from government. It is responsible for the promotion and support of research in the natural sciences and engineering, other than the health sciences. NSERC supports basic university research through research grants and project research through partnerships of universities with industry, as well as the advanced training of highly qualified people in both areas.

Responsibilities

NSERC's mission is to foster the discovery and application of knowledge through the support of university research and the training of scientists and engineers. The Council promotes the use of this knowledge to build a strong national economy and improve the quality of life of all Canadians. NSERC fulfills its mission by awarding grants and scholarships through a competitive process and by building partnerships among universities, governments and the private sector.

Over 8,000 Canadian researchers benefit from NSERC support. In addition, over 3,300 Canadians hold an NSERC scholarship or fellowship. NSERC programs provide employment to about 14,000 persons, of which 80% are students and postdoctoral fellows; the remainder are skilled technicians and research professionals.

Legislation

- Government Organization (Scientific Activities) Act (1976)

Organization

President

The President, who is chief executive officer of Council, is responsible for the overall management and direction of the work of Council staff in the development and delivery of programs.

◆ Communications

This division is responsible for publications, media relations and public affairs.

◆ Research Grants and Scholarships Directorate

This directorate co-ordinates activities associated with support of the research base (research grants in support of a spectrum of research activities, grants for the purchase, operation and maintenance of research equipment, facilities and installations) as well as the prestigious E.W.R. Steacie Memorial Fellowships. It also administers awards to undergraduate and graduate students, postdoctoral fellows, and scientists and engineers for advanced study and research training in Canadian universities, industry, and government laboratories.

◆ Common Administrative Services Directorate

This directorate is responsible for the systems and services which support NSERC's officers and staff and facilitate the implementation of programs. In general, this includes administration, finance, human resources management and information management.

◆ Council Secretariat

The Secretariat co-ordinates Council's parliamentary requirements and administers a complex network of committees which form the basis of NSERC's operations. The office plays an important co-ordination role in corporate policy within NSERC and in liaison with central agencies and external organizations. It is also responsible for the administration of the Access to Information Act and the Privacy Act and for ethical issues related to research.

◆ Policy and International Relations

This division co-ordinates strategic planning, program policy development, evaluation, internal audit, international relations and special research projects.

◆ Research Partnerships Directorate

This directorate administers programs intended to promote research in selected fields of national importance and to forge closer links between the university research community, research-oriented government departments and the private sector.

These include Strategic Projects, Research Networks and University-Industry projects.

Information Holdings

Program Records

◆ Communications

Communications

Description: Information related to the administration and management of NSERC's internal and external communications function including publishing, public and media relations. **Topics:** Communications: public relations; publications. **Access:** Files arranged by subject. **Program Record Number:** SER SER 021

◆ Research Grants and Scholarships Directorate

Collaborative Research Initiatives

Description: Information related to a series of NSERC programs designed to support collaboration among Canadian scientists and engineers. **Topics:** Collaborative Special Projects Grants; Collaborative Project Grants. **Access:** files arranged by applicant, university, program, and year. **Note:** These programs were discontinued in 1996. **Storage Medium:** For certain programs, information maintained in case files is held in a computerized database. **Program Record Number:** SER SER 031

Equipment Grants

Description: Information related to NSERC's role in enhancing the research capability of university researchers and providing a stimulating environment for research by supporting the purchase of research equipment. **Topics:** Equipment grants; research equipment. **Access:** Files arranged by applicant, university and year. **Storage Medium:** Computer database and paper case files. **Program Record Number:** SER SER 036

Other General Support

Description: Information related to a series of NSERC special programs and mechanisms aimed at the promotion and support of activities not supported by other programs. **Topics:** E.W.R. Steacie Memorial Fellowships; Attachés de recherche du CRSNG*; Conference grants*; Scientific Publication grants*; Miscellaneous grants*; Canadian Council on Animal Care. **Access:** Information arranged by name of applicant and/or university, program, and year. **Note:** Programs marked * discontinued in 1995. **Storage Medium:** Computer database and paper case files. **Program Record Number:** SER SER 045

Postgraduate Scholarships

Description: Information related to NSERC programs which aim to assist in the provision of highly qualified scientists and engineers by providing financial support to excellent students working toward a master's or doctoral degree in the natural sciences or engineering. **Topics:** postgraduate scholarships. **Access:** Files arranged by name of applicant, program and year. **Storage Medium:** Computer database and paper case files. **Program Record Number:** SER SER 055

Research Fellowships

Description: Information related to NSERC programs which provide recent doctoral graduates in science and engineering disciplines with opportunities to add to their experience by engaging in research activities in universities and research institutes in Canada and abroad, and in Canadian research-oriented companies. **Topics:** Postdoctoral Fellowships; Industrial Research Fellowships. **Access:** Files arranged by name of applicant, program and year. **Storage Medium:** Computer database and paper case files. **Program Record Number:** SER SER 060

Research Grants

Description: Information related to NSERC's largest grants program aimed at the promotion and support of a broad base of high quality research in the natural sciences and engineering in Canadian universities. **Topics:** Research grants (individual, team and project); Infrastructure grants. **Access:** Files arranged by name of applicant, university and year. **Storage Medium:** Computer database and paper case files. **Program Record Number:** SER SER 026

◆ Council Secretariat

Secretariat

Description: Information related to the organizational structure, membership, agenda, minutes and activities of the Council and its committees; as well as records related to corporate policy; access to information and privacy, and research ethics. **Topics:** Terms of reference; agenda and minutes; membership; committees. **Access:** Information arranged by subject or by committee. **Storage Medium:** Files arranged by subject. **Program Record Number:** SER SER 006

◆ Policy and International Relations

Evaluation and Audit

Description: Information related to internal audits and to the evaluation of NSERC's programs, corporate systems and services. **Topics:** Program evaluation; internal audit. **Access:** Files arranged by subject. **Program Record Number:** SER SER 016

International Programs

Description: Information related to NSERC programs aimed at fostering co-operation and collaboration between Canadian researchers and scientists and engineers in other countries through such activities as joint projects, visits and exchanges. **Topics:** NSERC Foreign Researcher Awards*; Register of Canadians Studying Abroad*; Bilateral Exchange Awards; CIDA/NSERC Research Associateships*. **Access:** Files arranged by applicant name, program and year. **Note:** Programs marked * discontinued in 1995. **Storage Medium:** Computer database and paper case files. **Program Record Number:** SER SER 065

Policy and Planning

Description: Information related to corporate and long-range planning and policy development activity. **Topics:** policy development; planning; multi-year plans. **Access:** Files arranged by subject. **Program Record Number:** SER SER 011

◆ Research Partnerships Directorate

Research Partnerships

Description: Information related to NSERC's Research Partnerships program which promotes and supports joint research initiatives and collaboration between universities and Canadian companies or universities and government labs. **Topics:** University-Industry Projects; Research Networks; research and development. **Access:** Files arranged by subject or by case file number. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SER SER 075

Strategic Projects

Description: Information related to NSERC's program of support for Strategic Projects which provide support to eligible researchers or teams of researchers in Canadian academic institutions for substantial projects in selected research areas of national concern. **Topics:** Strategic projects; university research; funding of university research. **Access:** Files are arranged by name of principal applicant, university, and year. **Storage Medium:** Computer database and paper case files. **Program Record Number:** SER SER 070

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

◆ Research Grants and Scholarships Directorate

Collaborative Research Initiatives

Description: This bank contains information related to applications for support of collaborative research initiatives submitted by individuals who hold academic appointments in eligible Canadian academic institutions. It also contains information related to the administration of these types of awards. It includes details of applicants' post-secondary education, professional experience, and proposals, as well as referee and committee assessments, decisions, reports and recommendations. **Class of Individuals:** Individuals who apply to NSERC for support of collaborative projects and third parties from whom NSERC has requested assessments of proposals. **Purpose:** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. **Consistent Uses:** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information

about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. **Retention and Disposal Standards:** Paper files, some of which contain documentation on successive applications and awards, are retained by NSERC until ten years from the date of the last correspondence on file. **Note:** These programs were discontinued in 1996. **Related to PR#:** SER 031 **TBS Registration:** 002573 **Bank Number:** SER PPU 055

General Support Programs

Description: This bank contains applications, forms and correspondence related to NSERC's research support and other programs which provide support for research personnel. This would include the Attachés de recherche du CRSNG*, the E.W.R. Steacie Fellowships, and some Miscellaneous Grants*. Files may contain details of applicant's post-secondary education, professional experience, referee and selection committee assessments, and Council's decisions. They may also contain administrative and financial documents related to

the administration of awards. **Class of Individuals:** Individuals who participate in NSERC's Research Support and other general support programs and third parties from whom NSERC has requested assessments of proposals. **Purpose:** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. **Consistent Uses:** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. **Retention and Disposal Standards:** Case

files, which can include documentation related to a series of successive applications, are retained by NSERC until seven years from the date of the last correspondence on file. **Note:** Programs marked * discontinued in 1995. **Related to PR#:** SER 041; SER 045 **TBS Registration:** 002574 **Bank Number:** SER PPU 060

Lists of External Referees

Description: This bank contains names, affiliation and mailing addresses of individuals in Canada and abroad who are asked by the Council to review proposals for grants to individuals and groups. Only a few of the fields of natural sciences and engineering are included in this bank. Persons requesting access to their personal data should provide field of research, name and affiliation. **Class of Individuals:** individuals in Canada and abroad who are asked by the Council to review proposals for grants. **Purpose:** The information is used to select external referees for research proposals. **Retention and Disposal Standards:** The retention period for records in this bank is under review. **TBS Registration:** 003514 **Bank Number:** SER PPU 050

Register of Canadians Studying Abroad

Description: This bank contains information on the professional qualifications of Canadians who are doing postgraduate or postdoctoral work in the natural sciences or engineering in foreign universities and institutes and who have registered with NSERC so that their availability may be made known to participating Canadian employers who require qualified research personnel. Information includes name, address, current field of study or research, and details of post-secondary education. **Class of Individuals:** Canadian graduate and postgraduate students studying or working in foreign countries who have registered with NSERC. **Purpose:** Information in the bank is used to facilitate the return to Canada of highly qualified scientists and engineers to meet the needs of Canadian employers. **Consistent Uses:** NSERC uses the information in the Register to evaluate its programs and to produce statistics and planning information. NSERC also searches the electronic database file associated with the Scholarships and Fellowships Personal Information Bank to identify potential registrants from among scholars receiving NSERC support. These individuals are then contacted and invited to register. **Retention and Disposal Standards:** Paper documents are retained for three calendar years after the year of registration. Registrants are removed from the electronic database upon request or automatically if no update is received for three years. **Note:** Program discontinued 1995. **Related to PR#:** SER 065 **TBS Registration:** 002577 **Bank Number:** SER PPU 075

Research Grants

Description: This bank contains information related to individual, team and project Research Grant applications as well as applications for equipment, Major Installation and Infrastructure Grants submitted by researchers who hold academic appointments in eligible Canadian academic institutions. It also includes information related to the administration of these types of awards. It includes details of applicants' post-secondary education and professional experience, proposals, referee and selection committee assessments, and Council's decisions. **Class of Individuals:** Applicants for NSERC Research, equipment, major installation, and infrastructure grants and third-party reviewers from whom NSERC has requested assessments of proposals. **Purpose:** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. **Consistent Uses:** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review

and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. **Retention and Disposal Standards:** Inactive paper files, which may include the documentation related to multiple applications, are retained by NSERC until seven years after the date of the last correspondence on the volume. **Related to PR#:** SER 026; SER 036 **TBS Registration:** 002581 **Bank Number:** SER PPU 095

Scholarships and Fellowships

Description: This bank contains information related to the adjudication and administration of NSERC's scholarships and fellowships programs including Undergraduate Research Awards (industry and small universities), Postgraduate Scholarships, Industrial Postgraduate Scholarships, Postgraduate Scholarships in Science Librarianship and Documentation*, 1967 Science and Engineering Scholarships*, Postdoctoral Fellowships, Industrial Research Fellowships, and NATO Science Fellowships. It contains details of applicant's post-secondary education and, in some cases, professional experience. It includes ratings, assessments, recommendations and decisions. The bank also contains the administrative and financial documentation generated in the administration of these awards. **Class of Individuals:** Applicants for NSERC scholarships and fellowships and third parties who provide assessment of applicants' suitability for these awards. **Purpose:** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. **Consistent Uses:** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. 2. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Applications

may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 3. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant, award type, amount awarded, institution and department, the proposed location of tenure, the discipline or field of research, the project title and, beginning in 1996 for some programs, a summary of the research proposal prepared by the applicant for public reference. 4. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 5. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 6. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 7. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. **Retention and Disposal Standards:** Paper files, which may contain documentation related to successive applications in different programs, are retained by NSERC until six years after the date of the last correspondence on file. **Note:** Programs marked * discontinued in 1995. **Related to PR#:** SER 050; SER 055; SER 060 **TBS Registration:** 002575 **Bank Number:** SER PPU 065

Visiting Fellowships in Canadian Government Laboratories

Description: This bank contains information related to the granting of Visiting Fellowships in Canadian Government Laboratories which NSERC administers on behalf of a number of federal departments and agencies. It also contains information on NSERC International Fellowships offered in Canadian Universities*. The bank contains details of applicants' post-secondary education and professional experience. It may contain information on an applicant's marital status and the number and ages of children in cases where NSERC is involved in arranging travel and insurance. It includes assessments of applications as well as recommendations and decisions. The bank also contains the administrative and financial documentation generated in the administration of awards. **Class of Individuals:** Canadian citizens and researchers from other countries who participate in the program of Visiting Fellowships in Canadian Government Laboratories or the Canada International Fellowships Program*, and third parties who provide references and assessments of applicants' suitability for awards. **Purpose:** Information in the bank is used to review

applications and to monitor and administer awards and programs. **Consistent Uses:** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. For the Visiting Fellowships Program, which NSERC administers on behalf of other federal departments, applications will be shared with appropriate officials in other federal institutions. 2. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 3. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department (for scholarships and fellowships holders, the proposed location of tenure), the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 4. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 5. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 6. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 7. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. **Retention and Disposal Standards:** Paper files, which may contain documentation related to successive applications, are retained by NSERC until six years after the

date of the last correspondence on the file. **Note:** Programs marked * discontinued in 1995. **Related to PR#:** SER 065 **TBS Registration:** 002579 **Bank Number:** SER PPU 085

◆ Common Administrative Services Directorate

Employment Applications

Description: This bank contains information for reference on candidates available for employment at the Natural Sciences and Engineering Research Council when vacancies arise. It contains letters, completed application forms, applicant resumes; it may contain comments of the interviewer, letters of reference and other application information on individuals who have applied for specific advertised openings or an appropriate future opening. Individuals wishing access should provide their full name and address. **Class of Individuals:** Individuals who apply for employment with the Natural Sciences and Engineering Research Council. **Purpose:** Information is used for staffing vacancies as they arise. **Retention and Disposal Standards:** Records are retained for two fiscal years and then destroyed. **PAC Number:** 78-001 **TBS Registration:** 003515 **Bank Number:** SER PPU 045

◆ Council Secretariat

Access Request Data Bank

Description: This bank contains the access request forms sent to NSERC by individuals requesting access to records and to personal information, the replies to these requests, and information related to their processing. **Class of Individuals:** Individuals who have made requests to NSERC under the Access to Information Act or the Privacy Act. **Purpose:** The purpose of this bank is to administer requests made under the Access to Information Act and the Privacy Act. **Retention and Disposal Standards:** Files are maintained for two years following the last administrative action. **PAC Number:** 78-001 **TBS Registration:** 001627 **Bank Number:** SER PPU 035

Committee Nominations and Membership

Description: This bank includes the names of individuals who have been recommended or nominated for participation on NSERC committees. It may include affiliations, addresses and telephone numbers, areas of expertise, the name of the person who made the nomination as well as information on the individual's past participation and future availability. For individuals who confirm their acceptance of a nomination, the bank may also include a current curriculum vitae, and fuller information on the membership selection process including staff reports and the views of discipline experts consulted about the nominations. **Class of**

Individuals: Members of the scientific and engineering community in Canada and abroad nominated by their peers or identified by NSERC as prospective committee members. Individuals who agree to serve on NSERC committees. Persons who nominate or recommend others as prospective committee members. Individuals consulted by NSERC staff during the committee membership selection process. **Purpose:** This information is used to identify and select individuals with specific technical knowledge and expertise to participate on NSERC committees. **Consistent Uses:** Information related to nominees may be disclosed to members of current NSERC committees and/or other discipline experts for the purpose obtaining of their opinions on the committee composition. In cases where NSERC proposes to disclose information about nominees to others to obtain their views, staff first contact the nominees to advise them about this process and obtain their consent. **Retention and Disposal Standards:** Five years after the last administrative action. **Related to PR#:** SER 006 **TBS Registration:** 003939 **Bank Number:** SER PPU 022

Compliance – Integrity in Research and Scholarship

Description: This bank includes correspondence and reports collected and generated in the course of monitoring institutional and individual compliance with the Tri-Council Policy Statement on Integrity in Research and Scholarship. It may include allegations of non-compliance, requests from NSERC to research institutions to explore allegations, summaries of institutional findings and sanctions imposed by NSERC. **Class of Individuals:** Individuals who make allegations about breaches of the Tri-Council Policy Statement on Integrity in Research and Scholarship, individuals who are the subject of allegations, officials in research institutions or in the academic community involved in determining whether allegations are well-founded. **Purpose:** The purpose of this bank is to monitor the compliance of research institutions and individual researchers with the Tri-Council Policy Statement on Integrity in Research and Scholarship. **Retention and Disposal Standards:** Five years after the last administrative action. Summary information related to sanctions maintained for the duration of the sanction. **Related to PR#:** SER 006 **TBS Registration:** 003940 **Bank Number:** SER PPU 023

◆ Research Partnerships Directorate

Research Partnerships Programs

Description: This bank contains information on individuals participating in NSERC's Research Partnerships which promote collaboration between universities and companies or universities and government researchers. This bank includes university-industry programs and research networks. Files may include details of applicants' post-secondary

education, professional experience, and research proposals. They may also include references and assessments by third parties, committee recommendations, Council's decisions and documentation generated in the administration of awards. **Class of Individuals:** Participants in NSERC's Research Partnerships programs and individuals from whom NSERC has requested expert assessments of applications and proposals. **Purpose:** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. **Consistent Uses:** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant, scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees.

8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. **Retention and Disposal Standards:** Paper files are retained by NSERC until seven years after the date of the last correspondence on file. **Related to PR#:** SER 075 **TBS Registration:** 002580 **Bank Number:** SER PPU 090

Strategic Projects

Description: This bank contains information related to applications received from researchers in Canadian academic institutions for support under the Strategic Projects program and information related to the administration of these awards. It includes details of applicants' post-secondary education, professional experience, and research proposals as well as referee and selection panel assessments, and Council's decisions. **Class of Individuals:** Applicants for NSERC Strategic Project support and third-party reviewers from whom NSERC has requested assessments of applications. **Purpose:** All personal information related to applicants is used to review applications and to administer and monitor awards and programs.

Consistent Uses: Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and

department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. **Retention and Disposal Standards:** Inactive paper files, which may include documentation related to multiple applications, are retained by NSERC until seven years after the date of the last correspondence. **Related to PR#:** SER 070 **TBS Registration:** 002578 **Bank Number:** SER PPU 080

International Programs

Description: This bank contains information related to NSERC's Bilateral Exchange Awards, NSERC Foreign Researcher Awards*, Grants for Research Abroad* and CIDA/NSERC Research Associateships*. It contains information supplied by participants on their post-secondary education, professional experience and research proposals, and may include third-party assessments. The bank contains administrative and financial documentation generated in the administration of the awards. **Class of Individuals:** Participants in NSERC's international programs and individuals who provide assessments of proposals. **Purpose:** All personal information related to applicants is used to review applications and to administer and monitor awards and programs. **Consistent Uses:** Consistent with these purposes, applicants should also expect that personal information about them held by NSERC may be used and disclosed in the following ways: 1. As part of peer review, applications are disclosed to selection committees composed of experts recruited from the academic, private and public sectors. In some cases, applications may also be reviewed by external referees, members of ad hoc review committees or site visit committees. Reviews and selection committee comments about a proposal are accessible to co-applicants. 2. NSERC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 3. Because NSERC has a single corporate database, NSERC staff are generally aware of applications submitted by the same individual to different NSERC programs. Some selection committees are provided with multi-year summaries of an individual's NSERC

applications and awards in all programs. In cases when, for example, there is a question of possible overlap in the support of an applicant's research activities by two or more NSERC programs, application material submitted to one program may be used during the review of an application submitted to another program. Similarly, applications may be disclosed to program staff in the Social Sciences and Humanities Research Council or the Medical Research Council for the purposes of determining the most appropriate funding jurisdiction or to monitor overlap in federal support. 4. NSERC routinely publishes and disseminates certain details about successful applications. These include name of the applicant(s), award type, amount awarded, institution and department, the discipline or field of research, the project title and, beginning in 1996 for grant programs, a summary of the research proposal prepared by the applicant for public reference. 5. Files and databases containing personal information may also be used by NSERC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to NSERC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. NSERC collects data on the gender of applicants on a voluntary basis only and uses it to promote the increased participation of women in NSERC programs and on NSERC committees. 8. NSERC also uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to the research community. **Retention and Disposal Standards:** Paper files, which may contain documentation related to successive applications and awards, are retained by NSERC until seven years after the date of the last correspondence on file. **Note:** Programs marked * discontinued in 1995. **Related to PR#:** SER 065 **TBS Registration:** 002576 **Bank Number:** SER PPU 070

Classes of Personal Information

Subject files

NSERC's subject files contain a certain amount of personal information not arranged or retrievable by personal identifiers. Typically, this includes personal addresses associated with routine requests for information or opinions expressed by individuals in correspondence with NSERC on program matters.

This kind of personal information is not used for any specific administrative purpose. It is normally retrievable only if the requester gives details about the subject, date, and circumstances under which the information was provided to NSERC. The retention period for this kind of information is governed by schedules approved by the National Archivist for various subject files in which it is stored.

Manuals

- Peer Review Manual
- Research Partnerships: Technology Diffusion Activities
- Researcher's Guide
- Scholarships and Fellowships Guide
- Tri-Council Policy Statement on Integrity in Research and Scholarship
- Your NSERC Award

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Additional information on the Council's organization, programmes and operations can be obtained by contacting:

Communications
NSERC
Constitution Square
13th floor, 350 Albert Street
Ottawa, Ontario
Tel.: (613) 995-6295

Reading Room

NSERC has designated one of its meeting rooms a public reading room in accordance with the Act. The address is:

National Capital Region

Constitution Square
13th floor, 350 Albert Street
Ottawa, Ontario

Northern Pipeline Agency Canada

Chapter 102

General Information

Background

The Northern Pipeline Agency (NPA) was created with the proclamation of the Northern Pipeline Act in April 1978, to oversee planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project by the Foothills Group of Companies. Pending resumption of planning and construction of the pipeline, the only office in the Agency that is staffed is the Office of the Commissioner, which maintains a small support staff.

Responsibilities

The Agency's mandate is twofold. It is required to regulate the project and to streamline and expedite the approvals process. It is also responsible for ensuring that the pipeline system yields for Canadians the maximum economic and industrial benefit with the least amount of social and environmental disruption, particularly to native communities.

The Agency was designed to act as a single window between federal authorities and the Foothills Group of Companies, and between provincial and territorial governments, and the Government of the United States. In keeping with the Act, many regulatory powers of other federal departments and agencies related to the pipeline project have been delegated to the Agency. This is not the case for those powers reserved exclusively to the National Energy Board or shared between the Board and the Agency.

Legislation

- Northern Pipeline Act, R.S.C. 1985, c. N-26

Organization

◆ Office of the Commissioner

As Agency headquarters, the Office provides support to both the Minister responsible for the Agency and the Commissioner. The Office is responsible for developing and consulting on major policy issues between the United States, the provinces, and federal departments and agencies, concerning the planning and construction of the Canadian portion of the Alaska Highway Gas Pipeline Project.

◆ Office of the Administrator

The Office exercises such powers and performs such duties and functions as the Minister may specify.

◆ Office of the Designated Officer

The Office carries out all the responsibilities specifically required under the Northern Pipeline Act.

◆ Policy and Programs Unit (not staffed)

This Unit is responsible for most aspects of the Agency's operational role not assigned by statute to the deputy administrator and designated officer, and for contributing to those orders, directions and approvals for the designated officer which require the Minister's concurrence. It is also responsible for socio-economic and environmental matters, industrial benefits, relationships with federal, provincial and territorial government departments, and manpower planning and logistical matters related to the project. It holds special policy responsibilities for the internal planning and administration of the Agency in matters of financial management and administration.

◆ Socio-economic and Environment Unit (not staffed)

This Unit acts as liaison with various public interest groups and territorial, provincial and federal bodies; advises on socio-economic and environmental policies and procedures; administers terms and conditions; carries out socio-economic and environmental surveillance and monitoring to minimize the negative effects and maximize the benefits of construction and operation of the pipeline. It advises the Agency, federal, provincial and territorial government departments, and community and native groups, and confers with the owners, contractors, and unions on matters related to the avoidance and resolution of labour disputes on the project.

◆ Scheduling and Regulatory Unit (not staffed)

This Unit oversees the project scheduling and cost control procedures involved in building the pipeline, including scheduling, critical path planning, and cost review and monitoring. It is also involved in the major areas of project progress information centre and surveillance proceedings, right-of-way responsibilities delegated by the National Energy Board, as well as the issue of permits and orders to ensure correct technical content.

◆ Engineering Design Unit (not staffed)

This Unit is responsible for design review and ensuring that appropriate methods are followed by the pipeline engineering section with each company of the Foothills Group. It is responsible for the approval of all engineering design of the pipeline, as well as for providing direction to personnel who will ensure that the company conforms with the engineering requirements, orders, specifications and terms and conditions related to the construction of the pipeline.

Information Holdings

Program Records

Advisory Councils

Description: Information on relations with Advisory Councils to assist the Minister and Commissioner in carrying out the objects of the Northern Pipeline Act. **Program Record Number:** NPA ADM 015

British Columbia Regional Office

Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in British Columbia with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. **Topics:** Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. **Access:** Files are arranged by subject and construction zone. **Program Record Number:** NPA ADM 025

Delegated Authorities

Description: Information on the exercise and performance of certain powers, duties and functions delegated to the Northern Pipeline Agency by other government departments. **Topics:** Delegation of authority from the National Energy Board; delegation of authority under the National Energy Board Gas Pipeline Regulations; delegation of authority under the Northern Pipeline Act. **Access:** Files arranged by subject and construction zone. **Program Record Number:** NPA ODO 040

Engineering and Operational File

Description: Information on all engineering aspects associated with the operational phase of the pipeline. **Topics:** Analyses and tests; compressor stations; meter stations; pipeline stress; engineering surveillance; pipeline crossings. **Access:** Files arranged by subject and construction zone. **Program Record Number:** NPA EDU 100

Engineering Design and Development

Description: Information on the engineering design and development necessary before the construction of the pipeline. **Topics:** Specifications and codes; analyses and tests; materials engineering; geotechnical design; pipeline design. **Access:** Files arranged by subject and construction zone. **Program Record Number:** NPA EDU 095

Environment

Description: Information on all aspects of the environment, including climatic conditions in areas through which the pipeline passes, any changes and their effects on pipeline construction. **Topics:** Environmental impact settlement; biological effects; wildlife; pollution; permafrost, frost heave, and ice. **Access:** Files arranged by subject and segment of the pipeline. **Program Record Number:** NPA SEE 070

Government Programs

Description: Information on the powers and authorities delegated to the NPA by other federal departments and agencies, except the National Energy Board. **Topics:** Permits and orders; land tenure and use; field surveillance scheduling and administration. **Access:** Files arranged by subject and construction zone. **Program Record Number:** NPA TRA 050

Industrial Benefits

Description: Information on the economic benefits to Canada of the construction of the Alaska Highway Gas Pipeline through the purchase of pipeline material. **Topics:** Pipe procurement; valve procurement; turbine-compressor packages; fittings procurement; Canadian content. **Access:** Files arranged by subject and construction zone. **Program Record Number:** NPA TRA 055

Legal Affairs

Description: Information on the administration of legal matters; also opinions and decisions. **Topics:** Policy; Commissioner of Oaths; interpretation and application of legislation. **Program Record Number:** NPA ADM 030

Logistics Transportation

Description: Information on logistical plans and activities from the standpoint of their effects on transportation systems. **Topics:** Transportation – pipe; air transportation systems; rail transportation systems. **Access:** Files arranged by subject and construction zone. **Program Record Number:** NPA TRA 045

Manpower

Description: Information on manpower planning, requirements, reporting, recruiting, training, orientation and compensation as they relate to construction of the

Alaska Highway Gas Pipeline. **Topics:** Information and recruitment; native hiring and opportunities; training and hiring preferences; manpower inventory; health plans, housing and work camps; contractor-union undertakings; female workers; statistics; manpower counts; construction manpower reports; surveillance manpower reports. **Access:** Files arranged by subject and segment of the line. **Program Record Number:** NPA SEE 075

Policy

Description: Information on federal-provincial, intergovernmental and international relations and negotiations concerning financing, construction, agreements, tariffs, gas exports and legislation. **Program Record Number:** NPA COM 005

Project Scheduling and Monitoring

Description: Information on regulatory matters, construction scheduling and monitoring, cost control and critical path planning for the project. **Access:** Files arranged by construction zone. **Program Record Number:** NPA SRU 090

Public Affairs

Description: Information on NPA public relations, community information, media liaison and employee communications. **Topics:** Information services; advertising; communications strategies. **Program Record Number:** NPA ADM 035

Right-of-Way

Description: Information on the acquisition of land for the construction of the pipeline or of any facilities associated with it. **Topics:** Service of land owners; land acquisition status reports; right-of-way; grant of easement; applications for leave to take additional lands; acquisition of work space; public hearings. **Access:** Files arranged by subject and construction zone. **Program Record Number:** NPA SRU 085

Secretariat Operations

Description: Information on all formal communications between NPA operational headquarters, regional offices, the Foothills Group of Companies, federal, provincial and territorial governments, industry and the public. **Topics:** Corporations, companies and firms; government liaison; public relations. **Program Record Number:** NPA ADM 010

Social and Cultural Issues

Description: Information on social and cultural matters, particularly as they relate to the effect of pipeline construction on the culture and livelihood of the indigenous peoples living along its route. **Topics:** Trap-line compensation; loss of livelihood; native harvesting; archaeological sites; protection of

recreational areas; burial sites. **Access:** Files arranged by subject and segment of the pipeline. **Program Record Number:** NPA SEE 065

Socio-economic Issues

Description: Information on socio-economic issues such as manpower, social services and employment opportunities; also issues related to the existence of the pipeline. **Topics:** Social, economic and environmental effects; plans and plan schedules for pipeline construction; social services; opportunity measures; business opportunities; communities. **Access:** Files arranged by subject and segment of the line. **Program Record Number:** NPA SEE 060

Surveillance Information

Description: Information on the day-to-day operations associated with pipeline and station construction. **Topics:** Diaries and reports; daily field orders; construction progress reports; equipment reports; reports of non-compliance. **Access:** Files arranged by subject and segment of the line. **Program Record Number:** NPA SRU 080

Yukon Regional Office

Description: Information on all aspects of planning and construction of the Alaska Highway Gas Pipeline in the Yukon with emphasis on liaison between the federal, provincial, territorial and municipal governments, as well as individuals. **Topics:** Construction operations; native groups; pipeline manpower; special interest groups; surveillance; special projects and incidents; American pipeline information. **Access:** Files are arranged by subject and construction zone. **Program Record Number:** NPA ADM 020

Personal Information Banks

Access Request Data Bank

Description: The bank contains access request forms received from individuals requesting access to their files, the replies to such requests and information related to processing. **Class of Individuals:** Employees, applicants for employment, and individuals providing services under contract. **Purpose:** The bank provides information on access requests. **Consistent Uses:** The bank records requests for access and provides information on periodic reports on requests. **Retention and Disposal Standards:** Files are retained for two years (under review). **TBS Registration:** 000740 **Bank Number:** NPA PPU 020

Application for Employment

Description: The bank maintains an inventory of applicants from the general public or the federal government for employment with the Northern Pipeline Agency. It includes applications for employment,

curricula vitae, letters of reference and other personal information. Individuals are identified by name. The Office of the Commissioner is responsible for this bank. **Class of Individuals:** Applicants for employment in the Agency. **Purpose:** The bank is used to identify applicants, their skills and abilities, work histories, or education for possible future appointments to the Agency staff. **Consistent Uses:** The bank is used in the staffing of Agency positions. **Retention and Disposal Standards:** Records are retained in the bank for two calendar years (under review). **TBS Registration:** 000737 **Bank Number:** NPA PPU 005

Expenditure Records

Description: The bank contains documentation in support of expenses incurred by employees in the performance of their duties including authorization for expenditure, advances and claims. **Class of Individuals:** Employees of the institution. **Purpose:** The documentation in the bank is used to support payments to employees and is retained for the purposes of audit. **Consistent Uses:** The bank is used in the administration and verification of expense claims of employees. **Retention and Disposal Standards:** Information in the bank is retained covering the most recent six fiscal years of the employee, including the current fiscal year. **PAC Number:** 78-001 **TBS Registration:** 000739 **Bank Number:** NPA PPU 015

Service Contract Files

Description: The bank maintains information on individuals or firms engaged under contract. The files contain data referring to curricula vitae, rates charged for service, dollar values of contracts, terms of contracts and previous contracts. **Class of Individuals:** Individuals performing services for the Agency either directly or through their firms. **Purpose:** The bank was established to record information relating to individuals and firms providing services to the Agency under contract. **Consistent Uses:** The bank is used to record information relating to persons and firms providing services to the Agency under contract and to control payments for such services. **Retention and Disposal Standards:** The files in the bank are kept for six years following completion of the services. **PAC Number:** 78-001 **TBS Registration:** 000738 **Bank Number:** NPA PPU 010

Manuals

Office of the Designated Officer

- Designated Items – Procurement Program
- Engineering and Technical Orders
- Environmental Terms and Conditions
- Schedule III to the Northern Pipeline Act
- Socio-economic Terms and Conditions

Policy and Programs

- Alaska Highway Gas Pipeline Project Report on Transportation and Logistics – August 1, 1980, and March 1, 1981; also February 27, 1981
- Alaska Highway Pipeline Project, Logistics – August 1980
- Manual of Internal Administration

Scheduling and Regulatory

- Consolidated Monthly Progress Reports
- Final Design Cost Estimate Phase I, Eastern Leg – December 1980
- Final Design Cost Estimate Prebuild, Western Leg – April 1980
- Final Design Cost Estimate Prebuild, Western Leg Re-submission – September 1980
- Phase 1 Progress Report
- Reports of Non-compliance Issued to Foothills by Surveillance Officers
- Station Construction Reports
- 1982 Operations and Maintenance Expense Budget, Zone 7 and 8

Engineering Design

- Commissioning
- Compressor Stations
- Crossings
- Flow Studies
- Leave to Open
- Monitoring Procedures
- Operator's Manual
- Pipeline and Compressor Testing and Acceptance Plans
- Regulatory Submission Schedules
- Stress Analyses, Frost Heave, Settlement, Muskeg, Pipe Stability, Earthquake

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Agency and its various programs and functions may be directed to:

Special Advisor on Policy and Public Affairs
Northern Pipeline Agency
Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario
K1A 0G2

Tel.: (613) 993-7466

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Lester B. Pearson Building
125 Sussex Drive
Ottawa, Ontario

North Fraser Port Authority

Chapter 103

General Information

Background

The North Fraser Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Port North Fraser encompasses all of the waters of the North and Middle Arms of the Fraser River extending from the point of their confluence with the sea at the Strait of Georgia then easterly and upstream a distance of 29 kilometres (18 miles) to a point just below the westerly tip-end of Poplar Island. The harbour is bounded on the North by the University Endowment Lands, the Cities of Vancouver and New Westminster and the City of Burnaby and on the south by the City of Richmond.

Responsibilities

The role of the port is to provide innovative and responsible leadership in the administration of the North Arm's river highway and to ensure that all development enhances the economic opportunity, recreational potential and environmental integrity of the area. In support of this role, the Port Authority will work with other public and private organizations as partners in areas of mutual interest.

Legislation

- Canada Marine Act, R.S.C. 1998, Chapter C-10
- Port Authorities Management Regulations
- Port Authorities Operating Regulations

Organization

President and Chief Executive Officer

The President and Chief Executive Officer of the North Fraser Port Authority is the head of the institution for the purposes of the Access to Information Act exercises all the powers and responsibilities pertaining to this function under the Act in question.

Operations

This department is headed by the Vice-President, Corporate Services and Corporate Secretary and is accountable for the efficient and effective delivery of the Port's operations.

Administration

This department is headed by the Vice-President, Corporate Services and Corporate Secretary and is responsible for the efficient and effective delivery of the Port's administration.

Information Holdings

Program Records

Communications and Marketing

Description: Information relating to press releases, advertising, promotional events and community relations. **Topics:** Media clippings; advertising; corporate identity; publications; speeches and presentations; promotions and events. **Program Record Number:** NFPA COM 005

Environmental Services

Description: Information relating to environmental issues. **Topics:** Management plan; habitat banking; hazardous materials inventory. **Program Record Number:** NFPA ENV 010

Harbour Operations

Description: Information relating to traffic, vessels, safety, emergency planning, pollution and debris control. **Topics:** Incidents; patrol operations; channel maintenance dredging; debris control; permits; marine emergency plan; bridge signals; aids to navigation. **Program Record Number:** NFPA HOP 015

Property Management

Description: Information relating to the administration of North Fraser Port Authority properties, property leases, licenses, easements and title searches. **Topics:** Title information; insurance; appraisals. **Program Record Number:** NFPA PRO 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Employment and Staffing

Finance

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Personal Information Banks

Access Request Data Bank

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. **Class of Individuals:** General public. **Purpose:** This bank processes access requests and reports the total number of requests processed. **Retention and Disposal Standards:** Records are retained for two years after resolution and then destroyed. **TBS Registration:** 004481 **Bank Number:** NFPA PPU 005

Applications for Employment

Description: This bank contains applications received from the general public for possible employment with the North Fraser Port Authority. **Class of Individuals:** General public. **Purpose:** Information may be used to fill vacancies in the North Fraser Port Authority for which applicants have suitable qualifications. **Retention and Disposal Standards:** Records are retained for one year then destroyed. **TBS Registration:** 004482 **Bank Number:** NFPA PPU 010

Board of Directors

Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications. **Class of Individuals:** Candidates for appointment and appointees to the Board of Directors. **Purpose:** The purpose of this bank is to assist in the appointment of individuals as directors of the North Fraser Port Authority. **Retention and Disposal Standards:** Records are retained for five (5) years then transferred to National Archives. **TBS Registration:** 004483 **Bank Number:** NFPA PPU 015

Properties

Description: This bank contains information on owners or tenants of properties. **Class of Individuals:** General public. **Purpose:** This bank is used to document property transactions between the North Fraser Port Authority and the general public such as leases, licences, sale, exchange or purchase of lands. **Retention and Disposal Standards:** Records are retained for five years then transferred to National Archives. **TBS Registration:** 004484 **Bank Number:** NFPA PPU 020

Service Contracts

Description: This bank contains the terms and conditions of individuals or firms engaged under contract to the Authority. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to provide documentation relating to individuals and firms providing services to the Authority under contract. **Retention and Disposal Standards:** Records are retained for six years after completion then transferred to National Archives. **TBS Registration:** 004485 **Bank Number:** NFPA PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the North Fraser Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the Records Retention Schedules for the general subject files in which they are stored.

Manuals

- Emergency Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the North Fraser Port Authority may be directed to:

Vice-President
Corporate Services & Corporate Secretary
North Fraser Port Authority
2020 Airport Road North
Richmond, British Columbia
V7B 1C6

Tel.: (604) 273-1866
Fax: (604) 273-3772
E-mail: info@nfpa.ca
Web Site: www.nfpa.ca

Reading Room

Under the Access to Information Act, the North Fraser Port Authority has designated an area on the premises at the above address as the public reading room.

Northwest Territories Water Board

Chapter 104

General Information

Background

The Northwest Territories Water Board was established under section 7 of the Northern Inland Waters Act, which was proclaimed on February 28, 1972. The Northern Inland Waters Regulations were promulgated on September 14, 1972. Two amendments to the Regulations have been made since; one on January 15, 1975, and the other on July 17, 1975. The Board held its founding meeting in Yellowknife, N.W.T. on April 8, 1972.

Responsibilities

The Board provides for the conservation, development and use of the water resources of the Northwest Territories in a manner that will provide the optimum benefit for all Canadians, and for the residents of the Territories in particular. Under the Act an application must be made to the Board and a licence issued prior to the use of any waters or disposal of any waterborne waste. The requirement for application applies equally to departments and agencies of the federal government. The only exclusions are the use of water for domestic purposes, for extinguishing a fire or, in an emergency, for controlling or preventing a flood.

Legislation

- Northern Inland Waters Act
- Northern Inland Waters Regulations

Organization

The Board consists of not fewer than three and not more than nine members appointed by the Minister of Indian Affairs and Northern Development. It is made up of at least one nominee from those departments of the Government of Canada which, in the opinion of the Governor in Council, are most directly concerned with the management of the water resources in the Northwest Territories, and at least three persons named by the Commissioner in Council of the Northwest Territories.

Professional and technical staff is provided by the Minister of Indian Affairs and Northern Development to help conduct the business of the Board and its activities. A Technical Advisory Committee was established in 1973 to provide a forum for the discussion of technical matters related to applications for use of water and waste disposal.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board and its various programs and functions may be directed to:

Executive Assistant
Northwest Territories Water Board
Goga Cho Building, 2nd Floor
P.O. Box 1500
Yellowknife, Northwest Territories
X1A 2R3

Tel: (867) 669-2772

Fax: (867) 669-2719

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

Goga Cho Building, 2nd Floor
Yellowknife, Northwest Territories

Office of Indian Residential Schools Resolution of Canada

Chapter 105

Note: The Office of Indian Residential Schools
Resolution of Canada is subject to the Access
to Information Act and Privacy Act.

Office of the Auditor General of Canada

Chapter 106

Note: This institution is not subject to the Access to Information Act.

General Information

Responsibilities

The Auditor General is required by the Auditor General Act to audit government departments, agencies, and Crown corporations and the Accounts of Canada. He reports the results. The Auditor General is required by the Auditor General Act to audit government departments, agencies, and Crown corporations and the Public Accounts of Canada. The Office's mission is to conduct independent audits and examinations that provide objective information, advice and assurance to Parliament to help parliamentarians examine the government's activities and hold it to account. The Office also promotes accountability and best practices in government operations. The Auditor General reports directly to the House of Commons, through the Speaker. The position of Commissioner of the Environment and Sustainable Development was created as part of the Office of the Auditor General of Canada, following changes to the Auditor General Act in 1995. The role of the Commissioner is to assist parliamentarians in their oversight of the federal government's efforts to protect the environment and foster sustainable development, by providing them with objective, independent analysis and recommendations. Making the government accountable for greening its policies, operations and programs is a key part of the Commissioner's mandate. The Commissioner monitors and reports annually to the House of Commons on progress toward sustainable development. The Commissioner assists the Auditor General with environmental and sustainable development duties. Ms. Johanne G  linas was appointed the second of Commissioner of the Environment and Sustainable Development in August 2000.

The Auditor General is independent of the government of the day. Mrs. Sheila Fraser was appointed Auditor General in May 2001 for a 10-year period. The Office has the freedom to recruit its own staff and set the terms and conditions of employment for staff.

Information Holdings

Personal Information Banks

Privacy Requests Data Bank

Description: This bank contains request forms sent by individuals requesting access to information held about them, the replies to such requests and information related to their processing. **Class of Individuals:** This information relates to individuals requesting access to their files. **Purpose:** Information in this bank is used for processing requests under the Privacy Act only, and to report on the number of privacy requests received annually. **Retention and Disposal Standards:** Files are kept for two years. **PAC Number:** 98-01 **TBS Registration:** 001590 **Bank Number:** OAG PPU 020

Competition Files

Description: This bank exists in accordance with the Public Service Employment Act to record and provide information related to any competition administered by the Auditor General's Office. The data include job descriptions; requests to staff; job profiles; statement of qualifications; terms of reference; eligibility lists; applications for the particular competitions. The bank contains records on all persons who are included in a competition which the Auditor General's Office administers. Individuals may gain access to these records by a written request. **Class of Individuals:** The information relates to all persons who are included in a competition which the Auditor General's Office administers. **Purpose:** The bank is used to provide information relating to all competitions administered by the Auditor General's Office so that the most meritorious candidate is selected. **Retention and Disposal Standards:** Retention for board assessments is three years following board date; for eligibility lists one year after expiry; and for other documents three years from date of completion of process. **PAC Number:** 98-05 **TBS Registration:** 001589 **Bank Number:** OAG PPU 015

Professional Service Contracts

Description: This bank contains data on all individuals on contract to the Office of the Auditor General and includes such information as curricula vitae, performance appraisals, rates charged for services,

dollar values of contract, terms of contracts and previous contracts. **Class of Individuals:** This information relates to all individuals working on contract for the Office of the Auditor General (OAG) anywhere in the world. **Purpose:** The purpose of this bank is to maintain information on individual consultants engaged under contract. **Consistent Uses:** This information is used to report on the status and commitment values of contracts throughout the Office. **Retention and Disposal Standards:** Files are kept for seven fiscal years. **PAC Number:** 98-04 **TBS Registration:** 001587 **Bank Number:** OAG PPU 005

Unsolicited Employment Applications

Description: The data in this bank include the applicant's name and address, the date the application was acknowledged and the type of action taken. Anyone requesting access to these records should do so in writing. **Class of Individuals:** The information relates to persons who have submitted applications without the Office of the Auditor General requesting them to do so. **Purpose:** This bank exists to keep a record of unsolicited employment applications received by the Office and the action taken by the Office following the receipt of an application. **Retention and Disposal Standards:** Records are retained for six months to one year. **PAC Number:** 98-05 **TBS Registration:** 001588 **Bank Number:** OAG PPU 010

Database of on-line applications for job opportunities

Description: A database of all on-line applications for employment at the Office of the Auditor General of Canada. Includes covering letters, resumes and on-line responses to screening questions for each candidate. Individuals may gain access to and update their own applications while the job is active through the Internet, and by contacting HR staff once the job is closed and archived. The data-base is maintained by the third party providing the applicant tracking software. **Class of Individuals:** All individuals who apply on-line to job opportunities at the OAG. **Purpose:** The purpose of the applicant tracking system which generates the job application that is kept in the database is to process job applications efficiently and effectively. **Retention and Disposal Standards:** Information is archived one each job posting is closed, but remains accessible to OAG HR staff for at least two years. **TBS Registration:** 005127 **Bank Number:** OAG PPU 025

Correspondence

Description: This bank contains correspondence in the form of requests for information, requests for publications, requests to undertake audits, comments and suggestions related to a broad range of issues pertaining to the Office. The communication is

addressed to the Office of the Auditor General or specifically to the Auditor General and may be received as emails, letters and/or telephone calls. **Class of Individuals:** The public, the media and members of parliament who have communicated with the Office. **Purpose:** The purpose of this bank is to support the preparation of responses and to inform senior management about issues of concern to parliamentarians, the media and the public. **Retention and Disposal Standards:** Records are retained for least two years. **TBS Registration:** 005128 **Bank Number:** OAG PPU 030

Distribution and Notification Lists

Description: This bank contains names mailing addresses and email addresses of individuals and organizations who want to be notified when the next report of the Auditor General and/or Commissioner of the Environment is published or who are on a distribution list to receive copies of these reports. This information is obtained through a variety of means-internet, telephone and mail. **Class of Individuals:** The general public. **Purpose:** This bank is used to inform interested individuals or organizations of the availability of the latest report published by the Office of the Auditor General and to distribute these reports. **Retention and Disposal Standards:** The information is kept until cancelled by the requestor or until the email address or distribution information is no longer valid. **TBS Registration:** 005129 **Bank Number:** OAG PPU 035

Consultants' Self-Registration system

Description: This bank allows individual consultants to register their professional experience with audits and studies, and other skills (e.g. project management, quantitative analysis, information technology, human resources management, etc.) as well as individual and corporate capability statement and brochures. **Class of Individuals:** Consultants. **Purpose:** This purpose of this list is to allow consultants to register their interest in obtaining contracts and to allow audit and administrative staff of the Office to search and establish lists of qualified candidates for evaluation and/or bid solicitation. **Consistent Uses:** The list will be used in two ways. First, the system will automatically and objectively match potential consultants who meet the experience and skills required for a particular assignment that will be defined in a written statement of work. Second, staff may use a full-text to search résumé and other relevant information to provide further clarification and elaboration on experience and skills of consultants. **Retention and Disposal Standards:** Records are retained for a minimum period of two years. **TBS Registration:** 005130 **Bank Number:** OAG PPU 040

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

For further information on the activities of the OAG, please contact:

Office of the Auditor General of Canada
Room 1117
240 Sparks Street
Ottawa, Ontario

Tel.: (613) 995-3708, ext. 6371

Office of the Chief Electoral Officer

Chapter 107

General Information

Background

The position of Chief Electoral Officer was created in 1920 by the Dominion Elections Act, primarily to end political partisanship in the administration of federal elections. The Chief Electoral Officer is appointed by a resolution of the House of Commons so that all parties represented there may participate in the selection process. Once appointed, the incumbent reports directly to the House of Commons and is thus completely independent of government and political parties. The Chief Electoral Officer serves until he/she attains the age of sixty-five years and can only be removed for cause, by the Governor General at the joint request of the Senate and House of Commons.

Responsibilities

Elections Canada is the non-partisan agency responsible for the conduct of federal elections and referendums. Its prime task is to be prepared at all times to administer an electoral event.

The Chief Electoral Officer is responsible for exercising general direction and supervision over the preparation and administration of federal electoral events, for the maintenance of the National Register of Electors and for the reporting requirements relating to expenses incurred pursuant to the provisions of the Canada Elections Act and the Referendum Act.

The Chief Electoral Officer appoints a Commissioner of Canada Elections who is responsible to ensure that provisions of the Canada Elections Act and of the Referendum Act are complied with and enforced.

The Chief Electoral Officer also provides the necessary data and assistance to enable the Electoral Boundaries Commissions to discharge their responsibilities under the Electoral Boundaries Readjustment Act with respect to each province's representation in the House of Commons and taxes all accounts relating to the expenditures of the Electoral Boundaries Commissions.

Legislation

- Canada Elections Act
- Electoral Boundaries Readjustment Act

- Referendum Act
- Federal Elections Fees Tariff
- Federal Referendum Fees Tariff
- Referendum Regulation

Organization

◆ Administration and Human Resources Directorate

This directorate is responsible for all personnel and administrative activities. It manages the provision of human resources services and services in the area of security, records management and facilities management.

◆ Commissioner of Canada Elections

Under the general direction of the Chief Electoral Officer, the Commissioner is responsible for handling all complaints of alleged infractions under the legislation. Except for offences relating to peace and good order, offences under the Canada Elections Act and the Referendum Act can be prosecuted only with the consent of the Commissioner. In collaboration with the Legal Services Directorate, the Commissioner assists the Chief Electoral Officer in developing preventive measures to ensure compliance with the legislation and to improve the information available to the public.

◆ Communications Directorate

This directorate is responsible for developing and implementing programs and activities intended to increase public awareness of the electoral system and the role of Elections Canada, for informing electors about their right to vote as defined under the Canada Elections Act and the Referendum Act and how they may exercise that right, and for reporting on the conduct and results of federal electoral events. Activities include advertising, public, community and media relations, the management of a Web site, the production of publications and videos and the operation of a toll-free enquiries service.

◆ Election Financing and Corporate Services Directorate

This directorate is responsible for ensuring that the policies, systems and procedures are in place to provide appropriate financial management and control for Elections Canada within the context of

the Financial Administration Act and other related legislation, regulations and policies. It also administers the financial provisions of the Canada Elections Act and the Referendum Act and manages procurement and contracting, audit and performance measurement activities at Elections Canada.

◆ Information Technology Directorate

This directorate is responsible for the planning, management and operation of all technology (hardware and software) at Elections Canada headquarters in Ottawa and in the field offices of the returning officers. The directorate is service oriented as it responds to the automated needs put forward by all other directorates; additionally, it manages and operates the basic corporate technology infrastructure needed for all manner of corporate-wide reporting and office automation initiatives.

◆ Legal Services Directorate

This directorate is responsible for interpreting the Canada Elections Act, the Referendum Act and other pertinent legislation, for preparing contract documents and for maintaining a register of all elected Members of Parliament that indicates the order in which their writs were received. The directorate is responsible for receiving and verifying applications for registration of political parties, third parties and referendum committees submitted in accordance with the legislation as well as maintaining the information in the Registries. The directorate advises on privacy matters, the conflict of interest code and acts as legal advisor to the Chief Electoral Officer and senior staff.

◆ Operations Directorate

This directorate is responsible for preparing and conducting all electoral events, as well as developing the procedures, manuals, forms and tools that facilitate registration, voting and electoral administration. It arranges the printing, assembling and shipping of all event materials to Canada's ridings as soon as an electoral event is called. Operations acts as the main liaison with the returning officers who administer electoral events at the riding level and also oversees their training. It administers the Special Voting Rules and accessibility programs that give all Canadians the opportunity to exercise their right to vote and develops and maintains automated systems to support the administration of events, including voter registration, in the field.

◆ Parliamentary Representation Directorate

This directorate provides the ten electoral boundaries commissions with technical, administrative, professional, financial and other services in support of their mandate under the Electoral Boundaries Readjustment Act. Plans and develops the policies, procedures, manuals and systems required for the electoral redistribution process. Coordinates the preparations within Elections Canada to administer an event in accordance with any new representation order.

◆ Planning, Policy and Partnerships Directorate

This directorate is responsible for coordinating the preparation of agency-wide plans and ensuring event readiness at all times. It conducts regular information gathering and environmental scanning to ensure that the agency can effectively plan and monitor progress for the delivery of electoral events and other major corporate projects. The directorate supports organizational efforts to define longer-term strategies to address emerging national trends and issues. It coordinates the agency's relations with other levels of government. The directorate, in particular, provides support for the National Register of Electors through partnerships with Elections Canada's provincial, territorial and municipal counterparts. The directorate bears primary responsibility for the agency's policy development and research program, including its reference centre and for the identification of opportunities for research partnerships with the academic community, research centres, provincial jurisdictions and relevant international organizations. The directorate also oversees the Advisory Committee of Registered Political Parties and the Advisory Committee on the National Register of Electors, both of which are chaired by the Chief Electoral Officer [...] International Services: Elections Canada is playing an increasingly active role in international election-related activities. The activities involve briefing visiting foreign delegations, supervising elections, advising on constitutional and election law provisions, conducting pre-election evaluations, providing professional assistance and advice, election documents and materials, training election officials, developing and conducting voter education programs and working directly with other election bodies. The directorate is also responsible for maintaining an inventory of potential experts who are able to contribute the specialized skills required for various aspects of the electoral process.

◆ Privacy Coordinator

The Privacy Coordinator deals with all the requests received pursuant to the Privacy Act, establishes policies in order to handle the various requests and supervises the general administration of the statute.

◆ Register and Geography Directorate

This directorate operationalizes and maintains Canada's permanent Register of Electors; keeps Register information up to date with data from federal and provincial/territorial sources and information provided by voters during and between electoral events. The directorate is also responsible for the mapping and informational requirements necessary to support the planning, management and execution of electoral events. Between electoral events, the directorate must enhance and maintain its databases and products and provide cartographic services both to maintain an event-ready status and to respond to client enquiries.

Information Holdings

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Commissioner of Canada Elections

Description: This information bank houses correspondence with respect to particulars of complaints alleging violations of the Act. **Class of Individuals:** This information relates to complainants and the subject of complaints, investigators investigating on behalf of the Commissioner, lawyers acting as representatives of the Commissioner before the Court and persons contacted during an investigation.

Purpose: The information is compiled for investigations and prosecutions purposes to ensure compliance and enforcement of the Canada Elections Act and the Referendum Act. The information in this bank is used for investigative purposes by the Commissioner of Canada Elections and law enforcement agencies when requested by the Commissioner, and the courts in deciding on the guilt or innocence of an accused person.

Retention and Disposal Standards: Information is retained for three general elections (normally every four years = 12 years). **TBS Registration:** 003359 **Bank Number:** CEO PPU 015

Communications

Description: This bank contains the names and addresses of individuals or organizations who have asked to be put on mailing lists to receive copies of all new or revised publications and reports or the magazine Electoral Insight, published by Elections Canada. **Class of Individuals:** The Canadian population in general, some academics, political parties, current and former election administrators, provincial and territorial election officials, libraries, federal and provincial government institutions and other organizations. **Purpose:** To provide information about the electoral system and election reporting, at the request of the individuals concerned. **Retention and Disposal Standards:** The lists are routinely updated. **TBS Registration:** 002765 **Bank Number:** CEO PPU 020

Election Financing

Description: This information bank contains the names and addresses of candidates, official agents and auditors; the name of each registered political party, its leader, chief agent and auditor; the name of each registered third party, its applicant, financial agent and auditor; the name of each registered referendum committee, its leader, chief agent and auditor; the

election expenses returns of candidates seeking election to the House of Commons and of registered political parties; the election advertising expenses returns; the financial returns of registered referendum committees; the third party election advertising reports; the registered parties fiscal period returns; the amounts of money reimbursed to political parties and candidates who qualify; the name and address of each election and referendum officer and other personal data; and the amount of fees paid and claims reimbursed to those officers, pursuant to the Tariff of Fees. **Class of Individuals:** This information relates to candidates, official agents and auditors; leaders, applicants, chief agents, financial agents and auditors of registered political parties, registered referendum committees and registered third parties; election and referendum officers; suppliers and landlords. **Purpose:** This information is necessary in order to reimburse election expenses of candidates and political parties, to review third party election advertising expenses as well as to pay fees to various election and referendum officers for their services in connection with an electoral event. **Retention and Disposal Standards:** Copies of candidates' election expenses returns are maintained on microfiche. Copies of registered political parties' fiscal period returns, registered political parties' general election expenses returns, registered referendum committees' finances returns and third party election advertising reports are also retained in accordance with conservation schedule determined in collaboration with the National Archives of Canada. Information relating to election and referendum officers is disposed of in the same manner as all other financial payment records. **TBS Registration:** 003352 **Bank Number:** CEO PPU 010

International Services

Description: This bank contains information on experts on electoral matters such as health, countries visited, languages spoken, studies and diplomas, knowledge and expertise in the various areas that make up the democratic electoral process. **Class of Individuals:** Applicants/individuals interested in international electoral missions. The inventory also includes federal returning officers or provincial and territorial officials, or some combination of same and people with diplomatic, political, academic and other backgrounds and experience. **Purpose:** Elections Canada maintains this information in order to comply with requests from countries wishing to obtain support in the democratic process. **Retention and Disposal Standards:** The lists are updated upon receipt of changes. **TBS Registration:** 003198 **Bank Number:** CEO PPU 030

Legal Matters

Description: This bank consists of files relating to all judicial matters arising within Elections Canada. It contains the particulars of the cases involved, including legal opinions obtained in the course of litigation. This

bank also consists of the book in which the return to the writ of any member elected to serve in the House of Commons is entered in the order in which the return is received, pursuant to the provisions of the Canada Elections Act. **Class of Individuals:** The plaintiffs as well as the lawyers involved in the various cases; the name of the elected candidate and the name of the returning officer for each electoral district. **Purpose:** The information is obtained for litigation purposes and in order to comply with the requirements of the Canada Elections Act. **Retention and Disposal Standards:** The information is retained indefinitely. **TBS Registration:** 003197 **Bank Number:** CEO PPU 025

National Register of Electors

Description: This information bank contains electoral data including full name, mailing and street address, sex and date of birth of Canadians qualified to vote as well as information that the Chief Electoral Officer considers reliable and necessary for updating the data. These are electors whose names appeared on the list of electors for recent federal events, as well as electors who have asked to be added to the Register. Data is continually updated to reflect address and other changes, sources for these updates include Canada Customs and Revenue Agency, Citizenship and Immigration, Canada Post and provincial/territorial suppliers including drivers' licences and vital statistics. The register is also updated using provincial registers of electors where they exist and using lists of electors generated from provincial/territorial electors where agreements exist. New electors are added only by giving consent to being added to the Register. **Class of Individuals:** Canadian citizens 18 years of age or older. **Purpose:** To prepare preliminary voters' lists for use in federal elections and referendums. As well, the Canada Elections Act authorizes the Chief Electoral Officer to transmit copies of lists of electors, both electronic and paper, to candidates and political parties during a federal electoral event, and the Members of Parliament and political parties on October 15 of each year between electoral events. It also authorizes the giving of information contained in the Register of Electors to any body responsible under a provincial law for establishing a list of electors. The law permits this information to be used for electoral purposes only. Offences are punishable by law. **Consistent Uses:** During the preparation of the information needed by a given jurisdiction to establish its list of electors, Elections Canada officials make sure that all the opt-out requests received prior to the sending date are processed. However, it may happen that a delay occurs between the date on which the data are sent to the jurisdiction and the date on which the data are used by the jurisdiction. During that period, Elections Canada can receive opt-out requests from electors desiring that their information be removed from the National Register of Electors or used for federal electoral purposes only. Consequently, the data that are sent to the jurisdiction

include information about electors whose requests were received after the fact. In those cases, Elections Canada may provide jurisdictions which received information about electors who have opted out after the data taken from the National Register of Electors was sent, but before it was used by the jurisdiction, with the opted out status of those electors. This disclosure is aimed at preventing any use of that information by the jurisdiction. **Retention and Disposal Standards:** Data is continually updated to reflect address and other changes. **TBS Registration:** 004003 **Bank Number:** CEO PPU 037

Operations

Description: This information bank contains data on returning officers, their assistants and other election officials, the names of candidates, their official agents and auditors as recorded in the candidates' nomination papers, as well as the names of the electors who sign the candidates' nomination papers, lists of electors; electors who are temporarily living abroad and who qualify to vote under the Special Voting Rules; complaints with respect to the manner in which election and referendum officers discharge their duties. **Class of Individuals:** This information relates to the Canadian electorate, election/referendum officials, political parties, candidates at federal elections, registered referendum committees at a referendum. **Purpose:** It has been compiled following the revision of voters' lists and the completion of nomination papers as required by the Act. **Retention and Disposal Standards:** Nomination papers are public documents only during the election and can be inspected at the office of the returning officer during that period. All election and referendum documents are retained by the Chief Electoral Officer for a period of one year following the event, as required by the legislation. After that year, nomination papers, writs, statutory notices issued by the returning officers, such as notice of grant of a poll, are sent to National Archives of Canada. **TBS Registration:** 003353 **Bank Number:** CEO PPU 005

Party Registration Unit

Description: This bank contains the name, address and telephone numbers of political parties, third parties and referendum committees; their leaders, applicants, chief agents, financial agents, auditors, officers, agents and members who sign the application for registration of a political party. This information, except for the information about members who sign the application for registration of a political party, is recorded in a Registry of Political Parties, a Registry of Third Parties and a Registry of Referendum Committees. **Class of Individuals:** The officials of political parties, third parties and referendum committees. **Purpose:** To comply with the registration requirements of the Canada Elections Act and the Referendum Act. **Retention and Disposal Standards:** The information is routinely updated. **TBS Registration:** 003416 **Bank Number:** CEO PPU 036

Privacy Requests

Description: This bank comprises all the requests for personal information received and the manner with which they were dealt, the audits conducted by the Privacy Commissioner's office, documents relating to the creation and updating of information banks and reports submitted as well as policies established pursuant to the Privacy Act for dealing with the requests. **Class of Individuals:** Persons who have requested personal information held by Elections Canada. **Purpose:** To administer the Privacy Act as it relates to Elections Canada. **Retention and Disposal Standards:** At least four years to coincide with federal general elections. **TBS Registration:** 003199 **Bank Number:** CEO PPU 035

Manuals

- A Guide for the Auditor of a Candidate in a Federal Election pursuant to the Canada Elections Act
- Automation Coordinator's Manual
- Central Poll Supervisor's Manual (General Election, Referendum)
- Deputy Returning Officer's Manual (Advance Poll) (General Election, Referendum)
- Deputy Returning Officer's Manual (Counting Votes Cast by Special Ballot by Electors Within their Electoral District) (General Election, Referendum)
- Deputy Returning Officer's Manual (Mobile Poll) (General Election, Referendum)
- Deputy Returning Officer's Manual (Ordinary Poll) (General Election, Referendum)
- Deputy Returning Officer's Manual (Voting of Incarcerated Electors) (General Election and Referendum)
- Deputy Returning Officer's Manual (Canadian Forces Voting)
- Election Financing Manual
- Election Handbook for Candidates, their Official Agents and Auditors
- Enquiries Manual
- Election Handbook for Third Parties, their Financial Agents and Auditors
- Election Media Guide (37th general election)
- Handbook for Referendum Committees
- Implementation Manual (Privacy Coordinator)
- Information Manual for Local Office Staff (General Election)
- Information Officer's Manual
- Liaison Officers Manual – Voting of Incarcerated Electors (General Election and Referendum)
- Political Party Handbook
- Registration Officer's Manual

- Representation in the Federal Parliament
- Returning Officer's Manual (General Election, Referendum)
- Revising Agent's Manual
- Revision Supervisor's Manual
- Special Ballot Coordinator's Manual (General Election) (By-Election) (Acute-Care Hospitals)
- Special Investigator's Manual
- Treasury Board Manual
- Voting by Canadians Outside Canada

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

Headquarters

The Privacy Coordinator
Office of the Chief Electoral Officer
257 Slater Street
9th floor, Jackson Building
Ottawa, Ontario
K1A 0M6

Tel.: (613) 990-5596
Fax: (613) 993-5880
E-Mail: eleccan@magi.com
Web Site: elections.ca

General enquiries: 1-800-INFO-VOTE
(1-800-463-6868)

Reading Room

257 Slater Street
9th floor, Jackson Building
Ottawa, Ontario
K1A 0M6

Office of the Commissioner of Official Languages

Chapter 108

Note: This institution is not subject to the Access to Information Act.

General Information

Background

The terms of reference of the Commissioner of Official Languages (COL) are set out in the Official Languages Act ("Act"). This legislation came into effect on September 15, 1988. The Commissioner's terms of reference consist in taking all measures with a view to ensuring recognition of the status of each of the official languages and compliance with the spirit and intent of the Act in the administration of the affairs of institutions subject to the Act, including ensuring the advancement by federal institutions of English and French in Canadian society.

Responsibilities

The Commissioner is a language ombudsman who reports to Parliament. She performs her duties by conducting investigations, either pursuant to any complaints received, or on her own initiative. The Commissioner also conducts studies and carries out follow-ups on recommendations she has made. The Commissioner also informs members of the public, the official language minority communities, Parliament and agencies subject to the Act about her role and the provisions of the Act. The Commissioner's terms of reference embrace the entire federal administration: departments, agencies, Crown corporations and agencies whose enabling legislation states that they are subject to the Act.

Legislation

- Official Languages Act
- Official Languages (Communications with and Services to the Public) Regulations

Organization

The Office of the Commissioner of Official Languages has a single program with one activity. The Program is administered by four branches: Policy and Communications, Investigations, Corporate Services and Legal Services. The Commissioner reports to Parliament, and the Prime Minister is the Minister responsible for all of the Office's financial activities.

Information Holdings

Personal Information Banks

Applications for Employment

Description: This bank contains information on individuals who have submitted an unsolicited application for employment to the Office of the Commissioner of Official Languages. This bank may also contain applications for employment, curriculum vitae, reference letters and acknowledgements. **Class of Individuals:** Individuals interested in securing employment with the Office. **Purpose:** These records are consulted when employment vacancies arise. **Retention and Disposal Standards:** These records are kept for two years and then destroyed. **TBS Registration:** 003791 **Bank Number:** COL PPU 030

Documentation Requests by Members of Parliament and Senators

Description: This bank contains information on members of Parliament and Senators, and their assistants, to whom information produced by the Office of the Commissioner of Official Languages is distributed. The information filed comprises: name, address, telephone number and official language preference of the member of Parliament or Senator, and an indication of the information requested and delivered. **Class of Individuals:** Members of Parliament, Senators and/or their assistants. **Purpose:** For distribution, analytical and statistical purposes. **Consistent Uses:** This bank is used mainly for the purpose of distributing information related to official languages, with the occasional analysis and statistics being produced to support this purpose. **Retention and Disposal Standards:** Records are retained for a period of five years. **TBS Registration:** 003450 **Bank Number:** COL PPU 016

Investigations

Description: Complaint files and various study working papers document the nature, extent and scope of various types of linguistic study work performed and of complaints investigated. Files are also kept on requests for information regarding official languages. In addition, a computerised database contains essential information on the subject and results of complaints and investigations. **Class of Individuals:** Individuals who file complaints with the Commissioner of Official Languages and individuals contacted by the Office for investigation or study purposes. Also, individuals or groups who have

presented a request for information. **Purpose:** The information in these files is used to support conclusions drawn, and recommendations made, by the Commissioner of Official Languages in the performance of her duties pursuant to the Official Languages Act. Requests for information on official languages issues are kept for analytical and statistical purposes. **Consistent Uses:** In accordance with the requirements of the Official Languages Act, the Commissioner reports annually to Parliament on matters which she considers to be of significance arising out of the investigations, studies and follow-ups on her recommendations conducted in the performance of her statutory mandate. Every precaution is taken in these circumstances to eliminate personal information from the report involved in order to protect privacy. The reports on studies conducted by the Commissioner are published and are accessible to the public. Investigation reports on complaints are provided only to the parties concerned. The information in complaint investigation files and in the computerized database is confidential in accordance with the provision of sections 60 and 72 to 74 of the Act.

Retention and Disposal Standards: Files pertaining to complaints, studies and follow-ups are retained for twenty years. Information requests in a given file or set of files are retained for three years. **PAC Number:** 78-031 **TBS Registration:** 001261 **Bank Number:** COL PPU 005

Litigation Files

Description: This bank contains information on legal proceedings of a civil or criminal nature in which the Commissioner of Official Languages of Canada is a party, a mis en cause (forced intervener) or an intervener, including proceedings before provincial and federal courts. It includes pleadings, briefs, appeal files, transcript and statements of evidence, writs, opinions and related correspondence. The greater part of the information contained in the bank is obtained from the relevant court registry files. **Class of Individuals:** Persons who have been involved in civil or criminal proceedings involving the Commissioner of Official Languages as a party, a mis en cause or an intervener, including members of the public, a Crown agency or Crown servant. **Purpose:** The material in this bank is retained to enable the Legal Services of the Office of the Commissioner to carry out their duties as legal advisors. **Retention and Disposal Standards:** Litigation files are retained for twenty years. **TBS Registration:** 003790 **Bank Number:** COL PPU 025

Office of the Commissioner of Official Languages (OCOL) Information Distribution

Description: Files kept are on individuals and organisations to whom information produced by the Office of the Commissioner is distributed. The information filed comprises: name, address, occupation, telephone and FAX numbers, electronic

mail address, and official language preference of the individual or organisation, and an indication of the information requested. **Class of Individuals:** The files contain the name of individuals who have requested information and of persons in positions of official language significance designated for receipt of information. Subcategories include: federal and provincial political representatives; public servants; official language minorities; media; libraries; educators; and interested citizens. **Purpose:** For distribution, analytical and statistical purposes, files are kept on individuals and organizations who receive information produced by the OCOL. **Consistent Uses:** This bank is used mainly for the purpose of distributing information related to official languages, with the occasional analysis and statistics being produced to support this purpose. **Retention and Disposal Standards:** Seven thousand two hundred names and records are stored electronically on a permanent distribution list which is updated annually. **PAC Number:** 86-001 **TBS Registration:** 001262 **Bank Number:** COL PPU 010

Opinions, observations and representations

Description: This file contains information on individuals who wish to express their opinion or to make observations or representations to the Office of the Commissioner of Official Languages with respect to any matter pertaining to the mandate of this Office that is not a complaint or a request for information. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to answer correspondence received. **Consistent Uses:** It is also used for data research purposes in order to reply to subsequent correspondence. **Retention and Disposal Standards:** Records are retained for a period of five years. **TBS Registration:** 003337 **Bank Number:** COL PPU 015

Privacy Act Requests

Description: This bank contains requests for access under the Privacy Act, the replies to such requests and any other information relevant to the processing of the requests. **Class of Individuals:** Individuals requesting access to certain documents or files of the Office of the Commissioner of Official Languages. **Purpose:** This bank was compiled to maintain records of requests for access to personal information and to facilitate the processing of such requests. **Consistent Uses:** The information is used to process requests and for research and statistical purposes. **Retention and Disposal Standards:** Records are retained for a period of five years after last administrative action has been taken, after which records are destroyed. **TBS Registration:** 003336 **Bank Number:** COL PPU 020

Classes of Personal Information

Policy and Communications, and Legal Services
In order to keep abreast of trends, and with a view to

ensuring recognition of the status of Canada's official languages in co-operation with individuals and organisations, the Policy and Communications Branch and the Legal Services Branch keep some information on those organisations and individuals with whom it is necessary for the OCOL to communicate on a regular basis, to obtain or verify information having to do with: minority official language rights; languages and education; federal official languages programs; and private sector initiatives in the area of official languages. At this point, these files are mainly in the form of lists of names and addresses; they do not contain any personal information beyond that which is necessary to identify the person and/or organisation. They are located in Ottawa and in the five regional offices – Edmonton, Winnipeg, Toronto, Montreal and Moncton.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Privacy Act.

Requests for further information about the Office and its program and functions may be directed to:

Office of the Commissioner of Official Languages
3rd Floor
344 Slater Street
Ottawa, Ontario
K1A 0T8

Tel.: (613) 996-6368
Toll-free: 1-877-996-6368

Office of the Correctional Investigator

Chapter 109

General Information

Background

The Office of the Correctional Investigator was established by Part II of the Inquiries Act. The office investigates complaints from inmates as defined in the Penitentiary Act and reports upon problems of inmates that fall within the responsibility of the Solicitor General of Canada and meet the following conditions:

- (1) The subject matter of the complaint concerns an incident occurring within twelve months of the lodging of the complaint;
- (2) The complainant has taken, in the opinion of the Commissioner, all reasonable steps to exhaust legal or administrative remedies;
- (3) The subject matter of the complaint does not involve the preparation of material for consideration by the National Parole Board.

The Commissioner need not investigate if the subject matter of a complaint has previously been investigated, or in the opinion of the Commissioner, a person complaining has no valid interest in the matter.

Responsibilities

The Correctional Investigator investigates and reports on the problems of inmates that come within the responsibility of the Solicitor General of Canada (other than those problems raised on complaint in certain defined circumstances). Investigations are undertaken at the request of the Solicitor General, on the Investigator's own initiative, or upon complaint from or on behalf of inmates as defined in the Penitentiary Act.

Legislation

- Parole Act and Regulations
- Penitentiary Act
- Penitentiary Service Regulations
- Prison and Reformatories Act

Organization

The Office of the Correctional Investigator comprises three secretarial/administrative positions, a director of investigations and five investigators.

Information Holdings

Program Records

Inmate Affairs – Case Files

Description: All correspondence on individual inmate complaints; also reports of interviews with complainants.

Access: Files arranged chronologically with an alphabetical index and cross-reference system. **Program Record Number:** CIC CIN 030

Inmate Affairs – General Topics

Description: Information on certain policies of the Correctional Service of Canada; press clippings on the Correctional Service of Canada. **Topics:** Policy on inmate disciplinary boards; claims against the Crown; inmate pay; family visiting. **Program Record Number:** CIC CIN 025

Inmate Affairs – Special Enquiries and Reports

Description: Special reports compiled on the initiative of the Office or at the request of the Solicitor General of Canada. **Topics:** Enquiry at Millhaven into an incident in 1975; incident at Dorchester in 1980. **Program Record Number:** CIC CIN 020

Inmate Affairs – Statistics and Reports

Description: Information and statistics to be included in Annual Report. **Access:** Files arranged by year of report. **Program Record Number:** CIC CIN 015

Penal Institution Organizations, Committees and Groups

Description: Information on contact with inmate committees and other groups both inside and outside the institutions. **Access:** Files arranged by institution or name of group, and by region. **Program Record Number:** CIC CIN 010

Penal Institutions

Description: Correspondence advising institutions of visits by the Office of the Correctional Investigator; also requests for information on the administration of that institution. **Access:** Files arranged by institution and by region. **Program Record Number:** CIC CIN 005

Personal Information Banks

Offender Complaints and Investigations

Description: Each file contains records [notes, correspondence and documents] related to the

subjects raised by the offender and the office's responses in the form of interviews with the offender, inquiries and research undertaken and findings and recommendations. Information may relate to the full range of personal information described in the Privacy Act, including, but not restricted to age, sex, addresses, criminal and employment history, medical condition and treatment identifying numbers, personal views and private correspondence. **Class of**

Individuals: Current or former federally-sentenced offenders, either incarcerated or under conditional release. **Purpose:** All information is gathered for the purpose of dealing with, and attempting to resolve, offender problems and of reporting on these to the Commissioner of Corrections, the Solicitor General or Parliament, in the manner and in the circumstances provided in Part III of the Corrections and Conditional Release Act. Personal information is used exclusively for these purposes. Personal information may be disclosed to third parties only where doing so would assist staff in arriving at findings or recommendations or in connection with prosecution for perjury or for an offence against the Correctional Investigator under Part III of the Corrections and Conditional Release Act. Third parties could normally include government staff – usually Correctional Service, Solicitor General Secretariat or National Parole Board employees- and relatives, legal counsel or support groups of offenders. In practice, disclosure of personal information, even under the above provisions, is strictly limited. **Retention and Disposal Standards:** Records are retained in our offices for 3 years and then kept in a separate storage facility for 7 years, after which they are sent to National Archives. **TBS Registration:** 004140 **Bank Number:** OCI PPU 005

Classes of Personal Information

The class contains personal information which does not qualify as a bank of information but has reached the Office of the Correctional Investigator as a result of such activities as visits by Correctional Investigator staff to institutions, requests for particulars concerning administrative policies at all levels, minutes of meetings with various inmate committees, or with institutional and volunteer groups. When requesting access, an individual must provide the name of the institution about which information is requested and the approximate date of the event prompting the information held.

Manuals

- Commissioner's Directives
- Institutional Standing Orders
- Regional Instructions

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Office and its various programs and functions may be directed to:

Office of the Correctional Investigator
P.O. Box 2324, Station D
Ottawa, Ontario
K1P 5W5

Tel.: (613) 990-2692

Reading Room

The Office of the Correctional Investigator shares a public reading room with other agencies of the Solicitor General. The address is:

340 Laurier Avenue West
Ottawa, Ontario

Office of the Inspector General of the Canadian Security Intelligence Service

Chapter 110

General Information

Responsibilities

The CSIS Act requires the Inspector General to: monitor the compliance by CSIS with its operational policies; review the operational activities of CSIS, including such reviews as the Security Intelligence Review Committee (SIRC) may direct, and submit to the Solicitor General certificates stating the extent to which the Inspector General is satisfied with each report submitted by the CSIS Director under section 33 of the CSIS Act. The certificates must also indicate whether any act or thing done by CSIS in the course of its operational activities during the period to which a report relates is, in the opinion of the Inspector General, not authorized by or under the CSIS Act, contravenes any directions issued by the Solicitor General, or involves an unreasonable or unnecessary exercise by CSIS of any of its powers.

Legislation

- Canadian Security Intelligence Service Act

Organization

For administrative purposes, the Office of the Inspector General forms part of the Department of the Solicitor General. Under the direction of the Inspector General, the Senior Director Operations is responsible for program management. Staff responsibilities are as follows:

Policy and Standards Staff

Analyzes legislative and policy provisions or proposals relating to the performance of the Inspector General's statutory functions; develops standards and guidelines for reviewing and monitoring CSIS operational activities; provides advice on issues of law and policy that concern the Inspector General, and assists the Inspector General with the preparation of reports, certificates and other documents.

Operations Staff

Develops and implements plans for monitoring and reviewing CSIS operational activities; assists the Inspector General in undertaking specific reviews requested by the Solicitor General or SIRC; advises the Inspector General respecting CSIS operational programs, as well as IG project development and

reviewing/monitoring techniques; provides special project support.

Information Holdings

Program Records

CSIS Documents

Description: Documentation provided by CSIS relating to its operational activities and policies. This material is returned to CSIS when no longer required by the Inspector General for current reference purposes.

Topics: Miscellaneous subjects directly related to CSIS operations. **Access:** By subject. **Storage Medium:** Hard copy. **Program Record Number:** OIG OPS 010

Policy, Standards and Operations

Description: Planning, descriptive and analytic material relating to the reviewing, monitoring and reporting responsibilities of the Inspector General; information respecting the administration of the Office of the Inspector General, including general correspondence, and final reports and recommendations, including the certificates of the Inspector General. **Topics:**

Miscellaneous subjects directly related to the Inspector General's statutory and executive functions. **Access:** By subject. **Storage Medium:** Hard copy. **Program Record Number:** OIG OPS 005

Security Information

Description: Information concerning matters of national security required by the Inspector General for general reference purposes. **Topics:** Miscellaneous subjects directly related to national security issues, interests and programs. **Access:** By originator's title and subject. **Storage Medium:** Hard copy. **Program Record Number:** OIG OPS 015

Personal Information Banks

Applications for Employment

Description: This bank contains information on individuals who have submitted written applications for employment to the Office of the Inspector General. It contains letters, completed application forms, résumés, letters of reference and, normally, letters from the Office of the Inspector General acknowledging receipt of applications. Records are organized alphabetically, by

surname. ***Class of Individuals:*** Individuals who are interested in securing employment with the Office of the Inspector General. ***Purpose:*** These records are used for reference when vacancies arise. ***Consistent Uses:*** The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** These records are kept for a minimum of two years. ***TBS Registration:*** 001900 ***Bank Number:*** OIG PPU 010

Records Access Request Bank

Description: This bank contains requests for information, responses to requests, and information relating to the processing of requests. It contains the name, address and telephone number of the person making the request, as well as other information provided in the request form. Requests are assigned numbers and organized by fiscal year. ***Class of Individuals:*** Individuals who have submitted requests to the Office of the Inspector General. ***Purpose:*** This bank enables the Office of the Inspector General to administer the Access to Information Act and the Privacy Act. ***Consistent Uses:*** The information in this bank is used only for the purpose for which it was collected. ***Retention and Disposal Standards:*** These records are kept for a minimum of two years. ***TBS Registration:*** 001901 ***Bank Number:*** OIG PPU 015

Classes of Personal Information

The Inspector General does not administer a personal information collection program. However, while carrying out his official duties, he may incidentally accumulate personal information that is not contained in the information banks described in this entry. Such information exists in fragmentary form throughout the files maintained at the Office of the Inspector General. It relates to the performance of the Inspector General's statutory and executive functions. Some of this information, originally collected by CSIS, forms part of CSIS records and pertains to specific CSIS activities that are, from time to time, monitored or reviewed by the Inspector General. Other portions have been generated internally, by other government agencies or by the general public in the form of opinions and enquiries. This information is not intended to be used by the Office of the Inspector General for any administrative purpose affecting individuals. The information may include names, addresses or professions, and is normally retrievable only if specific subjects, events or dates are provided.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information respecting the Office of the Inspector General may be directed to:

The Office of the Inspector General of
the Canadian Security Intelligence Service
Department of the Solicitor General
Sir Wilfrid Laurier Building
11th Floor
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8

Tel.: (613) 990-2907

Reading Room

The reading room of the Department of the Solicitor General has been designated as the reading room for the Office of the Inspector General of CSIS. The address is:

Sir Wilfrid Laurier Building
1st Floor
340 Laurier Avenue West
Ottawa, Ontario

Office of the Superintendent of Financial Institutions Canada

Chapter 111

General Information

Background

The Office of the Superintendent of Financial Institutions (OSFI) was formally established by the Office of the Superintendent of Financial Institutions Act, 1987. OSFI is divided into a Specialist Support Sector, a Supervision Sector, a Regulation Sector, a Corporate Services Sector, and the Office of the Chief Actuary.

Responsibilities

OSFI is responsible for the supervision for supervising federally registered financial institutions including banks, insurance, trust and loan companies; and fraternal benefit and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the Pension Benefits Standards Act, 1985. The purpose of supervision is to protect policyholders, depositors and pension plan members from undue loss and to promote public confidence in the financial system.

OSFI is also responsible for providing actuarial advice to other departments of the federal government, and the Office performs extensive actuarial services in the valuation of government pension and insurance programs.

Legislation

- Bank Act
- Co-operative Credit Associations Act
- Insurance Companies Act
- Office of the Superintendent of Financial Institutions Act
- Pension Benefits Standards Act, 1985
- Trust and Loan Companies Act

Organization

Corporate Services Sector

This sector is divided into three divisions: Human Resources, Finance and Informatics Services, and the Office Management and Technical Services.

Supervision Sector

This sector organizes supervisory work for all federally regulated financial institutions and pension plans.

There are four groups that perform these tasks: Private Pension Plans, Conglomerate Insurance Group, Financial Institutions Group and Deposit-taking Institutions Conglomerate Group. Each of these groups is subdivided into a number of areas that are responsible for:

- overseeing the overall safety and soundness of the institutions and plans;
- ensuring the overall adequacy, appropriateness and effectiveness of supervision, including examination and monitoring of the financial condition of regulated entities within the OSFI Supervisory Framework;
- developing a supervisory plan, analyses of risks and mitigants, the identification of industry trends and practices,
- ensuring the overall adequacy, appropriateness and effectiveness of advice, recommendations and follow-up of corrective action provided to regulated entities, consistent with OSFI's early intervention mandate.

◆ Private Pension Plans

This group is responsible for supervising private pension plans that fall under federal jurisdiction. These include pension plans for some federal Crown corporations, banks, companies involved in interprovincial and/or international transportation and communications companies, among others. The mandate of the group is to safeguard plan members from undue loss by determining whether pension plans are in sound financial condition and in compliance with the requirements of the legislation and OSFI's policies and guidelines. The group relies on plan administrators for good governance and prudent management of their pension plan, and intervenes when necessary to ensure that appropriate corrective actions are taken.

◆ Conglomerate Group – Insurance

This group supervises federally regulated conglomerate life insurance companies, including all the federally regulated entities in each conglomerate. There is a team for each conglomerate, reporting to a Relationship Manager, however, the group uses a matrix structure with each team borrowing staff from other teams as necessary for support and expertise when performing on-site examinations.

◆ Financial Institutions Group (FIG)

This group supervises non-conglomerate deposit-taking institutions and insurance companies. It is divided into four sections. Two focus on deposit-taking institutions (Schedule II Banks and trust and loan companies) and two supervise companies in the insurance industry.

◆ Conglomerate Group – Deposit-taking Institutions

This group supervises federally regulated conglomerate deposit-taking companies, including all the federally regulated entities in each conglomerate. There is a team for each conglomerate, reporting to a Relationship Manager.

Regulation Sector

This sector comprises six divisions that develop regulatory policy and regulated guidelines, prepare recommendations with respect to applications for regulatory consents under the legislation, work on rulings that set precedents, and draft technical aspects of financial sector legislation. The sector also co-ordinates OSFI's relations with other supervisors, works with the International Association of Insurance Supervisors and with institutions dealing with international financial stability issues, and provides legal support to OSFI.

◆ Communications and Public Affairs Division

The division develops and implements communications strategies to support OSFI's strategic objectives. It is also responsible for OSFI's Internet site and for a toll-free enquiries line.

◆ International Liaison Division

The division works with supervisory agencies in other jurisdictions to enhance on-going co-operation and appropriate information exchange, and, with the major international financial institutions, supervisory standard setters and training centres, works to develop and implement sound international supervisory principles, standards and practices. The division also briefs supervisors and government officials from other countries on OSFI's methodologies and practices. In June 2001 an International Advisory Group was formed within the division to provide direct assistance to countries seeking to strengthen their supervisory and regulatory capacities.

◆ Legal Services Division

The division provides or obtains all legal advice and legal services required by OSFI, including legal advice on interpreting statutes, regulations, and other legal instruments and preparing draft legislation and

regulations, contracts and legal documents. It also provides advice on policy development and support to litigators acting on behalf of OSFI. The division manages access to the Public Register and access to information and privacy legislation as it applies to OSFI.

◆ Legislation and Precedents Division

The division contributes to developing legislation and regulations that maintain or strengthen public confidence while at the same time allowing an appropriate competitive market to develop. The division is also responsible for reviewing transactions and related developments that are precedent setting.

◆ Registration and Approvals Division

The division prepares recommendations with respect to applications from financial institutions for regulatory consents under the legislation, after considering the potential impact of a consent on the financial institution, and other applicants. It also provides rulings and interpretations pertaining to the legislation, regulations and OSFI Guidelines.

◆ Research Division

The division provides, on request, on-going research support for OSFI projects. It brings research on financial sector issues to the attention of OSFI staff, identifies issues of high priority interest to OSFI and manages research projects concerning these issues that are undertaken by external consultants. The division also manages the Excellence in Research Award offered by OSFI.

Specialist Support Sector

This sector is divided into eight divisions that provide technical and specialized support to the Supervision and Regulation Sectors. The Specialist Support Sector also undertakes specific initiatives relevant to its areas of speciality.

◆ Accounting and Financial Information Division

The division has a twofold responsibility within OSFI. First, it is responsible for maintaining the integrity of accounting and external reporting policies and practices within federally regulated financial institutions. This responsibility derives from OSFI's legislated authority to specify the accounting standards to be applied by institutions and the auditing standards to be applied by the institutions' external auditors. Second, the division also conducts financial analysis and research related to the performance of federally regulated institutions, develops and maintains financial reporting database applications, and manages the collection, validation, and distribution of regulatory financial information.

◆ Actuarial Division

The division ensures that appropriate actuarial knowledge, advice, and standards are applied to OSFI's regulatory and supervisory functions so that policyholders are safeguarded from undue loss and public confidence in the financial services system is enhanced.

◆ Financial Services Technology Specialist Division

The division provides information technology risk management expertise in support to OSFI's regulatory and supervisory functions.

◆ Capital Division

The division develops capital standards for domestic financial institutions, contributes to the development of sound international capital standards, approves capital precedents, provides specialist support on capital issues to the supervisory and regulation functions, and promotes understanding of capital requirements by OSFI staff and external stakeholder.

◆ Capital Markets Division

The division evaluates the risk management practices used by financial institutions to measure and monitor capital market related risks, approves the use of capital market related internal Value at Risk (VaR) models, conducts ongoing research into capital market related risk issues, supports the development of OSFI policy, and promotes understanding of capital markets operations by supervisory and regulatory staff.

◆ Compliance Division

With due regard for emerging risks, the division evaluates the effectiveness of corporate governance and the compliance function of financial institutions supervised by OSFI.

◆ Credit Risk Division

The division provides credit risk management expertise in support of OSFI's regulatory and supervisory functions.

◆ Risk Transfer Division

The division's expertise in assessing the use and effectiveness of reinsurance and alternative liability-risk transfer mechanisms by financial institutions, supports the development of OSFI policy, and promotes understanding of these mechanisms by other staff. Its responsibilities also include coordinating the development and implementation of an approval process for the internal ratings-based approach to determining the capital required for credit risk, as described in the new (currently draft) Basel Capital Accord.

Office of the Chief Actuary

The Chief Actuary and staff provide a range of actuarial services and advice to the Government of Canada in respect of public insurance and pension programs. In accordance with the Public Pensions Reporting Act and the Canada Pension Plan, this office prepares statutory actuarial reports on these programs for tabling in the House of Commons. The Chief Actuary (OCA) also provides actuarial information to government departments to assist in designing, funding and administering these programs. Beginning in 2001, OCA became responsible for undertaking the actuarial review of the Canada Student Loan Program.

Information Holdings

Program Records

Actuarial Services Provided to Other Departments – Government Insurance and Pension Plans

Description: Records related to actuarial valuations and cost estimates of government insurance and pension plans, including related data banks and software. **Topics:** Public Service Superannuation Act; Public Service Superannuation Death Benefit; reciprocal transfer agreements; Supplementary Retirement Benefits Act; Canadian Forces Superannuation Act; regular forces death benefit; RCMP Superannuation Act; RCMP (dependants) pension fund; Members of Parliament Retirement Allowance Act; Judges Act; Veterans Insurance Act; Returned Soldiers Insurance Act; Halifax relief pensions; Canada Pension Plan; and miscellaneous requests for actuarial calculations. **Access:** Files arranged by plan. **Storage Medium:** Paper and EDP systems. **Program Record Number:** SFI IAP 015

Corporate Policy

Description: Records related to the development of legislative and regulatory policy; correspondence with other departments other jurisdictions, industry associations and professional bodies; industry-wide financial analysis and research, supervisory methodology and professional development; communications and public affairs including ministerial correspondence. **Topics:** Acts listed under "Legislation"; accounting and other industry-wide studies; reciprocity with, and supervisory practices of, other jurisdictions; international financial and monetary systems; nation risks and exposures. **Access:** Files arranged by Act name jurisdiction, industry association or subject matter. **Storage Medium:** Paper and EDP systems. **Program Record Number:** SFI RPP 001

Financial Institutions – Deposit-Taking Institutions

Description: Information on incorporation and registration, financial statements, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software. **Topics:** Chartered banks; trust companies; loan companies; co-operative credit societies. **Access:** Files arranged by financial institution name. **Storage Medium:** Paper and EDP systems. **Program Record Number:** SFI DTI 005

Financial Institutions – Insurance and Pensions

Description: Information on incorporation and registration, financial statements, financial analysis and examination of financial institutions, exchanges of correspondence with financial institutions and with other jurisdictions, complaints and enquiries, and related data banks and software. **Topics:** Insurance companies and fraternal benefit societies. **Access:** Files arranged by financial institution name. **Storage Medium:** Paper and EDP systems. **Program Record Number:** SFI IAP 007

Pension Plans Subject to Pension Benefits Standards Act, 1985

Description: Records related to registration of plans, correspondence regarding annual information returns, funding and examination of plans, liaison with provincial authorities, enquiries regarding plans, and related valuation data bank and software. **Topics:** Private pension plans subject to Pension Benefits Standards Act, 1985. **Access:** Files arranged by employer name. **Storage Medium:** Paper and EDP systems. **Program Record Number:** SFI IAP 010

Personal Information Banks

Applications for Employment

Description: This bank serves to maintain an inventory of applications from individuals requesting employment with OSFI. The files include completed application forms, letters and curricula vitae of persons seeking employment with OSFI. **Class of Individuals:** Individuals seeking employment with OSFI. **Purpose:** The bank is used to review applications of individuals requesting employment with OSFI when positions become available. **Retention and Disposal Standards:** Records are retained for two years and then destroyed. **PAC Number:** 68-034 **TBS Registration:** 001685 **Bank Number:** SFI PPU 010

Classes of Personal Information

Practically all records held by OSFI consist of information relating to supervised financial institutions and pension plans. Some personal information may also be accumulated by OSFI in the course of

conducting its supervisory function, such as information on names and functions of various company officials, information on individuals seeking to incorporate a new financial institution that would be supervised by OSFI, or information about a policy holder or depositor with a complaint against a supervised financial institution. Such personal information is stored as part of the general subject files where records are not retrieved by name of individual or other personal identifier. This form of personal information is normally retrievable only if specifics are provided concerning the financial institution, the individual, and the particular circumstances involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Additional Information

Requests for further information about OSFI and its various programs and functions may be directed to:

Manager, Access to Information
Office of the Superintendent of Financial Institutions
255 Albert Street, 15th Floor
Ottawa, Ontario
K1A 0H2

Tel.: (613) 990-8031
Fax: (613) 952-5031
E-mail: extcomm@osfi-bsif.gc.ca
Web Site: www.osfi-bsif.gc.ca

Reading Room

In accordance with the Access to Information Act, OSFI library has been designated as a public reading room. It is located at:

255 Albert Street, 14th Floor
Ottawa, Ontario

Pacific Pilotage Authority Canada

Chapter 112

General Information

Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Pilotage Act was assented to by Her Majesty and the Governor in Council and proclaimed in force February 1, 1972.

The Pilotage Act created four pilotage regions with specific authorities, thereby replacing a large number of local pilotage districts. The four Pilotage Authorities – Atlantic, Laurentian, Great Lakes and Pacific are Crown corporations, responsible to Parliament through the Minister of Transport.

Pacific Pilotage Authority was incorporated pursuant to the Pilotage Act on February, 1972 as a Crown corporation under Schedule III, Part I of the Financial Administration Act.

The Pacific Pilotage Authority is in general governed by the following: Canada Shipping Act; Pilotage Act; General Pilotage Regulations; Pacific Pilotage Regulations; Authority by-laws.

Responsibilities

The role of the Authority is to establish, operate, maintain and administer in the interest of safety, an efficient and economical pilotage service within all coastal waters of British Columbia and the Fraser River. As a further goal, the Authority prescribes tariffs of pilotage charges that are fair, reasonable and consistent with providing revenues sufficient to permit the Authority to operate on a self-sustaining financial basis.

The Pacific Pilotage Authority consists of a chairman, and six members appointed by the Governor in Council.

The Authority's head office is located in Vancouver, British Columbia. All management services – administrative, personnel, financial, contracts, purchasing, etc. – are provided by the Vancouver office.

Legislation

- Authority By-Laws
- Canada Shipping Act, RSC, 1985, c. S-9
- General Pilotage Regulations
- Pacific Pilotage Regulations
- Pilotage Act, RSC, 1985, c. P-14

Organization

Administration Branch

This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

Operations Branch

This Branch provides pilotage service by assignment, and to dispatch qualified pilots to ships navigating within the boundaries of the Pacific Pilotage Authority.

Information Holdings

Program Records

Pilotage Services

Description: Information on the provision of pilotage services within the Pacific Region. **Topics:** Dispatching records; pilotage licences; tariff charges; assignment of pilots to vessels; collective agreements; international shipping affairs. **Program Record Number:** PPA OPE 005

Tariffs

Description: Information on the setting of tariffs for the provision of pilotage services; also on the conduct and results of negotiations on the setting of tariffs in various districts throughout the region as well as results of Canadian Transport Commission hearings. **Program Record Number:** PPA OPE 010

Personal Information Banks

Accounts Payable Files

Description: This bank contains a record of payments with financial details and account numbers of individuals or firms involved in supply of goods and services. File is alphabetical by name of firm or individual. Voucher and payments are maintained in hard copy and in date sequence. Documents from the current and past year are in hard copy. Information from the previous year is on microfilm. Access to this bank is obtained by providing the name of the supplier, account number, date, and identification of goods supplied. **Class of Individuals:** This information relates to general firms or individual suppliers of received services and goods. **Purpose:** The information was obtained for reference and payment purposes. **Consistent Uses:** The uses are for payment

records of goods and services received. **Retention and Disposal Standards:** Records are retained for three years. **TBS Registration:** 004145 **Bank Number:** PPA PPU 020

Accounts Receivable Files

Description: This bank contains records of invoicing and payments received; details on outstanding accounts; accounts receivable statements and aged receivable listings. Access to this bank can be obtained through name, address, date, number and details of invoice. **Class of Individuals:** This information relates to general agents and ship owners using the pilotage services. **Purpose:** The information was obtained for reference on monies received and outstanding accounts. **Consistent Uses:** Consistent uses are for receivable records on services provided to the shipping industry. **Retention and Disposal Standards:** Records are retained for three years. **TBS Registration:** 004144 **Bank Number:** PPA PPU 015

Application for Employment File

Description: This bank contains a hard copy file of resumes of applicants having the special marine or boat crew skills and training required for the operational functioning of the Authority. Access to this file requires name, address and date of application. **Class of Individuals:** This information relates to prospective qualified applicants for employment. **Purpose:** The information was obtained to record names of qualified applicants to fill open positions as the need arises. **Consistent Uses:** Consistent uses are for copies of applications for employment. **Retention and Disposal Standards:** Records are retained for one year. **TBS Registration:** 004146 **Bank Number:** PPA PPU 025

Register of Pilots

Description: This bank contains an alphabetical list of marine pilots and relevant documentation of physical characteristics, licences and certificates. Individuals have access to their own files in this bank by providing name and pilot number. **Class of Individuals:** This information relates to approximately 120 professional marine pilots who contact their services to the Authority through The British Columbia Coast Pilots Ltd. **Purpose:** It was obtained as required under the Pilotage Act. **Consistent Uses:** It provides a general record of each licensed pilot, including name, age, medical record, physical characteristics, licences, certificates and qualifications. **Retention and Disposal Standards:** Records are retained for twenty years. **TBS Registration:** 004147 **Bank Number:** PPA PPU 030

Service Contracts

Description: These files maintain information on awarded contracts; listing of suppliers providing specific services; documentation leading towards contracts and signed contracts between the Authority and successful

suppliers. They can be accessed by providing contract number and description of service. **Class of Individuals:** The information relates to general suppliers of contracted services. **Purpose:** The information was obtained for the purpose of recording reference data, past performance, historical experience, etc. to solicit or obtain services for operational requirements. **Consistent Uses:** Consistent uses are the procurement or purchase of supplies and services. **Retention and Disposal Standards:** Records are retained for five years. **TBS Registration:** 004143 **Bank Number:** PPA PPU 005

Manuals

- Administrative Directives
- Collective Agreements
- Dispatching Procedures
- Pilot Licence Register
- Pilotage Tariffs
- Service Contracts
- Working Rules

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Authority and its various programs and functions may be directed to:

Pacific Pilotage Authority
Suite 1000
1130 West Pender Street
Vancouver, British Columbia
V6E 4A4

Tel.: (604) 666-6771
Fax: (604) 666-1647
E-mail: admins@ppa.gc.ca

Reading Room

A room at the Authority has been designated under the Access to Information Act as a public reading room. The address is:

Suite 1000
1130 West Pender Street
Vancouver, British Columbia

Parks Canada Agency

Chapter 113

General Information

Background

Parks Canada (formerly a program within the Department of Canadian Heritage) was established as a separate agency of the federal government in the Parks Canada Agency Act in December 1998. It reports to the Minister of Canadian Heritage, and is dedicated to the delivery of programs related to national parks, national historic sites, national marine conservation areas and other related programs.

Responsibilities

Parks Canada plays a leading role in federal government activities related to the protection and presentation of nationally significant examples of Canada's natural and cultural heritage. Parks Canada strives to foster public understanding, appreciation and enjoyment of this heritage in ways that ensure their ecological and commemorative integrity for present and future generations.

Legislation

Statutes Relevant to the Parks Canada Agency

- Department of Canadian Heritage Act, S.C. 1995, c. 11
- Parks Canada Agency Act, S.C. 1998, c. 31
- Forestry Act, R.S. 1985, C. F-30

Statutes Administered in Whole or in Part by the Parks Canada Agency

- Heritage Railway Stations Protection Act, R.S. 1985, c. 52 (4th Supp.)
- Historic Sites and Monuments Act, R.S. 1985, c. H-4
- National Battlefields at Quebec Act, S.C. 1907-08, cc. 57-58
- Canada National Parks Act, Chapter 32, S.C. 2000
- Dominion Water Power Act, R.S. 1985, c. W-4
- Department of Transport Act, R.S. 1985, c. T-18
- Federal Real Property Act, S.C. 1991, c. 50
- Laurier House Act, R.S. 1952, c. 163
- Saguenay-St. Lawrence Marine Park Act, S.C. 1997, c. 37
- Cultural Property Export and Import Act, R.S. 1985, c.51

Regulations Currently in Force

- National Parks Aircraft Access Regulations
- National Parks Building Regulations
- National Parks Businesses Regulations, 1998
- National Parks Camping Regulations
- National Parks Cemetery Regulations
- National Parks Cottages Regulations
- National Parks Domestic Animals Regulations, 1998
- National Parks Fire Protection Regulations
- National Parks Fishing Regulations
- National Parks Garbage Regulations
- National Parks General Regulations
- National Parks Highway Traffic Regulations
- National Parks Lease and Licence of Occupation Regulations (1991)
- National Parks Signs Regulations
- National Parks Town, Visitor Centre and Resort Subdivision Designation Regulations
- National Parks Water and Sewer Regulations
- National Parks Wilderness Area Declaration Regulations
- National Parks Wildlife Regulations
- Town of Jasper Streetworks Taxes Regulations
- Town of Jasper Zoning Regulations
- Wood Buffalo National Park of Canada Game Regulations
- Gros Morne Forestry Timber Regulations
- National Historic Parks General Regulations
- National Historic Parks Wildlife and Domestic Animals Regulations
- National Historic Parks Order
- Historic Canals Regulations
- Heritage Railway Stations Regulations
- Dominion Water Power Regulations
- Cultural Property Export Control List

Proposed Regulations

- Current Initiatives
- Historic Canal Regulations – Revision: to be in force in 2001
- Amendments to National Parks Fishing Regulations: to be in force in 2001
- Amendments to National Parks Water and Sewer Regulations: to be in force in 2001

- Amendments to National Parks Business Regulations: to be in force in 2001
- National Parks Miscellaneous Amendment Regulations: to be in force in 2001
- Amendments to National Parks Fire Protection Regulations: to be in force in 2001
- Amendments to National Parks Garbage Regulations: to be in force in 2001
- Amendments to National Parks Wildlife Regulations: to be in force in 2001
- New Regulations relating to activities within the Saguenay-St. Lawrence Marine Park: to be in force in 2001
- Amendments to Contraventions Regulations: to be in force in 2001
- Gros-Morne National Park of Canada Timber Regulations: to be in force in 2001
- Gros Morne National Park of Canada Snowshoe Hare Regulations: to be in force in 2001

List of Publications

- Parks Canada – Proudly Bringing You Canada At Its Best
- Building the Legacy: April 1999 – April 2001
- National Parks of Canada System Plan
- National Historic Sites of Canada System Plan
- National Marine Conservation Areas of Canada System Plan
- Parks Canada Guiding Principles and Operational Policies
- Parks Canada Agency Corporate Plan 2000/01 – 2004/05
- Parks Canada Agency Annual Report 1999-2000
- State of the Parks 1997 Report
- State of Protected Heritage Areas 1999 Report
- Parks Canada Agency Sustainable Development Strategy, 2001-2004
- Recognizing Canadian History – The Historic Sites and Monuments Board of Canada
- Policy on Federal Heritage Buildings
- Canadian Inventory of Historic Buildings
- The Canadian Heritage Rivers System – Objectives, Principles and Procedures
- What Are the Benefits of Canadian Heritage River Designation
- Annual Report 1998-99 – Canadian Heritage Rivers System

Organization

Chief Executive Officer's Office

The Chief Executive Officer heads the Agency and reports directly to the Minister. The CEO's office provides advice and support to the CEO, and coordinates the agenda and meetings of the Executive Board. As the senior decision making body, the fundamental responsibility of the Executive Board is to set the long-term strategic direction and priorities for the organization. The Board also approves resource allocations, new initiatives and service innovations proposed each year in national office, field unit and service centre business plans. The CEO'S office also includes the Executive Correspondence Office responsible for the management of all correspondence directed to the Parks Canada Agency.

◆ National Historic Sites Directorate

The National Historic Sites Directorate is responsible for Canada's national program of historical commemoration for nationally significant places, people and events. The Directorate provides national leadership and direction to ensure the commemorative integrity of National Historic Sites of Canada and also directs or coordinates delivery of programs that conserve aspects of Canada's heritage, including Federal Heritage Buildings, Heritage Railway Stations, Federal Archeology, and the National Program for the Grave Sites of Canadian Prime Ministers.

A large part of the planning and operational activities specific to National Historic Sites are the responsibility of service centres and field units. This Directorate provides policy, planning and operational guidance as well as centralized services for historical, architectural and archaeological research expertise, heritage presentation and public education, market research and external relations with stakeholders.

Some key services and products include: legislation and national policy for National Historic Sites, Historic Canals, Heritage Railway Stations, Federal Heritage Buildings and Cultural Resource Management at all places administered by Parks Canada, including the national parks; contribution to international heritage conservation through leadership and participation in international conventions, programs, agencies and agreements, including the World Heritage Convention; provision of historical, archeological and architectural research; services in support of policies and programs related to archaeological and Aboriginal heritage issues; management and implementation of the Heritage Railway Stations Protection Act; assistance to government departments and agencies in the implementation of the Treasury Board Heritage Buildings Policy; support to the Historic Sites and Monuments Board of Canada, the statutory body that advises the Minister of Canadian Heritage on historical

commemoration; coordination of the Ministerial Plaquing Program and the National Program for the Grave Sites of Canadian Prime Ministers; management of the National Historic Sites of Canada Cost-Sharing Program; National Historic Sites systems planning, management planning and business planning; delivery of national public education products and heritage presentation initiatives; development and negotiation of strategic alliances and relationships; and social science research supporting sustainable tourism.

Responsibilities of the Directorate are distributed among the following Branches: System Development; Policy and Government Relations; Historical Services; Archaeological Services; Heritage Presentation and Public Education; and External Relations. The Historic Sites and Monuments Board of Canada Secretariat and the Federal Heritage Buildings Review Office are also situated in this Directorate. The Heritage Conservation Program, a dedicated unit of Public Works and Government Services Canada, provides special architectural, landscape architecture, and engineering conservation services to the Directorate.

◆ National Parks Directorate

The National Parks Directorate is generally responsible for the development, operation and coordination of policies and procedures for the management of national parks and national marine conservation areas. The Directorate also participates in federal-provincial-territorial park flora, develops policies governing Parks Canada's participation in international projects, and participates in and supports the Canadian Heritage Rivers System in cooperation with the provinces and territories.

Specific responsibilities include: development, review, interpretation, and implementation of policies, procedures, legislation, regulations and management directives governing all aspects of national parks and national marine conservation areas management; development and coordination of the national park management planning process and other related planning processes; coordination and development of volunteer, cooperative and partnership arrangements with individuals, non-profit organizations and the business sector; coordination of Parks Canada participation in Aboriginal Claims negotiation; planning and negotiation efforts aimed at completing the park systems by the identification, selection and establishment of new national parks and national marine conservation areas in unrepresented regions; development and coordination of delivery of national functional training; coordination of the application of the Canadian Environmental Assessment Act and policies for the Department; development of information systems in support of resource conservation and protection; development, coordination and special operations in law enforcement; undertaking studies in the field of ecosystem conservation and management;

delivery of scientific advice to the Parks Canada Agency; representing the Sector, and the Government of Canada on various national and international programs related to the maintenance of ecological integrity, biodiversity and biosphere reserves; managing and coordinating the Directorate's involvement in inter- and intra-governmental initiatives; providing leadership in achieving the goal of completing Canada's networks of protected areas; and, upon request, providing technical advice and assistance on protected areas planning and management to other countries and to visitors from other countries. Also manages and provides national direction for the following Parks Canada-wide program: volunteer and cooperative arrangements with individuals and non-profit cooperating associations, fire management, ecological integrity and ecosystem management initiatives, visitor risk management and search and rescue.

◆ Strategy and Plans Directorate

The Strategy and Plans directorate is focused on a number of key outcomes for the Parks Canada Agency: sound financial and investment management; effective and efficient corporate systems (IT, Realty, Asset Contracts, Material Management, Townsites, Financial and Revenue Management, Audit, Evaluations and Review, Corporate and Business Planning); strategic agency positioning and policy development; and leadership in innovations.

Strategy and Plans consists of four Branches:

- Strategic Business Services is comprised of the Business Innovations, Business Planning, Performance, Audit and Review, and Strategic and Policy groups;
- Investment Portfolio Management is comprised of Land Management, Asset Management, the Land Registry, knowledgeable client capacity in Material Management and Contracting;
- Finance is comprised of Financial Planning and Reporting, Accounting Operations and Financial Systems;
- Information Management Services is accountable for the planning, development, implementation and management of the Information Management Technology Strategic Plan for the Parks Canada Agency.

The Directorate provides the link to the Minister's strategic portfolio group and recommends the key financial and investment initiatives for the Parks Canada Agency. The principal clients of Strategy and Plans include the Executive Board, service centres, field units, central agencies, Parliament and government.

It is mainly responsible for: providing linkages between the Parks Canada Agency and the Department and central agencies on strategic policy, financial and administrative authorities and reporting issues, and

information management; preparing the major accountability instruments (e.g. Corporate Plan, Annual Reports, Financial Statements); providing analysis and recommendations on investment priorities and monitoring financial and non-financial performance; conducting audits and evaluations of policies and programs; providing standards, direction and analysis on business plans; developing and administering policies and guidelines pertaining to townsite, real property, material and contract management, revenue, investment, performance measurement and audit and evaluation; co-ordinating IM/IT Information Technology Investments and Standards; building relations and working with Corporate Canada; and providing leadership and innovation to help the agency grow and adapt to the changing world.

◆ **Aboriginal Affairs Secretariat**

The Aboriginal Affairs Secretariat is responsible for the overall coordination of Aboriginal issues in Parks Canada (with the exception of land claim issues) and reports directly to the Chief Executive Officer.

◆ **Human Resources**

Reporting to the Chief Executive Officer, the Human Resources National Offices provides advice, expertise and services, as the Corporate Employer to Parks Canada's Executive Board. It is responsible for human resources management in the Agency dealing with corporate HR policies, strategies, plans, programs, monitoring, reporting and systems. The Branch also provides functional direction to HR practitioners in the Agency who are responsible for direct HR client services.

◆ **Communications**

Reporting to the Chief Executive Officer (CEO), the National Communications Branch provides strategic advice to the CEO and senior managers of the Agency on communications issues; the development and implementation of annual strategic and operational communications plans and activities in support of Agency programs and initiatives; the development of communications products and services on support of Agency mission and objectives; the management of national advertising contracts in support of Agency programs and initiatives; the management of current issues with high visibility and/or political sensitivity which may attract media and/or public attention; the provision of liaison between the office of the Minister of Canadian Heritage and Agency management on communications issues; the provision of support to the Minister in relation to travel and activities related to Agency issues and the development and implementation of annual internal communications strategy.

Information Holdings

Program Records

National Parks

Description: Administration, management and control of National Parks; legislation and regulations; Aboriginal issues; comprehensive claims; specific claims and self-government. **Topics:** Archaeology and artifacts; camp sites; cemeteries; development and planning; management plans; interpretive planning; townsite planning; regional planning; ski areas; day use areas; interpretive services; nature trails; signs; talks and tours; special events; extension services; interpretive centres; permits to collect specimens; public participation; research; sports; statistics; surveys and studies; tourists and tourism accommodation, bath houses, hot springs, catering and restaurants, souvenirs and handicrafts. **Program Record Number:** PAR CPS 075

National Marine Conservation Areas

Description: Information on marine environments (both salt and fresh water) which merit protection because of their natural phenomena. **Topics:** General development and planning, surveys and studies – general and thematic. **Program Record Number:** PAR CPS

Environmental Protection

Description: Information on environmental protection in the national parks, including pollution of air, land and water, as well as regulations, studies and reports compiled on environmental protection. **Topics:** General correspondence and reports on environmental protection; pollution and pollutants; regulations; reports and returns; surveys and studies; water supplies and wildlife. **Program Record Number:** PAR CPS 045

Flora

Description: Information on botany, ecology and forestry management in the National Parks. **Topics:** General correspondence and reports; forest fires; regulations; silviculture; pest control; statistics; surveys and studies; timber cutting. **Program Record Number:** PAR CPS 050

Wildlife

Description: Information on all types of wildlife in the national parks and national historic sites, including the management and protection of wild animals, birds, fish and insects. **Topics:** Diseases; rare and endangered species; census; licences and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; reserves; furs and hides; fish culture; hatcheries and stocking; sport and commercial fishing in national parks; insects and their control; use of insecticides. **Program Record Number:** PAR CPS 085

Water Resources

Description: Information on the use of water resources in Parks Canada. **Topics:** Water levels; water rights; hydrological surveys; hydro power development within a park for park use only; hydrometric networks; regulations reports; surveys and studies. **Program Record Number:** PAR CPS 080

Mineral Resources

Description: Information on mining, oil and gas activities at or near Parks Canada facilities. **Topics:** Mineral exploration and development; mineral claim; quarrying and various mining activities; oil and gas exploration and development; leases and permits. **Program Record Number:** PAR CPS 065

National Historic Sites Programs

Description: Information on the commemoration of historic places of national and international significance, namely National Historic Sites, Heritage Railway Stations, Federal Heritage Buildings, Grave Sites of Canadian Prime Ministers and cultural World Heritage Sites. **Topics:** Cultural resource management; designation; commemoration; protection and presentation of historic places; Historic Sites and Monuments Board of Canada; monuments and plaques; historic value; commemorative integrity, heritage character; Canadian Inventory of Historic Buildings; Canadian Register of Heritage Properties; Register of Federal Heritage Buildings; national historic sites; historic canals; world heritage sites; heritage legislation and policy; public participation; cost-sharing; standards and training; historic resource conservation; historical, architectural and archaeological research; archaeology and artifacts; designation, inventory and recording of heritage buildings; heritage railway stations; cultural landscapes; management plans; business plans; systems planning maintenance; conservation; preservation; restoration; modification; public education; interpretation; visitor reception centres; visitor activities; exhibits; publication; learning campaigns; collections; stewardship; thematic studies; Aboriginal heritage; outreach programs; monitoring; heritage tourism; client and market place research, stakeholders. **Program Record Number:** PAR CPS 090

Historical and Contemporary Technical References

Description: Plans, drawings, specifications, standards, guidelines and reports on historical and contemporary engineering and architectural projects in the national parks and the national historic sites and historic canals. Also historical records and training material on historical preservation. **Topics:** Plans, drawings, specifications (contract, construction and manufacturing), standards and guidelines, "as-found" information, archaeological reports, feasibility studies, recording field notes, general information and training packages. **Storage Medium:** EDP and microforms. **Program Record Number:** PAR CPS 030

Management Information and Outreach

Description: Information on the general management and operational responsibilities of the Parks Canada Agency. **Topics:** Policy and program activities; information exchange with foreign countries; hours of operation; levels of service; awards and honours; co-operative activities with public and private organizations; capital development projects and planning systems; operational planning; management improvement; central system program evaluation; public consultation and participation; general resources – inventories, management and research; signs; general survey and studies. **Program Record Number:** PAR CPS 005

Public Use Database

Description: Information on the collection of data on attendance at national parks and national historic sites, campground use at National Parks, vessel movement data on the Heritage Canals, archived vehicular and interpretive data. **Topics:** Monthly attendance data for national parks and national historic sites, daily/monthly campground utilization at national parks, daily/monthly vessel movement data at historic canals. Archived vehicular and interpretive data is available up to 1988-89 only. **Access:** These records are located at National Office Parks Canada, service centres, and park offices. A report is issued annually. **Storage Medium:** EDP Systems and hard copy. **Program Record Number:** PAR CPS 020

Health and Social Services

Description: Information on the various health and social services provided to people in a park site or historic canal. **Topics:** Health services for visitors; ambulance, hospital and nursing stations; health and welfare services for Park residents by the provincial government. **Program Record Number:** PAR CPS 050

Justice and Law Enforcement

Description: Information on justice and law enforcement in the national parks, and the national historic sites and historic canals. **Topics:** Justice and law enforcement, crimes and violations, judicature, police services, reports and returns, statistics, surveys and studies. **Program Record Number:** PAR CPS 055

Realty

Description: Information on the management of real property including national parks, national historic sites, historic canals and corridors, Admiralty Dominion and Ordinance lands. Involves the acquisition of land by the Crown, the leasing, licensing and granting of concessions on Crown-owned land, the sale or disposal of Crown-owned land, and other related land matters. **Topics:** General agreements; agreements for bridges and causeways; roads, walks and highways, wharves and docks; boundary lines and encroachments; freehold

lands; lettings and concessions; franchises; lease of land; licences of occupation; use of electric power, water power, surplus water; land acquisition; sale and disposition of land; utilities – land use, rental setting. **Access:** The general realty records are arranged by subject. Individual leases, licences of occupation and concessions, deeds and certificates of title are arranged by location, the number of the lot and block, parcel number or other description and by the name of the individual. **Storage Medium:** Computerized data basis and Leasehold and Freehold lands as well as hard copy. **Program Record Number:** PAR CPS 010

Freehold Lands Computer System

Description: The bank contains information on freehold lands to which Parks Canada has title and those lands which it has disposed. The bank contains the names of the grantor, grantee, legal description, number and date of registration in the provincial system, and information on transactions. **Class of Individuals:** Free holders of Crown property. **Purpose:** The purpose of the bank is to maintain a registry of all such documents for the administration of such lands. **Consistent Uses:** None. **Retention and Disposal Standards:** Records are maintained in perpetuity. **TBS Registration:** 004012 **Bank Number:** PAR PPU 077

Leasehold Lands Computer System

Description: Mailing lists with names and addresses. **Class of Individuals:** The private sector, government officials (MPs and MLAs) and associates. **Purpose:** For mailing of Management Plan Newsletters as part of the Management Planning Process. **Consistent Uses:** Used for public participation programs and public relations purposes. **Retention and Disposal Standards:** Six months or when superseded or reduced to machine operations. **PAC Number:** 78-001 **Related to PR#:** ENV CPS 005 **TBS Registration:** 001748 **Bank Number:** PAR PPU 056

Engineering and Architectural Projects

Description: Information on engineering and architectural projects carried out in Parks Canada, including the project authorization form project brief, design data, cost estimates management reports and project schedules. (See also ENV PKS 005, Management Information and Outreach). **Topics:** Planning; design; construction; operation; maintenance; equipment; services; utilities; facilities; claims and evaluation. **Program Record Number:** PAR CPS 035

Personal Information Banks

Back Country Use Permits

Description: The bank contains information used to identify persons, vehicles and missing persons. **Class of Individuals:** National parks visitors. **Purpose:** To provide records for monitoring Park use and identifying

vehicles left at trail heads or road sides in emergency cases such as missing persons or bear problems; to control back country sites and facilities; to protect visitors. **Consistent Uses:** Provides an analysis of use of the back country, statistics, planning and rehabilitation. **Retention and Disposal Standards:** One year after expiry or when obsolete. **PAC Number:** 78-001 **Related to PR#:** ENV CPS 020 **TBS Registration:** 001751 **Bank Number:** PAR PPU 067

Hut Permits

Description: The bank contains information used to identify permit holders and verify reservations. **Class of Individuals:** Parks visitors. **Purpose:** To maintain information relating to the use, periods of stay, numbers and length of season. **Consistent Uses:** To support decisions for maintenance, monitor and control use and ensure the safety of visitors. **Retention and Disposal Standards:** One year. **PAC Number:** 78-001 **Related to PR#:** ENV CPS 020 **TBS Registration:** 0011750 **Bank Number:** PAR PPU 066

Campground Registration

Description: The bank contains listings of campgrounds and campers. **Class of Individuals:** Campers. **Purpose:** To control campground allocation, provide revenue accountability, statistics, future planning and aid to visitors. **Consistent Uses:** Statistics, revenue, maintenance decisions and future planning. **Retention and Disposal Standards:** Records are maintained for a period of five years. **PAC Number:** 72-010 **Related to PR#:** ENV CPS 020 **TBS Registration:** 001752 **Bank Number:** PAR PPU 068

Collection Permits

Description: Contains copies of collecting permits which have been issued to individuals (professionals) who require specimens for research purposes. **Class of Individuals:** Individuals (professionals) who require specimens for research purposes. **Purpose:** To allow a controlled amount of access to material which will help in research. **Consistent Uses:** None. **Retention and Disposal Standards:** Files are retained for five years. **PAC Number:** 72-010 **Related to PR#:** ENV CPS 075 **TBS Registration:** 001749 **Bank Number:** PAR PPU 061

Resource Use Permits

Description: The bank identifies resource use and/or harvest activities permitted under regulation. **Class of Individuals:** Visitors, researchers and residents. **Purpose:** To identify permit holders using Park resources, and set restrictions. Examples include hunting, wood cutting and grazing. **Consistent Uses:** Monitor and control activities, compile statistics, survey use and plan future changes. **Retention and Disposal Standards:** One year after expiry or when obsolete. **PAC Number:** 78-001 **TBS Registration:** 0011754 **Bank Number:** PAR PPU 071

Fishing Licence

Description: This bank identifies licence holders.

Class of Individuals: National parks visitors (fishermen). **Purpose:** Information in this bank relates to the issuing of fishing licences. It is used to identify licence holders, to control the number of individuals fishing in the park to restrict fishing to authorized areas, to support fish management and to ensure revenue accountability. **Consistent Uses:** Control use, set limits, set seasons, statistical purposes and creel census/surveys. **Retention and Disposal Standards:** Files are kept for one year after they expire or become obsolete. **PAC Number:** 78-001 **Related to PR#:** ENV CPS 085 **TBS Registration:** 001745 **Bank Number:** PAR PPU 051

Hazardous Activities

Description: The bank contains information on persons involved in hazardous activities, defines location, activity, number in group, etc. **Class of Individuals:** Parks Canada visitors. **Purpose:** To provide a record of visitors in case of overdue registration. **Consistent Uses:** Provides up-to-date information on use, locations, frequency, accidents, lost, or missing persons. **Retention and Disposal Standards:** One year. **PAC Number:** 78-001 **TBS Registration:** 001753 **Bank Number:** PAR PPU 069

Reading Room

The Departmental Library has been designated under the Access to Information Act as a public reading room. The address is:

Jules Léger Building
2nd Floor
15 Eddy Street
Hull, Quebec
K1A 0M5

It is open weekdays from 08:00 a.m. to 4:30 p.m.

Parks Canada publications are available for consultation in the offices listed below. Publications are also available at local offices in the regions – addresses and telephone numbers can be obtained from the appropriate office listed below.

National Office

Parks Canada
Office of the Chief Executive Officer
7th Floor, 25 Eddy Street
Hull, Quebec
K1A 0M5
Tel.: (819) 953-3545
Web Site: www.parkscanada.gc.ca

Western and Northern Canada

Director General
Western and Northern Canada
Parks Canada
Suite 552, 220 – 4th Avenue S.E.
Calgary, Alberta
T2G 4X3
Tel.: (403) 292-5592
Fax: (403) 292-8868

Western Canada Service Centre

457 Main Street
Winnipeg, Manitoba
R3B 3E8
Tel.: (204) 983-2348
Fax: (204) 984-0679

Eastern Canada

Director General
Eastern Canada
Historic Properties
Upper Water Street
Halifax, Nova Scotia
B3J 1S9
Tel.: (902) 426-4845
Fax: (902) 426-1378

Halifax Service Centre

Historic Properties
Upper Water Street
Halifax, Nova Scotia
B3J 1S9
Tel.: (902) 426-3445
Fax: (902) 426-4659

Quebec Service Centre

3, passage du Chien-d'Or
P.O. Box 6060
Québec, Quebec
G1R 4V7
Tel.: (418) 648-4042
Fax: (418) 648-4234

Ontario Service Centre

111 Water Street
Cornwall, Ontario
K6H 6S3
Tel.: (613) 938-5874
Fax: (613) 938-5729

Patented Medicine Prices Review Board

Chapter 114

General Information

Background

The Patented Medicine Prices Review Board is an independent quasi-judicial body created as a result of revisions to the Patent Act (Bill C-22) and came into force on December 7, 1987. Subsequent revisions to the Patent Act in 1993 (Bill C-91) shifted ministerial responsibility to the Minister of Health and increased the Board remedial powers.

Responsibilities

The Patented Medicine Prices Review Board was given a mandate to carry out two functions:

Regulatory: To protect consumer interests by regulating the maximum prices charged by manufacturers for patented medicines to ensure that they are not excessive. The PMPRB's mandate extends to all patented drugs, prescription and non-prescription medicines sold in Canada for human and veterinary use.

Reporting: To monitor and report annually to Parliament through the Minister of Health, on its price review activities, the price trends of all medicines in Canada and on the ratio of research and development in the patented pharmaceutical industry in Canada.

Legislation

- Patent Act
- Patented Medicines Regulations, 1994

Organization

The Patent Act provides that the Board is to consist of no more than five members, appointed, on a part-time basis, by the Governor in Council, including a Chairperson and Vice-Chairperson. The Board's Chairperson is designated under the legislation as the Chief Executive Officer of the Board and is granted authority and responsibility to supervise and direct the work of the Board, including the management of its internal affairs and the work of its staff.

The Executive Director manages the work of the staff. Senior staff consists of the Director of Compliance and Enforcement, the Director of Policy and Economic Analysis, the Director of Corporate Services, the Secretary of the Board and Senior Counsel.

The Staff provides an information and education program, data collection, storage and dissemination, economic and scientific analysis, case preparation and related services for the registry and administrative assistance to the Board. It also provides for hearings prior to the making of remedial orders by the Board.

Compliance and Enforcement Branch

The Board's patented medicine price review activities are central to the fulfilment of its Program objective which is to ensure that prices charged by manufacturers for patented medicines are not excessive. The price and Research and Development (R&D) information gathered by the Branch forms the basis of the Board's Annual Report to Parliament. The Branch is responsible for the implementation of the Board's Voluntary Compliance Policy and Excessive Price Guidelines. That policy includes ongoing review and analysis of prices of all patented medicines sold in Canada through evaluation of patentee submissions required under the Patented Medicines Regulations, 1994, specific Board directions (i.e. Guidelines) and other sources of price and scientific information as well as analysis of complaints respecting patented medicine prices. The Branch manages the application of the compliance and enforcement policy in cases where the prices are outside the Guidelines. In addition, the Branch oversees the analysis of R&D expenditures by pharmaceutical patentees.

The Branch also researches and analyses information and provides technical advice to support the development of Board policy and procedures.

Policy and Economic Analysis

The Branch is responsible for policy analysis and development, consultation, economic research and studies conducted by the PMPRB. In doing so, it liaises with other federal departments and agencies, the provincial and territorial governments and international agencies to obtain and share information on the regulation of drug prices and pharmaceutical research and development.

The Branch also provides economic expertise and conducts research studies to support the Board's mandate of reporting annually to Parliament on the price trend information of all drugs in Canada and on research and development conducted by patentees in Canada.

At the request of the Minister of Health, the Branch carries out detailed analysis and reports on price and expenditure trends, price levels and cost drivers to provide useful decision support tools and information to assist provincial and territorial drug benefit plans to better understand and manage public spending on medicines, as well as to provide greater transparency to the public on the prices and cost drivers that they face.

Corporate Management and Services

This group consists of three branches – Corporate Services, Secretariat and Legal Services.

The Corporate Services branch is responsible for the management of the Information Systems; the delivery and application of government-wide programs and policies in the area of official languages, finance, administration, internal audit, personnel, security, occupational health and safety; and, is charged with the development and evaluation of strategic activities within the Board.

The Secretariat is responsible for managing a wide range of communications and information services, legal registry and support services to the Board. The Secretariat is also responsible for Access to Information and parliamentary affairs.

Legal Services provide legal advice to the Board on its operations and legislation.

Information Holdings

Program Records

Compliance and Enforcement

Description: Submission by pharmaceutical patentees under the Patented Medicines Regulations indicating prices and sales of patented medicines as well as Research and Development expenditures; information related to economic and pharmacologic analysis of new and existing patented medicines. These analysis are designed to ensure that patented medicines are not sold at excessive prices. **Topics:** Economic and pharmacologic information. **Access:** Files arranged by company. **Storage Medium:** Information maintained by topic or drug product, within company files; in addition, all data is on a computerized database. **Program Record Number:** PMP ADM 005

Policy and Economic Analysis

Description: Information and data related to policy development activities and economic analysis. **Topics:** Policy and economic analyses. **Access:** Files arranged by subject. **Storage Medium:** Information maintained in

files; in addition, data is on a computerized database. **Program Record Number:** PMP ADM 010

Secretariat/Communications

Description: Information related to the administration and management of the Board's hearing process and its communications functions, including publishing and public relations. **Topics:** Public Records (Registrar), communications, publications. **Access:** Files arranged by subject. **Storage Medium:** Information maintained in files and in computerized system. **Program Record Number:** PMP ADM 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administrative and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health and Safety

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Classes of Personal Information

General Correspondence and Enquiries

Information in this class relates to routine correspondence concerning the monitoring and reporting activities of the Board. The personal information contained in this class normally includes the name and address of the enquirer. This form of personal information is retrievable by the Records Manager only; it is retrievable only if specifics are provided concerning the subject of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Ministerial Correspondence

This class of information contains correspondence received by Health Canada from external organizations and individuals in the form of requests for information, complaints, opinions and other similar submissions related to PMPRB activities. This form of information is retrievable by the Records Manager only. It is retrievable only if specifics are provided concerning the subject of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Exclusion of Records

Under the Access to Information Act, section 24, and under the Patent Act, section 87, referred to as privileged information.

Manuals

- Compendium of Guidelines, Policies and Procedures
- Patentees' Guide to Reporting
- Records Management

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries regarding the PMPRB to:

Secretary of the Board
Patented Medicine Prices Review Board
Standard Life Centre
333 Laurier Avenue West
Suite 1400
Ottawa, Ontario
K1P 1C1

Toll-free number: 1-877-861-2350
Telephone: (613) 954-8299
General number: (613) 952-7360
Publications number: (613) 952-7360
Fax: (613) 952-7626
E-mail: pmprb@pmprb-cepmb.gc.ca
sdupont@pmprb-cepmb.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises has been designated as a public reading room. The address is:

333 Laurier Avenue West
Suite 1400
Ottawa, Ontario

Pension Appeals Board

Chapter 115

General Information

Background

The Pension Appeals Board is a tribunal, which was constituted by the Parliament of Canada.

Responsibilities

The Tribunal is responsible for the hearing of appeals which arise from decisions of the CPP Review Tribunals under the Canada Pension Plan.

Most of the decisions of the Board, with respect to the Canada Pension Plan or the Quebec Pension Plan, are available to the public from the Commerce Clearing House (CCH) Canadian Employment Benefits and Pension Guide Reports, from 2000 (pages 6371 and following); in Transfer Binder, 1968 to 1985 (pp. 5953-6714); in Transfer Binder, 1986 to 1992 (pp. 5953-6237); in Transfer Binder 1993 to 1997 (pp. 5951 to 6370); and in Transfer Binder 1998 to 1999 (pp. 6371-6751)

Legislation

- Canada Pension Plan, R.S.C., c. C-8

Organization

The Pension Appeals Board is made up of judges and former judges from across the country who are appointed by Order-in-Council on the recommendation of the Minister of Justice and the Minister of Human Resources Development. They assume these duties in addition to their judicial responsibilities, and are not considered employees of the Pension Appeals Board. An administrative office is located in Ottawa.

Information Holdings

Program Records

Appeals

Description: Information on proceedings before the Pension Appeals Board. **Topics:** A completed file normally contains the notice of appeal; the reply to the notice of appeal; notice of intervention, if applicable; copies of correspondence and documents submitted by the parties involved in the appeal; and copies of

decisions related to the appeal. **Program Record Number:** PAB PAB 005

Personal Information Banks

Appeals

Description: A completed file normally contains a copy of the documents submitted at the Review Tribunal, an application for leave to appeal and notice of appeal, the reply to the notice of appeal, the notice of intervention (if applicable), copies of correspondence and documents submitted by the parties involved in the appeal and copies of decisions related to the appeal.

Class of Individuals: The parties involved. **Purpose:** To record the proceedings before the Pension Appeals Board. **Retention and Disposal Standards:** The dormant files are retained at the Pension Appeals Board for a period of 2 years and then sent to the National Archives. **TBS Registration:** 003697 **Bank Number:** PAB PPU 005

Manuals

- Rules of Procedure, (CPP section 28)
- Rules of Procedure, (CPP section 83)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

The public may direct enquiries regarding the Pension Appeals Board to:

Pension Appeals Board
P.O. Box 8567
Station "T"
Ottawa, Ontario
K1G 3H9

Tel.: (613) 995-0612
Toll-free: 1-888-640-8001

Reading Room

Report of Decisions

Most decisions of this Board with respect to the Canada or Quebec Pension Plan are available to the public as published in full by the Commerce Clearing House (CCH) in Canadian Employment Benefits and Pension Guide Reports, from 1998 (pages 6371

and following); in Transfer Binder, 1968 to 1985 (pp. 5953-6714); in Transfer Binder, 1986 to 1992 (pp. 5953-6237) and in Transfer Binder, 1993 to 1997 (pp. 5951 to 6370). These documents and the decisions of the Board are held by the particular department involved to which any enquiries should be directed.

Port Alberni Port Authority

Chapter 116

General Information

Background

The Port was initially established in 1947 and as a Harbour Commission was governed by the Harbour Commission's Act of 1964. Port Alberni Port Authority is a continuation of the Harbour Commission and was proclaimed July 1st, 1999 pursuant to the Canada Marine Act, which received Royal Assent on the 11th day of June 1998.

Port Alberni Harbour is one of the finest deep sea inland harbours on the North American Continent and is the closest deep sea port to the Pacific Rim. Vessels up to and including panamax size can easily navigate the Alberni Inlet.

Responsibilities

Port Alberni Port Authority is responsible for both the day-to-day operations of the harbour, and the long term development and improvement of the waterfront facilities, including recreational marinas and secondary industries to the extent that these activities are specified in the Port Alberni Port Authority Letters Patent. The Port Authority is committed to working with the Community towards economic diversification.

Legislation

- Canada Marine Act, S.C. 1997-98, C.10
- Port Alberni Port Authority Letters Patent
- Port Authorities Management Regulations
- Operating Regulations

Organization

The President and Chief Executive Officer of Port Alberni Port Authority is the individual responsible for the organization and as such, performs all the activities related to port operations pursuant to the Canada Marine Act and the Access to Information Act.

Finance and Administration

Responsibilities include financial analysis; budget forecasts; preparation of financial reports and 5 year plan; accounts payable/receivable; cash management; payroll; computer systems; human resources; co-ordinate preparation and distribution of the Annual report; and to co-ordinate advertising and publicizing the Port Alberni Port Authority.

Operations

This department is responsible for marine traffic management within the harbour limits; and enforcement of regulations as a port authority as well as emergency planning.

Property Development

Responsibilities of the department are to review and maintain awareness of land development opportunities; to review and address property issues; and to administer the leasing, permitting and licensing of tenants and activities along the Crown portion of Alberni Harbour.

Information Holdings

Program Records

Corporate Plans

Description: Five Year Business Plan. **Topics:** Research; forecasts, budgeting. **Program Record Number:** PAPA CPP 005

Engineering Services

Description: Information on the planning, design, construction and maintenance of Port Alberni Port Authority and its facilities. **Topics:** Construction supervision; consultant management; research; drafting; tenders; work orders; inspections; progress reports and payments. **Program Record Number:** PAPA EGS 010

Tariffs

Description: Information on the establishment of, and revision to, tariffs. **Topics:** Wharfage rates; berthage rates; harbour dues. **Program Record Number:** PAPA TFF 015

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Employment and Staffing

Finance

Human Resources

Classification of Positions

Lands

Salaries and Wages

Training and Development

Personal Information Banks

Access Requests

Description: These files contain requests from individuals seeking information under the Access to Information Act and the Privacy Act. **Class of Individuals:** General public. **Purpose:** The ATIP Co-ordinator processes access requests and reports the total number of requests processed. **Consistent Uses:** This information is used to report on the administration of the Access to Information and Privacy Acts. **Retention and Disposal Standards:** Records are retained for two years and then destroyed. **TBS Registration:** 005028 **Bank Number:** PAPA PPU 005

Applications for Employment

Description: This file contains applications received from the general public for possible employment with Port Alberni Port Authority. **Class of Individuals:** General public. **Purpose:** Information may be used to fill vacancies in the Port Alberni Port Authority for which applicants have suitable qualifications. **Consistent Uses:** Records are kept of the information used in staffing a position. **Retention and Disposal Standards:** Records are retained for one year and then destroyed. **TBS Registration:** 005029 **Bank Number:** PAPA PPU 020

Personal Service Contracts

Description: Files are held containing the terms and conditions of individuals employed on contract to Port Alberni Port Authority. **Class of Individuals:** General public. **Purpose:** The purpose of these files is to provide documentation and authorization for personal service contracts. **Consistent Uses:** This file records payment to individuals for income tax purposes as well as budgetary spending. **Retention and Disposal Standards:** Records are retained for six years after expiry of the contract and then destroyed. **TBS Registration:** 005030 **Bank Number:** PAPA PPU 010

Property Services

Description: Information is held on the property that is managed by the Authority and tenants. **Class of Individuals:** General public. **Purpose:** These files document property transactions between Her Majesty, Port Alberni Port Authority and general public such as leases, agreement, sale, exchange or purchase of lands. **Consistent Uses:** The information in these files is used to document the decision process in property matters. **Retention and Disposal Standards:** Records are retained for an indeterminate period. **TBS Registration:** 005031 **Bank Number:** PAPA PPU 015

Classes of Personal Information

In the course of conducting the programs and activities of Port Alberni Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files where records are not normally retrieved by name of the individual or other personal identifiers.

Personal information is normally retrievable only if specifics are provided concerning the subject matter, the related program activity, and the approximate date on which Port Alberni Port Authority would have received the information. The retention periods for these classes of personal information are controlled by the Records Retention Schedules for the general subject files in which they are stored.

Manuals

- Emergency Procedures Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Port Alberni Port Authority may be directed to:

Port Alberni Port Authority
2750 Harbour Road
Port Alberni, British Columbia
V9Y 7X2

Tel.: (250) 723-5312

Fax: (250) 723-1114

E-mail: pahc_lk@cedar.alberni.net

Web Site: www.alberni.net/harbor

Reading Room

Under the Access to Information Act, the Port Alberni Port Authority has designated an area on the premises at the above address as the public reading room.

Prince Rupert Port Authority

Chapter 117

The Prince Rupert Port Authority was established pursuant to the Canada Marine Act, which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Privy Council Office

Chapter 118

General Information

Background

The Privy Council Office came into being under the Constitution Act of 1867. From 1940 on, it has also provided the secretarial functions for the Cabinet.

The Federal-Provincial Relations Office (FPRO), formerly established as a federal department on January 1, 1975, has been re-integrated with the Privy Council Office effective June 25, 1993.

Responsibilities

The Privy Council Office provides secretariat support for Cabinet and the committees of Cabinet to facilitate the collective decision-making of Cabinet, and assists the exercise of the prerogatives of the Prime Minister, including the organization and processes of government and the appointment of senior officials to government positions. The overall responsibilities of the Office include: the coordination and provision of material related to the meetings of Cabinet and Committees of Cabinet for the use of the Prime Minister and the chairpersons of committees; liaison with departments and agencies of government on Cabinet matters; undertaking special studies on matters of current public policy concern as required (this includes participation in interdepartmental committees of officials through the provision of chairpersons, members or secretaries and the preparation of papers for, and on behalf of, such committees). In addition, the Office provides support and advice to the Prime Minister on prime ministerial prerogatives, assumes responsibilities for the organization of the Government of Canada, provides advice to the Prime Minister on national security and intelligence matters, undertakes the examination of submissions to the Governor in Council to ensure conformity with policy and legal requirements, prepares draft orders, and assumes duties related to regulations made under the Statutory Instruments Act including the examination, revision, registration and preparation for publication of federal statutory regulations in Part II of the Canada Gazette.

Also, in addition to the other responsibilities outlined above, the Privy Council Office now provides advice, assistance and information to the Prime Minister and to the Minister of Intergovernmental Affairs concerning federal-provincial relations. The Office also coordinates the policy framework for federal-provincial-aboriginal relations and supports the Interlocutor for Métis and Non-Status Indians.

Legislation

- Act Respecting the Office of the Secretary to the Cabinet for Federal-Provincial Relations and Respecting the Clerk of the Privy Council, S.C. 1974-75-76, c. 16
- Order-in-Council (P.C. 1940-1121, March 25, 1940)

Organization

For the purpose of the Financial Administration Act, the Privy Council Office is regarded as a department of government under the direction of the Prime Minister. The Clerk of the Privy Council and Secretary to the Cabinet, under whose direction the Privy Council Office's functions are carried out, is considered a deputy head taking precedence among the chief officers of the public service. The Privy Council Office is separated into the following main areas: Plans and Consultation; Machinery of Government and Senior Personnel; Operations; Security and Intelligence and Counsel; and, Corporate Services.

Information Holdings

Program Records

Aboriginal People

Description: Information relating to Canada's Indian people including education and training, social assistance, Indian reserves, Indian lands and economic and constitutional development; Tripartite Self-Government Negotiations. **Topics:** Aboriginal People; Aboriginal Constitutional Affairs; Comprehensive Land Claims; Métis; Economic and Native Housing Programs; Requests for Assistance and Funding and Self-Government. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO FPR 150

Access to Information and Personal Information Requests

Description: Information concerning requests made under the Access to Information Act to access records of the Privy Council Office, the replies to such requests and information related to their processing. Information is used to process requests and for research and statistical purposes. **Program Record Number:** PCO ADM 080

Agriculture

Description: Information relating to federal policies, programs and regulations concerning agriculture and food including agricultural research, human and animal protection, farm income support, market development and agricultural development. **Topics:** Agriculture; Dairy and Grain Products; Farms; Food and Livestock.

Access: Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 200

Arts and Culture

Description: Information relating to the promotion and fostering of Arts and Culture in Canada including programs designed to meet the needs of Canadian artistic and cultural organizations, copyright protection and museum programs. **Topics:** Arts and Culture; Copyrights; Cultural Events, Programs and Associations; Federal-Provincial Conferences and Meetings; History and Heritage; Task Forces. **Access:** Files are arranged by subject. **Storage Medium:** Paper.

Program Record Number: PCO OPS 240

Canadian Sovereignty

Description: Information relating to Canadian sovereignty including the evolution and promotion of Canadian nationalism and the concept of a “Canadian identity” and to Canada’s claims to sovereignty over the arctic waters and the Northwest Passage. **Topics:** Canadian Sovereignty and Territorial Sovereignty.

Access: Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 315

Communications

Description: Information relating to Communications and Telecommunications including radio, television, cable television, pay television and specialty services, telecommunications facilities and services and the overall planning and coordination of government communications. **Topics:** Communications; Broadcasting; Canadian Radio-Television and Telecommunications Commission (CRTC); Co-ordination of Government Communications; Petitions to Governor-in-Council for CRTC Decisions; Telecommunications. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO PLS 045

Constitution

Description: Information relating to the Canadian Constitution including the patriation and revision of the Constitution, the Constitution Acts, constitutional law and the Meech Lake Accord. **Topics:** Constitution; Canadian Charter of Rights and Freedoms; Meech Lake Constitutional Accord; Second Round of Constitutional Discussion. **Access:** Files are arranged by subject.

Storage Medium: Paper. **Program Record Number:** PCO FPR 155

Consumers and Business

Description: Information relating to the interests of consumers and business including consumer aid and protection, patents and trademarks, bankruptcy and the metric system. **Topics:** Consumers and Business; Federal Business Development Bank (FBDB); Metric System; Patents and Trademarks. **Access:** Files are arranged by subject. **Storage Medium:** Paper.

Program Record Number: PCO OPS 230

Crown and Royalty

Description: Information relating to the rights and privileges of the Crown and its representatives including the Members of the Royal Family, the Governor General, Lieutenant-Governors and Royal Visits.

Topics: Crown and Royalty; Governor General; Lieutenant-Governors; Royal Visits. **Access:** Files are arranged by subject. **Storage Medium:** Paper.

Program Record Number: PCO OPS 285

Defence

Description: Information relating to the Canadian Armed Forces and all matters concerning national defence and civil defence including the land, sea and air elements of the armed forces, arms control and disarmament, Canada’s international defence relations and search and rescue operations. **Topics:** Defence; Arms Control and Disarmament; Canada Defence Relations; Canadian Armed Forces; Canadian Defence Policy; Emergency Planning and Preparedness; Expenditures; North Atlantic Treaty Organization (NATO); Peace Initiatives; Search and Rescue; Strategic Defence Initiative (SDI). **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 320

Education

Description: Information relating to the development and implementation of strategies to improve education in Canada including Canadian literacy, youth and student loan programs, and fiscal transfers from the federal government to the provinces. **Topics:** Education; Universities, Colleges and Institutes. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 270

Employment

Description: Information relating to employment and unemployment in Canada including employment equity, job creation, the Labour market, training, unemployment insurance and employment programs for youth and students. **Topics:** Employment; Employment Equity; Job Creation; Labour Market; Training and Retraining; Unemployment Insurance; Youth and Students. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 275

Energy, Mines and Resources

Description: Information relating to discovery, development and intelligent use of Canada's mineral and energy resources including research and development, energy conservation, electric power, nuclear power, oil and gas, renewable and non-renewable energy and mineral resources. **Topics:** Energy, Mines and Resources; Electric Power Energy; Nuclear Energy; Oil and Gas; Forestry; Minerals and Metals. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 205

Environment

Description: Information relating to the Canadian Environment including the management and protection of migratory birds; the provision of information on weather, climate, ice and sea conditions and air quality. It also includes the protection and enhancement of the quality of the natural environment (water, soil and air); and the conservation of renewable water, land and wildlife resources. **Topics:** Environment; Acid Rain; National Parks; Water Exports; Wildlife. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 280

Finance and Economics

Description: Information relating to economic and financial affairs including the federal budget, financial institutions, economic summits; monetary policy; regional economic development and taxation. **Topics:** Finance and Economics; Budget; Financial Administration Act (FAA); Financial Institutions; International Economic Summits; Monetary Policy; National Economic Summit (1985); Organization for Economic Cooperation and Development (OECD); Policy and Expenditure Management System (PEMS); Public Accounts; Public Expenditures; Industrial and Regional Development; Taxation. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 235

Fisheries and Oceans

Description: Information relating to seacoast and inland fishing including fishing standards, fish and seafood inspection, marine research and freshwater research. **Topics:** Fisheries and Oceans; Federal-Provincial Relations; Fish and Seafood Inspection. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 210

Fitness and Sport

Description: Information relating to the fitness of Canadians and their participation and excellence in sport including national and international amateur sport, amateur sport funding and fitness funding. **Topics:** Fitness and Sport; Calgary Winter Olympic Games

(1988). **Access:** Files are arranged by subject.

Storage Medium: Paper. **Program Record Number:** PCO OPS 265

Foreign Relations

Description: Information relating to Canada's foreign policy including relations between Canada and other countries, representation of Canada in foreign countries and at international conferences, and Canadian aid and assistance to other countries. **Topics:** Foreign Relations; Africa; Commonwealth; Countries; Development and Debt Assistance; La Francophonie; United Nations. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 325

Government

Description: Information relating to the Government of Canada including the organization of the government, the organization and methods of the departments and agencies of the federal government, Cabinet and its Cabinet Committees. **Topics:** Government, Access to Information and Privacy Legislation; Cabinet; Change of Government; Conflict of Interest and Post-Employment Code; Departments, Agencies and Crown Corporations; Deputy Ministers; Elections; Machinery of Government; Government Contracting, Advertising Major Surveys and Public Opinion Research; Petitions to the Governor in Council; Prime Minister; Priorities and Planning; Queen's Privy Council for Canada; Regulatory Process. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 305

Health, Welfare and Social Services

Description: Information relating to the promotion and preservation of health, social security and social welfare of Canadians including health protection, health information and education, health research and development, income security, social services and social development and policy. **Topics:** Health, Welfare and Social Services; Abortion; Child Care; Disabled and Handicapped Persons; Disease and Disease Control; Drug and Alcohol Abuse; Environmental Quality and Health Hazards; Federal-Provincial Meetings and Conferences; Housing; Medicare and Health Care Services and Programs; Pensions and Income Security; Services and Programs for the Elderly; Social Development and Social Policy; Voluntary Organizations; Women's Issues. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 260

Honours, Awards and Memorials

Description: Information relating to the conferment of honours and awards for the achievement of excellence in any field of endeavour, the acceptance and wearing

by Canadians of foreign orders, and the dedication of memorials in honour of great achievements. **Topics:** Honours, Awards and Memorials, Commonwealth and Foreign Orders; Memorials and Monuments. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 290

Immigration

Description: Information relating to the provision of immigration services including legal entry of visitors to Canada, applications for visas, refugees, deportation and the granting of citizenship to immigrants.

Topics: Immigration; Applications; Citizenship; Refugees. **Access:** Files are arranged by subject.

Storage Medium: Paper. **Program Record Number:** PCO OPS 255

Justice

Description: Information relating to the Canadian justice system including the legal affairs of the federal government; the administration of federal laws, bills and regulations; civil and criminal law; legal aid and human rights legislation. **Topics:** Justice; Capital Punishment; Correctional Services and Penal Institutions; Court Cases; Crimes Against Children; Criminal Justice Meetings; Criminal Law; Divorce; Firearms; Extraterritoriality; Human Rights; Judiciary; Juvenile Justice; Legal Aid; Pornography and Prostitution; War Criminals. **Access:** Files are arranged by subject.

Storage Medium: Paper. **Program Record Number:** PCO PLS 035

Labour

Description: Information relating to industrial relations, standards for wages, conditions of employment, and occupational safety and health including arbitration, mediation and labour laws, working conditions and work benefits. **Topics:** Labour; Collective Bargaining; Labour Adjustment Assistance; Working Conditions.

Access: Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 250

Multiculturalism

Description: Information relating to the integration of multiculturalism into all aspects of national life including race relations, multiculturalism in education and in broadcasting. **Topics:** Multiculturalism; Ethnic Injustices.

Access: Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 245

Official Languages

Description: Information relating to the promotion of Canada's two official languages (English and French) including the implementation of the Official Languages Act in federal departments and agencies and complaints from the public and public servants

concerning English and French as languages of work and their use in providing services to the public.

Topics: Official Languages; Complaints; Court Challenges Program; Education; Federal Public Service; Provinces and Territories; Renewal. **Access:** Files are arranged by subject. **Storage Medium:** Paper.

Program Record Number: PCO OPS 295

Parliament

Description: Information relating to the Parliament of Canada including the House of Commons, the Senate, the legislative program, Members of Parliament and Parliamentary Committees. **Topics:** Parliament, House of Commons; Legislative Program; Members of Parliament; Opening, Proroguing and Dissolution of Parliament; Parliamentary Committees; Senate. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO PLS 040

Petitions and Submissions

Description: Petitions to the Governor in Council which are submitted due to legislative requirements or as an expression of personal concern. They can also be sent to the Privy Council Office, Cabinet, the Prime Minister or the Clerk of the Privy Council. **Topics:** Petitions and submissions covering a wide variety of subjects; legislative provisions including the Criminal Code, the Criminal Records Act, the Judges Act, the Immigration Act, the National Defence Act, the Broadcasting Act, and the National Transportation Act. **Program Record Number:** PCO PLS 030

Provinces and Territories

Description: Information relating to the provinces and territories of Canada including the government administration of each province or territory and the federal government's relationship with the province or territory and municipalities. **Topics:** Provinces and Territories; Federal-Provincial Relations; Government Administration; Municipalities. **Access:** Files are arranged by subject. **Storage Medium:** Paper.

Program Record Number: PCO FPR 160

Public Service

Description: Information relating to the Public Service of Canada including subjects relating to the staffing of public service jobs, superannuation, pension plans, separations and training programs for public servants. **Topics:** Public Service; Public Service Awards; Staffing; Superannuation and Pension Plans; Termination of Employment; Training Programs for Public Servants.

Access: Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 310

Public Works

Description: Information relating to the management of real property for the Government of Canada and to the

provision of planning, design, construction and realty services to government institutions, departments and agencies. **Topics:** Public Works; Federally-Owned Lands; National Capital Region (NCR); Official Residences; Parliament Hill; Real Property Management. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 300

Research and Science

Description: Information relating to research and science in Canada, including industrial and manufacturing technology research, medical and space research and science and technology. **Topics:** Research and Science; Industrial and Manufacturing Technology Research; Medical Research; Science and Technology; Space. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 215

Security and Intelligence

Description: Information on federal security and intelligence policies and programs, and intelligence assessments. **Topics:** Interdepartmental committee system; government security policy; protective security; intelligence policies and requirements; programs, organization, and resources; intelligence assessments; communications security; counter-terrorism policies and programs. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO SAI 110

Senior Personnel

Description: Information in support of the Senior Personnel Secretariat. It includes the identification of candidates, human resource planning, career development and performance appraisals for current, former and possible incumbents of positions appointed by the Governor in Council. **Topics:** Appointments; committees; research and other studies; and related personnel management issues such as allowances and benefits, employment and staffing, retirement and termination of employment, salaries and wages and superannuation. **Program Record Number:** PCO SPS 050

Standards of Conduct Compliance

Description: Information relating to compliance with the government's Conflict-of-Interest and Post-Employment Code. **Topics:** Senior personnel categories; investigations; task force; guidelines; committees; councils; panels and political activities. **Program Record Number:** PCO SPS 055

Trade and Industry

Description: Information relating to Canadian industries and Canadian international trade including the development and promotion of Canada's international

trade; export marketing and promotion; exhibitions and trade fairs; the import and export of goods; foreign investment in Canadian industries and bilateral and multilateral trade. **Topics:** Trade and Industry; Exhibitions and Trade Fairs; Foreign Investment; Industries; International Trade. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 220

Transportation

Description: Information relating to all methods of transportation including air, marine and rail transportation, roads and highways and transportation safety. **Topics:** Transportation; Air Transportation; Government Transportation Services; Marine Transportation; Surface Transportation; Transportation Safety. **Access:** Files are arranged by subject. **Storage Medium:** Paper. **Program Record Number:** PCO OPS 225

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration

Administration and Management Services

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Personal Information Banks

Access to Information Request Data Bank

Description: This bank contains Access to Information Request Forms sent by individuals requesting access to records under the control of the Privy Council Office, the replies to such requests and information related to their processing. Information on exemptions or exclusions claimed, on complaints handled, or other aspects of administering access requests. **Class of Individuals:** Canadian citizens, permanent residents and all individuals residing in Canada. **Purpose:** The

purpose of this bank is to administer access requests in accordance with the Access to Information Act.

Consistent Uses: The bank is also used to record the processing of access to information requests under the Act and to report to Treasury Board and to Parliament on requests received and processed and for the purpose of consultations with other government institutions. **Retention and Disposal Standards:** Records are kept for two years. **PAC Number:** 78-001 **Related to PR#:** PCO ADM 080 **TBS Registration:** 002545 **Bank Number:** PCO PPU 040

Governor in Council Personnel Records

Description: This bank contains manual and computerized personnel information on current, former and possible incumbents of positions occupied by individuals appointed by the Governor in Council. Records include appointment information, appraisals, classification level, correspondence and memoranda, education and employment history, pay, insurance and superannuation data, selection documents, succession plans and career planning information. **Class of Individuals:** Governor in Council appointees and potential candidates for Governor in Council positions. **Purpose:** The purpose of this bank is to support the requirements of the Senior Personnel Secretariat in its role of identifying candidates, personnel planning, career development, performance appraisals and salary reviews and maintenance of information on the Governor in Council appointments. **Retention and Disposal Standards:** Records are retained for 30 years. **PAC Number:** 69-076 **Related to PR#:** PCO SPS 050 **TBS Registration:** 002548 **Bank Number:** PCO PPU 020

Petitions and Submissions

Description: This bank contains petitions or submissions made to the Governor in Council. The petitions can be pursuant to legislative requirements or may arise from the personal concerns of individual citizens. The petitions can also be sent to the Privy Council, Cabinet, the Prime Minister and the Clerk of the Privy Council. The legislative provisions include such statutes as the Criminal Code, the Criminal Records Act, the Judges Act, the Immigration Act, the National Defence Act, the Broadcasting Act, and the National Transportation Act. **Class of Individuals:** Individuals may be members of the general public, members of the Canadian Armed Forces, judges, or inmates of penitentiaries. **Purpose:** Every citizen of Canada has the right to petition the Crown concerning any matter. In addition, certain statutes provide a right to petition the Governor in Council. This material is not collected or obtained by the Office of the Privy Council; rather, it is sent to the Office. No form or format is required. The petition or submission is reviewed and an opinion regarding the validity of the claim is provided to the Governor in Council. **Consistent Uses:** No use is made of the material other than that specifically related to the

claim of the petitioner or applicant. **Retention and Disposal Standards:** Records are retained for 30 years. **PAC Number:** 69-076 **Related to PR#:** PCO PLS 030 **TBS Registration:** 002550 **Bank Number:** PCO PPU 010

Privacy Request Data Bank

Description: This bank contains Personal Information Request Forms sent by individuals requesting access to their files, the replies to such requests and information related to their processing. Information on exemptions claimed or on complaints handled may also be included. **Class of Individuals:** Members of the general public and government employees who make requests for access to personal information about themselves under the Privacy Act. **Purpose:** The purpose of this bank is to administer requests for access to personal information, in accordance with the Privacy Act. **Consistent Uses:** The bank is also used to record the processing of access requests under the Privacy Act, to report to Treasury Board and to Parliament on requests received and processed and for the purpose of consultations with other government institutions. **Retention and Disposal Standards:** Records are kept for two years. **PAC Number:** 78-001 **Related to PR#:** PCO ADM 080 **TBS Registration:** 002544 **Bank Number:** PCO PPU 036

Professional Service Contract Files

Description: This bank contains professional service contract files for the Prime Minister's Office, the Deputy Prime Minister's Office, the President of the Privy Council for Canada, the Office of the Leader of the Government in the House of Commons, the Office of the Leader of the Government in the Senate, the Privy Council Office and the former Federal-Provincial Relations Office. It contains management recommendations, outline of service, biographic information and official signed contracts. **Class of Individuals:** Individuals who have signed a professional service contract with the above mentioned institutions. **Purpose:** The main use of the bank is to report on status and commitment values and audit of payment. **Consistent Uses:** The bank is also used to prepare statistical information for response to parliamentary questions. **Retention and Disposal Standards:** Records are retained for six years after completion of contract. **PAC Number:** 86-001 **Related to PR#:** PCO ADM 912 **TBS Registration:** 002549 **Bank Number:** PCO PPU 015

Security and Intelligence Information Files

Description: This bank contains documentary information concerning security-related investigations or reports on individuals identified as posing a potential risk to national security and who have been brought to the attention of the Privy Council Office by a federal investigative agency or by another department. **Class**

of Individuals: Public servants, former public servants, candidates for the public service (95%); and a small number of persons whose activities have been brought to the attention of the Privy Council Office (5%).

Purpose: The purpose of this bank is to inform the Privy Council Office of national security concerns relating to the individuals mentioned in these files. Most of the information was collected by the Canadian Security Intelligence Service or by the former Royal Canadian Mounted Police Security Service. **Retention and Disposal Standards:** This information is retained for 30 years. **PAC Number:** 69-076 **TBS Registration:** 002551 **Bank Number:** PCO PPU 005

Standards of Conduct Compliance Records

Description: This bank consists of material related to compliance with the government's policy on conflict of interest and other standards of conduct by holders of public office. **Class of Individuals:** Holders of public office, including ministers, parliamentary secretaries, exempt ministerial staff, Governor in Council appointees, public servants and other persons hired or appointed by the government. **Purpose:** These records are used for determining precedents regarding compliance with the Conflict of Interest and Post-Employment Code and for considering amendments to existing policies. **Retention and Disposal Standards:** Records are retained for 30 years. **PAC Number:** 69-076 **Related to PR#:** PCO SPS 055 **TBS Registration:** 002547 **Bank Number:** PCO PPU 030

Classes of Personal Information

The files held by the Privy Council Office are organized under broad subject headings. The information they contain deals with specific issues of interest to the government from time to time. Since much of the material in these files originates in other government departments, requests for general information should be referred to the government department having the greatest interest in the subject matter.

Exclusion of Records

Under the Access to Information Act, Program Records referred to as confidences of the Queen's Privy Council for Canada are excluded from the provisions of the Act under section 69. These records are less than 20 years old.

It should be noted that Orders-in-Council are published in Part II of the Canada Gazette and are, therefore, records in the public domain. Requests for this material should not be made under the provisions of the Access to Information Act.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Privy Council Office and its various programs and functions may be directed to:

Privy Council Office
Access to Information and Privacy
Room 633, Blackburn Building
85 Sparks Street
Ottawa, Ontario
K1A 0A3

Tel.: (613) 957-5210

Reading Room

In accordance with the Access to Information Act, an area on the premises has been designated as a public reading room. The address is:

Room 625, Blackburn Building
85 Sparks Street
Ottawa, Ontario

Public Service Commission of Canada

Chapter 119

General Information

Background

The Public Service Commission (PSC), an independent agency accountable to Parliament for the administration of the Public Service Employment Act, has been in existence since 1908 under various titles and legislations.

Responsibilities

The PSC ensures that the people of Canada are served by a highly competent Public Service that is non-partisan and representative of Canadian society. As such, it plays a leadership role in the Public Service renewal process, focusing on the people dimension of change, while promoting and safeguarding Public Service values.

The PSC administers the Public Service Employment Act (PSEA) which governs staffing in the Public Service. It develops policies and programs that shape staffing in the Public Service, establishes mechanisms for appeals against appointments, conducts investigations into complaints related to staffing, deployments and harassment in the workplace, monitors the conduct of delegated staffing and, on behalf of the Treasury Board, provides certain learning services to better equip public servants with the necessary skills for the present and the future.

Legislation

- Public Service Employment Act (PSEA)
- Public Service Employment Regulations (PSER)

Organization

◆ Commissioners

The jurisdictional powers of the Public Service Commission rest with the three commissioners, one of whom is the President and Chief Executive Officer. Appointed by the Governor in Council for a ten-year term, the commissioners have the status of deputy head. Together, they set overall policy in accordance with the Public Service Employment Act.

◆ Corporate Management Branch

The Corporate Management Branch provides services in support of the Commission and its programs. This includes financial, administrative and information technology systems and services; human resources management; corporate management; internal audit and assurance; administration of a number of provisions of the Public Service Employment Act; and access to information and privacy.

◆ Policy, Research and Communications Branch

This branch works towards the provision of knowledge, intelligence, issues management insight and advice to support the PSC's ability to champion an independent and professional Public Service. By gathering the main PSC policy, regulatory, communications, information management and monitoring functions together, this Branch supports the medium and long term positioning of the PSC through strategic analysis, research and environmental scanning. It also enhances and coordinates the knowledge base of the PSC by supplying strategic information not only to the Commission and the public service, but to Parliament as well through the monitoring, assessment and review of the PSC policies and programs and through the monitoring of the health of the Public Service as a whole. It reports to Parliament and other parties and is involved in conducting liaison with various stakeholders.

◆ Recourse Branch

This branch provides independent recourse processes in support of the merit principle in order to protect the public interest and to promote, through effective intervention and education, the application of merit, fairness, equity and transparency. It also ensures that appropriate independence of the quasi-judicial appeals and investigations function exists and is seen to exist, by: hearing appeals against alleged breaches of the Public Service Employment Act and Regulations; investigating deployment complaints and staffing irregularities that are not subject to appeal, and conciliating settlements where complaints are upheld. Part of its role is to provide training, advice and assistance to departments, unions, other organizations and individuals. It also serves as an expert resource body to departments by developing programs and services in the prevention and resolution of harassment in the workplace such as training, mediation, investigation and coaching. This Branch also coordinates the Shared Mediators Program for cases of harassment and conflict in the workplace.

◆ Regional Offices

The Commission's regional offices are collectively responsible for delivering programs and services to federal departments and employees as well as to members of the public across Canada. The regional directors general are responsible for adapting the Commission's programs and services to the particular needs of the public in each region.

◆ Staffing and Recruitment Programs Branch

This Branch works with departments and agencies to provide a highly competent Public Service that is non-partisan and representative of Canadian society. The branch responsibility includes operational policy and program design, as well as the delivery of products and services through regional and district offices. Branch activities include the administration of staffing delegation, recruitment to the Public Service, priority administration and EE initiatives. The Branch is also responsible for the delivery of EE initiatives and certain corporate programs (e.g. Management Trainee Program) on behalf of Treasury Board.

◆ Learning, Assessment and Executive Programs Branch

The Learning, Assessment and Executive Programs Branch offers services to respond to recruitment and staffing needs for executives. Services offered include the identification of leadership competencies, assessment tools, staffing vacancies, and a language testing and training program exclusively to assist executives in meeting CBC requirements. It also manages corporate and government-wide programs such as the Career Assignment Program, the Accelerated Executive Development Program, the Assistant Deputy Minister Prequalification Process, as well as the Interchange and International Programs. In addition, it offers courses and services provided by Training and Development Canada and Language Training Canada to respond to the overall learning needs of departments and employees.

Information Holdings

Program Records

Appeals and Deployment Recourse

Description: Information on appeals by public servants against internal appointments and complaints against deployments that are heard with respect to alleged breaches of the Public Service Employment Act and Regulations. **Topics:** Appeals, appeal files, complaint documents and statistics. **Program Record Number:** PSC AIB 005

Communications and Outreach

Description: Information on parliamentary and legislative affairs pertaining to the PSC mandate, on the administration of the Commission's statutory responsibilities, and on services pertaining to corporate communications and external relations. **Topics:** Parliamentary and public relations, PSC policy, bulletins and publications, internal communications, public enquiries, and media relations. **Program Record Number:** PSC CMB 022

Employment Equity Positive Measures Program (Formerly Diversity Management)

Description: Information on the management and administration of the delivery of the Employment Equity Positive Measures Program (EEPMP). A significant part of the Treasury Board Secretariat's (TBS) overall employment equity strategy for the federal Public Service, the Employment Equity Positive Measures Program (EEPMP) helps departments and agencies meet their employment equity goals and objectives by providing additional support including tools, services and funding to improve the representation of the four designated groups. The Public Service Commission (PSC) administers and delivers three of the program's four components — the Employment Equity Partnership Fund, the Employment Equity Career Development Office, and the Employment Equity Enabling Resource Centre for Persons with Disabilities — while TBS administers the Employment Equity Intervention Fund and ensures the overall coordination of the EEPMP. Through this, the EEPMP works to foster greater EE self-sufficiency of departments and agencies towards fulfilling legislated obligations as delegated to them by the employer under the Employment Equity Act. The EEPMP also supports central agencies in discharging their legislated responsibilities for employment equity and providing for leadership in addressing public service-wide employment equity priorities. It ensures greater integration of employment equity in the planning processes, including human resources and in the daily operations of departments and agencies. **Topics:** The Employment Equity Positive Measures Program is aimed at persons with disabilities, Aboriginal Peoples, members of visible minorities and women; Partnership Fund and Intervention Funded projects. **Note:** the Employment Equity Positive Measures Program (EEPMP) on the PSC's Internet Home Page (www.psc-cfp.gc.ca/eeppm-pmpee) also provides information on best practices on Employment Equity. **Program Record Number:** PSC SPB 040

Executive Programs

Description: Information on the recruitment, selection, assessment, and counselling of the Executive Group; on the development and implementation of career development for Executives and employees in the feeder groups; on the management of the Career Assignment Program and Interchange Canada; and

on the coordination of interdepartmental efforts to place Canadians in international organizations. **Topics:** Resourcing services to departments; priority placement; resourcing/competition files; career development policies, plans and programs, including the Career Assignment Program, the Interchange Canada Program and International Programs; recruitment, selection, assessment, employment counselling and training and development. **Program Record Number:** PSC SPB 065

External Audits

Description: Information on audits pertaining to the management of staffing, the exercise of the non-delegated staffing authority, and on the implementation of Treasury Board's human resources policies. As a matter of PSC policy, external audits are now carried out only on an exceptions basis. **Topics:** Audits of departments' staffing practices; methodology and guidelines for audits. **Program Record Number:** PSC AIB 011

Investigations, Mediation and Conciliations

Description: Information on the investigation, conciliation and mediation of all complaints on non-appealable staffing matters and on any other matter arising out of or relating to the administration or operation of the Public Service Employment Act and Regulations, and the investigation into complaints of harassment in the workplace, other than for grounds prohibited by the Canadian Human Rights Act. **Topics:** Investigations, investigation and conciliations files. **Program Record Number:** PSC AIB 010

Language Learning Programs (formerly Language Training)

Description: Information on the provision of mandatory and discretionary language training in both official languages and related orientation and language training services, in conformity with government policies to meet the needs of departments and agencies in the federal public service. **Topics:** Language training, course development, language courses, quality management support, teaching services and language training system. **Program Record Number:** PSC TPB 105

Mediation, Investigation and Coaching in the Prevention and Resolution of Harassment in the Workplace

Description: Information on mediation, investigation and coaching on matters of harassment pursuant to the Treasury Board's Policy on the Prevention and Resolution of Harassment in the Workplace. **Program Record Number:** PSC RB 001

Other Inquiries

Description: Information pertaining to other inquiries relating to allegations of irregularities or fraudulent practices in a selection process, revocations of appointment, delegation of authority and requests for deleting name of candidates from eligibility lists. **Program Record Number:** PSC RB 002

Personnel Psychology Centre (formerly Assessment, Testing and Counseling)

Description: Information on personnel assessment tools that help public service managers identify and develop competent staff; on career counselling for aspirants to, and employees at, executive levels; on career transition counselling to departments' employees; on consultation and training to the federal Human Resources community. **Topics:** Assessment tools and techniques, models such as the Wholistic Competency Profile model. **Program Record Number:** PSC SPB 034

Recruitment Programs and Priority Administration (formerly External Recruitment and Development Programs)

Description: Information on the management of external recruitment programs and on the development of approaches aimed at recruiting highly qualified individuals to the federal public service. **Topics:** Recruitment approaches; post-secondary recruitment campaigns; student employment program; recruitment and developmental programs such as the Management Trainee Program (MTP), the Accelerated Economist Training Program (AETP), the Financial Officer Recruitment and Development Program (FORD), the Internal Auditor Recruitment and Development Program (IARD) and the Aboriginal Masters Program (AMP). **Program Record Number:** PSC SPB 031

Recruitment Programs and Priority Administration (formerly Workforce Adjustment)

Description: Information on the administration of the priority entitlements flowing from the Public Service Employment Act and Regulations and responsibilities related to the broader area of Workforce Adjustment (WFA). **Topics:** Policy and program development; interpretation and guidance to departments; Priority Administration System. **Program Record Number:** PSC SPB 033

Regions (formerly Staffing Operations)

Description: Information on the provision of all non-delegated staffing activities and services for all occupational categories. **Topics:** Staffing operations and support services, recruitment, referrals, assessments, appointments, placement of priority persons, employment equity programs. **Program Record Number:** PSC SPB 030

Research and Analysis

Description: Information on the identification, collection, and analysis of human resources management issues in the Public Service. **Topics:** Research frameworks, human resources issues and trends, labour-market analyses and forecasts. **Program Record Number:** PSC SPR 180

Shared Mediators Program

Description: Information on profiles of Mediators and Co-Mediators from participating departments and agencies for referrals to requesting departments for mediation services. **Program Record Number:** PSC RB 003

Staffing Framework

Description: Information on the development of proposals for legislation, regulations, statutory instruments, policies and standards pursuant to the Public Service Employment Act, in staffing and in the delegation of authority to departments; on the coordination of parts of the Official Languages Program for which the PSC is responsible as a central agency. **Topics:** Standards, directives, methods, policies and procedures to implement staffing in the federal public service; assessment and counselling services; occupational and language test development; staffing authorities and delegation; staffing consultant certification files; program development and consultation; statistics on appointments to bilingual positions; special studies; official languages exclusion order files. **Program Record Number:** PSC SPB 050

Training and Development Canada

Description: Information on professional, technical and supervisory training, and on specialized training to public servants in response to Treasury Board and departmental requirements. **Topics:** Schedule of courses and other products and services offered by Training and Development Canada. **Program Record Number:** PSC TPB 120

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Buildings and Properties

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Personnel

Procurement

Salaries and Wages

Staff Relations

Personal Information Banks

Accelerated Economist Training Program (AETP): Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, applications, transcripts of marks, correspondence, interview notes, assessment centre notes, notations or referrals, notes to file, and faxes for all applicants to the Program. It may also contain administrative documents related to security, travel, training, departmental assignment agreements/descriptions, reclassification notes, performance evaluations, job descriptions, and other printed material for the participants of the Program. **Class of Individuals:** Non-public servants and public servants applying to the AETP or past and present participants of the AETP. **Purpose:** This bank exists under the authority of Sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions with the AETP, and to maintain historical records of all persons who have participated in the AETP. **Consistent Uses:** This bank is used to retain applications to the AETP, for the general management of assignments, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after an application is submitted and then are destroyed. Hardcopy records for participants are retained for five (5) years after the participant ceases to be in the Program. Machine readable records are retained twenty-five (25) years and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 031 **TBS Registration:** 003068 **Bank Number:** PSC PPU 094

Access Requests

Description: This bank may contain access request forms, the replies to such requests and information relating to the processing of the requests. **Class of Individuals:** Non-public servants and public servants who have made formal access requests under the Access to Information Act or the Privacy Act. **Purpose:** This bank exists in accordance with section 4 of the Access to Information Act and section 12 of the Privacy Act to process access requests made under the Acts. **Consistent Uses:** The bank is used to record and

process access requests, to respond to complaints received under the Acts and for statistical purposes.

Retention and Disposal Standards: Records are retained for two (2) years after completion of the request, then destroyed. **PAC Number:** 86-001
Related to PR#: PSC CMB 022 **TBS Registration:** 001443 **Bank Number:** PSC PPU 120

Applicant Inventories and Referrals

Description: This bank may contain applications/ curriculum vitae, test results, and screening and referral information resulting from solicited and non-solicited competitions/announcements. Individuals seeking access to this information are required to specify the city in which they presented an application for employment and solicitation reference numbers in cases of solicited competitions. **Class of Individuals:** Non-public servants and public servants who have applied for a position in the Public Service. **Purpose:** This bank exists in accordance with section 5 of the Public Service Employment Act to provide for the maintenance of inventories of candidates who have applied for employment to the Public Service of Canada in the administrative support, administrative and foreign services, professional and scientific, technical and operational categories, and in the Executive Group. **Consistent Uses:** This bank is used to identify applicants suitable for referral and appointments to positions in the public service and to record referral information. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. The information in this bank is frequently matched with information on appointment and test results for statistical purposes and program evaluation. **Retention and Disposal Standards:** Records are maintained for two (2) years after being removed from the inventories or after referrals and then destroyed. Computerized information is retained for five (5) years. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001422 **Bank Number:** PSC PPU 015

Assessment Centre for Early Identification of Executive Potential (EIEP)

Description: This bank may contain memoranda and letters; biographical information and assessment results. This bank may also include assessment and career counselling data for 1968-73 for the Career Assignment Program. **Class of Individuals:** Candidates who have been assessed by the Assessment Centre (EIEP). **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of Career Assignment Program candidates. **Consistent Uses:** This bank is used to record and provide all information relating to the assessment of candidates for the Career Assignment Program so that meritorious selections for the program may be made. It is also used to provide

assessment information to candidates requesting feedback and to gather normative and research data on candidates who have gone through the Assessment Centre. Information obtained from a voluntary process form 1968 to 1973 was used for providing individual feedback and for research purposes. **Retention and Disposal Standards:** Records are retained for thirty (30) years after the assessment and then destroyed. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 034 and PSC SPB 065 **TBS Registration:** 001430 **Bank Number:** PSC PPU 055

Business/Government Executive Exchange (ceased in 1994)

Description: This bank may contain nomination and biographical information, performance review and employee appraisals, agreements, job descriptions, interview notes, curriculum vitae, and correspondence related to the assignment, selection, orientation, inventory and counselling of participants. **Class of Individuals:** Executives from business and industry and from the Federal Government who have been nominated, are currently on or have completed an assignment. **Purpose:** This bank exists to maintain an inventory of executives from business and industry and from the federal government who have been nominated for possible participation in the program and to keep historical records of all persons who have participated. **Consistent Uses:** The information is used to assess candidates and to refer business or federal government executives for possible assignment opportunities. **Retention and Disposal Standards:** Records are retained for two (2) years after the termination of an assignment, and are then destroyed. Information on candidates who did not participate in the Program is retained for two (2) years and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001904 **Bank Number:** PSC PPU 067

Career Assignment Program (CAP): Inventory of Candidates and Participants

Description: This bank may contain basic personal information, Executive Simulations for CAP forms, curriculum vitae, career plans, appraisal information, assessment results, overall integration results including reference checks, course participation, and general correspondence related to CAP nominees and participants. This bank may also include information retained for a previous program: Special Development Program. **Class of Individuals:** Non-public servants and public servants who have been nominated and/or have participated in CAP. **Purpose:** This bank exists in accordance with sections 10 and 16(1) of the Public Service Employment Act to record and provide information relating to initial and final nominations to CAP. This bank also exists to maintain an historical record of all persons who have participated in CAP. **Consistent Uses:** This bank is used to record and provide information on CAP candidates to the

assessment and selection phase for statistical, administrative and counselling purposes. **Retention and Disposal Standards:** Records are retained in hard copy for three (3) years for employees who do not proceed beyond the selection phase, and for five (5) years after termination of CAP participation, after which they are destroyed. Selected information on all candidates is computerized and retained for statistical purposes for (20) years. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001703 **Bank Number:** PSC PPU 060

Course Registration and Information

Description: This bank may contain basic personal data and related course administration information. Individuals seeking access to this information are required to specify the pertinent Training and Development Canada course numbers. **Class of Individuals:** Non-public servants and public servants who have taken or are enrolled in a professional course offered by Training and Development Canada. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to establish and maintain records of all persons who have taken or are enrolled in a professional course offered by the PSC Learning, Assessment and Executive Programs Branch. **Consistent Uses:** This bank is used to provide information required to administer professional training courses delivered by Training and Development Canada. **Retention and Disposal Standards:** Records are retained for five (5) years after completion of training and development activity, then destroyed. Computerized records are retained ten (10) years after completion of training. **PAC Number:** 96-040 **Related to PR#:** PSC TPB 120 **TBS Registration:** 001438 **Bank Number:** PSC PPU 095

Executive Resourcing

Description: This bank may contain security clearance rating, language examination results, memoranda to the Commission (Board Report), letters of offer, letters of acceptance, letters to unsuccessful candidates, notice of Right to Appeal if applicable, notice regarding no appeals, copy of Record of Staffing Transaction, Official Languages Information form, job descriptions, the Request for Non-delegated Staffing, job profiles, statement of qualifications, application forms, individual candidate reports from the Assessment Centre for Executive Appointment, reference check results, and record of persons considered for the position. Individuals seeking access to this information are requested to give the pertinent reference number (i.e. competition). **Class of Individuals:** Persons who are included in an Executive Group competition administered by the PSC. **Purpose:** This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information relating to Executive Group competitions administered by the Public Service Commission. **Consistent Uses:** This bank is used to provide information relating to Executive Group selection

and appointments made by the PSC. On request, information may be disclosed to a participant in a selection action to explain the reasons for the selection decision. Information in this bank may be obtained from information in the applicant inventories, the assessment results and from departments. **Retention and Disposal Standards:** Records are retained for three (3) years after the eligibility list expires, then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001437 **Bank Number:** PSC PPU 090

Federal Student Work Experience Program (FSWEP): Inventory of Applicants

Description: This bank may contain the following information: applications for employment, job requests, requests for re-employment, records and results of referrals of applicants. It should be noted that, as of April 1, 1997, this bank's name changed to Federal Student Work Experience Program (FSWEP). **Class of Individuals:** Non-public servants who are full-time students and apply to the FSWEP. **Purpose:** This bank exists in accordance with section 5 of the Public Service Employment Act and Order-in-Council P.C. 1997-488 to record information on the referral of applicants by the PSC to departments and agencies. **Consistent Uses:** This bank is used to identify applicants for student employment under the FSWEP. It is also used to provide information on applicants referred by the Commission. The information on under-represented groups is used for statistical and referral purposes by the Public Service Commission and the employing department. **Retention and Disposal Standards:** Records are retained for five (5) years, then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 031 **TBS Registration:** 003952 **Bank Number:** PSC PPU 086

Interchange Canada: Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance review and employee appraisals, agreements, job descriptions, interview notes and correspondence related to the program. Some information exists in computerized form. **Class of Individuals:** Non-public servants and public servants applying for positions in Interchange Canada, or who are currently on, or have completed, an assignment. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking Interchange Canada assignments and to maintain historical records of all persons who have participated in Interchange Canada. **Consistent Uses:** This bank is used for the general management of the assignments. This bank interfaces with the Inventory Management system. **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after candidate is declared inactive, then

destroyed. Records of public servants participants are retained for two (2) years after termination of participation and destroyed. Records of non-public servants are retained for five (5) years after termination of participation and destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **ward fs19TBS** **Registration:** 001895 **Bank Number:** PSC PPU 069

International Appointments: Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, records of instances of consideration, notations of referrals, performance review and employee appraisals, agreements, job descriptions, interview notes, vacancy notices and correspondence related to the program. Some information exists in computerized form. **Class of Individuals:** Non-public servants and public servants applying for appointments in international organizations, who were, or are currently appointed. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act, to provide an inventory of persons seeking positions with international organizations. It also exists to maintain historical records of all persons who have participated in the program. **Consistent Uses:** This bank is used to identify vacancies in international organizations and for the general management of the appointments. It interfaces with the Inventory Management system. **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after being declared inactive, and then destroyed. Records of participants and competition files are retained for three (3) years after termination of appointments, and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001896 **Bank Number:** PSC PPU 073

Investigations

Description: This bank may contain excerpts of personnel files and/or competition files, interview notes, allegations or complaints, memoranda and letters, performance evaluations, press clippings, memorandum of agreement and formal investigation reports. It may also contain information dealing with conciliation actions undertaken with departments, employees, representatives or complainants. **Class of Individuals:** Non-public servants and public servants who have filed a complaint related to the application of the Public Service Employment Act and its Regulations with the Recourse Branch, and persons involved in the complaint. **Purpose:** This bank exists in accordance with Section 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 to record information with respect to investigations related to the application of the Public Service Employment Act and Regulations and to complaints of harassment in the workplace as defined by Treasury Board policy. **Consistent Uses:** The information is used so that allegations may be examined, recommendations made and corrective actions taken if

warranted. It is also used to prepare background documentation to establish a board of inquiry or the preparation of a Federal Court file. **Retention and Disposal Standards:** Paper records are retained active during the investigation, conciliation or disclosure phase, five (5) years inactive, then destroyed. Complaints which do not become a formal investigation are kept for two (2) years and then destroyed. Computerized records are retained on-line for five (5) years, then deleted. **PAC Number:** 94-001 **Related to PR#:** PSC AIB 010 **TBS Registration:** 001421 **Bank Number:** PSC PPU 010

Language Training Orientation

Description: This bank may contain basic personal data, aptitude and placement tests results, preliminary interview report, prognosis, recommended lessons and projected training duration. **Class of Individuals:** Non-public servant and public servants who underwent the orientation process for non-imperative staffing purposes or for enrolment on basic language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to register test results and information collected during the orientation interview. **Consistent Uses:** This information is used to evaluate the aptitude to succeed at language training, to make pedagogical recommendations to the teaching personnel and to supply Language Training Canada with administrative data. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted. **PAC Number:** 93-003 **Related to PR#:** PSC TPB 105 **TBS Registration:** 002778 **Bank Number:** PSC PPU 100

Language Training Services

Description: This bank may contain basic personal data, service and language training requests, aptitude and placement tests as well as language training results. **Class of Individuals:** Persons who underwent language training. **Purpose:** This bank exists in accordance with section 5(b) of the Public Service Employment Act to provide information for eligibility testing, orientation, enrolment and language training processes. **Consistent Uses:** The bank is used for the eligibility, testing, orientation, enrolment and language training processes, and to ensure a progress follow-up on participants. The PSC's Test Scoring and Reporting System provides a weekly update of Second Language Evaluation (SLE) results to the Treasury Board's Language Training Module for the purposes of updating candidate information. **Retention and Disposal Standards:** Paper records are kept for twenty (20) years after completion of training and are then destroyed. Computerized records remain active during the training period, are then kept on tape for twenty (20) years and then deleted. **PAC Number:** 93-003

Related to PR#: PSC TPB 105 **TBS Registration:** 002779 **Bank Number:** PSC PPU 110

Management Resources Information System (MRIS) (ceased to be updated in 1993)

Description: Since 1993, information has been transferred to the applicant inventories and analytical environment systems which ensure, in part, the necessary data for the management of the various PSC programs and services. This bank may contain basic personal data skills and work history, professional qualifications, applications, letters of acknowledgement, notations of referrals, notes to file, curriculum vitae, career aspirations, managerial experience, and employee appraisals. **Class of Individuals:** Non-public servants and public servants applying for positions in the Executive Group as well as persons seeking participation on Interchange Canada or International Assignments. **Purpose:** This bank exists to enable the Public Service Commission to fulfil its powers as stated in section 5 of the Public Service Employment Act and Regulations, i.e., to maintain an inventory of candidates for eligible classifications as determined by the PSC.

Consistent Uses: This bank is used to provide information to TBS and departments for the purposes of staffing, human resources management, statistics, analysis, evaluations and career management planning. Prior to 1993, relationship with other systems: The MRIS system is regularly merged with the Treasury Board Incumbent System (TBS PCE 723) to obtain employee data, with the Treasury Board Secretariat Senior Personnel Information System (TBS PCE 715) to obtain position data, with the PSC Appointment Information Management System (AIMS) to update changes resulting from appointments and with the Separation File to identify individuals who left the Public Service. It is also merged with the Employment Equity Target Group Data Bank (TBS PCE 706) to provide TBS with statistical information related to employment equity. Source data is also obtained from the PSC Career Assignment Program System, the Interchange/International System, the Executive Group Applicant Inventory and the Quarterly Statistical File. **Retention and Disposal Standards:** Information on MRIS applicants who are not accepted is retained for two (2) years after being declared inactive. Applicants who are accepted should refer to the central bank PSC PCE 734 in Sources of Federal Employee Information for the retention period. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 065 **TBS Registration:** 001436 **Bank Number:** PSC PPU 085

Management Trainee Program (MTP): Inventory of Applicants and Participants

Description: This bank may contain curriculum vitae, applications, transcripts of marks, correspondence, interview notes, appointment letters, assignment descriptions and performance appraisals. **Class of Individuals:** Non-public servants and public servants

applying to the Management Trainee Program, and persons who have been appointed to the Program.

Purpose: This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act (PSEA) to provide an inventory of persons seeking positions with the Management Trainee Program, and to maintain developmental information regarding those who are participants in the Program. **Consistent Uses:** This bank is used to identify candidates for positions with the Management Trainee Program, for the general management of assignments for persons selected to the Program, and for statistical purposes. It interfaces with the Inventory Management and Employee History systems to track the career progression of participants (for statistical purposes and studies). **Retention and Disposal Standards:** Records of applicants are retained for two (2) years after application is submitted and are then destroyed. In the case of participants, hard copy records are retained for five (5) years after the participant ceases to be a MTP participant. Machine readable records are retained for twenty-five (25) years and then destroyed. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 031 **TBS Registration:** 002909 **Bank Number:** PSC PPU 093

Occupational Test Results

Description: This bank may contain test answer sheets and results for persons who, for selection or other purposes, have undergone PSC tests. Individuals completing a Personal Information Request Form are required to provide their full name. **Class of Individuals:** Non-public servants and public servants who have undergone tests developed by the PSC. **Purpose:** This bank exists in accordance with section 16(1) of the Public Service Employment Act to record information on tests conducted for purposes of selection, such as competitions. **Consistent Uses:** The bank is used to record and provide information to departments on the results of tests administered by PSC regional offices and/or departments to determine the suitability of candidates in the selection process and for human resources planning and analysis. The information in this bank is contained in the Test Scoring and Results Reporting System (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. **Retention and Disposal Standards:** Hard copy files are kept for five (5) years and destroyed. Candidate test results are kept indefinitely on computerized files. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 030 and PSC SPB 050 **TBS Registration:** 001424 **Bank Number:** PSC PPU 025

Personnel Selection (excluding Executive Resourcing)

Description: This bank may contain requests to staff, job descriptions, statements of qualifications, official languages input forms, competition notices, application forms, curriculum vitae, selection rating guides, board reports, letters of reference, eligibility lists, all other documents used in establishing candidates' order of merit, and results and notification of appointment. Persons completing a Personal Information Request Form are required to give the pertinent competition numbers. **Class of Individuals:** Non-public servants and public servants who are being considered for appointment through a process of personnel selection administered by the Resourcing and Learning Branch.

Purpose: This bank exists in accordance with section 10 of the Public Service Employment Act to record and provide information related to any process of personnel selection by competition or without competition administered by the Public Service Commission. **Consistent Uses:** This bank is used to staff positions and, on request, to disclose to a participant in a selection action to explain the reasons for the selection decision. This bank also provides related documentation for PSC Investigations as a result of the selection processes. The information on under-represented groups is used for statistical purposes by the Public Service Commission, Treasury Board and the employing department. Information in this bank may be obtained from systems pertaining to applicant inventories and assessment results.

Retention and Disposal Standards: Records are retained for two (2) years after the eligibility list expires or two (2) years after it has been used for administrative purposes and then destroyed. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001427 **Bank Number:** PSC PPU 040

Post-Secondary Recruitment (PSR) Program: Inventory of Applicants

Description: This bank may contain curriculum vitae, applications, transcripts of marks, correspondence, tests results, interview notes, assessment centre notes, records of instances of consideration, notations or referrals, notes to files, and messages for those applicants to the PSR program. **Class of Individuals:** Non-public servants and public servants applying to Post-Secondary Recruitment. **Purpose:** This bank exists under the authority of sections 5, 10, 11 and 16 of the Public Service Employment Act to provide an inventory of persons seeking positions through the Post-Secondary Recruitment campaign. **Consistent Uses:** This bank is used to identify applicants for positions offered through PSR (for statistical purposes and studies). The bank interfaces with the Inventory Management and Employee History systems to track the career progression of those applicants who are hired through PSR for positions/training programs in the participating departments. **Retention and Disposal**

Standards: Records are retained for five (5) years after an application is submitted and are then destroyed, except in cases where successful applicants are hired. Information on such applicants is transferred to the hiring department. **PAC Number:** 94-001 **Related to PR#:** PSC SPB 031 **TBS Registration:** 003953 **Bank Number:** PSC PPU 096

Second Language Assessment by Regional Offices

Description: This bank may contain the appropriate second language assessment request and record of results form, basic personal data, oral interviews recorded on cassette, assessments, reports and results. **Class of Individuals:** Persons who were assessed by the PSC Regional Offices for second language proficiency. **Purpose:** This bank exists in accordance with sections 16 and 20 of the Public Service Employment Act to assess the second language proficiency of candidates. **Consistent Uses:** This bank is used to maintain a record on candidates tested for the purpose of appointment to bilingual positions in the public service. Test results are entered in the Test Scoring and Results Reporting System (TSRR) and may be entered in the applicant inventories.

Retention and Disposal Standards: Records are retained for three (3) years, interviews on cassette are retained for two (2) years unless the candidate agrees to their earlier disposal and then destroyed. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 030 **TBS Registration:** 001426 **Bank Number:** PSC PPU 035

Second Language Evaluation (SLE) Test Results

Description: This bank may contain SLE test answer booklets and results for persons who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test, or Writing for Exemption Test. For candidates tested in Oral Interaction, the test cassettes are retained by the administering PSC or departmental test centre. Individuals completing a Personal Information Request Form are required to provide their full name. **Class of Individuals:** Non-public servants and public servants who have taken the Second Language Evaluation Oral Interaction Test, Reading Test, Writing Test or Writing for Exemption Test. **Purpose:** This bank exists in accordance with sections 16(1) and 20 of the Public Service Employment Act to record the Second Language Evaluation (SLE) scores and language assessment results for the purpose of appointment. **Consistent Uses:** The bank is used to provide information on second language evaluation assessment for staffing of bilingual positions and information for general personnel management, research and statistical purposes. The information in this bank is contained in the Test Scoring and Results Reporting system (TSRR) and interfaces with the Inventory Management System which contains applicant inventories. The bank also provides the individuals' test results to the Language Training System. **Retention and Disposal Standards:** Hard

copy files are retained for five (5) years, then destroyed. Oral Interaction Tests on cassettes are retained for two (2) years unless the candidate agrees to their earlier disposal. Candidate test results are kept indefinitely on computerized files. **PAC Number:** 96-040 **Related to PR#:** PSC SPB 030 and TBS PCE 703 **TBS Registration:** 001425 **Bank Number:** PSC PPU 030

Classes of Personal Information

General Administrative Documentation

In the course of conducting the activities and programs of the Public Service Commission, categories of personal information are accumulated which are not contained in the specific information banks described in this entry. Examples of such personal information include routine correspondence of an administrative nature, complaints and inquiries files as well as contracts for personal and professional services and unsolicited applications for employment. This information is normally filed by general subjects and is retrievable only if specifics are provided concerning the data and subject matter. The retention periods for these classes of personal information are controlled by the records schedules of the general subject files in which they are stored.

Surveys and Studies

The Public Service Commission occasionally surveys individuals, private and other public organizations who have participated in PSC programs or made use of its services. In the majority of cases, the identities of persons responding to the surveys are not recorded. These surveys usually form part of studies and are done to obtain individual's views and opinions on PSC activities such as training, staffing, appeals, audits and other departmental responsibilities. The information is used for program planning and to evaluate the effectiveness of training methods and of PSC operations. It is also used to respond to training needs; to obtain a basis for the establishment of policies and procedures; and to ascertain the quality of services, identify problems in those services and make the necessary improvements. The retention periods for this class of personal information are controlled by the record schedules of the general subject file in which they are stored.

Manuals

- Procedures Manual (Investigations)
- Public Service Commission Plan (Business Plan)
- Staffing Information Manual
- Subject Classification Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Headquarters

L'Esplanade Laurier, West Tower
300 Laurier Avenue West
Ottawa, Ontario
K1A 0M7

Tel.: (613) 992-9562

Fax: (613) 992-9352

Atlantic Region

Regional Office

Maritime Centre
1505 Barrington Street, 17th floor
P.O. Box 1664, Halifax CRO
Halifax, Nova Scotia
B3J 3V3

Tel.: (902) 426-2171

Fax: (902) 426-7277

District Offices

Nova Scotia

Maritime Centre
1505 Barrington Street, 17th floor
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Halifax, Nova Scotia
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Infotel: (902) 426-2990

Fax: (902) 426-0507

TDD: (902) 426-6246

New Brunswick

777 Main Street, 7th Floor
Moncton, New Brunswick
E1C 1E9

Tel.: (506) 851-6616

Fax: (506) 851-6618

TTY: (506) 851-6624

Newfoundland

10 Fort William Road
Ground Floor
St. John's, Newfoundland
A1C 1K4

Infotel: (709) 772-4812

Fax: (709) 772-4316

TTY: (709) 772-4317

Prince Edward Island

119 Kent Street, Suite 420
Charlottetown, P.E.I.
C1A 1N3

Infotel: (902) 368-0444
Fax: (902) 566-7036
TTY: (902) 566-7039

Quebec Region**Regional Office**

200 René-Lévesque Boulevard West
East Tower, 8th Floor
Montréal, Quebec
H2Z 1X4

Tel.: (514) 283-5776
Fax: (514) 496-2404
TTY: (514) 283-2467

District Office

Champlain Harbour Station
901 Cap Diamant
3rd Floor, Room 349
Québec, Quebec
G1K 4K1

Tel.: (418) 648-3230
Fax: (418) 648-4575
TTY: (418) 648-7273

National Capital and Eastern Ontario Region**Regional Office**

66 Slater Street, 3rd Floor
Ottawa, Ontario
K1A 0M7

Tel.: (613) 996-8436
Fax: (613) 996-8048
TTY: (613) 996-1205

Central and Southern Ontario Region**Regional Office**

1 Front Street West
6th Floor
Toronto, Ontario
M5J 2X5

Tel.: (416) 973-4636
Fax: (416) 973-1883
TTY: (416) 973-2269

Central Prairies Region**Regional Office**

344 Edmonton Street
Suite 100
Winnipeg, Manitoba
R3B 2L4

Tel.: (204) 984-4636
Fax: (204) 983-3766
TTY: (204) 983-6066

District Office

1955 Smith Street
Suite 400
Regina, Saskatchewan
S4P 2N8

Tel.: (306) 780-5627
Fax: (306) 780-5723
TTY: (306) 780-6719

Western and Northern Region**Regional Office**

9700 Jasper Avenue
Suite 830
Edmonton, Alberta
T5J 4G3

Tel.: (403) 495-7444
Fax: (403) 495-3145
TTY: (403) 495-3130

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757 West Hastings Street
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Vancouver, British Columbia
V6C 3M2

Tel.: (604) 666-0350
Fax: (604) 666-6808
TTY: (604) 666-6868

1230 Government Street
Suite 539
Victoria, British Columbia
V8W 3M4

Tel.: (250) 363-8120
Fax: (250) 363-0558
TTY: (250) 363-0564

300 Main Street
Suite 400
Whitehorse, Yukon
Y1A 2B5

Tel.: (867) 667-3900
Fax: (867) 668-5033
TTY: (867) 668-4107

4914 50th Street
P.O. Box 2730
Yellowknife, Northwest Territories
X1A 2R1

Tel.: (867) 669-2440
Fax: (867) 669-2448

P.O. Box 1990
GOCB Building 969
Iqaluit, Nunavut
XOA OHO

Tel.: (867) 975-4662
Fax: (867) 975-4647

Reading Room

In accordance with the Access to Information Act, an area on the premises of these institutions has been designated as a public reading room. These rooms are located in the following PSC regional offices:

Central and Southern Ontario Region

36 Adelaide Street East
4th Floor East
Mackenzie Building
Toronto, Ontario
M5C 1J6

From 08:30 to 16:30

Central Prairies Region

1955 Smith Street
4th Floor
Regina, Saskatchewan
S4P 2N8

From 10:00 to 15:00

344 Edmonton Street
Suite 100
Winnipeg, Manitoba
R3B 2L4

From 10:00 to 15:00

Headquarters

L'Esplanade Laurier, West Tower
300 Laurier Avenue West
11th Floor
Ottawa, Ontario
K1A 0M7

From 08:30 to 16:30

National Capital and Eastern Ontario Region

66 Slater Street
3rd Floor
Ottawa, Ontario
K1A 0M7

From 08:30 to 16:30

Quebec Region

200 René-Lévesque Boulevard West
East Tower, 8th Floor
Montréal, Quebec
H2Z 1X4

From 08:15 to 16:15

Champlain Harbour Station
901 Cap Diamant
3rd Floor, Suite 349
Quebec, Quebec
G1K 4K1

From 08:00 to 16:30

Public Service Staff Relations Board

Chapter 120

General Information

Background

The Public Service Staff Relations Board was established in 1967 by the Public Service Staff Relations Act.

Responsibilities

The Board administers the Public Service Staff Relations Act. Its responsibilities include such matters as determination of bargaining units, certification and decertification of bargaining agents, arbitration of interest disputes, adjudication of rights disputes, conciliation, mediation and generally providing an administrative structure within which the rights and responsibilities of the employers and employees in the federal public service may be exercised and/or enforced. The Board also administers the provisions of the Parliamentary Employment and Staff Relations Act, as well as certain provisions of Part II of the Canada Labour Code.

Legislation

- P.E.S.R.A. Regulations and Rules of Procedures
- Parliamentary Employment and Staff Relations Act
- Part II – Canada Labour Code (certain provisions only)
- Public Service Staff Relations Act
- Public Service Staff Relations Board Regulations and Rules of Procedures, 1993

Organization

Pursuant to the Public Service Staff Relations Act (R.S.C. 1985, chapter P-35), the Board is composed of "...a Chairperson, a Vice-Chairperson, not less than three Deputy Chairpersons and such other full-time and part-time members as the Governor in Council considers necessary to discharge the responsibilities of the Board." All appointments are for periods not exceeding seven years, with the exception of the chairperson, vice-chairperson and deputy chairpersons, whose appointments are for periods not exceeding ten years. Part-time members are appointed primarily for the purpose of adjudicating grievances.

◆ Secretary of the Board

The Secretary, subject to the direction of the Chairperson, has supervision over and direction of the work and staff of the Board.

The Board's staff is comprised of Corporate Services, Legal Services, Financial Services, Dispute Resolution Services and Operations.

Corporate Services is responsible for the corporate functions of Informatics Systems, Material Management, Information Management, Library Services, Editorial Services and Human Resource Management as well as the provision of administrative support including communications and corporate planning.

Legal Services provides the Chairperson, members and officers with legal advice and counsel on matters relating to the operations of the Board. It also represents the interests of the Board in judicial review proceedings before the Federal Court of Canada.

The Financial Services manages the organization's financial framework, processes and records accounting transactions, controls and monitors the spending authorities and budget, provides expert financial analysis, reports and advice, and liaises with central agencies on financial planning and reporting issues.

Dispute Resolution Services are available to the parties in all areas of the Board's jurisdiction.

Operations consists of case management services which are responsible for the management and control of all proceedings before the Board.

Information Holdings

Program Records

Applications for Declaration of Strikes as Lawful or Unlawful

Description: Information on applications by either employers or bargaining agents for a declaration by the Board on the legality of strikes. **Topics:** Applications for a declaration of a strike as lawful or unlawful. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 100

Applications for Extension of Time

Description: Applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings when the prescribed time for each of these activities has expired. **Topics:** Applications for extension of time prescribed in the Board's regulations. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 110

Applications for Extension of Time to Implement Arbitral Awards

Description: Information on application from either party for extension of time to implement the provisions of arbitral awards if unable to do so within the required 90 days. **Topics:** Applications for extension of time to implement arbitral awards. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 090

Applications for Extension of Time to Implement Provisions of Collective Agreements

Description: Information on application by either party for extension of time to implement the provisions of a collective agreement if unable to do so within the period agreed upon, or 90 days. **Topics:** Applications for extension of time to implement provisions of collective agreements. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 095

Applications to Determine a New Occupational Group

Description: Applications to determine an occupational category of employees other than those identified in section 2 of the Act. **Topics:** Applications to determine a new occupational category. **Access:** Files arranged by case file. **Storage Medium:** Microfiche only. **Program Record Number:** SRB OSR 120

Appointment of a Mediator

Description: Information on the appointment by the chairperson of a mediator to attempt to resolve differences between the employer and a bargaining agent. **Topics:** Terms or conditions of employment under negotiation for a collective agreement. **Access:** Files arranged by case file. **Storage Medium:** Paper copy. **Program Record Number:** SRB OMD 135

Appointment of Arbitrators and Adjudicators

Description: Information on the appointment of arbitrators and adjudicators appointed to resolve negotiation impasses and grievances. **Topics:** Résumés; Order-in-Council appointment documents. **Access:** Files arranged by surname. **Storage Medium:** Paper copy. **Program Record Number:** SRB OSR 155

Approval of Grievances Forms

Description: Approvals for employers' grievance forms to be made available to their employees. **Topics:** Approval of an employer's grievance presentation form. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 115

Bargaining Agents – Certification of

Description: Applications from employee organizations seeking certification as bargaining agents for groups of employees considered to be units of employees appropriate for collective bargaining. **Topics:** Applications for certification, constitutions and by-laws. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 020

Bargaining Agents – Revocation of Certification of

Description: Information on revocation of certification. Any person claiming to represent a majority of employees in a bargaining unit may apply to the Board for a declaration that the certified bargaining agent no longer represents a majority of the employees. Applications for revocation of certification may also be brought on grounds of abandonment, fraud or other causes. **Topics:** Applications for revocation of certification. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 025

Canada Labour Code – Complaints (Part II – Section 133)

Description: Complaints from employees against employers for allegedly taking action against them because they acted in accordance with section 128 or 129 of Part II of the Canada Labour Code. **Topics:** Complaints from employees; determination of the Board on the merits of the complaints. **Access:** Files arranged by case files. **Storage Medium:** Paper copy. **Program Record Number:** SRB OSR 150

Canada Labour Code – Decisions of Safety Officers (Part II – subsection 129(4))

Description: Referrals to the Board of decisions of Safety Officers concerning the refusal of an employee to work because of an alleged danger. **Topics:** Decisions of Safety Officers; determination of the Board as to the circumstances of the Safety Officer's decisions and reasons therefor. Effective September 30th, 2000, the Public Service Staff Relations Board is no longer responsible for the administration of certain provisions of Part II of the Canada Labour Code. Labour Canada under Human Resources Development Canada is responsible for this section of the Act. **Access:** Files arranged by case files. **Storage Medium:** Paper copy. **Program Record Number:** SRB OSR 145

Complaint/Grievance Mediation

Description: Information on the status of Mediation for resolving a dispute (Complaint/Grievance) between an employer and an employee or an employer and a bargaining agent. **Topics:** Terms and conditions of employment under collective agreements/discipline/harassment/complaints alleging unfair labour practices. **Access:** Files arranged by case file. **Storage Medium:** Paper copy. **Program Record Number:** SRB OSR 179

Complaints of Unfair Labour Practices

Description: Information on complaints alleging unfair labour practices. **Topics:** Contravention of the Act or regulations; failure to give effect to a provision of an arbitral award; failure to give effect to an adjudicator's decision, and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, a breach of the duty of fair representation. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 060

Consent to Prosecute

Description: Applications for consent to prosecute in the courts an alleged failure by any person to observe any prohibition contained in sections 8, 9 or 10, or an offence under section 105 of the Act. **Topics:** Applications for consent to prosecute. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 105

Designated Employees

Description: Rulings on the status of employees or classes of employees in a bargaining unit, whose duties at any particular time are necessary in the interest of the safety or security of the public. **Topics:** Determinations by the Board on employees proposed for designation in the interest of the safety or security of the public. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 080

Designated Positions

Description: Rulings on the status of positions which are determined to be necessary in the interest of the safety or security of the public. **Topics:** Determinations by the Board on positions proposed for designation in the interest of the safety or security of the public. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be designated as necessary in the interest of the safety and security of the public. **Access:** Files arranged by case file. **Storage Medium:** Paper copy. **Program Record Number:** SRB OSR 081

Determination of Rights of Bargaining Agents

Description: Information on the determination by the Board, after the revocation of certification of a bargaining agent, as to rights and duties of that

bargaining agent or those of the new bargaining agent.

Topics: Applications for determination of rights of bargaining agents. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 035

Determination of Status of Employees

Description: Determinations by the Board on the eligibility of any employee or class of employees to be included as a member of a bargaining unit. **Topics:** Applications for determination of status of employees in bargaining units. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 055

General Powers and Duties of the Board

Description: Information on the general powers and duties of the Board, including the issuing of orders requiring compliance with the Act, regulations or any decision on matters coming before the Board. **Topics:** Applications to the Board for compliance orders under provisions of the Act which have no specific remedy prescribed. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 045

Objections to Managerial and Confidential Exclusions (Positions)

Description: Information on determinations by the Board after objections by the bargaining agents of the status of positions proposed for exclusion by the employer on the grounds that they involve duties of a managerial or confidential nature. **Topics:** Determinations by the Board on the status of positions proposed as managerial or confidential exclusions. Effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity. **Access:** Files arranged by case file. **Storage Medium:** Paper copy. **Program Record Number:** SRB OSR 076

Objections to Managerial and Confidential Exclusions (Employees)

Description: Information on determinations by the Board, after objections by the bargaining agents, of the status of employees proposed for exclusion from bargaining units by the employer on the grounds that they are employed in a managerial or confidential capacity. **Topics:** Determinations by the Board on status of employees proposed as managerial or confidential exclusions. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 075

Policy Grievances

Description: Information on determinations by the Board, of references by employers or bargaining agents

to enforce obligations alleged to arise out of collective agreements or arbitral awards. **Topics:** References of grievances to Board by a bargaining agent or an employer. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 070

Presentation of Grievances and Referral to Adjudication

Description: Information on the presentation of certain grievances over a wide range of matters affecting terms and conditions of employment, except where there is an administrative procedure for redress provided for under an Act of Parliament. **Topics:** References to Board for adjudication of grievances concerning: provisions of collective agreements or arbitral awards; disciplinary action resulting in discharge, suspension or a financial penalty and effective June 1, 1993 as a result of amendments to the Public Service Staff Relations Act, termination of employment or demotion on grounds other than discipline. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 065

Questions of Law or Jurisdiction

Description: Rulings on questions of law or jurisdiction arising in connection with a matter that has been referred to the arbitration tribunal or adjudicator. **Topics:** Determination of questions of law or jurisdiction concerning a matter referred for arbitration or referred to adjudication. **Access:** Files arranged by case file. **Storage Medium:** Microfiche only. **Program Record Number:** SRB OSR 125

Requests for a Conciliator

Description: Written requests by employers or bargaining agents, during the collective bargaining process, for conciliators when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement. **Topics:** Terms or conditions of employment under negotiation for a collective agreement. **Access:** Files arranged by case file. **Storage Medium:** Paper copy. **Program Record Number:** SRB OMD 130

Requests for a Fact Finder

Description: Written requests by employers or bargaining agents, during the collective bargaining process, for fact finders when the parties are unable to reach agreement on a term or condition of employment which may be embodied in a collective agreement. **Topics:** Terms or conditions of employment under negotiation for a collective agreement. **Access:** Files arranged by case file. **Storage Medium:** Paper copy. **Program Record Number:** SRB OMD 132

Requests for Arbitration

Description: Information on written requests for

arbitration from either party after both have bargained in good faith but have been unable to reach agreement on any term or condition of employment, for employees in a bargaining unit whose bargaining agent has specified referral to arbitration as the method for resolving negotiation disputes. **Topics:** Requests by bargaining agent or employer for arbitration of matters in dispute. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 085

Requests for Review of Decisions

Description: Information on the review, revision, amendment, alteration or variation by the Board of any of its decisions or orders. **Topics:** Requests for review of Board decisions. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 050

Requests for the Appointment of a Conciliation Commissioner

Description: Information on the appointment of a conciliation commissioner for the investigation and conciliation of disputes. Available where the bargaining agent for the bargaining unit concerned has specified referral to conciliation as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement. Requests may be made by either party, with the agreement of the other party, by notice in writing to the Chairperson. **Topics:** Requests for appointment of conciliation commissioners; terms and conditions of employment under negotiation for a collective agreement referred to the conciliation commissioner. **Access:** Files arranged by case file. **Storage Medium:** Paper copy. **Program Record Number:** SRB OMD 165

Requests for the Establishment of a Conciliation Board

Description: Information on the establishment of a conciliation board for the investigation and conciliation of disputes. Available where a bargaining agent for the bargaining unit concerned has specified referral to conciliation as the method for resolving negotiation impasses, and the parties have bargained in good faith with a view to concluding a collective agreement, but have been unable to reach an agreement on any term or condition of employment. Requests may be made by either party, by notice in writing to the Chairperson. **Topics:** Requests for establishment of conciliation boards; terms and conditions of employment under negotiation for a collective agreement referred to the conciliation board. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OMD 140

Resolution of Disputes

Description: Information on the process specified by a bargaining agent for resolving a dispute when negotiating a collective agreement with the employer. The dispute could either be referred to arbitration or to conciliation. The process and any future alterations from one method to the other are recorded by the Board as part of the certification process. **Topics:** Specification of process for resolution of disputes. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 030

Successor Rights

Description: Information on the determination of the Board, under section 48.1 re: appropriateness of bargaining unit, the employee organization that is to be the bargaining agent, whether a collective agreement remains in force, etc., where a portion of the Public Service is deleted or severed from Part I of schedule 1 and added to Part II of that schedule. Information on the determination by the Board, under section 49, as to what rights, privileges, and duties, if any, have been acquired or are retained by an employee organization after a merger or amalgamation of employee organizations or a transfer of jurisdiction among employee organizations other than by revocation of certification. **Topics:** Applications for determination of successor rights. **Access:** Files arranged by case file. **Storage Medium:** Paper copy, microfiche. **Program Record Number:** SRB OSR 040

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Personal Information Banks

Access Requests Data Bank

Description: This bank contains access request forms, replies to such requests and information relating to their processing. **Class of Individuals:** Members of the general public and federal government employees seeking access to information relating to themselves or to programs and activities of the Board. **Purpose:** This bank exists to process requests for access to information, i.e., granting or refusing the release of information held by the Board. **Consistent Uses:** To support decisions relating to the processing of access requests; to compile, on a periodic basis the number of requests received and to record the status and particulars of each request, fees charged, etc. **Retention and Disposal Standards:** Files are retained for two years after last administrative action and then destroyed. **PAC Number:** 86-001 **Related to PR#:** SRB ADM 903 **TBS Registration:** 000771 **Bank Number:** SRB PPU 015

Application for Employment

Description: This bank contains completed application for employment forms, résumés, letters of reference and departmental replies to applications. **Class of Individuals:** Individuals seeking employment with the Board. **Purpose:** This bank exists to retain applications for employment with the Board. **Consistent Uses:** To support decisions regarding the referral of candidates for staffing purposes. **Retention and Disposal Standards:** Files are retained for two years from date of receipt and then destroyed. **PAC Number:** 86-001 **Related to PR#:** SRB ADM 920 **TBS Registration:** 000769 **Bank Number:** SRB PPU 005

Personal Service Contracts

Description: This bank contains information on personal service contracts such as invoices, rates of pay, expenses incurred and payment records. **Class of Individuals:** Individuals hired under contract and part-time Board members hired by Orders-in-Council. **Purpose:** This bank exists to record payments made to individuals hired under contract with the Board. **Consistent Uses:** To support decisions relating to the authorization of personal service contract payments. **Retention and Disposal Standards:** Files are retained for six years following the fiscal year in which services were performed and then destroyed. **PAC Number:** 86-001 **Related to PR#:** SRB ADM 914 **TBS Registration:** 000770 **Bank Number:** SRB PPU 010

Manuals

- Operations Division – Operational Procedures
- Records Management Procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Assistant Secretary – Corporate Services
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Public Works and Government Services Canada

Chapter 121

General Information

Background

Public Works and Government Services Canada was created through the amalgamation of the former Government Telecommunications Agency (Communications Canada), Public Works Canada (PWC), Supply and Services Canada (SSC), and the Translation Bureau (Secretary of State of Canada).

Responsibilities

The Department of Public Works and Government Services Canada is the major provider of central and common services to the Government of Canada. Its services and programs are delivered through offices across Canada, and in the United States and Europe.

Common services include the administration and management of payments in lieu of taxes acquisition, management, operation, maintenance, design, construction, repair and disposal of federal real property, on a fee-for-service basis; the acquisition of goods and services for federal departments and agencies; Crown assets distribution; advertisement management; information management / information technology infrastructure and common services; and the development and application of standards for federal government procurement. Special Operating Agencies within PWGSC also offer common services such as translation, interpretation, consulting and auditing, on an optional fee-for-service basis.

The department also carries out certain administrative and management functions on behalf of the federal government. These include the Receiver General for Canada function; central accounting and reporting; administration of the public service payroll and superannuation systems; and the provision of productive working environments for public servants in 2,500 locations across Canada. The department manages a diverse portfolio of office space and other general purpose property, as well as certain bridges, highways, locks, dams, and the Parliamentary Precinct. Use of these functions is normally mandatory for federal departments and agencies.

Legislation

- Anti-Personnel Mines Convention Implementation Act, S.C. 1997, c. 33
- Bridges Act, R.S.C. 1985, c. B-8 (See also Table of

Public Statutes, except Fort Falls Bridge Authority)

- Canada Mortgage and Housing Corporation Act – R.S.C., 1985, c. C-7
- Canada Post Corporation Act – R.S.C, 1985, c. C-10
- Canadian Arsenal Limited Divestiture Authorization Act, S.C., 1986, c. 20
- Defence Production Act, R.S.C. 1985, c. D-1
- Department of Public Works and Government Services Act, S.C. 1996, c. 16
- Dry Docks Subsidies Act, R.S.C. 1985, c. D-4
- Expropriation Act, R.S.C. 1985, c. E-21
- Federal District Commission to have acquired certain lands, 1979, c.7.
- Garnishment, Attachment and Pension Diversion Act, R.S.C.1985, C. G-2(NB. Certain provisions of Part II only.)
- Government Property Traffic Act, R.S.C. 1985, c. G-6
- Kingsmere Park Act, R.S.C. 1952, c.161
- National Flag of Canada Manufacturing Standards Act, R.S.C. 1985, c. N-9
- National Housing Act, R.S.C., 1985, c.N-11
- Ottawa River Act, S.C. 1870, c. 24
- Payments in Lieu of Taxes Act. S.C. 2000, c.8. to amend Municipal Grants Act, R.S.C. 1985, c. M-13
- Pension Benefits Division Act, S.C. 1992, c.46, Sch.II, Part Only – See SI/94-122
- Royal Canadian Mint Act, R.S.C. 1985, c. R-9
- Seized Property Management Act., R.S.C. 1993, c. 37
- Statutes Act, Publication of – R.S.C., 1985, c. S-21
- Surplus Crown Assets Act, R.S.C. 1985 c. S-27
- Translation Bureau Act, R.S.C. 1985, c. T-16

Organization

Audit and Review Branch (ARB)

Its mission is to work for the success of the department by providing Senior Management with independent and objective assurance on the adequacy of: control frameworks, risk management strategy and practices, the achievement of results; quality of information for decision-making; and timely contract dispute resolution and fraud awareness and investigation services.

ARB encompasses three main business activities: Audits and Special Reviews; Fraud Awareness and Investigations; and the Contract Claims Resolution Board.

The audit directorates use a risk-based, cyclical, and consultative planning process to determine which projects will be done annually, usually in the range of 15 to 25 projects per year. Their mandate is to provide management with a systematic independent review of the efficiency and effectiveness of the internal management practices and controls; and to provide, in their evaluation capacity, an independent and objective review and assessment of a program/business area to determine the adequacy of its objectives, its design and its results, both intended and unintended.

Contract quality review activities include the objective, independent review of contract submissions for relatively high risk files and the review of formal procurement plans for contracts requiring Assistance Deputy Minister, Deputy Minister or Treasury Board approvals.

Fraud Awareness and Investigations Directorate (FAID) examines issues related to fraud, illegal acts, conflict of interest, and breaches of trust committed by employees, as well as administers awareness sessions that heighten employee awareness of fraudulent activity in conjunction with other departmental programs such as Ethics.

◆ **Contract Claims Resolution Board**

Contract Claims Resolution Board (CCRB) provides guidance and advice of a non-legal nature to management and procurement staff on procurement-related activities. It administers an informal and rapid form of resolution for contract-related disputes and manages extra cost claims for contracts of goods and services with the department as well as contracts terminated for convenience.

Communications Branch (CB)

The Communications Branch provides a full range of communications services and products; provides advice on the communications implications of programs, policies and decisions; supports the Minister and the Deputy Minister in carrying out their parliamentary responsibilities; and supports individual branches and agencies in communicating their services to client publics. The Communications Branch also works with managers to facilitate ongoing, two way communications with employees by developing internal communications strategies so that PWGSC employees are informed about, and can participate in, key developments in the department.

Consulting and Audit Canada (CAC)

Consulting and Audit Canada (CAC) is a special operating agency, established as of April 1, 1990. The mandate of CAC is to provide management consulting, accounting, assurance and audit services on an optional, fee-for-service basis to federal government departments and agencies. CAC's services may also be made available to foreign governments and to international organizations. Through these services, Consulting and Audit Canada seeks to make a leading contribution to the improvement of public sector management and operations in Canada and abroad.

Corporate Implementation Group (CIG)

The Corporate Implementation Group (CIG) provides support to the Deputy Minister in the management of a spectrum of policy and portfolio issues and initiatives. As part of this role, the Crown Corporations group was transferred from GOS Branch into CIG in 1996.

Government Operational Service Branch (GOS)

The mission of Government Operational Service is: the fulfilment of Receiver General responsibilities, the administration of compensation services, and the provision of services and optional products in the area of finance. It also provides services in the areas of comptrollership and finance, corporate policy and planning, and corporate management and executive services. In fulfilling these roles, Government Operational Service is organized into the following areas of responsibility which are detailed below:

◆ **Banking and Cash Management Sector**

Responsible for carrying out the public money and banking program activities mandated to the Receiver General by the FAA. Banking and Cash Management functions include the administration and recording of inflows to and outflows from the Consolidated Revenue Fund, and the negotiation and tendering for banking services and facilities required by the government. Its activities include the issue of Receiver General payments, the management of the deposit of all money collected by the government, and placement of excess funds in interest earning accounts at Canadian financial institutions, and the settlement for redeemed government payment instruments, (cheques, direct deposit payments, electronic payments, and Employment Insurance warrants). There is also an internal automated functional test and office automation facility to support GOS business operations.

◆ Central Accounting and Reporting Sector

Carries out its Receiver General central accounting and reporting responsibilities through the maintenance of the Accounts of Canada; the preparation of interim financial reports including the monthly statements of financial operations and the preparation of the Annual Public Accounts. To carry out these responsibilities, the Sector operates and maintains the Central Accounting Systems (CAS) and operates and maintains common service offerings to other government departments. Operating costs for most of the optional services are recovered from customer departments. CARS is also responsible for the implementation of the Financial Information Strategy (FIS).

FIS is a joint Public Works and Government Services Canada (PWGSC)/Treasury Board (TB) strategy for satisfying government-wide financial needs and implementing a private sector model of accounting in the Government of Canada. Under FIS, PWGSC is responsible for developing, implementing and operating financial systems in accordance with policies and standards provided by the TB.

CARS is responsible for the coordination of the implementation of the Receiver General Suite of FIS systems. Effective April 1, 2001, all departments and agencies became FIS systems compliant.

◆ Compensation Sector

Authority and responsibility for the pay and benefits function for federal public servants are shared by all Government departments and agencies. The Treasury Board manages the compensation function for employees who staff the Government's departments and many of its agencies; individual departments and agencies administer day-to-day pay and benefits operations; and Crown Corporations and other separate employers manage and administer compensation for their respective employees.

This sector is responsible for the administration of compensation systems such as the provision of pay, pensions, insurance, operational activities, training and advisory services on a government-wide basis through such products as Public Service Pay and Superannuation, RCMP Compensation, Canadian Forces Superannuation and Members of Parliament Retirement Allowances and Judges Pensions. Delivery of these services is accomplished through a national network of 6 service offices which respond to approximately 150 departments and other federal organizations.

◆ Corporate Policy and Planning Sector

The Sector is responsible for strategic and corporate planning, corporate policy and Cabinet and corporate services. It is also responsible for analysis of corporate issues, departmental co-ordination of government-wide initiatives, and provides research and executive committee support to the Minister, Deputy Minister and Business Board.

◆ Finance Sector

The Sector plans, develops, administers and monitors financial management framework, policies, systems, processes, procedures, and practices for the Department. It provides financial planning, analysis, and cost accounting and reporting services, including the production of departmental management reports and submissions of the year-end Public Accounts. It is responsible for the preparation of the Annual Reference Level Update (ARLU) exercise and information for the Main Estimates, and coordinates all financial input to the Departmental Business Plan, the Report on Plans and Priorities and the Report on Performance. The Sector develops and coordinates the implementation of quantitative measures to assess the operational performance of PWGSC Branches. It provides authoritative advice to HQ and regional management on central agency and departmental policies and on investment proposals. Finance develops a framework of financial services delivery in the regions and supervises its application. It also develops and implements a framework of well thought out advice concerning the activities of the Special Operating Agencies. Financial management services are provided in an efficient fashion, in the areas of the financial transactions of the Department, travelling expenses, the relocation program and cash management. The Sector is also responsible for the development, maintenance and operation of financial corporate systems and processes internal to PWGSC. Finance establishes the Corporate Management charge to revolving funds, using the departmental Cost Allocation Model. Finance is responsible for quality control of submissions to central agencies.

◆ Office of the Corporate Secretary (OCS)

The Office of the Corporate Secretary (OCS) is a Directorate within the Government Operational Service Branch of PWGSC. Its mandate is to provide support and to act as a focal point on departmental issues and activities, and to administer related programs for the Minister, the Deputy Minister, the Associate Deputy Minister, and the Departmental Executive Team. The OCS is divided into three units: Access to Information and Privacy, Executive Services and Ministerial Correspondence.

Government Telecommunications and Informatics Services Branch (GTIS)

Government Telecommunications and Informatics Services (GTIS) is a common service organization within Public Works and Government Services Canada (PWGSC). GTIS is mandated with providing electronic government (e-Government) infrastructure and on-line access to government information and services by connecting people and technology, in order to support government operations and enable the renewal of government programs and services, through the management, development and delivery of a government-wide Secure Channel for on-line access to government information and services. GTIS provides leadership in supporting government-wide initiatives such as the common strategic infrastructure and IM/IT community renewal, and provides IM/IT and telecommunications services, on an optional basis, to other federal government departments and agencies.

GTIS is also mandated with providing departmental IM/IT infrastructure services to support PWGSC's strategies and program objectives, in an effective and cost-efficient manner and to operate PWGSC's government-wide mission-critical systems. GTIS is structured to deliver IM/IT services in the areas of Application Management Services, E-Government Services, Network and Computer Services, Telecommunications Services, and Management Services.

◆ Application Management Services Sector (AMS)

AMS develops, enhances and maintains software applications required to deliver PWGSC common services to other departments and to support PWGSC's internal administration. AMS provides development services and ongoing operational support for over 250 applications supporting PWGSC business lines. In PWGSC, it provides ongoing support to a broad spectrum of business lines and functional areas, such as: compensation, the Receiver General functions, financial management, procurement, real property management, holdings and disposal, as well as administrative and executive support. AMS also manages the PWGSC GoL Program Office responsible for the coordination and oversight of all GoL activities in the department; and provides Web site development services to other government departments on a cost-recovery basis.

◆ E-Government Services Sector

The E-Government Services Sector is mandated with helping PWGSC position itself strategically to be a leader in Electronic Government, and to deploy common infrastructure that enables government organizations to deliver their services electronically.

The sector focusses on three main streams: business, technology and people. In the business stream, processes include the development and support of new business models supporting GoL such as e-commerce, re-engineering methods for government administrative processes, the development of new approaches to GoC supply chain management; development and support of a formalized transformational framework for program service delivery to enable GoL; research into the application of the Internet to government business processes. The technology processes include managing the delivery of the GoC electronic infrastructure; managing the Secure Channel contract to develop secure and reliable access to government information, secure services and directories; and development and support of government-wide network infrastructure. The people process includes providing public sector organizations with IM/IT professional development services and university-based education; establishing partnerships, knowledge-sharing agreements, software exchange and demonstration services for advancing e-government objectives; and the sharing of IM/IT expertise, best practices and solutions nationally and internationally.

◆ Management Services Sector

The Management Services Sector is mandated with modernizing management and administrative practices in order to enhance GTIS efficiency and to deliver corporate information and IT security services to PWGSC. MSS is tasked with building a flexible and responsible GTIS workforce capable of delivering government on-line commitments. It provides common information services for PWGSC and ensures the protection of departmental IM/IT assets and manages associated security risks. The Sector also provides business services to all GTIS Sectors and Regions, as well as the delivery of communication, promotion and marketing strategies for GTIS products and services to other government departments.

◆ Network and Computer Services Sector

The Network and Computer Services (NCS) is accountable for the maintenance and operation of IM/IT infrastructure and services, including data centers, networks and office workstation infrastructure, in support of PWGSC program/service delivery. The Sector is also accountable for leveraging PWGSC IM/IT infrastructure in providing value-added infrastructure services to over 35 government departments and agencies on a cost-recovery basis, and it makes extensive use of private-sector operational and technical capabilities in the delivery of its services. NCS provides reliable and efficient computer-operations services in round-the-clock support of 'mission-critical' applications. It also maintains a leadership role in the operation and support of Internet and e-government technologies, including the Canada Site, Publiservice

and other government departments' Internet sites. NCS contributes to the evolution of operational infrastructure and services to respond to government priorities; manages the growth of computer and network infrastructure and services to meet expanding departmental and other federal government needs, and makes extensive use of private sector operation and technical capabilities in the delivery of service.

◆ Telecommunications Sector

The Telecommunications Sector provides effective telecommunications services and common network infrastructure in support of government program and service delivery. Its mandate also includes brokering telecommunications services on a full-cost-recovery, optional business model. Telecommunications Sector is also the Center of Expertise to government-wide telecommunications networking initiatives including terrestrial, wireless and satellite technology. The Sector provides key common infrastructure services which enable government on-line initiatives such as the GoC master electronic directory, the public telephone directory 'blue pages', the Government Enterprise Network (GENet), electronic messaging linking all government departments, network management, local access telephone lines across Canada as well as fixed and mobile satellite services.

Human Resources Branch (HRB)

The Human Resources Branch is responsible for managing, developing, implementing and advising on a wide variety of human resources management programs and policies.

The Branch is also responsible for the development and delivery of all personnel related programs, services and systems for PWGSC. Responsibilities include classification and organization, resourcing, compensation, pay and benefits, work force adjustments, human resources information systems, training and development, official languages, employment equity, labour relations, human resources planning and strategies, career development, Employee Assistance Program and the Departmental Assignment Program.

◆ Corporate Initiatives

Provides leadership for PWGSC initiatives pertaining to the Public Service's La Relève and Employee Survey initiatives; supports the DM, ADM HRB, HREC members, La Relève Action Group, Communications Branch and the Corporate Policy and Planning Division on La Relève reporting activities to central agencies, PWGSC employees and national unions; manages the annual Public Service Week events for PWGSC; represents the department at professional conferences (IPAC etc), central agencies' events (Leadership Network, Learning Advisory Panels, etc) and

interbranch retreats/meetings on La Relève matters; co-ordinates, facilitates and showcases La Relève activities in the department, including the management of the La Relève Intranet Site.

Provides coaching services to assist HRB's Directors, Human Resources in managing working relationships in the first year of the implementation of the HR Business Model; provides advice to the ADM and BMC members on: emerging human resources management issues in outside sectors of the economy, across the federal public service and internal to PWGSC; learning, competency and change management issues in HRB.

Provides advice and assistance to Organizational Performance and Learning on PWGSC corporate learning strategies which assess the scope and readiness of PWGSC as a learning organization. Maintains linkages with PCO, TBS, CCMD and APEX on issues surrounding professional development and learning frameworks for key corporate resources (executives, managers, etc).

◆ Human Relations and Compensation Services

Responsible for the development of departmental policies, guidelines, processes and systems for labour relations conducive to a positive work environment and the more effective utilization of human resources and for the development of compensation policies, programs and negotiating strategies to serve the needs of a dynamic decentralized department having several primary user groups; provides authoritative advice to senior line managers and staff advisors on key issues in union-management discussions and on the probable impact of changes to departmental programs on employee relationships and to departmental managers on human relations issues and conflict resolution and recommends means of resolutions; directs the internal PWGSC Alternate Dispute Resolution Program; represents the interests of the Department in consultation with the National Executive of PWGSC bargaining agents and Treasury Board on matters related to the working environment in the context of operational program requirements and employee needs; manages the provision of Employee Assistance Program services to departmental managers and staff.

◆ Learning and Renewal Services

Responsible for the development, implementation and performance measurement of the corporate Human Resources Management Framework. Provides research, analytical and advisory support on a broad range of HR strategic planning issues, including demographic and mobility trends as well as future needs and trends in the human resources field. Directs the development of policies, strategies and systems for a fully delegated staffing and work force adjustment

program. Directs the departmental program for employment equity and diversity to ensure departmental obligations under the Employment Equity Act are met and positive actions are taken to promote work force diversity, including the development of the departmental Employment Equity Plan. Manages the departmental official languages program including positive initiatives in support of linguistic minorities, service to the public and language of work; delivery of writing assistance services, language training programs and services and development of the departmental Official Languages Plan. Develops recruitment and retention initiatives to renew the work force (in terms of competencies, linguistic profile, diversity). Develops a framework for the renewal and development of middle management community and undertake initiatives related to competencies, learning, expanded experience, accountability and recognition for this group. Manages the Executive Services Program, supports the DM and HREC members in the management of the executive cadre and provides comprehensive and integrated services for the executive group. Develops programs to foster pride and recognition and administers departmental awards and recognition programs. Provides leadership in the fields of organizational performance and learning and manages the development of a national learning strategy and curriculum based on the Department's strategic business direction, including assessing the scope and readiness of PWGSC as a learning organization, developing and delivering corporate curriculum and providing related learning services. Develops and maintains linkages with central agencies and interdepartmental committees on issues surrounding professional development and learning frameworks for key corporate resources.

◆ Organization and Resourcing Services

Responsible for the development of departmental policies, guidelines, processes and systems to assess organizational proposals and provides authoritative advice to departmental senior and line managers on the cost-effectiveness of organizational proposals and develops sound options on organizational design; coordinates the provision of integrated advice on the management of human resources within the context of organization changes; manages an Employee Services centre and develops skills assessment tools and products; directs the UCS Conversion Project for the department and develops the departmental competency profiles and generic work descriptions.

◆ Service Development and Client Relations

Manages and monitors Branch performance, standards, best practices as well as all aspects of client relations to gauge service quality and client satisfaction; manages the development of new processes and the re-engineering of Human Resources business practices

and co-ordinates the design, development, modification and maintenance of departmental human resource information systems; evaluates Human Resources programs, services and activities according to the Branch costing models, manages the research function on HR best practices; develops performance measurement and quality management frameworks; establishing corresponding indicators; monitoring their implementation and application; co-ordinating, and analyzing results; identifying performance gaps and recommending appropriate courses of action.

◆ Strategic Issues and Governance

Provides general management support to the Assistant Deputy Minister. Responsible for developing, implementing and co-ordinating the HRB corporate planning. Manages all aspects of the implementation of the Branch governance structure and prepares HRBMs response to Departmental committees. Develops the Branch business plan and manages the activities concerning security within the Branch.

Real Property Services Branch (RPS)

The Real Property Services Branch (RPS) was created on May 18, 1995. It's a fundamental redesign of three former branches of the former Department of Public Works Canada – Real Property, Realty and Architectural and Engineering Services. The RPS approach is to position itself close to its clients in order to make it easy for them to do business with the Branch. It is made up of Client Service Units that act as focal points for client relations on all day to day operational requirements and Centres of Expertise in the four major business lines responsible for supporting service delivery with required skills and resources. Depending on client needs, the client service units will be dedicated to a client on a geographical basis, for a specific complex or to provide a specific product for which the client has a predominant need.

Real Property Services is led in PWGSC's five regions by Regional Directors General and in the national capital area by an Executive Director. They are responsible for the delivery of integrated real property services.

National leadership for the four business lines is provided through Directors General at national office: Office Accommodation Services and Real Estate Sector, Architectural and Engineering Services and Property and Facilities Management Services.

The Office Accommodation Services and Real Estate Sector sets the framework for the custodial responsibilities of the department with respect to office space and general purpose space and non-office real property assets such as national treasures and engineering, surplus and other special facilities. In this regard, the Sector offers cost effective services to client

departments and agencies in the planning, acquisition and fit-up of office accommodation. In addition, it provides leadership for the disposal of the government's real property assets, administers municipal grants and provides a full range of real estate services.

The Architectural and Engineering Services develops a national program of professional services for the design and construction of federal buildings and facilities owned by the department on an optional, revenue generating basis.

The Property and Facilities Management Sector develops a property management program both for clients who occupy PWGSC's owned space and clients who are their own custodian on an optional, revenue generating basis.

◆ Regions

The Regional Offices are responsible for the provision of all services offered by the Public Works and Government Services Administration at the regional level in Canada. To deliver its services, the operational component has been divided into five regions within the country. They are: Atlantic Region, Québec Region, Ontario Region, Western Region, and Pacific Region. The national office located in Ottawa, provides services for the national capital area. These regions are responsible for the provision of services at the local level. They carry out the departments program delivery responsibilities and services in the areas of planning, property administration, real estate services, contract policy and administration, design and construction, finance and administration, purchasing offices, provide acquisition, warehousing, assets management and Crown assets distribution.

As well, they provide payroll and related functions to client department, and produce socio-economic payments such as the Child Tax Credit, Old Age Security, Guaranteed Income Supplements, Canada Pension Plan, Canadian Jobs Strategy, National Revenue Income Tax refunds, Goods and Services Credit Payments and Census payments. In addition, a specialized branch in Shediac, New Brunswick, is responsible for superannuation services.

Supply Operations Service Branch (SOSB)

The Supply Operations Service Branch is responsible for providing supply-related common services to other government departments and agencies. These services include: requirements definition; acquisitions of goods and services; development of standards; and traffic management services. It is the responsibility of the acquisitions service to procure complex technical engineering and science products and services, as

well as those that are of a commercial nature. The branch is also responsible for contracting-out research and development requirements and public awareness programs. The branch is composed of four sectors and one region, i.e., Aerospace, Marine and Electronics Systems; Industrial and Commercial Products and Standardization Services; Science, Informatics and Professional Services; Supply Program Management; and, Washington Region.

◆ Supply Program Management Sector

SPMS is responsible for policy development and advice planning, material management, operational support, client and supplier relations and business renewal to the Supply Portfolio. The sector is composed of four directorates: Supply Management Directorate, Strategic Policy Directorate, Operational Policy Directorate and the Risk Management and Quality Assurance Directorate.

Operational Policy Directorate

The Operational Policy Directorate (OPD) is responsible for providing internal support and advice to SOSB procurement officers on operational policy changes. The Directorate will also lead discussions at meetings of the Acquisition Policy Council, which includes representation from PWGSC regions. This Directorate is responsible for the delivery of Benefits-Driven Procurement (BDP) advice and training courses, and the development of a one-day BDP case-study workshop.

Risk Management and Quality Assurance Directorate

The Risk Management and Quality Assurance Directorate (RMQAD) will ensure that increased resources and attention will be given to these two key program management areas. In addition, this Directorate handles internal and external delegation of authority issues, co-ordinates the department's activities related to CITT complaints, and is moving into the field of alternative dispute resolution policy.

Supply Management Directorate

The directorate provides general management support to the Assistant Deputy Minister, SOSB Sectors and the Regions in the areas of planning, performance measurement, supplier and client relations, and procurement-related training. Operational functions, (i.e., material management for the department) and activities which support the procurement process, (i.e., receiving and allocating requisitions; providing bid receiving and electronic bidding services; and standing offer coordination services) are also provided along with administrative support for the Supply Program Management Sector.

Strategic Policy Directorate

The Strategic Policy Directorate (SPD) is responsible for monitoring and providing advice to departmental senior management and procurement officers on the three trade agreements (AIT, NAFTA and the WTO-AGP); providing PWGSC expertise as a permanent member of the Canadian delegation charged with negotiating the FTAA and the myriad of bilateral trade agreements; intergovernmental relations; the Government of Canada's socio-economic policy, the Treasury Board Advisory Committee on Contracts (TBACC) and procurement reform.

◆ Aerospace, Marine and Electronics Systems (AMES) Sector

AMES' activities are divided between the Acquisition, the Projects and Professional Services functions. The Acquisition Service function comprises three procurement organizations which provide procurement services valued at approximately \$3.5 billion per year: the Aerospace, the Marine and Armament, and the Electronics and Communications Systems Directorates. The Project and Professional Services Directorate provides some of the government's most complex and sensitive Crown Projects within PWGSC and provides various services to PWGSC and various Agencies and Departments. In addition, the Canadian and International Industrial Security Division is responsible for administering and managing the industrial security program, the U.S. Canada joint certification program and the Controlled Goods Registration Program on behalf of Public Works and Government Services Canada (PWGSC). (Web site: www.pwgsc.gc.ca/sos/ames/text/index-e.html)

Aerospace Systems Directorate

This organization is responsible for acquiring a wide range of technically-complex aerospace systems. These include the acquisition of military and civilian aircraft and related mechanical systems, equipment and spare parts. It also acquires various services such as engineering, repair and overhaul, maintenance services, modifications component repair, publications maintenance and revision services.

Electronics and Communications Systems Directorate

This organization is responsible for the acquisition, integration and support of a wide range of complex electronics, communications, and mission systems for air, land and sea environments, including avionics systems, radar, sensors, underwater systems, trainers and simulators, electro-optical systems, land communications systems and security and information operation systems.

Marine and Armament Systems Directorate

This organization is responsible for conducting inspections on all civilian ships, boats, and associated equipment. It is also responsible for acquiring a broad range of mechanical and electrical equipment, including spare parts for use aboard vessels, along with related services such as engineering, repair and overhaul and in-service ships maintenance. It provides client departments with a wide variety of technical services, such as, condition surveys on ships, specification preparation and technical advice. It also acquires a wide range of technically-complex armament systems such as armoured vehicles, large and small calibre weapons and ammunition, engineering repair and overhaul and maintenance services, and spare parts support to meet federal government and foreign government requirements.

The Project and Professional Services Directorate

The Director General of AMES Sector is the Service Line Manager for Major Crown Projects (MCPs) managed by SOSB. Major Crown Projects are high risk, complex, and politically-sensitive projects valued in excess of \$100 million. The supplier base involved in MCPs covers nearly every industrial sector within Canada, and involves large companies as prime contractors, small suppliers and consultants as subcontractors. The Project and Professional Services Directorate provides advice for some of the government's most complex and sensitive Major Crown project procurements and also helps meet various projects needs, with specialists to provide advice in the full range of project management knowledge areas.:

This organization also provides a vast range of services and helps meet various project needs through the expertise of specialists who advise the government in the full range of procurement and project management knowledge areas such as; cost policy and financial review services, financial and cost accounting, forensic accounting, production assets management and project management.

The European Directorate

The European Directorate is divided into two offices; headquarters is located in Koblenz, Germany and the other office is located in London, England. The European Directorate is responsible for serving the needs of customer departments located in Canada, as well as federal agencies overseas. The PWGSC Koblenz office supports Canadian Forces in Europe and Canada through purchases from continental Europe. Koblenz provides Receiver General services to the Department of National Defence in Europe as well as Crown Assets disposal services. The London Office is responsible for procurement, mainly of specialized, unique items from all countries of Europe, including the Netherlands, Italy and Scandinavian countries, other than those handled in the Koblenz Office. This office also provides a field contract administration service for major contracts placed directly

from Canada and a security clearance facility for Canadian government and industrial personnel visiting United Kingdom secure facilities.

The Washington Directorate

The Washington Directorate is located in the Canadian Embassy and provides acquisition management services for all procurements of goods and services from the United States Foreign Military Sales Program and facilitates liaison between Canadian and United States government departments. It is the only Canadian procurement office accredited to the United States armed services. It also assists and represents the Canadian Commercial Corporation (CCC) in the promotion of business opportunities for Canadian industry. The Directorate contributes to the enhancement of Canadian trade opportunities with the United States by working with the economic section within the embassy.

◆ **The Electronic Supply Chain Sector**

The mandate of the Electronic Supply Chain (ESC) Sector is to provide an electronic environment for the procurement and purchasing of goods and services for the Government of Canada (GoC). This electronic environment will meet legislated, policy and operational imperatives and reinforce the GoC commitment to make Canada a world leader in electronic commerce.

ESC is a key PWGSC contribution to the federal Government On-Line (GOL) priority, and will provide an 'end-to end' electronic procurement service where all procurement stages can be conducted on-line – from preparing requisitions or call-ups, through tendering and bid receiving, contract award and management, purchasing and, ultimately, settlement. This initiative will provide an integrated environment for government employees to make informed buying decisions by comparing available products and services to determine the best match for their requirements.

E-Business Directorate

The e-Business Directorate will ensure that the ESC initiative includes the representation of departments, agencies and private sector industry. It will establish strategies and plans to address communication and change management issues, and will ensure that implemented solutions conform with business directions and requirements.

The e-Business Directorate is responsible for establishing, reviewing and modifying procurement business practices, which are central for effective operation in an e-Government environment. These practices include Methods of Supply reviews and commodity management.

The Directorate is also responsible for assessing the procurement, legislative, regulatory and policy framework to identify impediments to the ESC initiative and to facilitate solutions accordingly. The Directorate also analyzes potential opportunities for acquiring and/or leveraging e-Government solutions and defining related business requirements.

Operations Management Directorate

The Operations Management Directorate is responsible for managing the ongoing operational support of systems. The Directorate is also responsible for managing the introduction and use of new ESC releases, including the training component.

The Directorate will also participate in the definition of ESC business processes and tools and acceptance testing of new ESC products, goods and services. The Directorate is responsible for the overall coordination of communications services and establishing and maintaining liaison with organizations within PWGSC.

◆ **Science, Informatics and Professional Services (SIPS) Sector**

The Science, Informatics and Professional Services (SIPS) Sector of Public Works and Government Services Canada (PWGSC) manages contracting for consulting, research and development, training, and informatics services; and goods such as electronic data processing systems, computer hardware and software. The Sector, whose headquarters is in the National Capital area, works in cooperation with 12 regional groups across Canada to look after science and professional services contracts for client departments. On average the Sector and the regional groups issue more than 14,000 contracts a year worth a total value of \$2.6 billion. These cover: science and technology-related requirements in both the natural sciences and human sciences; informatics systems and services; professional, technical, and specialized services; services for foreign governments and international agencies through the Canadian Commercial Corporation (CCC) and the Canadian International Development Agency (CIDA).

Crown Assets Distribution Directorate

The Crown Assets Distribution Directorate (CADD) provides functional management and support to the eight (8) regional Crown Assets Distribution Centres (CADC) in the disposal of all crown-owned assets declared surplus by federal departments, agencies and Crown Corporations located in Canada and abroad so as to achieve best value for the Crown. Each CADC acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada. CADD has arrangements with certain European governments for the disposal of Canadian military surplus located in their countries.

Informatics Procurement Directorate

Provides procurement services and contract management services for the informatics systems required by federal government departments and agencies to efficiently administer their programs. The business is focused on the following: Treasury Board shared systems initiatives, facilities management, informatics professional services, software applications development, software licensing; technology-assisted learning, software and hardware maintenance, data entry, information retrieval and information archival services. The Directorate also procures Supercomputer Systems; Mainframe Computer Systems; Minicomputer Systems; Microcomputer Systems (including benchmark testing); Telecommunications Systems; Systems Integration Services; Local and Wide Area Networks; and, Microcomputer Operating Systems and Applications Software.

Infrastructure and Systems Procurement Directorate

Provides procurement services and contract management services for the informatics services and systems required by federal government departments and agencies to efficiently administer their programs. The business is focused on the following: informatics and other professional services required for the implementation of Government Online initiatives, technology-assisted learning, software licensing and software maintenance. In addition, the Directorate provides software commodity management services including technical product advice, the transfer of surplus Government-owned software licenses and the maintenance of the Software Acquisition Reference Centre website.

Management and Business Services Directorate

The Directorate is accountable for providing strategic advice to all levels of management within the sector to promote sound and effective practices, and directing the development, implementation and management of the framework, policies, directives and processes required to provide sustaining functions for the Sector in the areas of business planning, policy, executive support, information services, financial management, training, performance measurement, quality management and administrative systems support, including allocations, system administration and related activities.

Professional Services Procurement Directorate

The Directorate provides government departments and agencies with an accessible centre of supply expertise for the acquisition of professional services. The organization provides procurement and contracting services for a complete array of professional services requirements including informatics, business management and consulting, financial services, collection agency, verbatim reporting, information retrieval and archiving, temporary help services, training, translation, Alternative Service

Delivery, travel, relocation services, facilities operations, as well as security and related services.

The Directorate also provides acquisition management services for a number of major project initiatives for the Department of National Defence, including the Canadian Forces Supply Chain Project, the Material Acquisition Support Information System (MASIS), the Balkans Rationalization Project and the Canadian Forces Contractor Augmentation Project (CANCAP).

In addition, the Directorate manages several automated procurement initiatives for professional services. The On-Line Informatics Professional Services (IPS) Marketplace is an Internet procurement tool which provides departments with direct access to self-registered suppliers of Information Technology professional services. The Temporary Help Services (THS) On-Line System is another automated purchasing tool which enables suppliers in the National Capital area to submit offers, and departments and agencies to identify potential suppliers and to issue call-ups for temporary help services online.

Science Directorate

Is responsible for the procurement of government science and technology requirements, including research and development, data collection, feasibility studies and prototype development for subjects ranging from satellites and solar energy to sample analysis, food research and transportation technology. This Directorate is composed of the Space, Science and Communications Division, the Defence Sciences Division, the Earth Resources Division, the Human, Life and Environmental Sciences Division, as well as the Space Station Project office, a Major Crown Project managed on behalf of the Canadian Space Agency (CSA).

In addition, the Directorate administers different contribution programs on behalf of Industry Canada as well as the Radarsat User Development Program (RUDP), administered on behalf of the Canadian Space Agency and designed to develop value-added services and products for RADARSAT. The Science Directorate also provides assistance to PWGSC regional offices and customer departments to effectively deliver and administer their contracting programs.

Seized Property Management Directorate

Pursuant to the Seized Property Management Act, it provides consultative and management services in relation to property seized or restrained in connection with federal prosecutions. SPMD's functions include: pre-seizure advice; control and maintenance of seized property; management of restrained property; appraisals; advancement of monies to preserve property; inspections; disposal of property when the courts declare forfeiture and allocation of proceeds; satisfaction of claims; and record keeping.

Special Procurement Initiatives Directorate

The Special Procurement Initiatives Directorate was created to plan and implement contracts aimed mainly at large, complex and sensitive procurement within SIPSS. Large contracts such as the NATO Flying Training in Canada (NFTC) and the Contracted Flying Training and Support (CFTS) and other sizeable contracts such as the Contracted Airborne Training Services (CATS), the Canadian Firearms Registration System (CFRS), the Canadian Police Information Centre (CPIC) and the Information Management Intelligence System (IMIS) for the government's Infrastructure are examples of procurement being handled by the Directorate. In addition, the Directorate has created a division to develop the necessary guidelines, tools and performance metrics to address and resolve related issues and to provide for the effective management of these large and complex requirements.

◆ Industrial and Commercial Products and Standardization Services Sector

The Industrial and Commercial Products and Standardization Services (ICPSS) Sector of Public Works and Government Services Canada (PWGSC) buys custom-manufactured products as well as commercial, off-the-shelf products and services that are essential to the daily operations of client departments. ICPSS buys goods ranging from clothing to food to prefabricated buildings and services such as travel and overseas shipping and contracting out of real property services. Purchasing is done by five product directorates. The Canadian General Standards Board (CGSB) develops standards and offers a wide range of related services to meet government needs. The Business Development and Operations Directorate provides program and administrative support to the Sector's line directorates.

Alternate Forms of Delivery (AFD) Contracting Services Directorate

The Alternate Forms of Delivery (AFD) Contracting Services Directorate is responsible for the contracting out of Real Property Management Services (Property Management and Facility Services) on behalf of PWGSC's Real Property Services Branch and is the centre of expertise within the Department for the contracting out of Real Property Management Services for PWGSC and various other government Departments.

Business Development and Operations Directorate

The Business Development and Operations Directorate (BDOD) provides program and administrative support to the ICPSS line directorates. Among its responsibilities are promoting and coordinating the Sector's commodity management activities; supporting client and supplier

relations activities; managing the implementation of procurement and office automation technology to meet the business requirements of the Sector; providing operational support and advice on administration, operational planning, procurement policy and contract quality assurance; and ensuring that the training and development needs of the Sector are identified and addressed.

Canadian General Standards Board

The Canadian General Standards Board (CGSB) is accredited by the Standards Council of Canada to develop National Standards of Canada in a broad range of subject areas and to offer conformity assessment services, including programs for certification of suppliers meeting product and services standards, registration of quality and environmental management systems conforming to ISO standards and related services. The Board's services cover a wide variety of areas such as office furniture, paints, petroleum, textiles, organic agriculture, non-destructive testing, transport of dangerous goods, and includes standardization products which support sustainable development.

Commercial and Consumer Products Directorate

The Commercial and Consumer Products Directorate (CCPD) is responsible for the acquisition and product management of a wide variety of products such as food, drugs, scientific items, clothing and textiles, as well as furniture and office supplies. In addition, the Directorate buys agriculture and fishery products, forage and feed, medical supplies, laboratory and scientific/photographic equipment, and provides design advice for clothing, textiles, accessories and related equipment. It also contracts for a wide range of standard and custom-manufactured products and service requirements (with the exception of professional and printing services), including but not limited, to warehousing and storage, catering, linen rental and laundering.

Communication Procurement Directorate (CPD)

The Communication Procurement Directorate (CPD) focuses on value-added procurement activities that are complex or of high dollar value: providing strategic advice, managing projects and developing communication supply tools. It offers contractual services in various business lines: Audiovisual, Communications, Public Opinion Research (POR), Printing, Advertising and Sponsorship. In addition, the CPD manages a government-wide program – the Photocopying License -, which allows the photocopying by government employees of copyright-protected works.

Logistics, Electrical, Fuel and Transportation Directorate

The Logistics, Electrical, Fuel and Transportation Directorate (LEFTD) is responsible for procurement and commodity management of a wide variety of products and services which include: special and standard vehicles; industrial vehicles; logistics support equipment; petroleum products; industrial chemicals; compressed gases; water purification equipment; vehicle fleet support; electrical and electronics; safety and security; fire fighting; test equipment; and as well, provides program management for fuel and standard vehicle procurements.

Real Property Contracting Directorate

The Real Property Contracting Directorate (RPCD) provides real property contracting services (construction, maintenance, and architectural and engineering consultant services) in the National Capital Area and is the centre of expertise within the Department for real property contracting activities.

Traffic Management Directorate

The Traffic Management Directorate (TMD) is responsible for the management of the Government Travel Service Program to employees who travel on government business. The directorate contracts for and publishes the Government Hotel and Car Rental Directory and negotiates directly with airlines discounted airfare agreements. In addition, TMD manages the Central Freight Service and Central Removal Service and arranges for overseas shipping and transportation contracting. TMD also provides expert transportation advice and analysis to the procurement community and federal departments and agencies.

Translation Bureau (TB)

The Translation Bureau became a special operating agency on April 1, 1995. The Bureau provides general and specialized translation, interpretation and other related linguistic services in both official languages and in over 150 other languages, including sign language, to Parliament, the courts, official conferences, federal government departments and agencies and provincial and foreign governments and other public sector entities. It also provides terminological research, harmonization and standardization, and develops the Linguistic Databank of Canada TERMIUM®. Regional offices provide services in St. John's, Charlottetown, Halifax, Moncton, Quebec, Montreal, Toronto, Winnipeg, Calgary and Vancouver.

◆ Client Services

Client Services' primary functions are to develop, maintain and manage business relationships with federal government clients for the Bureau's products and services, including terminology products and publications.

◆ Parliamentary Translation and Interpretation

Parliamentary Translation and Interpretation provides translation services to Parliament in the official languages, as well as interpretation services in all languages, including sign language, to Parliament and to federal departments and agencies.

◆ Terminology and Standardization

The Terminology and Standardization Directorate is tasked with supporting the translation and interpretation operations of the Translation Bureau by providing terminology products and services and in particular, by managing the federal government's terminology data bank, TERMIUM®. The Directorate establishes and standardizes the terminology used in the Public Service, coordinates the terminology standardization activities of federal organizations and, with these objectives in mind, collaborates with linguistic research and standardization centres in Canada and abroad. The Directorate also participates in the federal program for promoting the official languages in Canadian society.

◆ Translation Operations

Translation Operations provides general and specialized translation services and related linguistic services in both official languages and in over 150 other languages for federal departments and agencies and other clients. In addition to the services provided in the National Capital Region, Translation Operations has regional offices in St. John's, Charlottetown, Halifax, Moncton, Québec, Montréal, Toronto, Winnipeg, Calgary and Vancouver.

Information Holdings

Program Records

Audit and Review Branch

Audit

Description: This information holding contains completed audits, both approved and not approved, on departmental programs and activities; the audit file includes terms of reference, assessments, audit methodology, analysis recommendations, action plans and follow-up; the holding includes a multi-year audit plan and fiscal year audit schedule. Audits are conducted within every organizational element of the department and allow an independent assessment of the efficiency and effectiveness of the department in the achievement of policy implementation, resource deployment, objectives and identifies areas where improvements are required. **Program Record Number:** PWGSC ARB 265

Auditor General

Description: The holding contains documentation relating to subject matters addressed in the annual Auditor General Report, and prepared in response to questions raised by the Auditor General. **Program Record Number:** PWGSC ARB 235

Post Award Contract Review

Description: This information holding provides an independent review of the procurement process in the department. The review monitors the contracting process and identifies problems and discrepancies in the interpretation and application of Supply Program policies and procedures. Contract files are randomly selected and temporarily held while a review of the documentation and the procurement process are conducted. **Program Record Number:** PWGSC ARB 250

Communications Branch

Communications Strategies

Description: Information on the planning and management of internal and external communication activities and the writing, editing, design and production services for communications deliverables. **Topics:** Publications and creative services; audiovisual and exhibition services. **Storage Medium:** Files, slides, photos, films, video cassettes. **Program Record Number:** PWGSC COM 310

Departmental Briefing Books

Description: This information holding provides the Minister and senior management with an overview of the department and contains data on the history and organization of the department, including an introduction to the department, a description of each service line, identifies current issues and provides a financial management overview. **Program Record Number:** PWGSC COM 225

Media Relations

Description: Information on media and public relations, including press releases, press clippings, responses to questions from the media. Databases: Listing of Federal business bulletins, and Listing of Press Releases. **Program Record Number:** PWGSC COM 315

Consulting and Audit Canada

Consulting and Audit Services

Description: Information related to assignments conducted for public service clients. **Topics:** AUDIT SERVICES – Internal Audit Review and Management Services: identifying, managing and meeting the assurance, accounting and auditing needs of management in departments and agencies. Services include the areas of Risk Frameworks, Information

Technology and Quality of Information. In addition CAC provides skilled audit resources to support the government community. Cost Audit Services: auditing of government suppliers before, during and after the awarding of contracts, including major Crown projects. Contribution Audit Services: auditing of the recipients of government funds to ensure that their claims are in accordance with the terms and conditions of the agreements. Compliance Audit Services: auditing of organizations to ensure that they are complying with federal government statutes and regulations. CONSULTING SERVICES – Performance Management: providing a wide range of tools and support managing or improving overall organizational performance including: traditional evaluations, frameworks and assessments, operational organizational and strategic reviews, performance measurement, service standards, strategic, business and operational planning and reporting systems. Knowledge Management: concerned with the information people have and need to have, with the processes by which people create, use, locate and understand information. Organization and Program Management: assists managers to determine and implement the most effective and efficient way of organizing and delivering programs and services. Project Management Services: helping managers to establish effective project management offices including the development of policies, procedures, systems and training. Information Technology Management: ensuring a positive return on investment in new and existing technologies, delivery and service structures and investment strategies, covers set-up, start-up, oversight/Quality Assurance and emergency response. Shared Systems Support Centre: in partnership with the Treasury Board Secretariat offers shared systems and services solutions for product planning and management and professional services, information services and administrative support services. Economic and Regulatory Services: offers a range of services in the area of regulation, including risk assessment, management of the regulatory process and regulatory impact analysis, and is CAC's centre of expertise for economic and quantitative analysis. Sustainable Development and Environmental Management: supports departments in the implementation of the government's sustainable development and environmental objectives, including physical, social and economic aspects. Human Resources and Organizational Development: provides an array of services that are grouped around four key human resources areas: management of Strategic Human Resources; management of transformation and change; management of employee competence and commitment; management of HR administrative services. Financial Systems and Operations: assessment and implementation of improvements and innovations in the methods and systems employed to manage financial resources of departments. Governance Services: provides analysis and support for policy development, alternative service delivery arrangements, corporate governance frameworks and strategic planning.

International Practice: planning, monitoring and evaluation of Canadian aid projects and assistance to foreign governments in public sector reform. **Access:** Files arranged by subject, assignment number, and client program number. Requests for access to report titles may be directed to PWGSC whereas requests for access to specific reports should be directed to the client departments concerned. **Storage Medium:** Computer, audio and video tapes, disks, slides, and transparencies. **Program Record Number:** PWGSC CAC 135

Corporate Implementation Group (CIG)

Special Projects – (CIG)

Description: Information related to assignments conducted for the Deputy Minister such as Program Review 1 and 2; Accountability and governance frameworks; Employee Takeover framework; DM Task Force on the Management of Overhead Services; Architectural and Engineering Services Outsourcing; and the Crown Corporations, and related issues. **Access:** Files arranged by subject. **Storage Medium:** Computer and working files. **Program Record Number:** PWGSC CIG 005

Government Operational Service Branch

Access to Information and Privacy Requests

Description: Policies, procedures and guidelines on Access and Privacy Acts; statistical data and other non-personal information provided by requesters in their access requests. **Topics:** Policies and procedures for each component of the legislation; background on legal interpretations of access rights; statistical data on requests and complaints; documents concerning jurisprudence and records of policy decisions made by the Information and Privacy Commissioners; appeals and decisions; PWGSC policies, procedures and measures encouraging access generally; administrative costs of public rights management. Database: ATIP Flow **Access:** By file number, contract number, and/or name of firm or topic. **Program Record Number:** PWGSC GOS 300

Accounting Administration Products

Description: Information on assistance to client departments and agencies on accounts payable and other payments activity, Accounts of Canada and reporting services activity, and management, financial and other services activity. **Topics:** Accounts payable and other payments, administration payment service for government accounts paid from the Consolidated Revenue Fund, and associated financial and related statistical data; Accounts of Canada and reporting services (activities to maintain the central government accounts and manage the Consolidated Revenue Fund and the Public Accounts of Canada); and financial

management and other services (services provided to departments and agencies at a price and quality that is competitive with services available from other sources). **Storage Medium:** Microfiche and computer. **Program Record Number:** PWGSC GOS 130

Billing

Description: Information on invoicing of client departments and non-government customers to secure payment for goods and services provided. **Topics:** Revenue received; recoverable amounts; and invoice or contract. **Access:** Files arranged by subject, department and contract number. **Program Record Number:** PWGSC GOS 100

Cabinet and Corporate Services

Description: Information on Cabinet activities and summaries of memoranda presented to various Cabinet committees. **Topics:** Summaries of memoranda presented to Cabinet by various sponsoring departments on matters of national and international concern. **Access:** Computer files and hardcopies classified by Cabinet committee, year and memorandum number. **Storage Medium:** Paper and computer files are held and classified by Cabinet committee. **Program Record Number:** PWGSC GOS 295

Central Accounting

Description: The Receiver General maintains records for the central accounts of Canada and produces reports from these records. **Topics:** Central accounts; subsidiary ledgers and accounting analysis of the financial transactions; financial statements of the Government of Canada; annual public accounts; annual preliminary financial statements and monthly statement of financial operations of the Government of Canada; financial and management reports for central agencies and other departments and agencies; and special analyses on such subjects as the assets and liabilities of the Government of Canada. **Access:** Central data bank's files are arranged by central account, department, agency and certain accounting or financial classifications. Access requests for records of individual departments or agencies should be directed to the department or agency concerned. **Storage Medium:** Central data bank is in machine readable form at headquarters. **Program Record Number:** PWGSC GOS 145

Corporate Planning

Description: The holding contains information on the development and issue of strategic planning documents, which define the key priorities on which the department will focus on a medium to long term basis, and information pertaining to various corporate studies. **Topics:** Corporate Planning, Business Plan, Report on Plans and Priorities, Departmental Performance Report, Performance Measurement, strategic directions; and

business plan analysis in support of the Business Board.
Access: Electronic and hardcopy files classified by subject. **Program Record Number:** PWGSC GOS 240

Corporate Policy

Description: Contains information on the development of departmental policies and positions which conform with government wide policies and programs. These holdings include: Memoranda to Cabinet and supporting documentation, position papers, minutes of internal and interdepartmental meetings and briefing material for senior management. **Topics:** Environment, aboriginal policy and agreements, federal real property, alternative service delivery, international business development, rural initiatives, compendia of services, federal disability strategy, and green citizenship.
Access: Hard copy files classified by subject, chronologically. **Storage Medium:** Paper files.
Program Record Number: PWGSC GOS 280

Financial Analysis

Description: Information on budgetary analysis and control; evaluation of vendor financial capability; financial analysis and the identification of various financing alternatives. **Topics:** Budgetary analysis and control; evaluation of vendor financial capability; product resource, formulation of pricing strategies; and identification of financing alternatives. **Access:** Files arranged by subject, project and company.
Storage Medium: Files arranged by subject, project and company. **Program Record Number:** PWGSC GOS 095

Insurance Administration Products

Description: Information on the administration of employee benefit plans such as determination of eligibility, maintenance of records, issue of statistical and other reports, and preparation and distribution of instructions to users. **Topics:** Public Service Health Care Plan; Public Service Management Insurance Plan; Disability Insurance Plan; Public Service Dental Care Plan and Post-Retirement Life Insurance Plan and Pensioners' Dental Services Plan. **Access:** Files arranged by subject. **Storage Medium:** Microfilm, computer and cards. **Program Record Number:** PWGSC GOS 080

Memoranda of Understanding

Description: Memoranda of Understanding that the Department has ratified with Branches within the Department, with other federal departments, agencies or Crown Corporations, or with provincial, territorial or foreign governments. **Program Record Number:** PWGSC GOS 290

Ministerial Correspondence

Description: Correspondence signed by and, for the Minister, Deputy Minister and Associate Deputy

Minister for the public, other Ministers, MPs and governmental/private sector representatives. The Correspondence Control Manager (CCM), is designed to follow every step of the Minister and Deputy Minister's correspondence. All correspondence is scanned and originals are retained in the Ministerial Correspondence Office. **Program Record Number:** PWGSC GOS 270

Pay Administration Products

Description: Information on administrative services required for the disbursement of pay; such as input, the compilation, calculation and issuance of pay; development and operation of system edits, validation and payroll accounting controls; the production of payroll error and statistical reports and statements of data, required by related systems, of cheque stubs and related statements; and the development and promulgation of user instructions and procedures. **Topics:** Public Service pay, Royal Canadian Mounted Police pay, House of Commons pay, Canadian Forces pay. **Access:** Files arranged by subject, by department. **Storage Medium:** Magnetic tapes, microfilm database, hard copy. **Program Record Number:** PWGSC GOS 090

Payment Products

Description: Information on the maintenance of records and the making of payments for certain national socio-economic programs and tax-based programs, and government administration, and provision to client departments of related financial and statistical information. **Topics:** Old Age Security, Guaranteed Income Supplement; Canada Pension Plan; file maintenance on all of the above; Canadian Jobs Strategy; Veterans Affairs Pensions; War Veterans Allowance; agricultural subsidies; and government annuity payments; Child Tax Benefit, Income Tax refunds, Goods and Services Tax credits and refunds, and suppliers accounts. **Access:** Access requests for individual payments should be directed to the program department concerned. **Storage Medium:** Microfilm and computer. **Program Record Number:** PWGSC GOS 125

Pension Administration Products

Description: Information on the administration of public service employee pension plans, such as determination of eligibility to contribute, calculation of benefits, maintenance of records, issue of statements reports and instructions, for those pensions covered by the Public Service Superannuation Act and other retirement acts. **Topics:** Superannuation payments for public service, Royal Canadian Mounted Police, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for Royal Canadian Mounted Police Superannuation, Canadian Forces Superannuation,

Members of Parliament Retiring Allowance, and Public Service Superannuation. **Access:** Access requests for individual cheques or payments should be directed to the program/department concerned. **Storage Medium:** Microfilm, magnetic tapes, database, hardcopy. **Program Record Number:** PWGSC GOS 075

Personnel Information Products

Description: Information to assist client departments and agencies on personnel matters and processes.

Topics: Extracts from public service pay; information related to personnel functions including Leave, Classification, Pay and Benefits, Staffing, Exclusions, Access to Information, Entitlements and Deductions, Workforce Adjustment and Second Language Evaluation. This information may be government-wide or department specific. **Storage Medium:** Computer. **Program Record Number:** PWGSC GOS 160

Public Money and Banking

Description: Information on arrangements by the Receiver General to establish bank accounts and facilities; establish government banking services; receive, transfer, hold, earn interest on, and make and control disbursements of public money. **Topics:** Bank accounts and facilities; signing authorities; reports and statements on Receiver General balances; contracts for services; cheques issued, redeemed, and outstanding; and enquiries and investigations. **Access:** Files arranged by Cheque Redemption Control Directorate; files associated with the cheque redemption and reconciliation process, and enquiries are organized by serial/cheque numbers. Access requests about individual payments should be directed to the program/department concerned. **Storage Medium:** Machine readable records for bank facilities at headquarters. Cheque records and related machine readable records are at the Matane, Quebec office. **Program Record Number:** PWGSC GOS 140

Government Telecommunications and Informatics Services Branch

Government Telecommunications Services

Description: The Telecommunications Sector of GTIS provides a full range of telecommunications facilities and services for federal departments and agencies, including shared and customized voice and data systems, Government of Canada telephone directories, and professional and advisory services. In addition, the Telecommunications Sector, in consultation with customer departments and agencies, carries out the Telecommunications Architect function which is committed to the development of strategies and plans for government-wide telecommunications systems. **Topics:** Systems: data, dedicated, voice, shared, intercity network consolidation,

teleconferencing; coordination: guidelines and standards, interdepartmental coordination; telecommunications projects, research, policy and planning. **Program Record Number:** PWGSC GTI 165

Human Resources Branch

Complaints – Official Languages

Description: This databank contains the complaints made under the Official Languages Act. **Storage Medium:** A computerized databank records all complaints. Copies of complaints are kept in the Human Resources Planning Branch, HRS. **Program Record Number:** PWGSC HRB 280

Personnel Management

Description: Information on personnel management policies, practices and procedures. **Topics:** Classification; staffing; human resources; occupational health and safety; official languages; salaries and wages; employee relations; training and development. Database: Human Resources Management Systems (HMRS), Integrated Training System (ITS), WinOrg and Leave Information Management System (LIMS) **Access:** Files arranged by subject. **Program Record Number:** PWGSC HRB 305

Real Property Services Branch

Asset Management

Description: Information on the programming operation, maintenance and general upkeep of assets including buildings owned and leased by the Crown and other special purpose assets. **Topics:** Facilities management including property and facilities management agreements, open office landscaping, redecorating, horticulture, moving, parking, housing, and historical implications; and building operations including utilities, inspections, cleaning, elevators, eating facilities, garbage disposal and pest control. **Storage Medium:** EDP systems, maps, plans, and photographs. **Program Record Number:** PWGSC RPB 065

Buildings and Lands

Description: Information on the provision of real estate services to government departments and agencies. **Topics:** Acquisition; appraisals; deeds and title documents; expropriations; easements; heritage properties; title claims; marine; Harbour Commission properties; breakwaters; wharves; offers of sites and buildings; sale of lands; transfer and zoning of land. **Storage Medium:** Machine-readable records, microfiche, drawings, plans, maps. **Program Record Number:** PWGSC RPB 045

Design and Construction

Description: Construction programs. **Topics:** Construction and quality assurance; consultants project control; consultants; cost planning and estimating; environmental analysis; landscaping and site development standards; project control systems; reports and unsolicited proposals; questionnaires; electrical, mechanical, marine and civil engineering. **Storage Medium:** EDP systems, slides and film, brochures, microfilm, photographs. **Program Record Number:** PWGSC RPB 025

Emergency Planning

Description: Records relating to departmental corporate level participation in all the emergency preparedness planning activities at the federal level. They include files relating to intergovernmental, interdepartmental and intradepartmental emergency planning matters such as committee meetings, consultations, plans, procedures and organizations. Other files relate to previous emergency plans and procedures, the testing and exercising of plans and procedures to provide response to future peacetime and wartime emergencies. **Topics:** The files include intergovernmental, interdepartmental and intradepartmental emergency planning matters such as committee meetings, consultations, plans, procedures and organizations. **Storage Medium:** Information is stored on computer systems, plans, photographs, maps, films, tape and microfilm. **Program Record Number:** PWGSC RPB 255

Energy and Sustainable Development

Description: Information on Public Works and Government Services energy and sustainable development program. **Topics:** Guidelines and standards; information exchange and cooperation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography strategies for greenhouse gas reductions; greening opportunities in buildings. **Storage Medium:** Machine-readable records, photographs, cartographic records, microfilm videotapes, and disc storage. **Program Record Number:** PWGSC RPB 055

Payments in Lieu of Taxes

Description: Information on payments to municipal, school, provincial and territorial taxing authorities in lieu of real property tax for a taxation year and in lieu of frontage or area tax in respect of federal property situated within the area in which the taxing authority has power to levy and collect real property tax or the frontage or area tax. **Access:** Files are arranged by region from east to west with their taxing authorities in alphabetical order. **Storage Medium:** Maps, sketches, plans, photographs and electronic database. **Program Record Number:** PWGSC RPB 115

Physical Security

Description: Information on physical security in federally controlled structures. **Program Record Number:** PWGSC RPB 120

Project Files

Description: Information on projects undertaken such as renovations, alterations, minor works and repairs to buildings, civil and marine structures, as well as such work as dredging, landscaping and paving. **Topics:** Planning and design; consultants; tendering and contract award; construction payments; claims; change orders; meetings; project scheduling; reports; shop drawings; testing; fine art (see also PWC 015); materials and equipment. **Storage Medium:** Machine-readable records, microfilm, microfiche, maps, plans, photographs and specifications. **Program Record Number:** PWGSC RPB 030

Property Development

Description: Information on federal land management. **Topics:** Guidelines and standards; information exchange and cooperation; studies; building energy systems analysis; district heating and cooling; solid waste management; solar energy programs; geothermal energy and thermography. **Storage Medium:** Maps, plans, photographs. **Program Record Number:** PWGSC RPB 150

Property Inventories

Description: Inventories of properties owned or leased by the federal government and its agencies. **Topics:** Inventories; Directory of Federal Real Property inventory; Public Works and Government Services Canada real property inventory. **Storage Medium:** EDP systems, microfilm records, maps, survey plans, photographs, prints, and film. **Program Record Number:** PWGSC RPB 060

Real Property

Description: Information on the provision of accommodation and related services to government departments and agencies. **Topics:** Assignment and use of space; eating facilities; guidelines and standards; parking studies and surveys; charging; housing; lettings; space management and planning. **Storage Medium:** Machine-readable records, maps. **Program Record Number:** PWGSC RPB 040

Research and Innovation

Description: Information on innovative products/systems/processes as they apply to real property asset arising from research, demonstration & transfer activities. **Topics:** Properties and performance of new materials; laboratory and on-site testing results on the performance of building components; tools and methodologies for risk reduction due to natural hazards such as earthquake, fire; graphic images/records of

prestigious projects such as Parliamentary Precinct; graphic records of real property asset facility management; data and analysis of specialized structures such as PEI bridge. **Storage Medium:** Hard copy report, EDP systems, films, CDs, disc storage. **Program Record Number:** PWGSC RPB 155

Safety

Description: Information on hazardous occurrences including those resulting in accidents and injuries in or on federally controlled facilities, structures and workplaces or during operations managed by Public Works and Government Services Canada involving non-contractual claims against the Crown. **Topics:** Environment, safety, health, fire prevention and protection. **Storage Medium:** EDP systems. **Program Record Number:** PWGSC RPB 070

Signs and Plaques

Description: Information on the federal identity program and the design and development of standard signage. **Topics:** Identification of buildings; national signage program and its implementation. **Program Record Number:** PWGSC RPB 170

Specifications

Description: Specifications and Canadian government master specifications. **Topics:** Specifications – architectural, structural, landscaping, food services, conveyor systems, mechanical, electrical and civil. **Storage Medium:** Microfiche. **Program Record Number:** PWGSC RPB 020

Surplus Properties

Description: Information on the disposition of properties or structures surplus to the needs of government departments and agencies. **Topics:** Notice of excess Crown property; demolition; disposal; surplus properties and enquiries for real property. **Storage Medium:** EDP systems and microfilm records. **Program Record Number:** PWGSC RPB 085

Supply Operations Service Branch

Certification Programs for Products and Services

Description: Information on the establishment, maintenance and distribution of certification and qualification listings. **Topics:** Development of certification and qualification lists; certification and qualification panels; item certification; item qualification; and certification and qualification listing distribution. **Access:** Files arranged by product and company. **Program Record Number:** PWGSC SOS 175

Contract Administration

Description: Information on time, cost, performance conditions of the contract; expediting delivery;

administering design changes and amendments; and ensuring quality and delivery. Also includes information on termination, settlement, audit, and security arrangements to secure the fulfilment of the contract. Database: Transaction-based Automated Procurement System (TAPS). **Topics:** Monitor time, cost, and performance; expediting and follow-up; design change or deviation; contract amendment; quality assurance; delivery, acceptance, and payment; termination and settlement; cost audit; and plant and personnel security. **Access:** Files arranged by contract, company, department, and subject. **Storage Medium:** Computer, disc, word processor, tapes and microfiches. **Program Record Number:** PWGSC SOS 190

Contracting

Description: Information on the procurement of a specific product or service, up to and including the awarding of the contract for purchase, service or lease. **Topics:** Description of requirement; sourcing (potential sources of supply); price availability; determination; bid solicitation; contract negotiations; and contract solicitation and award. Databases: Procurement database and Procurement History database. **Access:** Files are arranged by contract, serial number, by subject, by company and by purchase order number. **Storage Medium:** Word Processor, tapes, discs, microfiches and computer. **Program Record Number:** PWGSC SOS 185

Contracts Approval Process

Description: Procurement forms and supporting documentation requesting approval to enter into or amend a contract which exceeds Director General approval limits and ensures the proposed procurement and contract documentation adhere to policy and contract regulations. **Program Record Number:** PWGSC SOS 245

Industrial Security

Description: Information on security programs to protect national and international classified and other sensitive information related to government contracts and projects available to industry by government departments. Database: Departmental Industrial Security Information System (DISIS). **Topics:** Agreement and exchanges (information and exchanges (information between Canada and other Countries); classified and other sensitive industrial contracts; industrial facility security clearances or checks; industrial information protection; material and classified or other sensitive documents control; North Atlantic Treaty Organization security; industrial security training. **Access:** Files arranged by subject. Files are accessed by industrial security personnel with appropriate clearance level. **Storage Medium:** Automated system for industrial personnel security clearance or reliability check files. **Program Record Number:** PWGSC SOS 105

Management of Movable Assets

Description: Information on the management of movable assets from the time they are acquired, through their life cycle and ultimate disposal. **Topics:** Assets inventory of government departments; vehicle fleet management; lease, rental or loan (of movable assets); production assets (Crown-owned tooling); replacement and retirement; and disposal. **Access:** Files arranged by project, company, contract, and loan agreement number. **Program Record Number:** PWGSC SOS 195

Methods of Supply

Description: Information on methods for satisfying customer product (and service) requirements in a manner which will result in the optimum product, resource, operating and contingent cost. **Topics:** Make or buy (make is available within the public sector; buy is obtainable from the private sector); facility evaluation, regional or central acquisition and distribution, lease or purchase; and consignment (arrangements under which goods are shipped for future sale or other purposes). **Storage Medium:** Word processor and computer. **Program Record Number:** PWGSC SOS 010

Project Management

Description: Information on temporary management structures having appropriate authority and responsibility to acquire innovative or substantially complex capital equipment, construction and services. **Topics:** Standards, operations; assistance; specifications; sourcing (potential sources of supply); negotiation; assessments of tenders/contracts; customer and vendor liaison; allocations of commodities; purchase requisitions; supply management; and major procurement projects. **Access:** Files arranged by contract, subject and project. **Storage Medium:** Word processor and computer. **Program Record Number:** PWGSC SOS 015

Repair, Overhaul, Modification, and Maintenance

Description: Information on repair, overhaul, modification or maintenance in order to achieve the greatest utilization and least cost of the asset. **Topics:** Specifications and quality assurance; make or buy; repair, overhaul, modification and maintenance cycle management; and regional distribution of work. **Access:** Files arranged by contract, loan agreement number, and company. **Storage Medium:** Computer documents, negatives and film, microfilm, photographs and brochures. **Program Record Number:** PWGSC SOS 200

Requirements Definition

Description: Information on the need of appropriate levels of value engineering and procurement planning, supported by goods cataloguing, clear specifications and appropriate quality assurance. **Topics:** Need determination; value engineering (cost reduction

technique); procurement planning, material identification; specifications and standards; quality assurance requirements; Statement of Requirement (time, cost, performance); estimates. **Storage Medium:** Word processor and computer. **Program Record Number:** PWGSC SOS 180

Standards and Quality Management/ Assurance Services

Description: Information on technical requirements, specifications and standards for products in general recurrent use. Databases: CGSB Invoicing System, CGSB Listing Database and Committee Membership System. **Topics:** Development of standards and specifications; standards committees, sales of publications, Electronic Catalogue (ECAT), qualification and certification listing programs to assess products, services and suppliers, registration to ISO 9000 and International Organization for Standardization (ISO). **Storage Medium:** Word processor and computer. **Program Record Number:** PWGSC SOS 205

Traffic Management

Description: Information on ensuring least-cost for shipping or movement of goods via one, or all six modes of transport (air, road, sea, pipeline, rail and off highway). **Topics:** Shipping arrangements (inland and overseas); travel and removal services; and freight audit and cost analysis. **Storage Medium:** microfiche. **Program Record Number:** PWGSC SOS 210

Translation Bureau

Services

Description: Information on translation services, simultaneous interpretation, sign language service and other linguistic services, notably terminology, training and translation quality evaluation provided to government institutions. Database: **Information System of Linguistic Contract Services, TERMIUM®** **Topics:** General; associations and organizations; bilingualism; conferences and seminars. **Program Record Number:** PWGSC TRA 220

Personal Information Banks

Consulting and Audit Canada

Private Sector Resources

Description: Inventories of registered private sector resources; individuals and firms. **Class of Individuals:** Individuals and firms of the private sector. **Purpose:** The information is used in the registration process by which private sector resources seek consideration for assignment work with CAC. **Retention and Disposal Standards:** Records are retained for three years or until updated by the registrant, whichever comes first. **TBS Registration:** 001371 **Bank Number:** PWGSC PPU 025

Skills Inventory System

Description: The system provides information on the skill sets of registered private sector resources. **Class of Individuals:** Individuals in any one of the following areas: translation, graphics, consulting or auditing. **Purpose:** To register Private Sector Resources, their skills, rates and availability. **Consistent Uses:** For retrieving and sorting skills information. **Retention and Disposal Standards:** Reviewed and updated every five years. **Related to PR#:** TPGSC CAC 135 **TBS Registration:** 005018 **Bank Number:** PWGSC PPU 027

Government Operational Service Branch

Access to Information and Privacy Request Records

Description: This bank contains the requests under the Access to Information Act and the Privacy Act submitted by individuals to access records under the control of Public Works and Government Services Canada; the replies to such requests; and any other information relevant to the processing of the requests. Database: This database contains information on the topics of requested records held by PWGSC, tracking of requests at different stages and correspondence from PWGSC. **Class of Individuals:** Canadian citizens, permanent residents and other persons approved by the Governor in Council who have requested access to information held by PWGSC. **Purpose:** Information in this bank is used to process requests under the Access to Information Act and the Privacy Act, and to report on the number and type of requests received, to prepare annual and statistical reports including fees collected, administration costs and complaints handled. **Consistent Uses:** This bank is also used to report to Treasury Board and to Parliament on access requests received under both Acts. **Retention and Disposal Standards:** Information is retained for two years after the last administrative action has been taken, after which records are destroyed. **PAC Number:** 86001 **TBS Registration:** 001372 **Bank Number:** PWGSC PPU 080

Direct Deposit Interface System

Description: This bank contains information on payment data received from various payment systems for the purpose of delivering payment data to financial institutions for deposit to a recipient's account. This bank receives recipients' Financial Institution Branch and Account numbers, the user cross-reference number used by the payment system to identify the payee and the payee's name. **Class of Individuals:** Retired federal employees and members of the general public residing in the U.S. receiving a pension payment from the federal government via direct deposit. **Purpose:** The purpose of this bank is to effect direct deposit payments. **Consistent Uses:** The information in this bank is used to effect direct deposit payments and for reconciliation and inquiry purposes. **Retention and**

Disposal Standards: All payment data is purged from the Direct Deposit Interface System (DDIS) database 120 days after due date and saved on microfiche for an indefinite period of time. The payment tape to financial institutions is retained by CRCD in microfiche form for a period of six years in accordance with payment instrument regulations. **TBS Registration:** 002784 **Bank Number:** PWGSC PPU 040

Information Disclosed to Investigative Bodies

Description: This information bank contains a copy of access requests pertaining to personal information on Treasury Board form 35056(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies as listed in Schedule II of the Privacy Act to the Department of Public Works and Government Services Canada under section 8(2)(e) of the same Act. These nationwide requests are made concerning individuals for the purpose of law enforcement. The bank contains requests from police forces for the purpose of complying with a subpoena or warrant issued or order made by a court under section 8(2), a) and c). The bank also contains the replies to such requests and gives particulars concerning information related to their processing. **Class of Individuals:** Individuals involved in investigations under the Criminal Code, federal and provincial statutes and municipal bylaws. **Purpose:** The purpose of this bank is to document requests under section 8(2)(e) of the Privacy Act. **Consistent Uses:** This bank will allow for the auditing of the procedures utilized for the exchange of personal information with investigative bodies under section 8(2)(e) of the Privacy Act. **Retention and Disposal Standards:** Records are retained for two years after the last administrative action has been taken, after which the records are destroyed. **PAC Number:** 86001 **TBS Registration:** 001836 **Bank Number:** PWGSC PPU 035

PWGSCs T4A Tombstone Information Database

Description: PWGSC supplier identifier: legal name of business entity or individual; address including postal code; status of contractor (either individual or partnership); and one or more of the following Revenue Canada identifiers – SIN, Business numbers, GST/HST number. **Class of Individuals:** Suppliers providing services to PWGSC. These suppliers are individuals or partnerships. **Purpose:** The information described above is required to enable PWGSC to issue T4A supplementary slips to its service contractors in accordance with the TB Information Bulletin of April 30, 1998. **Consistent Uses:** This information will only be used to issue T4A supplementary slips. **Retention and Disposal Standards:** Minimum of six years from the end of the last taxation year to which it relates. **TBS Registration:** 004154 **Bank Number:** PWGSC PPU 051

Standard Payment System

Description: This bank contains payment data received from various entitlement systems, financial institutions, program departments, the general public and Cheque Redemption Control Directorate. Information includes basic payment data (name and address of recipient, amount, date of issue) plus the status of the payment at various points in the life cycle and control information. The bank may also contain stub information related to the calculation of the entitlement. **Class of Individuals:** All members of the general public receiving payments from the Receiver General. **Purpose:** The purpose of the information is to support the issue and post-issue processes required by the Receiver General payment function. **Consistent Uses:** The data is used to effect payments, take follow-up action if cheques are lost, stolen or damaged, and respond to enquiries. **Retention and Disposal Standards:** Stub information is deleted when the payment is cashed or cancelled. Information on redeemed payments is retained on line for a period specified by the program department, on average four months following redemption. The data is then purged from the SPS database and transferred to tape, where it is retained for six years. The archived data is available online throughout that period. **TBS Registration:** 003964 **Bank Number:** PWGSC PPU 085

Government Telecommunications and Informatics Services Branch

Telephone Call-Detail Information

Description: This bank contains details of most commercial long-distance calls, and all Government Intercity Calling Service (GICS) calls placed from government telephones, which are provided as part of the GTIS Local Shared Services (LSS). **Class of Individuals:** Anyone who has access to a telephone can place calls which will be recorded in this information bank. This includes employees and contractors of government departments, agencies and Crown Corporations specified in Schedules 1, 2 and 3 of the Financial Administration Act; Members, employees of Members, and employees of the House of Commons; and Senators, employees of Senators, and employees of the Senate. **Purpose:** GTIS collects call-detail information only for purposes relevant to its legislative mandate, including the provision of information to customers to enable them to manage their operations and control their expenditures in an effective manner. **Consistent Uses:** Call-detail information is used by GTIS to manage, control, forecast, plan and analyze the performance of GTIS-managed government networks. The information is provided to all GTIS customers or Authorized Customer Representatives to enable them to manage and control GICS usage, allocate costs internally, and ensure that GICS-related services are used appropriately. **Retention and Disposal Standards:** Maintenance of call-detail information is the responsibility of the

customer organization that is responsible for paying for the usage charges. Once the information has been delivered to the customer, it becomes the customer's responsibility to retain and dispose of the information in a manner consistent with the Privacy Act, the Access to Information Act and other relevant policy and legislation. GTIS ensures that the information for which it has custodial responsibility is maintained until the end of the retention period, which, for customer billing inquiry purposes, is 24 months after invoice issue. **TBS Registration:** 003744 **Bank Number:** PWGSC PPU 050

Real Property Services Branch

Consultants Inventory

Description: This bank contains information relating to firms and individuals specializing in architectural, engineering and related disciplines associated with departmental activities whose services have been, are or may be commissioned by the Department. This bank contains names, addresses, personal qualifications, a record of previous commissions and experience, along with performance appraisals. **Class of Individuals:** Professional and paraprofessional consultants. **Purpose:** This information is used to select consultants for projects administered by the Department. **Retention and Disposal Standards:** Information is updated continuously and is maintained for two years after removal from the inventory. **PAC Number:** 79010 **Related to PR#:** PWGSC PPU 005, PWGSC PPU 025 **TBS Registration:** 000703 **Bank Number:** PWGSC PPU 041

Contractors' Index

Description: This bank contains information relating to contractors in a variety of trades including areas such as plumbing, electrical, moving, cleaning, snow removal and other trades relating to general property management. This bank contains names, addresses, telephone numbers, specializations, licences held, previous government work, if any, and in some cases, performance reports. **Class of Individuals:** General and trade contractors. **Purpose:** This information is used pursuant to departmental procedures to contact and select contractors and service agencies for departmental projects. **Consistent Uses:** The information is updated on an ongoing basis as required by suppliers and their employees. **Retention and Disposal Standards:** The files are deleted from the bank after two years of inactivity. **PAC Number:** 79010 **TBS Registration:** 000698 **Bank Number:** PWGSC PPU 016

List of Landlords

Description: This bank contains information relating to existing landlords with whom the department has executed lease agreements. It contains names, addresses, commencements and expiry dates of leases

and length of options (if any). **Class of Individuals:** Landlords doing business with the Department of Public Works and Government Services Canada.

Purpose: Administration of the leasing contracts on behalf of the government. **Retention and Disposal Standards:** Information is retained for two years. **PAC Number:** 79008 **Related to PR#:** PWGSC RPB 040 **TBS Registration:** 000696 **Bank Number:** PWGSC PPU 006

Personal Service Contracts

Description: This bank contains information relating to individuals under contract with the Department. It contains the contract, invoices, and payment records for these contractors. Information in this bank is held at Headquarters and in regional offices. **Class of Individuals:** Individuals having contracts with the Department. **Purpose:** Information in this bank is used to record and control payments to contracted individuals or firms. **Retention and Disposal Standards:** Information is maintained for six years. **PAC Number:** 78001 **TBS Registration:** 000710 **Bank Number:** PWGSC PPU 075

Register of Land Surveyors

Description: Realty Services retains information relating to qualified land surveyors who can perform work for federal organizations. This includes names, addresses, personal qualifications and records of past performance, if any. **Class of Individuals:** Land surveyors. **Purpose:** Information is used for the selection of land surveyors. **Retention and Disposal Standards:** This bank is updated on a continuous basis with information supplied by land surveying contractors. It is maintained for three years following removal from the register. **PAC Number:** 79008 **Related to PR#:** PWGSC RPB 045 **TBS Registration:** 000700 **Bank Number:** PWGSC PPU 070

Register of Property Appraisers

Description: PWGSC uses the Directory of Designated Members published annually by the Appraisal Institute of Canada and La Corporation des évaluateurs agréés du Québec as its primary source lists of professional appraisers. These are supplemented with unsolicited expressions of interest submitted by appraisers seeking departmental contracts. The Department also keeps records of appraisers' performance on computer or project files. **Class of Individuals:** Property appraisers. **Purpose:** Information is used for the selection of property appraisers for projects administered by the Department. **Retention and Disposal Standards:** This bank is updated on a continuous basis with information supplied by property appraisal firms, individual appraisers and departmental officials. This information is retained for three years following its removal from the register. **PAC Number:** 79008 **Related to PR#:** PWGSC RPB 045 **TBS Registration:** 000701 **Bank Number:** PWGSC PPU 030

Supply Operations Service Branch

Buyer Information

Description: This bank contains both personal and business information on potential sources for the sale of surplus Crown assets. The information held includes name, address, phone number, company warehousing and distribution capabilities, lists of commodities of interest, payment records, bids offered, successful bids, credit ratings, performance ratings on period contracts, volume of surplus goods bought and sold. **Class of Individuals:** Individual buying or bidding on surplus Crown assets or companies buying surplus Crown assets for the purpose of reselling it. **Purpose:** To select buyers to solicit when selling surplus Crown assets; to provide trend analysis through historical statistics. **Retention and Disposal Standards:** Inactive records are kept for three years. Active records are amended as appropriate. **TBS Registration:** 003317 **Bank Number:** PWGSC PPU 026

Controlled Goods Registry Information

Description: Established under the authority of the Defence Production Act (DPA). It requires all "persons" examining, possessing, or transferring controlled goods (listed in the Schedule to the DPA) to another person in Canada to be registered or exempted from registration. The Controlled Goods Regulations are effective April 30, 2001. The CONTROLLED GOODS listed in the schedule to the Export Control List made under section 3 of the Export and Import Permits Act are controlled goods. This bank contains information on applicants such as registration number, biographical information such as surname (last name), full given name(s), family name at birth, all other names used (nicknames), date of birth, and gender; information on criminal history such as conviction of a criminal offence in or outside of Canada for which a pardon has not been granted, the RCMP fingerprint form, description of the charges, name of police force and location, date of conviction, legal status of business, sole proprietorship, partnership, ownership, designated official, business location, telephone number, expiry date and certification. **Class of Individuals:** For the purpose of the Controlled Goods Registration Program (CGRP) the term "person" means a sole proprietorship, partnership, corporation or other business enterprise. All "persons" who are in a position to examine, possess or transfer lawfully a controlled good to another person in Canada. This includes visitors, temporary workers, sole proprietorships, partnerships and other business enterprises in Canada. **Purpose:** To register and monitor registrations of all "persons" who are lawfully required to examine, possess or transfer a controlled good to another registered or exempt "person" in Canada. **Consistent Uses:** To record information on all "persons" registered or exempted from registration (visitors, temporary workers) in the Departmental Industrial Security Information System (DISIS). This information is updated on a daily basis.

Retention and Disposal Standards: Reviewed and updated every five years. Related to PR# PWGSC SOS 105. **TBS Registration:** 005093 **Bank Number:** PWGSC PPU 045

Industry Personnel Clearance and Reliability Records

Description: This bank contains personal history data, fingerprints, oath of secrecy, social insurance number, consent, briefing request and authorization and citizenship documentation (if applicable), certification of reliability, credit information as well as correspondence related to the security clearance or verification of reliability of industry personnel. **Class of Individuals:** Canadian industry personnel. **Purpose:** To record security clearance and verification of reliability data on applicable Canadian industry personnel. **Retention and Disposal Standards:** If not renewed, records are destroyed three to five years after date of security clearance or verification of reliability. **PAC Number:** 79018 Related to PRI # PWGSC SOS 015 **TBS Registration:** 001369 **Bank Number:** PWGSC PPU 015

Register of Suppliers

Description: This bank contains information on suppliers of materials and equipment. It contains names, addresses, commodities available from the supplier and details of previous departmental purchases, if any. Information in this bank is held at Headquarters and in regional offices. **Class of Individuals:** Suppliers of materials and equipment. Database: Supply Vendor Database. **Purpose:** This bank is used to assist in the selection of suppliers. **Retention and Disposal Standards:** Information is maintained for two years. **PAC Number:** 78001 **TBS Registration:** 000709 **Bank Number:** PWGSC PPU 071

Vendor Sourcing Records

Description: This bank contains business information such as financial data, indications of suppliers' manufacturing and distribution capabilities, lists of main products, equipment or services provided, and performance reports. It may also contain personal information such as names, addresses, commodities available from the supplier, details of previous departmental purchases, if any, personal histories and characteristics, education and performance of sole proprietors or partners. Database: Supply Customer Database. **Class of Individuals:** Individual companies/suppliers who wish to do business with the Department. **Purpose:** To identify potential suppliers. **Retention and Disposal Standards:** Five-year retention period for automated records; two years for manual records. **PAC Number:** 69048 **TBS Registration:** 001367 **Bank Number:** PWGSC PPU 005

Classes of Personal Information

Project Records

In carrying out its mandate, the Department generates and receives a large volume of information and correspondence related to work projects. These projects include property acquisition, disposal, expropriation and management; building, highway and marine construction, repair and demolition; dredging services and fleet management; and the provision of associated research, development and consulting services.

Included in this material are often found the personal views and opinions of individuals; evaluations of contractors' and consultants' performance; financial information relating to the management of projects; and any other correspondence associated with specific projects. The retention periods associated with this class of personal information are controlled by the records schedules of the general subject files in which they are stored.

Project records are organized by location. Consequently, access to personal information in project records requires the individual to provide the location of a specific project as well as the nature of the project.

Manuals

- Ad Hoc Reporting, Downloading Facility User Guide
- Administration
- Affirmative Action and Official Languages
- Architecture and Engineering Services Policy and Procedures Manual
- Business Management
- Canada Post Corporation
- Canadian Forces Superannuation Manual for Pensions Office
- Contract Policy and Administration
- Coordination of Access to Information Request System (CAIR) User Guide
- Corporate Affairs
- Corporate Communications
- Corporate Plan
- Corporate Security Manual
- Customer Manual
- Delegation of Authorities Manual
- Departmental Administrative Policy and Procedures Manual
- Departmental Emergency Book
- Departmental Index of Authorities
- Departmental Personnel Management System (DPMS) User Guide
- Departmental Planning and Coordination

- Departmental Reporting System User Guide
- Departmental Security
- Deputy Minister Directives
- Design and Construction
- EIS – Appointments and Announcements
- EIS – Directives
- Environmental Management System
- Emergency Preparedness
- Environmental Safety
- Facilities Maintenance
- Family Allowance Program Policy and Procedures Manual
- Financial Management
- Government Telecommunications and Informatics Services Branch
- Industrial Security Manual
- Information Management
- Information Processing – Management Manual
- Insurance Administration Manual
- Language Query
- Market-Based Charging
- Materiel and Facilities Management
- Materiel Management
- Operational Procedures Manual
- Operator's Guide to the Utilization of the Personnel Application Centre (INFOPAC)
- Organization
- Pay Office Procedures Manual
- Pay Policy and Procedures Manual
- Personnel Management
- Personnel Pay Input Manual (Manual & OnLine)
- Pharmaceutical, Medical Supplies and Related Items Catalogue
- Policy and Procedures for the Preparation of Standards
- Position User Guide
- Procedures Manual
- Project Delivery System
- Project Management Practice Standard
- Property Administration
- RCMP Pay Procedures Manual
- RCMP Pension Procedures Manual
- Real Estate Services
- Realty – Property Management
- Office Accommodation and Real Estate Services (OARES), Leasing
- OARES, Leasing – Leasing Activity Report
- OARES, Leasing – Framework and Processes for Leasing Real Property – PWGSC
- OARES, Leasing – Lease Documentation Package
- OARES, Leasing – Leasing Handbook on Lessee's Improvements
- OARES, Leasing – Letters of Award Policy
- OARES, Leasing – Recording of Data in the Facilities Inventory System (FIS)
- Receiver General Manual/Directives and Bulletins
- Regional Operations Manual
- Regional Operations Services Procedures Manual
- Security
- SPS User Guide
- Standard Acquisition Clauses and Conditions Manual
- Standard Payment System (SPS) User Guide
- Stocked Item Supply Catalogue
- Superannuation Administration Manual
- Superannuation Manual
- Superannuation Procedures Manuals (Contributor & Annuitant)
- Supply Manual
- Surplus Assets Management System of the Administrative Services Directorate
- Training Development Application (TDA) User Guide
- United Way Campaigns: A Guide for Managers

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to:

Headquarters
Public Works and Government Services Canada
Communications Branch
Place du Portage, Phase III
Hull, Quebec
K1A 0S5

Tel.: (819) 956-2315

Mail: Ottawa, Ontario K1A 0S5

Reading Room

In accordance with the Access to Information Act, an area on the premises of each of the below mentioned institutions has been designated as a reading room.

Atlantic Region

1713 Bedford Row
7th Floor
P.O. Box 2247
Halifax, Nova Scotia
B3J 3C9

European Region

Beschaffungsministerium Kanada
Langemarck-Kaserne
Gebäude 91
Mayber Strasse 87
D-56070 Koblenz am Rhein
Germany

PWGSC – London, England
Canadian High Commission
Canada House, Trafalgar Square
Pall Mall East
London, England SW1 5BJ

Headquarters

Place du Portage, Phase III, 5C1
11 Laurier Street
Hull, Quebec
K1A 0S5

Tel.: (819) 956-1820

Ontario Region

4900 Yonge Street
Willowdale, Ontario
M2N 6A6

Pacific Region

641-800 Burrard St
P.O. Box 11538
Vancouver, British Columbia
V6Z 2V8

Quebec Region

200 René Levesque Boulevard West
Room 70214
Montréal, Quebec
H2Z 1X4

Washington Region

Director of Supply
Washington Region
Canadian Embassy
501 Pennsylvania Avenue N.W.
Washington, D.C. 20001
U.S.A.

Western Region

Suite 1000
9700 Jasper Avenue
Edmonton, Alberta
T5J 4E2

Quebec Port Authority

Chapter 122

General Information

Background

In 1805, the Canadian government established Trinity House, whose mission was to administer the port, issue licenses to the St. Lawrence pilots and even be responsible for tending buoys. In 1858, the Canadian government created the Quebec Harbour Commission to restore order on the wharves. Trinity House was disbanded in 1873 and management of the port was then transferred to the Quebec Harbour Commission in 1875. The government established the National Harbours Board in 1936, which included the major Canadian ports and dissolved the Harbour Commissions. The National Harbours Board was an agent of the Crown and controlled the business and service operations. This organization reported on its activities to Parliament through the Department of Transport.

Around 1983, the federal government reviewed the Canadian port management legislation and passed the Canada Ports Corporation Act. The Port of Quebec Corporation was established in 1984, as well as six other Local Port Corporations. This new legislative stage resulted in the incorporation of the major Canadian port entities and brought decision-making power back to a local level.

On May 1, 1999, following the passage of the Canada Marine Act, the Canada Ports Corporation was gradually wound up to make way for a national port system managed by Canadian Port Authorities (CPA). Thus, the Port of Quebec Corporation has now become the Quebec Port Authority, a non-profit federal agency.

Responsibilities

The mission of the Quebec Port Authority is to promote and develop shipping and serve the economic interests of the Quebec region, taking consideration of the community and the environment while ensuring its profitability. To this end, it ensures that the Port is cost-effective, develops and manages its assets efficiently, stimulates industrial activity and business growth, innovates in the port and transportation fields and preserves the port's heritage.

Legislation

- Canada Marine Act

Organization

Board of Directors

The Quebec Port Authority is managed by a seven-member board of directors. The federal, provincial and municipal government each appoint one member. The other five members are named by the Quebec Port Users Committee and are appointed by the Minister. The board then elects a president and a vice-president from among its members.

Executive Committee

The Executive Committee administers the Code of Ethics, reviews the compensation of the board members, the Chief Executive Officer and other officers and makes recommendations to the board in this regard.

General Management

As the administrative head of the Authority, the President and Chief Executive Officer shall discharge the duties conferred on him by the Act, the Regulations, the Letters Patent and the by-laws. He leads a team of managers consisting of the Vice-President, Operations, the Vice-President, Finance and the Vice-President, Marketing.

◆ Marketing

The Marketing Department looks after three main areas of the Authority, i.e. the port's strategic planning, development and implementation of marketing activities, tariffs as well as business and corporate communications management.

◆ Operations

The Operations Department is responsible for property management, legal affairs, technical and environmental services, maintenance, harbour master's office, security services, the marina and the lock and records management.

◆ Finance

The Finance Department looks after general accounting, finance and cash flow, computer service, human resources and purchasing and supplies.

Information Holdings

Program Records

Communications

Description: Information services on the Quebec Port Authority for the public and the media. **Topics:** Press releases; media relations; advertising programs; requests for information from the public and the media; public consultation. **Program Record Number:** QPA COM 005

Operations

Description: Port facilities planning, design, construction and maintenance material. **Topics:** Operations and maintenance; negotiations with tenants; plans; equipment; tenders; work orders. **Program Record Number:** QPA OPE 010

Finance

Description: Documentation on general accounting. **Topics:** Reports, financial statements, budgets, audit, taxes and income. **Program Record Number:** QPA FIN 015

Marketing and Business Information

Description: Material on the marketing plan and related studies and on economic and business forecasts. **Topics:** Research; studies; reports, cost analysis; statistics; forecasts; goods. **Program Record Number:** QPA FIN 020

Tariffs

Description: Documentation on the setting and revision of tariffs. **Topics:** Wharfage, berthage and harbour dues; transit dues; passenger dues; notices. **Program Record Number:** QPA TAR 025

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration

Administration and Management Services

Buildings

Budget

Classification of Positions

Accounts and Accounting

Employment and Staffing

Finance

Training and Development

Official Languages

Acts and Legislation

Furniture and Furnishings

Pensions and Insurance

Personnel

Staff Relations

Lands

Vehicles

Audit

Personal Information Banks

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. **Class of Individuals:** General public. **Purpose:** This bank processes access requests and reports the total number of request processed. Consistent use: This bank is used to report on the administration of the Access to Information and Privacy Acts. **Retention and Disposal Standards:** Records are retained for two years and then destroyed. **TBS Registration:** 004318 **Bank Number:** QPA PPU 005

Classes of Personal Information

In the course of conducting the programs and activities of the Corporation, categories of personal information may be accumulated which are not contained in the specific personal information banks describe above. Such personal information: requests for information, expressions of public support, offers of services and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

Manuals

- Québec Port Authority Letters Patent
- Québec Port Authority operational procedures

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to information Act and the Privacy Act.

Requests for further information about the Québec Port Authority may be directed to:

Québec Port Authority
150 Dalhousie Street
P.O. Box 2268
Québec (Quebec)
G1K 7P7

Tel.: (418) 648-3640
Fax: (418) 648-4160

Royal Canadian Mint

Chapter 123

General Information

Background

The Ottawa Mint was originally established in 1908 as a branch of the Royal Mint of London, England. On December 1, 1931, an Act of Parliament established the Royal Canadian Mint as a branch of the Department of Finance. On April 1, 1969, the Mint became a Crown Corporation and now reports to Parliament through the Minister of Public Works and Government Services. It is a commercial enterprise whose business ventures extend throughout the world. The Mint is classified as a Schedule III-II Corporation under the Financial Administration Act, the category reserved for organizations which conduct commercial operations and are self-sufficient. The Mint owns two facilities. The Ottawa facility houses the corporate head office, the gold refinery and production facilities for non-circulation coins and medals. The Winnipeg Plant, which includes a plating facility, produces all of Canada's circulation coins as well as circulation coins for numerous foreign countries.

Responsibilities

The Mint's primary purpose is to produce and arrange for the production and supply of coins of the currency of Canada. It also competes on the world market for contracts to produce circulating and numismatic coins and other devices such as trade dollars for foreign governments and private firms. The Mint also operates a refinery to melt, assay and refine gold and other metals.

Legislation

- Royal Canadian Mint Act

Organization

Office of the Master of the Mint

The principal officer of the Mint is the Master (president and chief executive officer), who is also a member of the Board of Directors. The Master is supported by the vice presidents of Administration and Finance; Business Development; Human Resources; Manufacturing; and Marketing and Sales, and by the General Counsel and Corporate Secretary and by the Executive Director, Communications.

Administration and Finance

This division is responsible for internal auditing, financial budgeting, analysis and reporting, receivable and payable management, treasury management and financing, risk management, information technology and systems, procurement of materials and services, and records management.

Business Development

This division is responsible for increasing the company's profitability by pursuing business opportunities involving: acquisitions, mergers, joint ventures, alliances and licensing agreements.

Human Resources

This division is a strategic function, dealing primarily with both business human resources issues and daily operational activities. Its main responsibilities in terms of strategic partnerships is to provide guidance and advice to its clients in terms of human resources planning, training and professional development, recruitment and staffing, succession planning, rewards and recognition programs, performance appraisal program and the negotiations of collective agreements. With respect to daily operational activities, it is responsible for pay, benefits and other compensation practices, employee counselling, the employee assistance program, the Health and Safety program, and translation services.

Manufacturing

This division has the responsibility for the production of coinage, medals, tokens, trade dollars and refinery services. Two plants operate under this division. The Winnipeg Plant produces Canadian and foreign circulation coinage. The Ottawa Plant produces Canadian and foreign numismatic and bullion coins as well as medals, tokens and trade dollars. In addition, the Ottawa Plant operates the Mint's refinery, which refines precious metals for mines, jewellers, banks and other institutions, both Canadian and foreign.

Marketing and Sales

This division is responsible for product development, pricing, advertising, and the sales and distribution of Royal Canadian Mint products and services in Canada and throughout the world. Products and services include domestic and foreign numismatic and circulation coinage, Maple Leaf bullion coins, gold refining and assay services, fine jewellery, custom

minting (e.g. medals, medallions, tokens, coin blanks, privy marks), and consulting services.

The division recommends marketing and sales strategies for existing and new markets in Canada and around the world. It develops advertising and promotional campaigns tailored for specific markets and sales channels, including direct marketing, which accounts for a significant portion of Canadian sales revenues. This division also plans and manages a customer-driven automated order-fulfilment and customer service operation and retail stores at each of its plants in Ottawa, Ontario and Winnipeg, Manitoba.

◆ Corporate and Legal Affairs

This division, under the direction of the General Counsel and Corporate Secretary, is responsible for corporate planning, corporate policies, managing special projects in support of the Royal Canadian Mint's mission and goals, and establishing and maintaining liaison with central agencies of government. It is also responsible for providing legal counsel and advice with respect to all legal matters affecting the Corporation. Finally, the division provides secretariat services to the Board of Directors of the Corporation and is responsible for matters with respect to the Access to Information and Privacy Acts.

◆ Communications

Communications develops and directs the Mint's corporate communications program, addressing both internal and external interest groups. This division provides strategic counsel to Senior Management on issues affecting the Mint. It informs the public on Mint policies and programs using industry trade shows, the corporate Web site, education outreach and other channels to proactively communicate with and respond to the Mint's audiences. This division is responsible for all media relations nationally and internationally, and assists in the promotion of Canadian numismatic and bullion coin programs through media events and speaking engagements. Other responsibilities in this area are the production of corporate communications vehicles and speech writing for the President.

Information Holdings

Program Records

Advertising

Description: Newspaper and magazine advertisements; marketing and advertising firms used to advertise and promote Canadian numismatic and bullion coin programs worldwide. **Topics:** Advertisements; cost comparisons; budget; brochures; posters; counter cards. **Program Record Number:** RCM MRD 035

Assay

Description: Information on the testing of bullion, jewellery, refined bullion, to determine the quality of precious metals present; analyses of chemicals and metals. **Program Record Number:** RCM MAD 100

Canadian Circulating Coin

Description: Control and issue of Canadian circulating coin to banks on instruction from the Minister of Finance. **Program Record Number:** RCM MAD 085

Canadian Numismatic Products

Description: Information on the design, marketing and distribution of Canadian numismatic products; transactions between the Mint and its distributing agents and dealers. **Topics:** Canadian and foreign distributing agents and dealers; contract cost comparisons; requirement forecasts; sales records; correspondence with Canadian artists; coin designs; coin design competitions and verification of shipment. **Program Record Number:** RCM MRD 030

Circulating Coinage

Description: Information concerning changes in metal content and design of circulating coinage. **Topics:** Changes in alloys and specifications, surveys and reports. **Program Record Number:** RCM MAD 051

Coins

Description: Daily ledgers on the cutting and weighing of the blanks; striking and processing domestic and numismatic coins. **Topics:** Melting; rolling; blanking; rimming; annealing; striking; examining; telling. **Program Record Number:** RCM MAD 050

Communications

Description: Information on the administration of public affairs and relations; publicity both nationally and internationally. **Topics:** Exhibits; fairs; films and slides; photographs; portable displays; press conferences; press releases; launches; annual reports; reports and surveys. **Program Record Number:** RCM MRD 025

Design Engraving

Description: Information on methods and procedures used in the inscription or ornamentation of prints or designs upon hard surfaces to produce models, master matrices and master punches which are later used in the striking of coins, medals, etc. **Topics:** Badges; coins; dies; drawings; equipment; medals; metrication; symbols. **Program Record Number:** RCM MAD 065

Direct Mail Orders Processing

Description: Records on the reception and processing of direct mail orders for Mint processes. **Topics:** Orders fulfillment, distribution and verification of shipments. **Program Record Number:** RCM MRD 031

Engineering

Description: Information on the design, construction and maintenance of machines and tooling implements; repairs and alterations of buildings; product specifications; plans and drawings. **Program Record Number:** RCM MAD 060

Foreign Contracts

Description: Information on the procurement and fulfilment of contracts with foreign countries for the manufacture of their domestic coin and numismatic products. **Topics:** Commemorative and domestic coins; special coin programs. **Program Record Number:** RCM MRD 011

Maple Leaf Bullion Coins

Description: Information on the manufacture of the Maple Leaf bullion and the promotion of this special program. **Topics:** Advertising; marketing; production; retailing; sales. **Program Record Number:** RCM MRD 015

Medals, Tokens and Other Devices

Description: Information on contracts for the manufacture of medals, trade dollars, tokens and other devices. **Topics:** Medals; medallions; trade dollars; tokens; jewellery; plaques; paperweights. **Program Record Number:** RCM MRD 037

Metals and Alloys Research

Description: Information on the use of metals, precious metals, and alloys in the production of Mint products; updates on new alloys and their possible applications to Mint products. **Program Record Number:** RCM MAD 045

Patent Rights

Description: Patent rights and registrations, studies and surveys. **Topics:** Patent rights and licences, permission to use copyright material; counterfeit coins; defacement of coins; coin facsimiles; reports and surveys. **Program Record Number:** RCM MRD 036

Precious Metals

Description: Information on the procedures for receiving and processing precious metal bullion and coordinating bullion transactions between the Mint and mines, jewellers and manufacturers. **Topics:** Gold, platinum and silver receiving; fine gold, platinum and silver storage; shipping of fine products. **Program Record Number:** RCM MAD 075

Quality Assurance

Description: Information concerning quality standards of Mint products; metals stress testing for quality of production supplies and materials. **Topics:** Numismatic

products; precious metals, metals, and metal alloys; blanks; dies; tooling. **Program Record Number:** RCM MAD 095

Refinery Sales

Description: Information on negotiations with Canadian and foreign mines and precious metals dealers for contracts for the Royal Canadian Mint refining services. **Topics:** Gold and silver bullion; gold bars; granulated gold and silver. **Program Record Number:** RCM MRD 020

Refinery Services

Description: Information concerning the receipt, weighing, and refining of precious metal bullion, scrap jewellery, placer deposits, and fused metals; accumulation and sale of sweeps. **Program Record Number:** RCM MAD 105

Research and Development

Description: Research reports on present and future markets for Mint products and services. **Topics:** Studies; reports; surveys. **Program Record Number:** RCM MRD 006

Technical Services

Description: Information relating to repairs and maintenance of machinery and equipment, utilities, building renovations and maintenance, and the manufacture of dies and tooling used in the minting processes. **Topics:** Trades such as carpentry, blacksmithing, electrical, plumbing, tool and die making. **Program Record Number:** RCM MAD 061

Vault and Shipping

Description: Inventories and control of issue of finished numismatic coins and coin sets; assembling, packaging, and shipping of numismatic products. **Program Record Number:** RCM MAD 080

Worn and Mutilated Coin

Description: Shipments of fused and mutilated coin received from banks. **Program Record Number:** RCM MAD 090

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets
 Buildings
 Buildings and Properties
 Classification of Positions
 Co-operation and Liaison
 Employment and Staffing
 Equipment and Supplies
 Finance
 Furniture and Furnishings
 Human Resources
 Lands
 Occupational Health, Safety and Welfare
 Office Appliances
 Official Languages
 Pensions and Insurance
 Personnel
 Procurement
 Salaries and Wages
 Staff Relations
 Training and Development
 Utilities
 Vehicles

Personal Information Banks

Access to Information and Privacy Requests Data Bank

Description: This bank contains the Access to Information Request Forms and Personal Information Request Forms sent by individuals making requests under the Access to Information Act or Privacy Act, the replies to such requests and information related to their processing. **Class of Individuals:** Members of the general public and employees of the corporation.

Purpose: The purpose of this bank is to maintain a record of individuals who have made formal requests for information under the Access to Information Act or Privacy Act. **Consistent Uses:** The data in this bank is used to process access requests and to report on the number of access requests received annually.

Retention and Disposal Standards: Files are retained for a period of two years following their closure and are then destroyed. **TBS Registration:** 002488 **Bank Number:** RCM PPU 025

Direct Mail Marketing – Computerized Mail Master

Description: Information in this bank includes customer name and address, customer number, and language.

Class of Individuals: This bank may be accessed by any one of the following identifiers: customer name, customer number, or postal code. **Purpose:** The purpose of this bank is to maintain a list of direct mail customers for Royal Canadian Mint numismatic

products. **Consistent Uses:** This information is used to comprise a listing of purchasers of coins for future solicitation through a direct mail approach. This file is also utilized for name, address, and order status information required in the order fulfilment process and to answer enquiries from customers concerning their particular order. **Retention and Disposal Standards:** Records are retained for two years after the most recent purchase. **TBS Registration:** 003365 **Bank Number:** RCM PPU 015

Mail Order Fulfilment – Computerized Order Master

Description: Information in this bank includes customer name and address, product and quantity ordered, amount and method of payment, payment identification number, address and method for shipping. **Class of Individuals:** Information may be accessed by any one of customer name, customer number, order number or postal code. **Purpose:** The purpose of this bank is to capture, update and report direct mail orders for Royal Canadian Mint coins. **Consistent Uses:** This information is used to record direct mail orders for coins, payment data related to orders for financial reporting, shipping documentation on fully paid orders, and names and addresses of collectors for future solicitations. **Retention and Disposal Standards:** It is retained for two years after the close of the applicable numismatic program. **TBS Registration:** 003364 **Bank Number:** RCM PPU 010

Mail Order Fulfilment – Customer Relations

Description: This information includes the customer's name and address. Where an order for a product is concerned, it will also include the telephone number, charge account number or other method of payment, product and quantity ordered. **Class of Individuals:** Information is accessed by the customer number, assigned by the Mail Master. **Purpose:** The purpose of this bank is to record service provided to purchasers of Royal Canadian Mint coins and answer enquiries from the general public concerning numismatic programs. **Consistent Uses:** This information is used to aid in processing and tracing orders in cases of delay or loss. **Retention and Disposal Standards:** The information is destroyed two years from the end of a coin program or when enquiries cease. **TBS Registration:** 003366 **Bank Number:** RCM PPU 020

Mail Order Fulfilment – Individual

Description: Information in these files includes the original order, customer name and address, product and quantity ordered, amount and method of payment, payment identification number, address and method employed for shipping. **Class of Individuals:** Information may be accessed by any one of customer name, customer number, order number or postal code. **Purpose:** The purpose of this bank is to record direct mail orders for Royal Canadian Mint coins. **Consistent**

Uses: This information is used to initiate fulfilment, distribution, and verification of orders for coins.

Retention and Disposal Standards: The information is retained for two years from the closing date of each numismatic program. **TBS Registration:** 003363

Bank Number: RCM PPU 005

Manuals

Corporate Policies Manual

Financial Reporting and Coding Manual

Procedures Manual – Administration and Finance

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Royal Canadian Mint and its various programs and functions may be directed to:

Communications
Royal Canadian Mint
320 Sussex Drive
Ottawa, Ontario
K1A 0G8
Tel.: (613) 993-2239

Reading Room

The Royal Canadian Mint public reading rooms are situated at the following addresses:

Ottawa

320 Sussex Drive
Ottawa, Ontario

Winnipeg

520 Lagimodière Boulevard
Winnipeg, Manitoba

Royal Canadian Mounted Police

Chapter 124

General Information

Background

The Royal Canadian Mounted Police was formed in 1873, under an Act of Parliament.

Responsibilities

The Royal Canadian Mounted Police enforces laws throughout Canada made by or under the authority of Parliament. Administration of justice within the provinces, including enforcement of the Criminal Code, is the responsibility of provincial governments. The RCMP has contract agreements with the three territories and all provinces, except Ontario and Quebec, to enforce criminal, territorial and provincial laws, pursuant to section 20 of the RCMP Act.

Legislation

- Criminal Code
- Most federal statutes
- Municipal bylaws under contract
- Provincial laws under contract
- Territorial laws under contract

Organization

The authority and accountability for executing the requirements of the RCMP Act rest with the Commissioner who reports to the Solicitor General of Canada. The Commissioner is supported by four regional Deputy Commissioners, and three Deputy Commissioner at the National Headquarters — responsible for Operations, Corporate Management and Comptrollership, and Strategic Direction — as well as an Assistant Commissioner responsible for National Police Services. The Commissioner also has a Chief Information Officer, a Chief Human Resources Officer and an Ethics Advisor who reports directly to him.

In addition, there are 14 divisional Commanding Officers and a Commanding Officer Depot Division (the RCMP training facilities in Regina, Saskatchewan) and 17 program directors at National Headquarters in Ottawa, Ontario.

The RCMP is divided into divisions, each division being roughly responsible for a province or territory. These divisions are alphabetically designated and each is further divided into subdivisions and detachments.

Specialized support is offered to the operational divisions by Air, Marine, Forensic Laboratory, and Identification Services. The RCMP Academy located in Regina, Saskatchewan, is responsible for recruit training. The RCMP Musical Ride is located in Ottawa and is administered by headquarters. Additionally, the RCMP is responsible for the administration of the Canadian Police College, located in Ottawa. The Canadian Police Information Center (CPIC), a computer-based police information system, is also based at and administered by RCMP Headquarters in Ottawa. The CPIC system is an advanced computerized information storage and retrieval facility, designed for the use of participating Canadian law enforcement agencies. The CPIC acts as a central repository of operational data that is contributed to and maintained by participating Canadian law enforcement agencies. RCMP records entered into the system are identified in their respective Bank of Personal Information. The participating Canadian law enforcement agencies are entirely responsible for the accuracy and immediacy of the data which they supply and maintain within the CPIC system. Records entered into the CPIC system by participating Canadian law enforcement agencies must be supported by documented reports held by the originator. The originating agency is the only one entitled or enabled to alter their records in the system.

Corporate Management and Comptrollership

The Corporate Management and Comptrollership service line objective is to provide expert functional policies, systems, services and advices to ensure the financial viability and stability of the RCMP, and the sound stewardship of all RCMP resources in the areas of financial management, real property, materiel, contracting, procurement and audit and evaluation; and to ensure the strategic and practical national and regional implementation of the Modern Comptrollership and the Financial Information Strategy, two major, long-term government initiatives focused on improved decision-making, organizational performance and accountability for results.

Strategic Direction

Strategic Direction service line objective is to develop and implement an overall RCMP policy framework for assessment of and participation in public policy debates affecting law enforcement, for capacity building in policy research and trend analysis and model building of various future scenarios affecting RCMP

organizations and operations, for the development and recommendation of various types of responses to future challenges involving change management analysis, for information exchanges and joint analysis of emerging trends and conditions, for policy and planning linkages, for critical on-going assessment of current internal policies and conditions and for media relations, promotion of the RCMP and of Canada, and the development of partnership contracts, including alternative funding with public and private partners.

Human Resources Activity

The Human Resources Activity encompasses the organization and management of the Department's human resources. It maintains an internal administrative policy function and service in relation to learning, staffing and personnel, health, materiel, language and organizational issues. These issues pertain to members of the RCMP as well as Public Service Employees employed by the organization. In addition, the Human Resources Activity is responsible for the management of property, material, transport and food related services.

◆ Health Services

This program administers all health related assessment and treatment services to regular members of the RCMP and establishes health programs and standards for employment. It also manages research projects for the development of psychological services, fitness/lifestyle programs as well as programs directed at promoting health and environmental safety. The Sub-Activity also maintains the medical records of members to ensure confidentiality.

◆ Learning and Development

The Employee Continuous Development Program fosters a continuous learning culture within the RCMP. It ensures RCMP employees have access to modern, cost effective learning/training opportunities consistent with the competencies required to deliver quality service to internal and external clients, to adapt and respond to diverse changing needs, and contribute to the evolution of the RCMP.

◆ Officers' Staffing and Personnel

This program provides a centralized staff support service to the Commissioner for the appointment, promotion, training, succession/ career planning of the Regular Member officers (Inspectors to Deputy Commissioners) and Civilian Members of officer equivalency.

◆ Human Resources (RCMP)

This program provides RCMP management with a number of diverse services to assist in management of the department's human resources. The Sub-Activity

includes the following initiatives: Multiculturalism, Staffing & Personnel, Recruiting, Official Languages, Internal Affairs, Compensation, Classification, Honors and Recognition, Human Rights, employment equity and Conflict of Interest.

◆ Public Service Personnel

This program is responsible for the planning, design and implementation of an integrated human resource management program for Public Service Employees within the RCMP. This Sub-Activity is comprised of the following: Classification, Staffing, Staff Relations & Compensation, and Human Resources Planning and Development.

National Police Services Activity

The National Police Services (NPS) activity provides networked place information and information systems technologies and delivers investigative, scientific, technical and educational support serves to partners within the Canadian Police and justice environments.

◆ Canadian Police College

The Canadian Police College is an internationally recognized institution delivering advanced and specialized learning and training to Canadian and foreign police agencies. It is composed of the Police Executive Center, Police Science School, the CPC Library and the Business Services Branch.

◆ Criminal Intelligence Services Canada

This program is a national law enforcement community intelligence organization administered by the RCMP with a Central Bureau in Ottawa and nine provincial bureaux across Canada. The program, focusing on organized crime, gathers criminal intelligence and ensures that tactical intelligence is submitted through the provincial bureaux, where facilities for the collection, analysis and dissemination of criminal intelligence are provided, and are accessible to its members. The program oversees a computer system known as the Automated Criminal Intelligence Information Services (ACIIS), which is a repository for criminal intelligence information available to the intelligence community.

◆ Forensic Laboratory Services

This program provides scientific and technical assistance to the Canadian Criminal justice system. Physical evidence acquired during the course of investigations is examined by scientists, to provide information of evidential significance. Expert opinions based on scientific examinations are provided to aid investigations and as court evidence. The program maintains the national DNA Data Bank, which was established by the DNA Identification Act, on behalf of

the Commissioner. This sub-activity also manages the Canadian Police Research Centre which co-ordinates the development of scientific and technical research projects of a law enforcement nature. The program also provides a consultative service to other government departments, and an assistance role to other countries in relation to the transfer of expertise through training, analysis of exhibit materials and testimony within their judicial systems.

◆ Informatics

The mandate of Informatics Directorate is to provide a comprehensive national policy and program for the management of information resources, associated computer and communication technologies and telecommunications infrastructure which together serves the needs of RCMP operational police officer, support and administrative staff, Canadian Police Information Center (CPIC) system users and others working in the law enforcement community. The major components are: Information Management, which provides the maintenance, development and dissemination of applicable policies regarding recorded information, management of the RCMP Archives, the national forms policy and the editing, production and distribution of manuals, directives and bulletins, and Information Technology which is responsible for all aspects of communications system standards and design, EDP application and operation of the central host mainframe and network systems including, the Canadian Police Information Retrieval System (PIRS) and other operational, administrative and management support applications used on a national basis.

◆ Information & Identification Services

This program is dedicated to maintaining, managing and disseminating shared police information on behalf of the Canadian Law Enforcement Community and other accredited Canadian and international agencies. These support services include the automated fingerprint identification system (AFIS), the Canadian Firearms Registry (CFR), the Missing Children's Registry (MCR) and including a Forensic Identification and photographic service. The prime service line objective is to sustain a national leadership role in the development and implementation of the most efficient information technologies that support criminal justice initiatives in the prevention, detection and suppression of crime. This is accomplished through promoting national networking and cohesiveness within the field of Canadian police information systems and applied technologies.

◆ Professional Standards

This program supplies a centralized pool of legally trained RCMP members dedicated to providing representation and assistance to appropriate officers and members of the RCMP for formal discipline, discharge and demotion tribunals across the country.

◆ Technical Operations

Technical Operations (TO) primary focus is in the development of technical tools and systems to assist front line law enforcement personnel in the RCMP in their investigative duties. Research and technical support is conducted for lawful access techniques and systems, which includes CenCIS, covert entry, and computer search & seizure and forensic analysis. Further services are provided in the area Behavioral Science-based investigative and the response to counter criminal and terrorist acts primarily in the field of explosives agents. TO provides technical services in the area of physical security systems, including armored vehicles, for the protection of IPPs. The Departmental Security Program and the Air Services Program for the RCMP is also managed within TO. TO also assumes responsibility in providing Lead Agency and counter technical services in support of the Government Security Policy.

Operations Activity

The Operations Activity manages all planning and policy aspects of law enforcement programs in support of federal, provincial and municipal government requirements. Assistance and cooperation is provided to accredited police agencies as well as to the general public. It is also the focal point, on a nation-wide basis, for the coordination and evaluation of criminal operations and criminal intelligence gathering. It encompasses the protective policing functions of the RCMP which includes providing security for designated government dignitaries; government property; internationally protected persons and their residences; and major events. It is responsible for coordinating security or VIP visits, conducting security inspections and surveys of physical installations and providing consultations for officials regarding security requirements.

◆ Community, Contract and Aboriginal Policing Services

This program initiates, develops and evaluates a practical and culturally sensitive policing program for aboriginal Canadians. Under contractual agreements, the Royal Canadian Mounted Police (RCMP) provides community-policing services to all provinces and territories except Ontario and Quebec. The RCMP provides policing services to municipalities that have negotiated an agreement with the Government of Canada, a limited number of airports and to a number of First Nation Communities through Tripartite Agreements. Municipal contracts are restricted to those provinces already policed by the RCMP.

◆ Criminal Intelligence

The mission of the Criminal Intelligence Directorate is to provide a national program for the management of the criminal information and intelligence which will permit the RCMP to detect and prevent crime having an organized, serious or national security dimension in Canada, or internationally as it affects Canada.

◆ Departmental Security

This program is responsible for developing, monitoring and coordinating the implementation of internal security policies relative to the security clearance of RCMP employees, properties and information systems.

Federal Services Directorate

Federal Services Directorate is currently made up of the following program areas.

◆ Customs & Excise

Customs and Excise enforces laws within Canada and along the Canadian/United States border, in conjunction with clients, partners and the community. These activities include: the international movement of dutiable, taxable, prohibited or controlled goods: the manufacture, distribution or possession of contraband products including tobacco and spirits: the illicit traffic of critical high technology and strategic good: and the enforcement of acts or regulations that impose non-tariff (permit) controls on the international movement of commodities.

◆ Drug Enforcement

This program manages the investigation of offenses related to the importation, exportation, manufacturing, cultivation, trafficking and possession of substances regulated by the Controlled Drugs and Substances Act in Canada. It provides International assistance and also administers and operates the RCMP's Undercover, Source and Witness Protection programs; the Coordinated Coastal/Airport Watch program; the Pipeline Convoy / Jetway program and the RCMP's Drug Awareness program.

◆ Economic Crime

This program is committed to the delivery of police services in four main areas: commercial fraud, federal statutes and government programs, technological crime, and securities fraud. The focus is on those cases that involve substantial value or financial losses; that have a high degree of criminal sophistication; that require special investigative expertise; or where the Government of Canada is a victim. Typical cases include business-related or white-collar crimes such as the corruption of public officials, breach of trust, land

and mortgage fraud, bankruptcy and insolvency offences, employment insurance fraud, market manipulations, telemarketing fraud, currency and payment card counterfeiting, unauthorized computer access, and the theft of telecommunications.

◆ Immigration & Federal

This program is designed to assist federal government departments in the enforcement of the Immigration Act, the Citizenship Act and the investigation of violations of Canadian Passport regulations under the Criminal Code. The FES community policing service is a comprehensive organizational and quality policing approach to provide for public safety, consumer protection and environmental law.

◆ Proceeds of Crime

Proceeds of Crime (POC) objective is to disrupt criminal organization on a national and international level by identifying, restraining and forfeiting illicit and unreported wealth accumulated through criminal activity by investigating and prosecuting offenders.

◆ International Liaison and Protective Operations Directorate

This directorate is currently made up of the following branches: International Liaison, International Training and Peacekeeping, Prime Minister's Protection Detail, Protective Services and Strategic Activities whose responsibilities are as follows:

- International Liaison provides support and assistance, through the liaison officers and Interpol, to Canadian law enforcement agencies in the prevention and detection of offences to Canadian federal laws, liaises with foreign criminal police agencies and related institutions, and coordinates the activities related to Interpol; International Training and Peacekeeping assists foreign countries in delivering effective and efficient law enforcement in keeping with Canada's interests to maintain the rule of law and combat crime. In support of Canadian foreign policy objectives, the RCMP CIVPOL Peacekeeping Operations is responsible for the selection, training, deployment and support of all Canadian police personnel participating in international police operations; Prime Minister's Protection Detail provides personal security to the Prime Minister and his family, protects the official residences, and when the Prime Minister travels abroad, ensures that the security measures provided by the host country meet Canadian standards; Protective Services directs the planning, implementation, administration and monitoring of the RCMP National Protective Security Program for the Governor General, her family and residences, the Prime Minister, his family and residences, federal

Cabinet Ministers and their residences, Supreme and Federal Court Judges and their residences, Members of Parliament, Senators, visiting Heads of State, foreign diplomats in Canada and their residences, Internationally Protected Persons and persons designated by the Solicitor General of Canada as requiring security. It plans the security measures to be implemented during major events held in Canada. In addition, it monitors, analyses and provides timely advice to support the protective policing component at Vancouver, Edmonton and Halifax airports. Strategic Activities provides strategic advice and planning, budgetary and personnel administration, support, communications, and management services for various Directorate programs and activities. In addition it serves as the Policy Centre for the Foreign Service Directives and the Military Foreign Service Regulations.

RCMP Secretariat Activity

The Activity of Corporate Management includes the functions of strategic and corporate planning, corporate policy design, financial planning, audit and program evaluation. Responsiveness and accountability to the government are ensured by the coordination of communications, public affairs, information access, ministerial liaison and external review and appeals.

◆ Audit and Evaluation

This program is designed to plan, develop and implement a comprehensive audit approach to examine and review all RCMP law enforcement and administrative activities.

◆ Corporate Management

This program develops and coordinates strategic and corporate planning, formulates corporate policy, manages corporate information and conducts program evaluations and management studies. Annual accountability reports and briefings are developed for the Commissioner and in response to the government's planning process. The program is delivered through three components, Corporate Planning and Information Management, Strategic Planning and Corporate Policy, and Program Evaluation.

◆ External Review & Appeals

This program assists the Commissioner by providing advice, research and background material for all reviews and recommendations generated by the External Review Committee (ERC) and the Public Complaints Commission (PCC). The Sub-Activity also advises the Commissioner on appeals or grievances which must be considered by him, but which are not reviewed by an external agency.

◆ Finance and Supply

This program manages the financial affairs of the department to satisfy requirements for financial control and accountability of the RCMP, contracting partners, legislation and government. This program also provides internal support in accommodation, transport, food, materiel and miscellaneous services for the RCMP in accordance with relevant policies, regulations and statutes.

◆ Public Affairs & Information

This program aims at promoting good public relations, conveying and protecting an accurate and constructive image of the RCMP in Canada and abroad. Initiatives include the provision of information and responses to requests from the general public regarding RCMP activities, the handling of visits of policing personnel from around the world, participation in public events at the national and international levels as part of our Canadian Heritage, the maintaining of contemporary and historical materials, the management of the «Musical Ride program, the management of partnerships and sponsorships from the private and the public sectors, the management of RCMP Licensing Products and RCMP Intellectual Property. Furthermore, this program also manages a centralized response area to requests made under the Access to Information and Privacy Acts for access to records under the control of the RCMP. The sub-Activity develops policies and procedures to ensure conformity with the legislation while maintaining the protection of sensitive information and the privacy of individuals.

Information Holdings

Program Records

Linking Statement

All records retained by the RCMP are subject to one classification methodology. Records are retained in accordance with the subject content of the record, based on a central file classification system, rather than function or activity. Each Detachment, Sub-Division, Division and Headquarters, Ottawa classifies records under three main groups, Administrative, Operational Policy, and Sequential (Operational Investigative Records). The Administrative records are divided into seven sub-classifications. These are further categorized, as are the Operational Policy records, into sub-topics, which are standard throughout the RCMP. The Sequential (Operational Investigative Records) pertain to the general investigative records generated and retained at each site, and as the name suggests, each is sequentially numbered. The volume of records

will vary from location to location, however the retention system is uniform. This system is centrally regulated by the Director Informatics, and this enables the RCMP to describe its record holdings in the three distinct categories. Requesters need only describe the record they wish to access. If the request pertains to a specific incident, the location of that incident is also required.

Administration — Buildings & Real Property Records

Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to the acquisition, disposition and rental of lands and buildings and the services supplied to lands and buildings owned or leased by the RCMP. **Topics:** Buildings & Real Property — General; Buildings & Works — General; Buildings & Works — Estimates; Building and Works by Division; Buildings — Telecommunication Shelters; Buildings — Janitorial Contracts; Buildings & Properties Management Service Agreements; Real Property — General; Real Property — Police Owned (other than Telecom. Sites); Real Property — Police Rented or Leased (other than Telecom. Sites); Real Property — Cemeteries & Graveyards; Real Property — Telecom. Sites Owned; Real Property — Telecom. Sites Leased or Rented; Real Property — Historical Sites & Monuments; Utilities — other than Telephone Services. **Program Record Number:** CMP ADM 006

Administration — Equipment & Supplies Records

Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to the supply, maintenance and repairs of RCMP equipment and supplies. **Topics:** Equipment & Supplies (General); Accounting & Inventories; Aircraft; Aircraft Supplies & Equipment; Buildings & Living Accommodation, including Furniture & Furnishings; Cataloguing, Identification & Labelling of equipment and supplies; Clothing & Kit (condemning, destruction, repayment issues, alterations); Clothing & Kit — Purchase Descriptions; Clothing & Kit — Design Specifications, Authorities & Approvals; Clothing & Kit — Issues & Receipts; Clothing & Kit — Material and Clothing; Clothing & Kit — Testing & Samples; Condemnation & Destruction; Firearms & Weapons (issues and repairs); Ammunition; Enquiries & Information (concerning uniforms, equipment and supplies); Loans (of uniforms and equipment); Material Specifications; Procurement & Purchases; General Stores; Micrographic Equipment & Supplies; Office Machines; Office Furniture & Furnishings; Printing & Duplicating Equipment; Stationery & Office Supplies; Technical Equipment Evaluations; Telecommunication Equipment Evaluations; Computer Equipment, Hardware and Software; Riot & Crowd Control Equipment; Water Transport & Outboard Motors; and Vehicles (purchase, maintenance, repair licensing,

insurance, credit card system and disposal). **Program Record Number:** CMP ADM 005

Administration — Financial Records

Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to the financial matters of the RCMP. **Topics:** Finances (General); Accounting; Accounting — Cash; Accounts Payable — Commercial Firms & Supplies — Other Government Departments. or Police Departments — Utilities; Accounts Receivable — General — Policing; Acts, Directives and Orders; Allowances & Deductions; Banks & Banking; Budgets & Budgeting; Cheques; Coding (Financial Coding Systems); Contingency Account; Estimates; Fees (consultant, professional, tuition, membership, etc.); Funds (Benefit Trust Fund); Grants; Postage; Signing Authorities; Taxes; Transfer Expenses; Transport Requisitions; Travelling Expenses. **Program Record Number:** CMP ADM 004

Administration — General Administration Records

Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to the organization, administrative history and policy of the RCMP. **Topics:** General Administration; Abbreviations, Designations and Titles; Accidents; Addresses and Speeches; Briefings and Presentations; RCMP Acts and Regulations; Agreements for Policing Services; Aboriginal Policing; Appreciation, Condolences, Greetings; Associations and Societies; Corporate Identity Program; Badges, Flags and Colours; Cafeterias; Canteens; Messes; Campaigns and Canvassing; Cemeteries, Graves and Memorials; Ceremonies and Celebrations; Claims (on behalf or against the Crown); Complaints against the RCMP; Conferences and Committees; Cultures and Customs; Dress Regulations; Emergency Planning; Gifts and Presentations to/from RCMP; Audits; Inspections and Evaluations; Reviews and Overviews; Inventions and Patents; Copyright; Licences, Passes and Permits; Museums, Relics and Curios; Official Languages; RCMP Organization; Headquarters Organization; Division Organization; RCMP Planning Process; Manuals; Commissioner's Bulletin; Pony Express; Reports and Returns; Commissions; Saluting and Compliments; Sports and Recreation Clubs (RCMP). **Program Record Number:** CMP ADM 001

Administration — General Services Records

Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to services that support the administration and operation of the RCMP. **Topics:** General Services; Office Services; Artisan Services; Correspondence Management; Directives Management; Data Processing

Services (general); Standards and Documentation; Software and Operations; Data Transmission; Operations; Automated Systems; Projects & Studies; Systems Research & Planning; Systems Integration; CPIC Services; Forms Management; Graphic Arts Management; Horses; Liaison and Public Relations — General; Liaison — Solicitor and Attorneys General; Liaison with Other Government Departments and Outside Agencies; Liaison with Other Police Forces; Liaison Internal; Liaison — Police Community Relations; Exhibitions (by and participated in by RCMP, eg. CNE, Calgary Stampede, etc.); Historical (history of and articles about RCMP); Visits and Tours to/by RCMP; RCMP Quarterly; Library Services; Mail Management; Management Services; Micrographic Services; Program Evaluation; Performance Measurement; Photographic Services; Printing and Duplication; Publications; Records Management; Records Filing Systems; Records Disposition; Research and Development Management; RCMP Band; RCMP Gazette; RCMP Musical Ride; Security (non-operational, internal security only); Organizational and Administrative Security (threat and risk assessment); Personnel Security (security screening and clearances); Physical Security (RCMP buildings etc.); Communications Security; EDP Security; Telecommunications; Telecommunication Projects; Radio Services; CCTV Services; Transmission Services; Telephone Services; Interoffice Communications; Translation Services; Transportation and Accommodation; Police Service Dogs; Forensic Services — General — Alcohol — Chemistry — Counterfeit Detection — Document Examination — Firearms and Ammunition Examination — Forensic Drugs — Hair and Fibre — Serology — Toxicology — Radiography — Social Science — Photography — Identification (eg. facial reconstruction, fingerprints, footwear, dentures, genetic fingerprinting) — Analytical Services (lab automated systems). **Program Record Number:** CMP ADM 007

Administration — Personnel Records — Public Service and Municipal Employees

Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to Public Service and municipal Employees of the RCMP. **Topics:** Public Service and Municipal Employees records, general; Acts & Regulations; Accidents & Injuries; Hours of Work; Bulletins & Circulars; Classification; Classification, Position files; Collective Bargaining; Conduct, Discipline & Grievances; Competitions; Employment General; Evaluation & Performance Rev.; Health & Medical; Income Tax; Insurance; Leave & Holidays; Pay, Salaries & Wages; Pension; Transfers. **Program Record Number:** CMP ADM 003

Administration — Personnel Records — RCMP Members

Description: Headquarters, Directorates, Divisions, Sub-Divisions and Detachments each may have administrative records of a policy and/or routine nature pertaining to the records dealing with members of the RCMP. **Topics:** RCMP Personnel (Members Records); Accidents & Injuries (other than RCMP Transport); Appointments; Awards & Honours (including PS & municipal employees); Suggestion Awards; Classification (RCMP General); Classification Standards; Delegation of Classification and Monitoring; Classification of Position Files; Complaints against and by members of the RCMP; Debts & Loans; Discharge of firearms in the Course of Duty; Discharge & Retirements; Discipline and Conduct — Adjudication Boards and Damage to or Loss of Government Property (boards or investigations); Establishment (including PS Employees); Evaluation & Performance Reviews; Staffing; Health & Medical Services; Member Assistance Program; Occupational & Environmental Health & Safety (regulations); Hours of Work; Inquiries & Information on personnel (including PS & Municipal Employees, serving and ex-members, etc); Income Tax; Insurance; Leave; Morale; Oaths of Allegiance and Secrecy (including PS & Municipal Employees); Passports and Visas, arrangements for (including PS & Municipal Employees); Pay, Bonus & Salaries; Pensions; Personnel Management Info. System (PARADE); Privileges; Promotions; Recruiting and Employment; Temporary Civilian Employees (guards, matrons, etc.); Succession Planning; Training and Development, General (including PS & Municipal Employees) — Foreign Govt. Assistance, Centralized, Canadian Police College Research & Program Development, Divisional, Offered outside the RCMP (Language and university); Training — Recruit; Transfers (northern service). **Program Record Number:** CMP ADM 002

Operational Investigative Records

Description: Headquarters and Directorates in Ottawa, Divisions, Sub-Divisions and Detachments each may have sequential, investigational records relating to protective services, occurrences reported to, and/or under investigation by the RCMP. **Topics:** Occurrences & Investigations including statements, exhibit reports, copies of court documents and in some instances records relating to criminal histories & intelligence and related documentation pertaining to offenses under the: Criminal Code, Federal Statutes, Provincial Statutes, Municipal By-Laws and Territorial Ordinances; Occurrences & Investigations providing assistance to Multi jurisdictional Authorities, Foreign Authorities, Federal Authorities, Provincial Authorities, Municipal Authorities, Territorial Authorities, Private Companies and the General Public; V.I.P. Protection (Foreign and Canadian); Threats made against the country and the police. **Program Record Number:** CMP INV 001

Operational Policy Records

Description: Headquarters and Directorates in Ottawa, Divisions, Sub-Divisions and Detachments each may have records concerning the instructions and interpretations of policy relating to the enforcement of statutes and regulations, and the policy relating to cooperation with governments, foreign law enforcement authorities and the general public. **Topics:** General policy subjects; Counsel (appointment, transportation and co-operation with); Fines & Costs (collection and disposition); Prisoners & Mental Patients (custody, transportation, searching); Exhibits (custody and disposition); Correspondence (crime reports); Human Sources; Jurisdiction; Laws (enforcement and amendments); Cooperation with and Assistance to Foreign Authorities, Federal authorities, Provincial authorities, Territorial Authorities, Municipal Authorities, Private Companies, and the General Public; Criminal Intelligence Branch; Securities Fraud Information Centre; Special Services Branch; V.I.P. Protection; Threat Assessments — police — Country. **Program Record Number:** CMP OPS 001

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

◆ Personnel (RCMP)

Applicants' Records

Description: The file and the Human Resource Management Information System (HRMIS) contains such material as applicant evaluations, selection test answer sheets, candidate assessments, engagement check sheet, pare certification and related correspondence, personnel interview report data update. Information on successful applicants who are enrolled by the RCMP is placed on a Cadet file. Information on successful applicants who are engaged in the RCMP is placed in the member performance review and appraisal records (CMP PPE 801), service records (CMP PPE 802) and medical records (CMP PPE 808). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the location where the last application was made. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests. Security/Reliability screening records have to be accessed via CMP PPU 065. Complaints dealing with the suitability of individuals may be found in bank CMP PPU 085.

Class of Individuals: This bank contains personal information on individuals who have applied for engagement in the RCMP as regular members, special constable members or civilian members. **Purpose:** This information is used to determine the suitability of individuals for engagement in the RCMP. **Consistent Uses:** This information is also used for research, planning, evaluation statistics and may also be matched with the following information banks: CMP PPE 090 (Honours and Awards), CMP PPE 804 (Member Grievance Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline Records); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code Records); CMP PPE 818 (Employment Equity Program). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Information on unsuccessful applicants is maintained for a period of three calendar years at the headquarters of the division to which they applied. **PAC Number:** 89/013, 95/009, 96/023 **Related to PR#:** CMP CMP 920 **TBS Registration:** 001008 **Bank Number:** CMP PPU 070

Complaints Against the RCMP or a Member, Enquiries and General Assistance

Description: This bank contains Part VII RCMP Act investigations and criminal investigation reports, occurrence reports, voluntary statements of members, statements of witnesses and complainants, and related correspondence of members and complainants. In addition to the requirements indicated on the Personal Information Request Forms, individuals must provide their full name, date of birth, sufficient detail of the occurrence, and the geographic location where the information search is to be conducted. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Part VII RCMP Act investigations dealing with complaints from the public and which result in discipline against a member may be located in bank CMP PPE 805. **Class of Individuals:** This bank contains personal information on individuals who have been involved in complaints against the RCMP or its members, general enquiries by the public concerning the RCMP, and cases of general assistance to the public by the RCMP. **Purpose:** This information is used for the internal administration of the RCMP. **Consistent Uses:** The RCMP External Review Committee and the RCMP Public Complaints Commission may use the information respectively to enquire into grievances and investigate complaints against the RCMP or its members. Information in this bank is also used for research, planning, evaluation, press releases and statistical purposes. **Retention and Disposal Standards:** Information in this bank is retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 89/025, 96/023, 96/024 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001011 **Bank Number:** CMP PPU 085

Honors and Awards

Description: This bank contains recommendations, supporting material, social insurance numbers (SIN) in some cases, and any assessments relating to the granting of an honour or award. The SIN is collected under the authority of the FAAS-7 for the purpose of maintaining information relative to the Treasury Board (TB) Recognition Policy. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide the geographic location and sufficient detail of circumstances as may relate to them. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. **Class of Individuals:** This bank contains personal information on individuals who have been recommended for an honour or award (usually for an act of bravery or distinguished service to the country), where the RCMP has provided supporting

data to the issuing authority. **Purpose:** This information is used by the issuing authorities of various honours and awards programs to assist in determining whether or not to grant an honour or award. The SIN is used/collected for the purpose of issuing awards (cheque and T4 — 1A slip for income tax purposes) under the TB Recognition Policy, Canadian Honours System and RCMP Long Service Medal Regulations. **Consistent Uses:** This information may also be used for research, planning, evaluation and statistics and may also be matched with the following information banks: CMP PPE 070 (Applicants' Records); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 Complaints Against the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance Records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code) and CMP PPE 818 (Employment Equity Program); CMP PPE 804 (RCMP Member Grievance Records). All linkages for the purpose of administering human resources and compensation plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Information in this bank is retained for a minimum of three calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 89/013, 96/024 **Related to PR#:** CMP CMP 918 **TBS Registration:** 001012 **Bank Number:** CMP PPU 090

RCMP Police Car Accidents/Claims By or Against the RCMP

Description: This bank contains investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide sufficient detail of their contact with the RCMP including the date, nature and geographic location of the occurrence. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. **Class of Individuals:** This bank contains personal information on individuals who have been involved in RCMP transport accidents, assessment and/or demands respecting damage or loss in relation to property, and other similar claims by or against the RCMP. **Purpose:** This information is used to determine liability for motor vehicle accidents and to process damage settlements. **Consistent Uses:** Information in this bank is also used for the internal administration of the RCMP, research, planning, evaluation and statistics and may also be matched with the following information banks: CMP

PPE 070 (Applicants' Records); CMP PPE 801 (RCMP Member Performance Review and Appraisal Records); CMP PPE 802 (RCMP Member Service Records); CMP PPE 803 (RCMP Member Promotion Board Proceedings Records); CMP PPE 805 (RCMP Member Discipline); CMP PPU 085 (Complaints Against a the RCMP or a Member, Enquiries and General Assistance); CMP PPE 806 (RCMP Member's Pay and Allowance records); CMP PPE 815 (RCMP Member Conflict of Interest and Post Employment Code), CMP PPE 818 (Employment Equity Program) and CMP PPE 804 (RCMP Member Grievance Records). This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Information in this bank is retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 89/013, 95/009, 96/023, 96/024 **Related to PR#:** CMP SSD 913 **TBS Registration:** 001009 **Bank Number:** CMP PPU 075

◆ Information and Identification Services

Criminal Records, Summaries of Police Information, and Identification Fingerprints

Description: This bank contains criminal records (convictions and discharges certifiable under Section 667 of the Criminal Code of Canada), summaries of police information related to other charges and their dispositions, Pardoned Records, fingerprints, and related correspondence identifiable by fingerprints. It also contains identification fingerprints pursuant to the Immigration Regulations, 1978 and fingerprints of employees of the RCMP and the CSIS. In addition to the requirements indicated on the Personal Information Request form, individuals who wish copies of their (a) criminal record, (b) summary of police information related to them or (c) Pardoned record, must forward identifiable fingerprints to: the Director, Information & Identification Services, RCMP, Box 8885, Ottawa, Ontario, K1G 3M8, specifying their requirement for a criminal record only, both criminal record and summary of police information and/or their Pardoned Record. These fingerprints are used for the purposes of search and positive identification only, and will be returned with the access request results. Information in this bank may be maintained in hard copy files, microfilm electronic images as well as in automated form in the Canadian Police Information Center (CPIC) and/or in the Criminal Record Entry Maintenance and Monitoring — Direct Entry System (CREMM — DES). Records are held at RCMP Headquarters and various external RCMP

detachments. **Class of Individuals:** Individuals who have been fingerprinted as a result of criminal charges, individuals fingerprinted under the Immigration Regulations, 1978 and employees of the RCMP and the CSIS. **Purpose:** Law enforcement, security/reliability clearances and identification purposes. **Consistent Uses:** This information is used by domestic and foreign law enforcement and investigative agencies of federal/provincial/state and municipal governments, departments of the criminal justice system and the courts, in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. This information is used by the insurance crime prevention bureaus for the purpose of combating arson and auto theft and related offences, by the federal/provincial/municipal agencies for security and reliability screening, by the Canadian Security Intelligence Service for the purposes of investigating threats to the security of Canada and the preparation of security assessments. This information is also used for research planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. Fingerprints taken under authority of the Immigration Regulations, 1978 are used for identification purposes in the immigration process. RCMP and CSIS employee fingerprints are used to assist in the maintenance of continuously updated security/reliability clearances. **Note:** Pardoned Records will be released only to individuals entitled to these records under the Privacy Act or with the approval of the Solicitor General of Canada. **Retention and Disposal Standards:** The personal information contained in this bank is broken down into several categories. The National Archivist of Canada has assigned each of these categories a corresponding retention schedule which can vary from several months to the time data subject reaches the age of one hundred years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 91/015, 96/023 **Related to PR#:** CMP IDD 105 **TBS Registration:** 001002 **Bank Number:** CMP PPU 030

Restricted Weapon Registration System (RWRS)

Description: This data bank contains applications to register restricted weapons, registration certificates, and other weapons that are recorded to police agencies, government departments, museums, firearms dealers and others, interprovincial permits to carry, transport or convey restricted weapons as was required under former Part III of the Criminal Code of Canada (prior to 98-12-01). The data bank also contains documentation on prohibition orders, refusals and

revocation of registration certificates and interprovincial permits to carry. Under the Firearms Act, the records kept in the registry by the Commissioner of the RCMP under former Part III of the Criminal Code of Canada are transferred to the Registrar who has the authority to maintain a registry of every Firearms Registration Certificate. In addition to the requirements on the Personal Information Request Form, individuals must provide their full name, date of birth and address. Information in relation to registration certificates, refusals or revocations of registration certificates, and interprovincial permits to carry restricted weapon(s) is located at RCMP headquarters in Ottawa. Information relating to FAC's, other permits, certificates and prohibitions is located at the detachment or unit level. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the RCMP unit where the application was made, or the permit or certificate issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm, and in automated form in the Canadian Police Information Center (CPIC). **Class of Individuals:** Individuals who have applied to register restricted weapons in Canada and have been issued a registration certificate; applied to the local registrar (L.R.) of firearms for a permit to carry/convey/transport a restricted weapon in Canada; been refused or have had a permit or certificate revoked; or have been prohibited from possessing firearms. **Purpose:** The administration and enforcement of firearms control legislation in Canada. **Consistent Uses:** Information in this bank is used by domestic and foreign accredited law enforcement of federal, provincial/state and municipal governments, and chief provincial/territorial firearms officers, in the administration or enforcement of the law and in the detection, prevention or suppression of crime in general. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Information in this bank is retained for a minimum of ten calendar years. Some personal information in this bank may be retained permanently pursuant to the Firearms Records Regulations. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69/123, 95/009, 96/023 **Related to PR#:** CMP IDD 110 **TBS Registration:** 005045 **Bank Number:** CMP PPU 035

Canadian Firearms Registration System (CFRS)

Description: This data bank contains applications to register non-restricted, restricted and prohibited firearms, registration certificates and other firearms

that are recorded to police agencies, government departments, and others, interprovincial and international carrier licences, the names of the individuals who are approved verifiers and authorizations to import and export by firearm dealers as required under the Firearms Act (beginning 98-12-01). The data bank also contains documentation on refusals and revocation of registration certificates, interprovincial and international carrier licences and authorizations to import and export. The Registrar has the statutory authority under the Firearms Act to maintain a registry of every Firearm Registration Certificate. In addition to the requirements on the Personal Information Request Form, individuals must provide their full name, date of birth and address. Information in relation to registration certificates, refusals or revocations of registration certificates, and interprovincial and international carrier licences and authorizations to import and export is located at RCMP headquarters in Ottawa. Information relating to firearms licences, other authorizations and prohibitions is located at the Chief Firearms Officer (CFO) or detachment level where applicable. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the CFO or RCMP unit where the application was made, or the licence or authorization issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm, in automated form in the Canadian Police Information Center (CPIC), File Management System (FMS), or in the Canadian Firearm Registration System (CFRS). — The CFRS data bank also contains applications from individuals or business' regarding licences and authorizations that are issued or revoked and applications for licences or authorizations that are refused by the CFO. The data bank also contains documentation on prohibition orders of which the CFO is informed under Section 89 of the Firearms Act. The CFO has the statutory authority under the Firearms Act to maintain a registry of every licence or authorization applied for under the said act. In addition to the requirements on the Personal Information Request Form, individuals must provide their full name, date of birth and address. Information in relation to licences and authorizations that are issued or revoked, applications for licences or authorizations that are refused and documentation on prohibition orders of which the CFO is informed under Section 89 of the Firearms Act are located at each provincial headquarters of the CFO's. Individuals wishing to access information not held in Ottawa must indicate the location and/or the name of the Federal CFO where the application was made, or the licence or authorization issued. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy, on microfilm and in the automated form in the Canadian Police Information Center (CPIC) or in CFRS. **Class of Individuals:**

Individuals who have applied to register non-restricted, restricted or prohibited firearms in Canada and have been issued a registration certificate or been refused or have had a licence, authorization or certificate revoked. – Individuals or business' who have applied or been refused or have had a licence, authorization or certificate revoked; or have been prohibited from possessing firearms. **Purpose:** The administration and enforcement of firearms control legislation in Canada. **Consistent Uses:** Information in this data bank is used by domestic and foreign accredited law enforcement of federal, provincial/state and municipal governments and Chief Firearms Officers, in the administration or enforcement of the law and in the detection, prevention or suppression of crime in general. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Information in this bank is retained for a minimum of ten calendar years. Some personal information in this bank may be retained permanently pursuant to the Firearms Records Regulations. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been designated, it shall be destroyed. **TBS Registration:** 005046 **Bank Number:** CMP PPU 037

Operations Activity

Courses Administered by the RCMP

Description: This bank contains a record of nominal rolls, in some cases assessments including examinations, tests and other forms of performance measures and related documents. This bank also contains personal information on public servants employed by the RCMP, including their social insurance number (SIN), who have participated in courses administered by the RCMP or sponsored by an outside agency. It also includes the SIN of RCMP members who have participated in Public Service Commission (PSC) courses. The information is collected under the authority of the Public Service Staff Relations Act and the Public Service Employment Act. For members of the RCMP, assessments are also maintained on their personnel file (Bank CMP PPE 801). In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, regimental number if applicable, the title, location and date of the course as well as whether they were an instructor or candidate. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. **Class of Individuals:** This bank contains personal information on individuals who have applied for or attended, as candidates or instructors, training and

development or educational courses administered by the RCMP, the PSC, the National Archives Canada, or other Training/Educational Institutions that are centrally controlled through registration procedures by the RCMP. **Purpose:** This information is used to support qualifications for certificates, awards or diplomas, determine the eligibility of candidates for future courses and support the renewal of an instructor's personal service contract. The information pertaining to public servants' and RCMP members' social insurance numbers is for the purpose of managing training throughout the public service and for administering courses provided by the PSC Training and Development Canada. **Consistent Uses:** This information is also used for research, planning, evaluation and statistics and may be matched with the following information banks: RCMP Member Performance Review and Appraisal Records (CMP PPE 801), RCMP Member Promotion Board Proceedings Records (CMP PPE 803), RCMP Grievance Records (CMP PPE 804), RCMP Member Discipline Records (CMP PPE 805); CMP PPU 085 (Complaints Against the RCMP or a Member, Enquiries and General Assistance); Employment Personnel Records (CMP PSE 901), Staffing (CMP PSE 902), Training and Development (CMP PSE 905), Grievances (CMP PSE 910), Discipline (CMP PSE 911), Performance Reviews and Employee Appraisals (CMP PSE 912). All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Information in this bank is retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 95/009, 95/011, 96/023, 96/024, 98/005 **Related to PR#:** CMP CMP 927 **TBS Registration:** 001010 **Bank Number:** CMP PPU 080

◆ Community, Contract and Aboriginal Policing

Crime Prevention/Victim Services

Description: This bank contains personal information on individuals involved in regional RCMP crime prevention/police community relations programs such as the RCMP Summer Student Program or other divisional crime prevention programs. Such programs are intended to prevent and control the incidence of crime and protect life and property and to provide the candidates with the opportunity to interface with the police function and criminal justice system as a whole. This bank contains applications, written terms of involvement, and any other record used in accepting or rejecting an individual to participate in such a program. Information in this bank is not generally carded or indexed to an individual. In addition to the requirements

indicated on the Personal Information Request Form, individuals must provide sufficient detail of their involvement in the RCMP program, including the geographic location, dates and name of the program, to retrieve information of interest. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. **Class of Individuals:** Individuals who have applied for and served in regional RCMP community relations/crime prevention programs. **Purpose:** This information is used to determine the suitability of individuals to participate in RCMP community relations/crime prevention programs. **Consistent Uses:** The information is also used for research, planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained by the home division for a minimum of two years following termination of service or participating in program **PAC Number:** 69/164, 96/023 **TBS Registration:** 000998 **Bank Number:** CMP PPU 010

◆ Criminal Intelligence

Criminal Operational Intelligence Records (Exempt bank)

Description: This bank contains personal information on individuals who have been implicated, following criminal investigations, in organized crime activities such as drug trafficking, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. Also included in this bank are records containing personal information concerning administration, policy and management of confidential human sources and witnesses requiring protection relating to criminal operations. This bank contains investigations and occurrence reports, statements and related documentation. This bank is designated by the Governor-in-Council as an exempt bank pursuant to Section 18(1) of the Privacy Act, on the basis of section 22 of the Act. Information in this bank may be maintained in hard copy files as well as in automated form such as Automated Criminal Intelligence Information System (ACIIS) and FOCUS, Police Information Retrieval System (PIRS), National Criminal Data Bank (NCDB) and Division Information Bank (DIB). **Class of Individuals:** Individuals implicated in, or who are connected with and are the subject of criminal investigations including confidential human sources and witnesses. **Purpose:** Compiled in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. **Consistent Uses:** The information is used by accredited domestic and foreign law enforcement

and investigative agencies in the administration or enforcement of the law and in the detection, prevention or suppression of crime generally. Personal information concerning human sources and witnesses is used in the administration and management of these individuals. This information is also used by federal departmental security officers for security and reliability screening, as well as for research, planning, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 95/009, 95/011, 93/024, 99/006 **Related to PR#:** CMP CIS 095 **TBS Registration:** 000999 **Bank Number:** CMP PPU 015

National Security Investigations Records (Exempt bank)

Description: This bank contains personal information about individuals who come to the attention of the RCMP in the course of national security enforcement including information collected in the fulfilment of the primary responsibility conferred by subsection 6(1) of the Security Offences Act, more particularly information obtained or prepared for investigation purposes in respect of an offence under any law of Canada where a) the alleged offence arises out of conduct constituting a threat to the security of Canada within the meaning of the Canadian Security Intelligence Service Act, or b) the victim of the alleged offence is an internationally protected person within the meaning of section 2 of the Criminal Code, or the apprehension of the commission of such an offence. This bank also contains security assessments relating to internationally protected persons, as well as information concerning the management of protection services for confidential sources and witnesses used in national security investigations. This bank is designated by the Governor-in-Council as an exempt bank pursuant to Section 18(1) of the Privacy Act, on the basis of section 22 of the Act. Information in this bank may be maintained in hard copy files as well as in automated form on the Secure Criminal Information System (SCIS). **Class of Individuals:** Individuals who come to the attention of the RCMP during the course of national security enforcement, including fulfilment of the primary responsibility pursuant to subsection 6(1) of the Security Offences Act, internationally protected persons, and persons providing confidential information in security investigations. **Purpose:** Information in this bank is used by the RCMP whose duties involve the enforcement of the law and the prevention of crime in

carrying out its mandate and responsibilities in relation to national security enforcement and for the purposes of security and reliability screening. **Consistent Uses:** The information is used in the course of national security enforcement including fulfilment of the RCMP's primary responsibility conferred by subsection 6(1) of the Security Offences Act. Information is required to carry out their mandate and responsibilities in relation to national security investigations and for security and reliability screening. Information in this bank is used by domestic and foreign law enforcement and investigation agencies in connection with their official duties and responsibilities in relation to the enforcement or administration of the law and to carry out their mandate and responsibilities in relation to national security investigations. It is also used by CSIS and other federal department security officers for security and reliability screening. It is also disclosed to domestic and foreign law enforcement and investigative agencies in connection with national security investigations. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. **PAC Number:** 95/009, 96/023, 96/024, 99/006 **TBS Registration:** 001001 **Bank Number:** CMP PPU 025

Protection of Personnel and Government Property

Description: This bank contains personal information on individuals who have been involved in investigations concerning threats, potential threats, or incidents against persons of national or international importance or involving government property. This bank contains investigational and occurrence reports, statements, and related correspondence as well as personal information on numerous individuals the RCMP has an obligation to protect. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the geographic location where the information search is to be conducted. **Class of Individuals:** The information relates to any person considered a threat or possible threat and victims of threats or possible threats. **Purpose:** This information was compiled to assess whether or not given individuals pose a threat or are victims of threats as well as for the purposes of administration and enforcement of the law and detection and prevention of crime. **Consistent Uses:** This information is used by domestic and foreign law enforcement agencies in the administration and enforcement of the law and in the detection and prevention of crime. It is used by federal department security officers for security and reliability screening. It is also used for research, planning, evaluation and statistical purposes. This information may be matched with information from other personal information banks

and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act.

Retention and Disposal Standards: Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69/123, 95/009, 96023, 96/024 **Related to PR#:** CMP PRO 155 **TBS Registration:** 001006 **Bank Number:** CMP PPU 055

◆ **Departmental Security**

Security/Reliability Screening Records

Description: This bank contains personal data about individuals who have been the subject of a security clearance or basic or enhanced reliability check while members or employees of the RCMP, or while applying to become a member or employee of the RCMP or individuals employed under contracts awarded or administered by the RCMP. Security clearances are carried out to assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks are done to assess an individual's reliability. The data in the bank would include personal information about the subject and his or her immediate family. It may also include results or criminal records name or fingerprint checks, credit bureau checks, investigative reports related to interviews with neighbours, previous employers, character references, and an analysis of the information. Also on file is the level of security clearance issued or reliability status granted or the reasons same was denied or revoked. **Class of Individuals:** Members or employees of the RCMP or individuals applying to become a member or employee of the RCMP or individuals employed under contracts awarded or administered by the RCMP. **Purpose:** To assess an individual's loyalty and reliability as it relates to loyalty. Reliability checks are done to assess an individual's reliability. **Consistent Uses:** This information may be matched with information from other personal information banks and/or classes of records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** The retention and disposal schedule for these records is 7 years for a Top Secret clearance only and 12 years for Secret, Confidential, Enhanced and Basic clearance from issue date of clearance or security update or 2 years from date of last correspondence on file, whichever is longer. **PAC Number:** 95/009, 96/023, 98/001 **TBS Registration:** 003208 **Bank Number:** CMP PPU 065

◆ Immigration & Federal Branch

Lost or Stolen Passports

Description: This bank contains personal information about individuals who have lost their passports or who have had their passports stolen. Information contained in this bank is provided by and is a copy of the Department of External Affairs Passport Office file. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date and place of birth and passport number if known. Individuals wishing to access only specific information should identify the material desired, to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated form in the Canadian Police Information Centre (CPIC). **Class of Individuals:** Individuals who have lost passports or had them stolen. **Purpose:** To locate lost or stolen passports and prevent their illegal use. **Consistent Uses:** This information is used by domestic and foreign law enforcement and investigative agencies of federal, provincial/state and municipal governments to recover lost or stolen passports and to identify the illegal use of these documents. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Information is retained until the passport has been located or has expired. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69/123, 95/009, 96/010, 96/023, 96/024 **Related to PR#:** CMP IDD 115 **TBS Registration:** 001004 **Bank Number:** CMP PPU 040

Operational Case Records

Description: This bank contains personal information on individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes, municipal bylaws and territorial ordinances. This bank contains investigational and occurrence reports, statements, exhibit reports, copies of court documents such as summonses, warrants, etc., court briefs, and in some instances records relating to criminal histories. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name, date of birth and the location where the investigation occurred. Individuals wishing to access only specified information should identify the material desired to expedite the processing of their requests. Information in this bank may be maintained in hard copy files as well as in automated form such as the Canadian Police

Information Centre (CPIC), Police Information Retrieval System (PIRS), Division Information Bank (DIB), and the Missing Children's Registry (MCR). **Class of Individuals:** Individuals involved in or the subject of criminal investigations. **Purpose:** Compiled in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. The social insurance number (SIN) is used only for the following purposes: to establish the accurate identification of an individual; to aid in the identification of a deceased person and locate their next-of-kin; or to identify and locate the owner of lost or stolen property that has a SIN inscribed. **Consistent Uses:** This information is used by accredited domestic and foreign law enforcement and investigative agencies, departments of the Criminal Justice System and Courts in the administration or enforcement of the law and in the detection, prevention, or suppression of crime generally. This information is also used by federal departmental security officers for security and reliability screening. This information may also be used for research, planning, training, evaluation and statistical purposes and may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records in this bank are retained for a minimum of two calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 91/015, 95/003, 95/009, 95/011, 96/010, 96/023, 96/024 **TBS Registration:** 000997 **Bank Number:** CMP PPU 005

◆ International Liaison and Protective Operations Directorate

Indices Checks — For the Protection of Persons of National and International Importance

Description: This bank contains personal information on individuals who have applied for media accreditation or who, by virtue of their employment, will be in close proximity to visiting national or international dignitaries. This bank contains biographical data supplied by individuals and is used to determine their eligibility to obtain media accreditation; and biographical data on individuals who will have access to areas where a visiting national or international dignitary may be. In addition to the requirements on the Personal Information Request Form, individuals must identify details pertaining to the VIP visit such as name of visiting dignitary, dates and location of visit, in order to retrieve and expedite the processing of this request. **Class of Individuals:** The information relates to media personnel and technicians, and any person that may be

in close proximity to the VIP by virtue of their employment. **Purpose:** Purpose is to determine eligibility to obtain media or service accreditation for a specific visit, and to comply with the mandate of Protective Services. **Consistent Uses:** This information is used by accredited domestic law enforcement agencies to support decisions as to whether media/service accreditation will be granted. This information may be matched with information from other personal information banks and/or program records. All linkages for the purpose of administration or enforcement of the law and in the detection, prevention or suppression of crime are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Records within this bank are retained for a minimum of five calendar years. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where the record has not been so designated, it shall be destroyed. **PAC Number:** 69/123, NAC Numbers: 95/009, 96/023, 96/024, 98/021 **TBS Registration:** 001007 **Bank Number:** CMP PPU 060

◆ Public Affairs & Information

Access Request Records

Description: This bank contains personal information on individuals who have previously submitted a Personal Information Request Form and/or an Access to Information Request Form concerning RCMP information banks as well as on individuals who have been the subject of a consultation request from another government institution. It contains previously submitted Personal Information Request Forms, Correction Requests, Access to Information Request Forms, the replies to such requests, appeals and information relating to their processing. When requesting access to this bank, in addition to the requirements indicated on the Personal Information/Access to Information Request Form, individuals must also provide their full name and date of birth. **Class of Individuals:** Individuals who have previously submitted Personal Information/Access to Information Request Forms concerning information obtained or prepared by the RCMP. **Purpose:** To comply with the Privacy Act and the Access to Information Act, to process Personal Information/Access to Information Request Forms, and for research, planning, evaluation and statistical purposes. **Consistent Uses:** The information is used for the processing of Personal Information/Access to Information Request Forms for other RCMP information banks. This information is also used for research, planning, evaluation and statistical purposes. **Retention and Disposal Standards:** Records within this bank are retained for two calendar years from the date of the last piece of correspondence. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the National Archives of Canada; and where

the record has not been so designated it shall be destroyed. **PAC Number:** 69/123, 96/023 **TBS Registration:** 001005 **Bank Number:** CMP PPU 045

Information Disclosed to Investigative Bodies

Description: This personal information bank contains a copy of the written access request or Treasury Board form 350-56(83/2): Request for Disclosure to Federal Investigative Bodies, forwarded by investigative bodies listed in Schedule II of the Privacy Act to the RCMP under paragraph 8(2)(e). This bank also contains the replies to such requests and particulars concerning information related to their processing. In addition to the requirements indicated on the Personal Information Request Form, individuals must provide their full name and date of birth. **Class of Individuals:** Individuals who have been involved in investigations under the Criminal Code, federal and provincial statutes and municipal bylaws are included in this bank. **Purpose:** This information was compiled to comply with the Privacy Act, to enable RCMP to account for the number of requests under paragraph 8(2)(e) of the Privacy Act. **Consistent Uses:** This information will allow the Privacy Commissioner to audit the procedures utilized as set out in Treasury Board Guidelines 3.7.5. This information is used to verify the conditions of disclosure to federal law enforcement bodies under paragraph 8(2)(e) of the Privacy Act and to account to the Privacy Commissioner for the number of access requests received annually under the Privacy Act. **Retention and Disposal Standards:** Personal information in this bank will be kept for two years after date of last correspondence. NAC Number: 96/023 **TBS Registration:** 003207 **Bank Number:** CMP PPU 050

Manuals

- Administration Manual
- Air Services
- Career Management
- CPIC Reference Manual
- Financial Management
- Firearms Training
- Forensic Identification
- Health Services
- Informatics
- Laboratory Services
- Material and Services
- National Firearms
- Operational Manual
- Pay Procedures
- Personnel Administration Manual — Public Service
- Planning
- Property Management

- Protective Policing
- Security
- Tactical Operations
- Training
- Uniform and Dress

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the RCMP and its various programs and functions may be directed to:

Royal Canadian Mounted Police
Public Affairs Directorate
1200 Vanier Parkway
Ottawa, Ontario
K1A 0R2

Tel.: (613) 993-1085

Reading Room

In accordance with the Access to Information Act, members of the public may examine the basic and subsidiary manuals governing the administration and operation of the Royal Canadian Mounted Police at:

Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario
K1A 0R2

(hours 8:00 to 15:00)

Reading room facilities are also available regionally. Individuals who wish to avail themselves of this service must contact the Access to Information and Privacy Coordinator to set an appointment.

Royal Canadian Mounted Police External Review Committee

Chapter 125

General Information

Background

The RCMP External Review Committee was created on December 18, 1986 as a result of the 1976 Report of the Commission of Inquiry Relating to Public Complaints, Internal Discipline and Grievance Procedure within the Royal Canadian Mounted Police.

Responsibilities

The RCMP External Review Committee is a neutral third party that provides an independent and impartial review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to it from the Royal Canadian Mounted Police. The Committee reports annually to Parliament through the Solicitor General of Canada. The Committee may institute hearings, summon witnesses, administer oaths and receive and accept such evidence or other information as the Committee sees fit. The findings and recommendations of the Chairperson or the Committee are sent to the parties and the Commissioner of the Royal Canadian Mounted Police.

Legislation

- RCMP External Review Committee Rules of Practice and Procedure
- Regulations pursuant to the RCMP Act
- Royal Canadian Mounted Police Act

Organization

The RCMP External Review Committee is designated as a department within the meaning of and for the purposes of the Financial Administration Act. Treasury Board is its employer.

The Committee is responsible for the operational review of certain types of grievances, and of formal disciplinary, discharge and demotion appeals referred to the Committee by the Royal Canadian Mounted Police. The review program provides an analysis and reporting service and associated procedural and logistical services required to support an orderly and effective review process.

◆ Membership

The Committee is made up of a chairperson, a vice-chairperson and three other members, all appointed by the Governor in Council. The Chairperson is a full-time member, and is the chief executive officer of the Committee.

◆ Executive Director & Senior Counsel (EXE)

The Executive Director is responsible to the Chairperson for the administration of the case review function. He is responsible for providing strategic leadership, as well as developing and implementing the Committee's management framework, its strategic priorities, its business plan, and its financial and human resources, and the political and legislative challenges facing the Committee. As Senior Counsel he is accountable for directing the provision of legal advice, interpretation and opinions to the Committee.

Information Holdings

Program Records

Access to Information and Privacy Activities and Policy

Description: Information on Committee policies and procedures regarding the Access to Information Act and the Privacy Act. **Topics:** Policy, procedures and report files; access to information and privacy information bank files; updates to Info Source; statistical and activity reports. **Access:** By subject. **Program Record Number:** ERC EXE 055

Case Review

Description: Information on the discipline and grievance cases referred to the Committee pursuant to the RCMP Act for review and disposition. **Topics:** Case files; case analyses; findings and recommendations. **Access:** By case file. **Program Record Number:** ERC EXE 041

Communications

Description: Information on the mandate of the Committee for distribution to the public and to stakeholders. **Topics:** Quarterly "Communiqués"; Annual Reports; mandate information. **Access:** By subject. **Program Record Number:** ERC EXE 065

Questions of Law or Jurisdiction

Description: Information on legal issues relating to the Committee's mandate and jurisdiction. **Topics:** Legal opinions; analyses; draft policies. **Access:** By subject. **Program Record Number:** ERC EXE 020

Research

Description: Information on the research conducted by the Committee on areas related to its mandate. **Topics:** Research reports; comparative data; topical analyses. **Access:** By subject. **Program Record Number:** ERC EXE 050

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Office Appliances

Official Languages

Procurement

Salaries and Wages

Staff Relations

Training and Development

Reading Room

In accordance with the Access to Information Act, members of the public may examine the basic and subsidiary manuals governing the administration and operations of the RCMP External Review Committee at the:

Ministry of the Solicitor General
340 Laurier Avenue West
Ottawa, Ontario K1A 0P8

Hours: 8:00 to 15:00

Additional Information

Requests for further information on the RCMP External Review Committee may be directed to:

Executive Director and Senior Counsel
RCMP External Review Committee
P.O. Box 1159, Station B
Ottawa, Ontario
K1P 5R2

Tel.: (613) 998-2134
Fax: (613) 990-8969
E-Mail: org@erc-cee.gc.ca
Web Site: www.erc-cee.gc.ca

Saguenay Port Authority

Chapter 126

General Information

Background

The Saguenay Port Authority was created May 1, 1999 by Letters Patent issued on that date and delivered by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Saguenay Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Saguenay Port Authority was a non corporate port as per the Canada Ports Corporation Act and was called the « Port of Saguenay ».

Responsibilities

The Port of Saguenay contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Saguenay Port Authority as well as federal real property under its management or held by it are listed in Schedule « A » and « B » of its Letters Patent.

The Saguenay Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and goods, handling of goods and storage of goods, to the extent that those activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Saguenay Port Authority must see to the management of federal real property and personal property and any rights related to the property. It may fix fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and goods and services it provides or any privilege conferred by it. As for order and safety, the Saguenay Port Authority shall take appropriate measures for the maintenance of order and the safety of persons and property in the port.

Legislation

- Canada Marine Act, C.A. 1998, Chapter C-10
- Port Authorities Management Regulations
- Letters Patent of the Saguenay Port Authority
- Interim By-Law on works of Port Authorities
- Canada Ports Corporation Operating By-law, C.R.C. 1978 chap. 1064 as modified.

Organizational Structure

◆ Chief Executive Officer

The Chief Executive Officer of the Saguenay Port Authority, who is the head of the institution for the purposes of the Access to information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

◆ Administration and Traffic

This sector is responsible for financial analysis, budget forecasts, drafting of financial reports and the corporate plan, cash management, computer systems, marine traffic management within harbour limits, allocation of berths and enforcement of regulations as a port authority.

◆ Operation and Development

This sector is responsible for the development of port business and ensures the optimal use of facilities. It also analyses industry trends, conducts market and economic studies, plans advertising, maintains and operates facilities as well as carrying out emergency planning.

Information Holdings

Program Records

Commercial Information

Description: Economic and business forecasts, commodity outlook and other commercial information.

Topics: Statistics, forecasts; commodities, rates.

Program Record Number: SAG COM 005

Corporate Plans

Description: Information on the corporate plan.

Topics: Guidelines, assessment; research; forecasts, data and cost analysis. **Program Record Number:** SAG ENT 020

Engineering Services

Description: Information on the planning, design, construction and maintenance of Saguenay Port Authority. **Topics:** Construction supervision; consultant management; research; drafting; tenders; work orders; inspections; progress reports and payments. **Program Record Number:** SAG ING 010

Marketing

Description: Information on marketing plans and market research; analysis of commercial and financial data necessary to develop marketing plans. **Topics:** Research; studies; surveys and reports; cost analysis; storage and packaging of goods; traffic; statistics. **Program Record Number:** SAG MAR 015

Security

Description: Information relating to accidents and investigations. **Topics:** Incident summaries; assessments; research. **Program Record Number:** SAG SEC 025

Tariffs

Description: Information on the establishment of, and revisions to, tariffs. **Topics:** Harbour dues; berthage rates; wharfage rates; remissions; notices. **Program Record Number:** SAG TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

Classification of Positions

Employment and Staffing

Equipment and supplies

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Utilities

Personal Information Banks

Access Request Data Bank

Description: This bank contains requests from individuals seeking information under the Access to information Act and the Privacy Act. **Class of Individuals:** General public. **Purpose:** This bank processes access requests and reports the total number of requests processed. **Consistent Uses:** This bank is used to report on the administration of the Access to information and Privacy Acts. **Retention and Disposal Standards:** Records are retained for two years and then destroyed. **TBS Registration:** 004344 **Bank Number:** SAG PPU 015

Applications for Employment

Description: This bank contains applications received from the general public for possible employment with the Saguenay Port Authority. **Class of Individuals:** General public. **Purpose:** Information may be used to fill vacancies in the Saguenay Port Authority for which applicants have suitable qualifications. **Consistent Uses:** The bank provides a record of the information used in staffing a position. **Retention and Disposal Standards:** Records are retained for one year and then destroyed. **TBS Registration:** 004343 **Bank Number:** SAG PPU 010

Claims

Description: This bank contains information relating to settlements by and against the Saguenay Port Authority. **Class of Individuals:** General public, companies and institutions of Canadian or foreign extraction. **Purpose:** This bank documents the settlements of all claims by or against the Saguenay Port Authority. **Consistent Uses:** This bank documents the legal settlements of all claims by or against the Saguenay Port Authority. **Retention and Disposal Standards:** Records are retained for two years after the settlement and then destroyed. **TBS Registration:** 004345 **Bank Number:** SAG PPU 020

Personal Service Contracts

Description: This bank contains the terms and conditions of individuals employed on contract to the Saguenay Port Authority. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is provide documentation and authorization for personal service contracts. **Consistent Uses:** This bank is used to record payment to individuals for income tax purposes as well as budgetary spending. **Retention and**

Disposal Standards: Records are retained for six years after expiry of the contract and then destroyed. **TBS Registration:** 004342 **Bank Number:** SAG PPU 005

Property Services

Description: This bank contains information on the property that is managed by the Authority and tenants.

Class of Individuals: General public. **Purpose:** This bank is used to document property transactions between Her Majesty, the Saguenay Port Authority and general public such as leases, agreement, sale, exchange or purchase of lands. **Consistent Uses:** The information in this bank is used to document the decision process in property matters. **Retention and Disposal Standards:** Records are retained for an indeterminate period. **TBS Registration:** 004346 **Bank Number:** SAG PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Engineering Policies and Procedures
- Financial Management Policies and Guidelines
- Operating By-law
- Operational Procedures and Guidelines Manual
- Porth Authorities Management Regulations

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Saguenay Port Authority and its various programs and functions may be directed to:

Saguenay Port Authority
6600 Terminal Road
Ville de la Baie (Quebec)
G7B 3N9

Tel.: (418) 697-0250
Fax: (418) 697-0243
Web site: www.portsaguenay.ca
E-mail: apc@portsaguenay.ca

Reading Room

Saguenay Port Authority has designated office space at its offices as a reading room for the purposes of the Access to Information Act. The address is:

6600 Terminal Road
Ville de la Baie (Quebec)
G7B 3N9

Sahtu Land & Water Board

Chapter 127

General Information

Background

The Sahtu Land & Water Board is a regulatory authority that has its origins from the land claim process in the Sahtu Settlement Area of the Northwest Territories. The Sahtu Settlement Area or Sahtu region as it is commonly referred to is the area where the benefits and terms of the Sahtu Dene and Metis Comprehensive Land Claim Agreement apply. It covers 280,238 square kilometres including Great Bear Lake. The five communities in the region are Colville Lake, Fort Good Hope, Tulita (formerly Fort Norman), Deline (formerly Fort Franklin) and Norman Wells.

Responsibilities

The Mackenzie Valley Resource Management Act (MVRMA) which was proclaimed December 22, 1998, empowers the Sahtu Land & Water Board to regulate the use of land and water by issuing, amending, renewing and suspending land use permits and water licences throughout the Sahtu region. This authority extends to all crown, Sahtu lands and private lands. The MVRMA prescribes the Mackenzie Valley Land Use Regulations, the Northwest Territories Water Act/Regulations as the principal regulatory instruments for the Board to use.

Legislation

- Mackenzie Valley Resource Management Act
- NWT Waters Act

Organization

The Board is composed of five members including, apart from the chairperson, two members appointed on the nomination of the Sahtu Secretariat Incorporated (SSI), one member appointed on the nomination of the GNWT and one member appointed on the nomination of the Federal Government. A Chairperson was appointed after the MVRMA was proclaimed.

The Sahtu Land & Water Board has an office in Fort Good Hope with an Executive Director, Office Administrator, Financial Controller, Permit/Licence Clerk, Land/Resource Geographer, Hydrologist, Land Technician, and Water Technician.

Manuals

- Land Use Permit Process (Draft)
- Water Licence Process (Draft)
- Rules for Public Hearings (Draft)

Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Sahtu Land and Water Board may be directed at the following address:

P.O. Box 1
Fort Good Hope, Northwest Territories
X0E 0H0

Tel.: (867) 598-2413
Fax: (867) 598-2325
E-Mail: sahtuadm@attcanada.ca
Web Site: www.slwb.com

Reading Room

In accordance with the Mackenzie Valley Land Use Regulations, an area on the premises of this institution has been designated as a Public Registry reading room. The address is:

Old Nursing Station Building
Fort Good Hope, Northwest Territories

Sahtu Land Use Planning Board

Chapter 128

General Information

Background

The Sahtu Land Use Planning Board is a co-management agency that has its origins in the land claim process of the Sahtu Settlement Area in the Northwest Territories. The Sahtu Settlement Area or Sahtu Region as it is commonly referred to, is the area where the benefits and terms of the Sahtu Dene and Metis Comprehensive Land Claim Agreement apply. It covers 280,238 square kilometres including Great Bear Lake. The five communities in the region are Colville Lake, Fort Good Hope, Tulita, Deline and Norman Wells.

Responsibilities

The Mackenzie Valley Resource Management Act (MVRMA) which was proclaimed December 22, 1998, empowers the Sahtu Land Use Planning Board to prepare and implement a land use plan for the Sahtu Region. This authority extends to all crown, Sahtu lands and other private lands exclusive of municipalities.

Legislation

- Mackenzie Valley Resource Management Act
- Sahtu Dene and Metis Comprehensive Land Claim Agreement

Organization

The Board is composed of five members including, apart from the chairperson, two members appointed on the nomination of the Sahtu Secretariat Incorporation (SSI), one member appointed on the nomination of the GNWT and one member appointed on the nomination of the Federal Government. A Chairperson is appointed after nomination by the other four members.

The Sahtu Land Use Planning Board has an office in Fort Good Hope staffed with a Senior Planner, Office Manager, Natural/Resource Planner, Social Scientist and a Senior Planner Trainee. We also employ field workers in each community.

Information Holdings

Program Records

Natural Resources Program

Description: Information collections about the renewable and non-renewable resources of the Sahtu Region. **Program Record Number:** SLP NRP 005

Social Sciences Program

Description: Information about the people and communities of the Sahtu Region such as demographics, socio-economics, and traditional knowledge. **Program Record Number:** SLP SSP 005

Land Use Planning Process

Description: Information about the land use planning process and procedures employed by the Sahtu Land Use Planning Board. **Program Record Number:** SLP LUP 005

Promotional Materials

Description: Promotional materials about the Board such as, brochures, pamphlets, etc. **Program Record Number:** SLP PRO 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Audits

Budgets

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Office Appliances

Personnel

Training and Development

Utilities

Vehicles

Additional Information

See the INTRODUCTION to this publication for information on access procedures under the provision of the Access to Information Act and the Privacy Act.

Requests for further information about the Sahtu Land Use Planning Board may be directed to:

Office Manager
Sahtu Land Use Planning Board
P.O. Box 235
Fort Good Hope, Northwest Territories
X0E 0H0

Tel.: (867) 598-2055
Fax: (867) 598-2545
E-Mail: info@sahtulanduseplan.com
Web Site: www.sahtulanduseplan.com

Library

The Board maintains a small library of materials related to land use planning at our office in Fort Good Hope. These materials are available to the public, subject to our borrowing procedures.

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The address is:

House 37010
Fort Good Hope, Northwest Territories
X0E 0H0

Saint John Port Authority

Chapter 129

General Information

Background

The Saint John Port Authority was established pursuant to the Canada Marine Act, which received Royal Assent on the 11th day of June 1998 and came into force with respect to Saint John on May 1st 1999. The Canada Marine Act repealed the Canada Ports Corporation Act of 1983, which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissioners Act. As a consequential amendment, the Port Authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

The Canada Marine Act created 18 Port Authorities with their own Letters Patent and responsible to Parliament through Transport Canada.

Responsibilities

The role of the Saint John Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Saint John, provide facilities, services and technologies that are competitive, safe, commercially variable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation

- Canada Marine Act, R. S. C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

Organization

◆ President and Chief Executive Officer

The President and Chief Executive Officer of the Saint John Port Authority is the Head of the Institution for the purposes of the Access to Information Act and exercises all the powers and responsibilities pertaining to this function under the Act in question.

◆ Finance and Administration

This Department is made up of Accounting, Finance, Statistics, General and Property Administration, Information Services and Human Resources.

◆ Operations

This department consists of the Harbour Master and Security.

◆ Engineering

This department consists of Engineering, Maintenance and Environmental Services.

◆ Marketing

This department is responsible for community relations, media relations, customer relations, market development, promotional affairs, special events and advertising.

Information Holdings

Program Records

Harbour Operations

Description: Information relating to traffic, vessels, safety, emergency planning, and related subjects.

Program Record Number: SJPA OPE 010

Terminal Operations

Description: Information relating to cargo, leased and non-leased facilities operations, and cruise ship operations. **Program Record Number:** SJPA TER 020

Security

Description: Information relating to investigations, security, and liaisons. **Program Record Number:** SJPA SEC 030

Cargo Handling

Description: Information relating to storage, transfer, cargo, commodities, transportation and related subjects. **Program Record Number:** SJPA CAR 040

Port Development

Description: Information relating to future planning and policy development, growth through capital projects and includes development projects and land use plans. **Program Record Number:** SJPA DEV 050

Property

Description: Information relating to the administration of the Authority's properties, property leases, licenses, easements and acquisitions and disposals of property.

Program Record Number: SJPA PRO 060

Environmental Services

Description: Information relating to environmental assessment reports, issues and projects.

Program Record Number: SJPA ENV 070

Engineering

Description: Information relating to building management, maintenance of facilities and structures, projects design and construction.

Program Record Number: SJPA ENG 080

Marketing

Description: Information relating to media relations, press releases, client relations, marketing analysis, advertising, promotional events and community relations.

Program Record Number: SJPA MAR 090

Information Systems

Description: Information relating to information systems, hardware, software, security and access, requirements and networks.

Program Record Number: SJPA INF 100

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of the Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Finance

Human Resources

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Personal Information Banks

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to information and Privacy Act.

Class of Individuals:

General public. **Purpose:** The bank processes access requests and reports the total number of requests processed.

Retention and Disposal Standards:

Records are retained for two years after resolution and then destroyed.

PAC Number: 86-001 **TBS**

Registration: 004460 **Bank Number:** SJPA PPU 005

Applications for Employment

Description: This bank contains applications from the General public for possible employment with the Saint John Port Authority.

Class of Individuals: General public.

Purpose: Information may be used to fill vacancies in the Saint John Port Authority for which the applicants have suitable qualifications.

Retention and Disposal Standards: Records are retained for two years and then destroyed.

PAC Number: 86-001 **TBS**

Registration: 004461 **Bank Number:** SJPA PPU 010

Board of Directors

Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications.

Class of Individuals: Candidates for appointment and appointees to the Board of Directors.

Purpose: The purpose of the Bank is to assist in the appointment of individuals as directors of the Saint John Port Authority.

Retention and Disposal Standards: Records are retained for five years and then transferred to National Archives.

PAC Number: 86-001 **TBS**

Registration: 004462 **Bank Number:** SJPA PPU 015

Classes of Personal Information

In the course of conducting the programs and activities of the Saint John Port Authority categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date the information was received by the Saint John Port Authority and the name of the person to whom it was addressed. The retention periods for these types of

personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Contingency Plan
- Emergency Plan
- Official Languages
- Operating Procedures
- Policies and Guidelines
- Practises and Procedures for Vessels in Saint John Harbour
- Security Plan

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and Privacy Act.

Requests for further information about the Saint John Port Authority and its various programs and functions may be directed to:

Saint John Port Authority
133 Prince William Street
5th Floor
Saint John, New Brunswick
E2L 2B5

Tel.: (506) 636-4869
Fax: (506) 636-4443

Reading Room

The Saint John Port Authority's library has been designated under the Access to Information Act as a public reading room. The address:

133 Prince William Street
5th Floor
Saint John, New Brunswick

Seaway International Bridge Corporation Ltd

Chapter 130

General Information

Background

The Seaway International Bridge Corporation, Ltd. (the Joint Venture) is an agent of The Federal Bridge Corporation, Ltd. and its U.S. counterpart, the Saint Lawrence Seaway Development Corporation. The purpose of the Joint Venture is to operate and manage the international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, based on a September 1957 joint venture agreement.

The crossing consists of two high level bridges and an interconnecting roadway and toll plaza located on Cornwall Island, in the St. Lawrence River. The crossing accommodates single lane traffic in both north and south directions.

The St. Lawrence Seaway Development Corporation and the Federal Bridge Corporation Ltd. are the owners of the bridges and roadway.

The Corporation obtains the majority of its funds from bridge tolls, and a nominal amount from leases and licenses as well as interest earned on short-term investments.

The Corporation's objectives are to:

- Operate and maintain an international toll bridge system
- Ensure the safe and efficient movement of vehicle traffic and the protection of the environment; and
- Return annual financial surpluses to the Seaway entities

Responsibilities

The head office, located in Cornwall, Ontario, operates and manages an international toll bridge system between Cornwall, Ontario and Rooseveltown, New York, on behalf of the owners – The Federal Bridge Corporation Ltd. of Canada and the United States Saint Lawrence Seaway Development Corporation.

Legislation

The Seaway International Bridge Corporation Ltd. was incorporated under the Canada Business Corporations Act in 1962 and is a subsidiary of the Federal Bridge Corporation Ltd. The Federal Bridge Corporation Ltd.

was created under the St. Lawrence Seaway Authority Act in 1998, and owns all of the shares in the Seaway International Bridge Corporation.

Organization

The Corporation's activities are based on Cornwall Island in the St. Lawrence River near Cornwall, Ontario. Corporate functions include collection of tolls, maintenance of the structures and roadways, and administration.

Information Holdings

Program Records

Seaway International Bridge Corporation Ltd

Description: Information on The Seaway International Bridge Corporation, Ltd., the Roosevelt Bridge, the South Channel Bridge and the North Channel Bridge and tolls. **Topics:** Roosevelt Bridge (relocation); New York Central Railroad Co. (purchase); Cornwall International Bridge Co. Ltd. (purchase of shares); operation and maintenance; agreement with the United States Saint Lawrence Seaway Development Corporation; South Channel and North Channel Bridges – construction, operation and maintenance, annual inspection, damages, complaints, lighting; tolls, bridge passes, toll collections equipment, toll revisions; reports on traffic statistics; shareholders', directors', and management committee meetings. **Program Record Number:** SIBC SIBC 120

Personal Information Banks

Accounts Payable Files

Description: Files contain the names and addresses of firms and individuals, invoices for services rendered or products provided, detailing the amount owing, and any supporting documentation to substantiate the account. Original accounts payable vouchers together with supporting documentation are maintained in hard copy and are filed by date of payment. Access to this bank will require name, address and date of account. **Class of Individuals:** Individuals, firms, employees. **Purpose:** The purpose of this bank is to maintain information on the payment of accounts owing to firms or individuals for having provided services or sold products to the Corporation, or for the payment of travel advances and the reimbursement of travel expenses to Corporation

employees. **Retention and Disposal Standards:** Original accounts payable vouchers together with supporting documentation – seven years. **PAC Number:** 72-019 **TBS Registration:** 000283 **Bank Number:** SIBC PPU 075

Accounts Receivable Files

Description: Files contain the names and addresses of firms, individuals, details of the amounts owing and any supporting documentation to substantiate the account. Manual files exist to maintain hard copy documentation. Access to the bank will require name and address.

Class of Individuals: Firms, individuals. **Purpose:** The purpose of this bank is to maintain information on the recovery or payment of monies owing to the Corporation. **Retention and Disposal Standards:** Six years. **PAC Number:** 72-019 **TBS Registration:** 000284 **Bank Number:** SIBC PPU 080

Application for Employment

Description: This bank contains completed employment application forms, résumés, letters of reference and replies to applications. **Class of Individuals:** Individuals seeking employment. **Purpose:** This bank exists to retain applications for employment. **Consistent Uses:** To support decisions regarding the referral of candidates for staffing purposes. **Retention and Disposal Standards:** Files are retained for a period of two years from date of receipt. **PAC Number:** 72-019 **TBS Registration:** 001601 **Bank Number:** SIBC PPU 121

Bridge Passes

Description: A record of the names of individuals to whom a bridge pass has been issued and pass usage. This bank is computerized. Access to this bank will require name. **Class of Individuals:** Firms, individuals, reserve inhabitants. **Purpose:** To maintain a record of names of individuals to whom a bridge pass has been issued and pass usage. **Retention and Disposal Standards:** Five years after litigation is settled. **PAC Number:** 72-019 **TBS Registration:** 000292 **Bank Number:** SIBC PPU 120

Claim, Accident Files

Description: This bank includes, accident, investigation and claim reports, names and addresses of individuals or firms lodging claims or the names of persons involved in accidents. Access to this bank will require name, address and description of the accident or the reason for the claim. **Class of Individuals:** Individuals, firms. **Purpose:** The purpose of this bank is to maintain information relating to claims by or against the Corporation, debts due to or owed by the Corporation for damages, or remuneration for losses suffered or incurred, motor vehicle accidents, equipment and property damages, fatalities and injuries occurring to individuals. **Consistent Uses:** The information is used

for reference purposes. **Retention and Disposal Standards:** Fatal accidents (other than staff), motor vehicle accidents, claims/debts due to or against the Crown – six years after settlement. **PAC Number:** 72-019 **TBS Registration:** 000282 **Bank Number:** SIBC PPU 070

Construction Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. **Class of Individuals:** Firms. **Purpose:** The purpose of this bank is to maintain information on the call and award of contracts for construction projects. **Consistent Uses:** These files may be used for research purposes for future contract work. **Retention and Disposal Standards:** General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for future contract work. **PAC Number:** 72-019 **TBS Registration:** 000286 **Bank Number:** SIBC PPU 090

Deed Files

Description: This bank contains information relating to property to be expropriated or purchased, appraisal reports, name and address of the person or firm from whom the property was obtained as well as a copy of the purchase document. The filing sequence is by document number with name of the seller appearing on the file cover. The information is used for reference purposes. Access to this bank will require name, address and document number. **Class of Individuals:** Firms, individuals. **Purpose:** The purpose of this bank is to maintain information on the Corporation's acquisition of land, through expropriation or purchase, and any buildings that might be located thereon. **Retention and Disposal Standards:** Files are retained indefinitely. **PAC Number:** 72-019 **TBS Registration:** 000289 **Bank Number:** SIBC PPU 105

Easement Files

Description: This bank contains information relating to the granting of easement, request for a privilege, name and address of person or firm granting or obtaining the easement, establishment of a fee as well as a copy of the document. The filing sequence is by document number with the name of the firm or individual appearing on the file cover. Access to this bank will require name, address and document number. **Class of Individuals:** Firms, individuals. **Purpose:** The purpose

of this bank is to maintain information on the granting of easements to or from the corporation for such privileges as drainage purposes, powerline, pipeline and communication line crossing purposes. **Consistent Uses:** The information contained in this bank is used for reference purposes. **Retention and Disposal Standards:** Files are retained for three years after expiry of privilege involved. **PAC Number:** 72-019 **TBS Registration:** 000291 **Bank Number:** SIBC PPU 115

Lease, Licence Files

Description: This bank contains information relating to the property or services to be leased or licensed, request for lease or licence, name and address of person or firm leasing or licensing, appraisal report, establishment of amount of rental as well as a copy of the document. The filing sequence is by document number with the name of lessee or licensee appearing on the file cover. Access to this bank will require name, address and document number. **Class of Individuals:** Firms, individuals. **Purpose:** The purpose of this bank is to maintain information on the leasing or licensing of land, buildings, office accommodation, parking facilities to or from the Corporation. **Consistent Uses:** The information contained in this bank is used for reference purposes. **Retention and Disposal Standards:** Twenty years after cancellation of privilege. **PAC Number:** 72-019 **TBS Registration:** 000290 **Bank Number:** SIBC PPU 110

Procurement Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract between the contractor and the corporation, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. **Class of Individuals:** Firms. **Purpose:** The purpose of this bank is to maintain information on the call and award of contracts for the supply of materials and equipment. **Consistent Uses:** These files may be used for research purposes for future contract work. **Retention and Disposal Standards:** General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. **PAC Number:** 72-019 **TBS Registration:** 000285 **Bank Number:** SIBC PPU 085

Professional Service Contract Files

Description: Files may contain an estimate of the total cost of the project, purchase requisition and specifications, tender and contract documents, list of prospective tenderers, tenders submitted by suppliers, analysis of tenders submitted, documentation awarding the contract, a signed contract, correspondence and documentation for payment of the contract. The filing sequence is by contract number with a description of the contract work appearing on the file cover. Access to this bank will require name, address, contract number and description of the contract. **Class of Individuals:** Firms, individuals. **Purpose:** The purpose of this bank is to maintain information on the call and award of contracts for the supply of professional services such as consulting, engineering, design, legal and inspection services. **Consistent Uses:** These files may be used for research purposes for future contract work. **Retention and Disposal Standards:** General correspondence – ten years. A consolidated file of certain essential engineering information for each contract is retained indefinitely for research for future contract work. **PAC Number:** 72-019 **TBS Registration:** 000288 **Bank Number:** SIBC PPU 100

Purchase Orders and Tender Files

Description: Files may contain a requisition for items, specifications or brochure describing the items, list of prospective tenderers, tenders submitted by suppliers, analysis of tender submitted, documentation awarding the purchase order, delivery follow-up and price escalation correspondence. Access to this bank will require name, address and purchase order number. **Class of Individuals:** Firms. **Purpose:** The purpose of this bank is to maintain information on the call and award of orders for the purchase or supply of commodities, materials and equipment. **Consistent Uses:** These files may be used as research for future purchase requirements. **Retention and Disposal Standards:** Five years. **PAC Number:** 72-019 **TBS Registration:** 000287 **Bank Number:** SIBC PPU 095

Manuals

- Accident Prevention Manual
- Canada Labour Code
- Operations Manual
- Personnel Manual
- Purchasing Manual
- Records Management Manual
- Emergency Response Plan Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about The Seaway International Bridge Corp. Ltd. and its various programs and functions may be directed to:

The Seaway International Bridge Corporation, Ltd.
Manager
P.O. Box 836
Cornwall, Ontario
K6H 5T7

Tel.: (613) 932-6601

Reading Room

In accordance with the Access to Information Act, an area on the premises of the following institution has been designated as a public reading room. The address is:

The Seaway International Bridge Corporation, Ltd.

Administration Building
Cornwall Island
Cornwall, Ontario

Security Intelligence Review Committee

Chapter 131

General Information

Background

The Security Intelligence Review Committee was established under the Canadian Security Intelligence Service Act in July 1984.

Responsibilities

The Security Intelligence Review Committee is an independent external review body mandated to audit and review the Canadian Security Intelligence Service's performance of its duties and functions. The Committee also has the task of investigating complaints from the public about any CSIS action. The complaints function can be divided into three areas: (1) The Committee is empowered to investigate complaints resulting from the denial of security clearances to government employees and contractors. (2) The Committee conducts investigations in relation to reports made by Government Ministers about persons in relation to citizenship and immigration, certain human rights matters, and organized crime. (3) As stipulated by the CSIS Act, the Committee investigates complaints lodged by persons "with respect to any act or thing" done by the Canadian Security Intelligence Service. The Committee is required to report annually to Parliament on these matters.

Legislation

- Canadian Security Intelligence Service Act

Organization

The Security Intelligence Review Committee consists of up to five members appointed from the Queen's Privy Council for Canada. The Review Committee has a staff that conducts research and investigations in support of the Committee's mandate.

Research Section

Provides the external review of the activities of the Canadian Security Intelligence Service through research studies, the results of which are included in the Committee's Annual Report to Parliament.

Complaints Section

Investigates complaints from individuals concerning the activities of the Canadian Security Intelligence Service and complaints resulting from the denial of federal security clearances. Investigates reports made by Government Ministers about persons in relation to citizenship and immigration, certain human rights matters, and organized crime. Investigates cases referred to the Committee from the Canadian Human Rights Commission.

Information Holdings

Program Records

Complaints

Description: Information on each complaint submitted to the Security Intelligence Review Committee is placed in a separate file. These files contain all correspondence, memoranda, records from investigations and hearings and reports held under the control of the Committee.

Program Record Number: SIR COM 001

Organization and Functions

Description: Information on the Security Intelligence Review Committee's organization and operations.

Topics: General correspondence, appointments, organization, complaint procedures, meetings, annual reports. **Program Record Number:** SIR ORG 002

Research

Description: Information on each research project undertaken by the Committee is placed on a separate file. These files contain work plans, correspondence, memoranda, records of interviews and reports. Each research report completed by the Committee is listed in its Annual Report to Parliament. **Program Record Number:** SIR RES 003

Security

Description: Information on security regulations for the handling of documents, the administration of the personnel security program involving clearance, physical security of the building, installations and facilities. **Topics:** General correspondence, physical security, security policy, secure communication equipment, classification of information. **Program Record Number:** SIR SEC 004

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration

Budgets

Employment and Staffing

Finance

Human Resources

Personnel

Procurement

Personal Information Banks

Complaints

Description: This bank contains the files on complaints received and investigated by the Security Intelligence Review Committee. These files contain all correspondence, memoranda, records from investigations and hearings and reports held under the control of the Committee. **Class of Individuals:** Complainants, witnesses, counsel and other parties to the complaint. **Purpose:** The bank is used to record and investigate complaints. **Retention and Disposal Standards:** These files have a retention period of 30 years in accordance with National Archives Records Disposition Authority Number 94/016. **Related to PR#:** SIR COM 001 **TBS Registration:** 004449 **Bank Number:** SIR PPU 005

Contracts

Description: This bank contains a record of all personnel and professional service contracts entered into by the Committee. It contains information such as contractual documents, invoices and records of payment for individual and professional services. **Class of Individuals:** Individuals hired under personal service contracts by the Committee. **Purpose:** The bank is used for accounting and reference purposes. **Retention and Disposal Standards:** These files are retained for 5 years after the contract is terminated. **TBS Registration:** 004450 **Bank Number:** SIR PPU 010

Requests for Access to Records

Description: This bank contains information on individuals who have submitted a formal request for access to the Committee's records pursuant to the Access to Information Act or the Privacy Act. The information in this bank includes the requests for information, correspondence, consultations with other government institutions, exemptions, exclusions,

disclosures and complaints regarding Access to Information or Privacy Requests. **Class of Individuals:** Individuals or authorized agents who have submitted a formal request for information to the Committee pursuant to the Access to Information Act or the Privacy Act. **Purpose:** The information is used in the processing of Access to Information and Privacy Requests. **Retention and Disposal Standards:** These records are retained until all avenues of legal appeal have been exhausted with a minimum retention of two years. **TBS Registration:** 004451 **Bank Number:** SIR PPU 015

Staffing

Description: This bank contains information on individuals who have submitted a written application for employment to the Committee. The files contain a variety of information that might include completed application forms, résumés, letters of reference and correspondence acknowledging receipt of the applications. **Class of Individuals:** Individuals interested in securing employment with the Committee. **Purpose:** These records are consulted when employment vacancies arise. **Retention and Disposal Standards:** These records are retained for one year. **TBS Registration:** 004452 **Bank Number:** SIR PPU 020

Classes of Personal Information

The Committee receives unsolicited opinions and requests for information. This information is not used for an administrative purpose other than to respond in some instances to the originator. This correspondence is stored in a general file and is disposed of in a manner authorized by the National Archivist. This form of personal information is normally retrievable only if specifics are provided concerning the subject and date of correspondence.

Manuals

- The Security Intelligence Review Committee's Rules of Practice and Procedures, March 9, 1985

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Individuals wishing to make general enquiries on the Security Intelligence Review Committee are requested to contact:

The Security Intelligence Review Committee
P.O. Box 2430, Station D
Ottawa, Ontario
K1P 5W5

Tel.: (613) 990-8441

The Security Intelligence Review Committee's
Annual Reports are available on the SIRC website
at www.sirc-csars.gc.ca.

Reading Room

Two offices have been designated under the Access to Information Act as public reading rooms. These rooms are situated at:

4th Floor
122 Bank Street
Jackson Building
Ottawa, Ontario

Sept-Îles Port Authority

Chapter 132

General Information

Background

The Sept-Îles Port Authority was created on May 1, 1999 by letters patent issued on that date by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Sept-Îles Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Sept-Îles Port Authority was a non-corporate port within the meaning of the Canada Ports Corporation Act and was called the «Port of Sept-Îles».

Responsibilities

The Port of Sept-Îles contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Sept-Îles Port Authority as well as federal real property under its management and other federal real property occupied or held by it are listed in Schedules « A » and « B » to its letters patent.

The Sept-Îles Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and handling and storage of goods, to the extent that these activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Sept-Îles Port Authority must see to the management of federal real property and personal property and any rights related thereto. It may set the fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and the goods and services it provides or any privilege conferred by it. As for order and safety, the Sept-Îles Port Authority shall take appropriate measures for the maintenance of order and the safety of persons and property in the port.

Legislation

- Canada Marine Act, S.C. 1998, chapter 10
- Port Authorities Management Regulations
- Letters Patent of the Sept-Îles Port Authority
- Interim By-Law on works of Port Authorities
- Canada Ports Corporation Operating By-law, C.R.C. 1978 c. 1064 as amended.

Organization

General Manager and Chief Executive Officer

As the individual responsible for the organization, the General Manager and Chief Executive Officer performs all the activities related to port operations pursuant to the Canada Marine Act and the Access to Information Act.

◆ Finance and Administration

This sector is responsible for financial analysis, budget forecasts, preparing of financial reports and the corporate plan, cash management, computer systems, human resources and property.

◆ Operations

This sector is responsible for marine traffic management within the harbour limits, allocation of berths, enforcement of regulations as a port authority as well as emergency planning.

◆ Engineering

This sector is responsible for managing capital projects and major repairs to facilities.

◆ Maintenance

This sector is responsible for minor repairs and preventive maintenance to facilities and equipment. Equipment operation is also managed by this sector.

Information Holdings

Program Records

Business Information

Description: Documentation on economic and business forecasts, cargo overview and other business information. **Topics:** Statistics; forecasts, goods; rates. **Program Record Number:** SIPA COM 005

Engineering

Description: Documentation on planning, design, construction and maintenance of facilities. **Topics:** Construction supervision; consultant management; research; plans; submissions; work authorities; inspections; progress reports and payments. **Program Record Number:** SIPA ING 010

Marketing

Description: Documentation on the marketing plan and research in this field. Analysis of business and financial data required for the development of marketing plans. **Topics:** Research; studies; surveys; inquiries; reports; cost analysis; storage and packaging of cargo; traffic; statistics. **Program Record Number:** SIPA MAR 015

Corporate Plan

Description: Documentation on the corporate plan. **Topics:** Guidelines; assessment; research; forecasts; data and cost analysis. **Program Record Number:** SIPA ENT 020

Security

Description: Material and information on accidents and enquiries. **Topics:** Incident reports, assessment of information and reports. **Program Record Number:** SIPA SEC 025

Tariffs

Description: Material on tariff setting and revision. **Topics:** Harbour dues; berthage and wharfage; remittals; notices. **Program Record Number:** SIPA TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audit

Budgets

Buildings

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Job Classification

Lands

Occupational Health, Safety and Welfare

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Utilities

Personal Information Banks

Personal Service Contracts

Description: This bank contains the terms and conditions of contracts of employment between individuals and the Sept-Îles Port Authority. **Class of Individuals:** General public. **Purpose:** This bank is used to provide material and authority for personal service contracts. **Consistent Uses:** To record payment to individuals for income tax and budgetary purposes. **TBS Registration:** 004376 **Bank Number:** SIPA PPU 005

Applications for Employment

Description: This bank contains applications received by the Sept-Îles Port Authority. **Class of Individuals:** General public. **Purpose:** This bank is used to fill certain positions in the Sept-Îles Port Authority for which applicants have suitable qualifications. **Consistent Uses:** To provide a record of the information and documentation used in staffing a position. **Retention and Disposal Standards:** Records are retained for one year and then destroyed. **TBS Registration:** 004377 **Bank Number:** SIPA PPU 010

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. **Class of Individuals:** General public. **Purpose:** This bank processes access requests and reports the total number of requests processed for statistical purposes. **Consistent Uses:** This bank is used to report on the administration of the Access to Information and Privacy Acts. **Retention and Disposal Standards:** Records are retained for two years and then destroyed. **TBS Registration:** 004378 **Bank Number:** SIPA PPU 015

Claims

Description: This bank contains information relating to complaints by and against the Authority. **Class of Individuals:** General public, companies and institutions

of Canadian or foreign extraction. **Purpose:** This bank documents the settlement of claims by or against the Authority. **Consistent Uses:** This bank documents the legal settlements of all claims by or against the Authority. **Retention and Disposal Standards:** Records are retained for two years after the settlement and then destroyed. **TBS Registration:** 004379 **Bank Number:** SIPA PPU 020

Property Services

Description: This bank contains basic information on properties managed by the Sept-Îles Port Authority or tenants of these properties. **Class of Individuals:** General public. **Purpose:** This bank is used to document property transactions such as leases, agreements, sales, exchange or purchase of lands between Her Majesty, the Sept-Îles Port Authority and the general public. **Consistent Uses:** This bank is used to document the decision-making process in property matters. **Retention and Disposal Standards:** Records are retained for an undetermined period of time. **TBS Registration:** 004375 **Bank Number:** SIPA PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the Sept-Îles Port Authority, classes of personal information may be accumulated that are not included in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, offers of services and complaints. This information is stored in the central registry files, where records are not normally retrieved by name or other identifier.

This form of personal information is normally retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Sept-Îles Port Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Directives and Standing Orders Manual
- Port Authorities Management Regulations
- Financial Management Policies and Directives
- Engineering Policies and Procedures
- Operating Bylaw

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Sept-Îles Port Authority may be directed to:

Sept-Îles Port Authority
1 Quai Mgr-Blanche
Sept-Îles, Quebec
G4R 5P3

Tel.: (418) 961-1235
Fax: (418) 962-4445
E-mail: www.portsi.com

Reading Room

The Sept-Îles Port Authority has designated one of its offices as a reading room for the purposes of the Access to Information Act. The address is:

Sept-Îles Port Authority
1 Quai Mgr-Blanche
Sept-Îles, Quebec
G4R 5P3

Social Sciences and Humanities Research Council of Canada

Chapter 133

General Information

Background

The Social Sciences and Humanities Research Council is a federal granting agency whose funds are voted by Parliament. Its mandate, as stated in the Social Sciences and Humanities Research Council Act, is to promote and assist research and scholarship in the social sciences and humanities and to advise the Minister on matters relating to such research as the Minister may refer to the Council for its consideration. The Council administers programs of support for research and training in the social sciences and humanities, including fellowships, research grants, strategic research grants, the Initiative on the New Economy and the Canada Research Chairs Program. It also offers funding for the dissemination of research results as well as other research-related activities.

Responsibilities

The Council's objectives are to enhance the advancement of knowledge by supporting basic research in the social sciences and humanities; to support strategic research in fields of national importance; to help ensure Canada's national capacity for research and expertise in the social sciences and humanities by supporting advanced training in these disciplines; to facilitate communication among scholars in Canada and abroad and to promote awareness and use of Council-funded results within the academic community, the public and private sectors and among the general public. In addition, the Council performs a leadership role in research policy in Canada through consultations and liaison with government and the scholarly community.

Legislation

- Social Sciences and Humanities Research Council Act, 1976-77, c. 24, s.2
- Social Sciences and Humanities Research Council By-Law

Organization

President

The President is the chief executive officer of Council and is responsible, overall, for managing and directing the work of Council staff in the development and delivery of programs.

Common Administrative Services Directorate

The Common Administrative Services Directorate provides administrative support to the Council in the areas of human resources, information systems, finance, administration and recorded information.

Programs Branch

This Branch is responsible for fostering, promoting and assisting research through the delivery of the Council's grants and fellowships programs and for maintaining the Assessors Database.

Policy and Liaison Branch

◆ Communications Division

This Division has primary responsibility for Council's internal and external communications, public and media relations, and for implementation of communications policy and strategy. It provides information about Council programs and activities to the scholarly community, government, the media and the general public. It publishes, in hard copy and/or electronic form, the Council's annual report, applicant guides and forms, adjudication manuals, reports of consultative groups, as well as other informational material on SSHRC programs. It also prepares news releases, newsletters, official correspondence, briefs, statements, speeches, and communication plans, and is responsible for the design and content of the SSHRC Web site.

◆ Policy, Planning and International Collaboration Division

This Division is responsible for the development and establishment of strategic directions and of Council-wide policies, the conceptualization of new programs and partnerships, the evaluation of Council programs, the production of corporate statistics, and liaison at the national and international levels.

◆ Corporate Secretariat

This unit performs secretariat functions for the Council and its standing committees, as well as for any other ad hoc groups created to study particular issues. The Secretariat also administers the Access to Information and Privacy (ATIP) legislation, and is responsible for the Selection Committees Nominations Database, and for legal, ethical and integrity issues.

Information Holdings

Program Records

Programs Branch

Aid to Research and Transfer Journals

Description: Application files for grants that help defray part of a journal's administrative, translation, printing, mailing and distribution costs. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR IDR 125

Aid to Scholarly Publications

Description: Information on the administration, by the Humanities and Social Sciences Federation of Canada, of the program of partial assistance to publishers for the publication of works of advanced scholarship. **Storage Medium:** Computerized database and paper administration files. **Program Record Number:** SHR IDR 145

Aid to Small Universities

Description: Application files from small universities for grants to promote the focused development of their social sciences and humanities research capacity. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR RES 090

Canada Research Chairs Program

Description: Application files, submitted by institutions, of candidates for research chairs. **Storage Medium:** Computerized database and paper files. **Program Record Number:** SHR CHA 001

Community-University Research Alliances

Description: Application files from organizations within communities and university institutions for funding to examine issues identified as being of common, priority concern. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR RES 091

Fellowships

Description: Application files from students seeking financial assistance to carry out a program of studies leading to a Ph.D. or to carry out a program of postdoctoral studies. **Topics:** Doctoral Fellowships; Postdoctoral Fellowships; Queen's Fellowships; William E. Taylor Fellowships. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR FEL 220

Initiative on the New Economy (INE)

Description: Application files from scholars and community groups requesting grants under the INE. **Topics:** Development Grants, Outreach Grants, Research Grants, Research Alliances and Collaborative Research Initiatives. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR INE 001.

Internal Program Committees

Description: Information on program planning committees, operations committees, task forces, policy review committees, and selection committees. **Topics:** Records and minutes of meetings, reports, committee membership, and correspondence. **Program Record Number:** SHR FEL 220, STR 115, RES 060.

Joint Initiatives

Description: Application files from individuals, institutions and groups requesting grants under the Joint Initiatives program. **Topics:** Chairs in the Management of Technological Change, Canada in the World Grants, Canadian Forest Service Graduate Supplements, Forest Research Partnerships, Federalism and Federations, Valuing Literacy in Canada, Relationships in Transition, Canadian Tobacco Control Research Initiative Planning Grants, CIHR/SSHRC/NHRDP Health Career Awards, CMHC-SSHRC CURAs in Housing Program, Canadian Alliances for Health Research, Society, Culture and Health of Canadians (ended in 2000), Society, Culture and Health of Canadians II (ended 2000; transferred to CIHR), Ocean Management National Research Initiative (ended 2000), Virtual Scholar in Residence, The Non-Profit Sector in Canada (Kahanoff Foundation), Tri-Council Workshop/Networking Program, Immigration and the Metropolis, Canadian Health Services Research Foundation, Innovation System Research Network, Canadian Initiative on Social Statistics (CISS) Data Training Centres, Access to Statistics Research Data Centres; CHSRF/SSHRC Doctoral and Postdoctoral Fellowships. **Storage Medium:** Computerized database and/or paper case files. **Program Record Number:** SHR STR 117

Major Collaborative Research Initiatives

Description: Application files from scholars requesting grants for large-scale research projects. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR RES 042

Molson Prize for the Social Sciences and Humanities

Description: Information related to the Molson Prize given in recognition of an exceptional contribution in the social sciences or humanities. **Storage Medium:** Paper case files. **Program Record Number:** SHR PRO 010

Research Training Supplements

Description: Application files from scholars for supplements to the SSHRC doctoral or post-doctoral fellowship. **Topics:** Canadian Forest Service, Federalism and Federations, Valuing Literacy in Canada, Geomatics for Informed Decisions (GEOIDE) Networks of Centres of Excellence Graduate Supplement Program, Canadian Tobacco Control Research Initiative. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR RES 241

Special Research Fellowships

Description: Application files from senior scholars requesting support in specific areas of research. **Topics:** Thérèse F.-Casgrain Fellowship, Bora Laskin Fellowship, Jules and Gabrielle Léger Fellowship. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR FEL 241

SSHRC Institutional Grants (formerly known as General Research Grants)

Description: Application files from universities for block funding grants to help them develop and maintain a solid base of research and research-related activities in the social sciences and humanities. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR RES 055

Standard Research Grants

Description: Application files from scholars requesting a standard research grant. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR RES 035

Strategic Grants

Description: Application files from individuals, institutions and groups requesting support for research in targeted fields of national importance. **Topics:** Women and Change (ended in 2000); Challenges and Opportunities of a Knowledge-Based Economy; Society, Culture and the Health of Canadians (ended 1999); Exploring Social Cohesion in a Globalizing Era; Rethinking Productivity, Research Development Initiatives, Canadian Global Change Program (ended 1992), Multiculturalism (ended 1992), Aboriginal Affairs (ended 1994), Managing for Global Competitiveness (ended 1997), Law and Social Issues (ended 1992), Applied Ethics (ended 1999), Science and Technology Policy in Canada (ended 1997), Cultural Development in an Open Economy (ended 1993), Arts Literacy in Canada (ended 1992), Science Culture in Canada (ended 1995), Health Promotion in Canada (ended 1992), Socio-Demo-Economic Project (ended 1993), Family Violence and Violence against Women (ended 1994), Integration of Persons with Disabilities (ended 1996), Strategic Research Networks

in Education and Training (ended 1996), Technology Partnerships Program, Project on Trends (ended 1999), Health Institutes Design Grants (ended 1999), Women and Work (ended 1993), Education and Work (ended 1992), Canadian Studies, Research Tools (ended 1992). **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR STR 111

Policy and Liaison Branch

Aid to Occasional Research Conferences and International Congresses in Canada

Description: Application files for grants to assist in defraying the administration, publication of proceedings and travel costs of presenters in conferences and congresses. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR IDR 175

Communications

Description: Information on Council activities, programs, policies and publications. **Topics:** Annual Report; news releases; press clippings; speeches; official statements; memoranda; history and background of Council; stories on research results; reports of enquiries, working groups, consultative groups, workshops and conferences; corporate correspondence; application forms; applicant guides; adjudication manuals; corporate brochures; information circulars, etc. **Storage Medium:** Printed publications, computer files (on SSHRC Web site) and paper case files. **Program Record Number:** SHR INF 015

Corporate Secretariat Documents

Description: Official records and minutes on meetings held under the auspices of the Council; records on legal matters and on the administration of the ATIP legislation, on the Selection Committees Nominations Database and on ethical and integrity issues. **Topics:** Council, Executive Committee, Research and Dissemination Committee, Fellowships and Career Development Committee, Strategic Programs and Joint Initiatives Committee, Audit Committee and Ethics and Integrity Committee; establishment; organization; functions; agenda; notices; minutes; reports; statutory regulations; ATIP requests; reports; directives from Treasury Board; correspondence. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR SEC 005

Council Decisions Database

Description: Full text of all decisions taken since 1987 by the Board of the Social Sciences and Humanities Research Council and its standing committees. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR CDD 001

Evaluation and Statistics

Description: Information on the evaluation of Council programs. Statistics correlating the number of applications, the amounts of money requested, the number of awards made and the amount paid out in awards, together with various data on the applicants, e.g., academic discipline, language of application (English or French), gender, province of residence, university affiliation, citizenship (Canadian or permanent resident). **Topics:** Surveys and analyses of progress in program accomplishments in relation to program goals; evaluation assessments; evaluation of clientele/scholars/students. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR EVA 021

Policy, Planning, International Collaboration

Description: Information on the plans, programs and budgets of the Council. **Topics:** Five-Year Plans; new programs; surveys; studies and reports. **Storage Medium:** Paper case files. **Program Record Number:** SHR EVA 020

Presidential Fund for Innovation and Development

Description: Information related to funds made available for grants in support of innovative activities that cannot benefit from the assistance available under the Council's various programs. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR COR 034

Senior Management Committee

Decisions Database

Description: Full text of all decisions taken since 1990 by the Senior Management Committee. **Storage Medium:** Computerized database and paper case files. **Program Record Number:** SHR SMC 002

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Access Request Data Bank

Description: This bank contains the access request forms and letters sent by individuals requesting access to SSHRC records and to personal information, the replies to such requests and information related to their processing. **Class of Individuals:** Canadian citizens, landed immigrants, or other individuals authorized by Order-in-Council who have made requests under the Access to Information Act or the Privacy Act. **Purpose:** The purpose of this bank is to administer requests made under the Access to Information Act and the Privacy Act, and to report on the number of requests received annually. **Retention and Disposal Standards:** Files are maintained for two years following the last administrative action. **TBS Registration:** 003222 **Bank Number:** SHR PPU 005

Applications and Nominations Records

Description: This bank contains records of applications for grants that individuals and organizations have made to the Presidential Fund for Innovation and Development; it also contains records of nominations of individuals for the Molson Prize for the Social Sciences and Humanities up to 1999, as well as information related to the adjudication and administration of these awards. In the case of the Presidential Fund, applicants and organizations are identified by the name and file number assigned to the application. The bank contains some or all of the following information on applicants and nominees: year of birth, address, discipline, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French), project descriptions, third-party assessments and committee assessments. In the case of applications to the Presidential Fund, the amounts of money requested, the Council's decision, the amounts awarded, travel and administrative details for grant holders, as well as final reports are also

included. **Class of Individuals:** University and independent scholars and members of academic organizations. **Purpose:** Information in this bank is used to review and select applications, monitor awards and administer the funds. **Consistent Uses:** For the Molson Prize, the information on social sciences and humanities nominees is submitted to the Canada Council, which is responsible for administering the Prize. **Retention and Disposal Standards:** Information on Presidential Fund applications is retained for seven years (successful applications) or five years (unsuccessful applications). Information on Molson Prize nominations is retained for seven years. **Related to PR#:** SHR SEC 005 **TBS Registration:** 003483 **Bank Number:** SHR PPU 076

Assessors Database

Description: This system contains all data relevant to the selection of assessors for applications submitted to the Council. The primary users are officers of the Program Branch. The information includes the assessor's name, address, biographical details, area of specialization, as well as a record of the projects that each individual has evaluated. The data may also be transferred to the Corporate Database for historical purposes. Some 8,000 to 9,000 individual assessors may be consulted each year. **Class of Individuals:** Scholars from the academic community and individuals from the private sector. **Purpose:** This data bank is kept to allow staff to choose prospective assessors for applications for support submitted to Council. It also provides senior management and staff with an additional pool of potential committee members. **Retention and Disposal Standards:** Twenty-five years. **Related to PR#:** All PR's **TBS Registration:** 002433 **Bank Number:** SHR PPU 070

Canada Research Chairs Applications and Committee Records

Description: This bank contains records of applications by institutions as well as information related to the adjudication and administration of awards for the support and development of research and for research infrastructure. SSHRC administers this program on behalf of the three federal research councils (NSERC, CIHR, SSHRC), Industry Canada, and the Canada Foundation for Innovation. The bank contains compulsory and optional information such as the chair candidates' date of birth, address, academic qualifications, occupation, professional experience, citizenship (Canadian, permanent resident or other), preferred language (French or English), the amounts requested and the amounts awarded. It includes descriptions of programs of research, third-party and committee reviews, recommendations, and decisions. The bank contains the financial documentation generated in the administration of these awards. **Class of Individuals:** University and independent scholars, as well as individuals who provide reviews from the private sector, academic and non-academic organizations.

Purpose: Information in this bank is used to review applications, select candidates, monitor awards, and administer the program. **Consistent Uses:** Information is used in consultation with the partner agencies as required. It will be disclosed to the named partner agencies for the purposes of reviewing applications, administering awards, monitoring and evaluating the program. The information is also used for developing a bank of reviewers and adjudication committee members. **Retention and Disposal Standards:** Information is retained for ten years (successful applications) or three years (unsuccessful applications). **Related to PR#:** SHR CHA 001 **TBS Registration:** 004446 **Bank Number:** RSH PPU 016

Central Mailing List

Description: This bank contains names and mailing addresses either provided directly by individuals or obtained through reference material commonly available in libraries; it is separated into different groupings, e.g., university presidents, university research administrators, learned society officials, etc., to accommodate the distribution of different kinds of information. **Class of Individuals:** Officials in government, universities, the media, scholars in the academic community, and individuals in the private sector. **Purpose:** This data bank is used for the distribution and dissemination of Council's application forms and guidelines and its public relations information. **Retention and Disposal Standards:** The bank is updated annually. **Related to PR#:** SHR INF 015 **TBS Registration:** 002777 **Bank Number:** SHR PPU 075

Compliance – Integrity in Research and Scholarship

Description: This bank includes correspondence and reports collected and generated in the course of monitoring institutional and individual compliance with the Tri-Council Policy Statement on Integrity in Research and Scholarship. It may include allegations of non-compliance, which, with the permission of the complainants, are transmitted by SSHRC to research institutions which are responsible for exploring allegations, as well as summaries of institutional findings and sanctions imposed by SSHRC's Executive Committee. **Class of Individuals:** Members of the academic community who make allegations of misconduct, who are the object of allegations or who are officials in the academic community involved in determining whether allegations are well-founded. **Purpose:** The purpose of this bank is to monitor the compliance of research institutions and individual researchers with the Tri-Council Policy Statement on Integrity in Research and Scholarship. **Retention and Disposal Standards:** Files are maintained for five years following the last administrative action. **TBS Registration:** 003994 **Bank Number:** SHR PPU 082

Fellowships Applications and Committee Records

Description: This bank contains records of individual applications as well as information related to the adjudication and administration of the Council's fellowship programs, including the Queen's Fellowships, Doctoral Fellowships, Postdoctoral Fellowships, Bora Laskin National Fellowship in Human Rights Research, the Jules and Gabrielle Léger Fellowship, the Thérèse F.- Casgrain Fellowship, and the William E. Taylor Fellowship. Each applicant is identified by name and the file number of the application. The bank contains the applicant's year of birth, address, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French), the Council's decision on the application and the amount of the basic award. It also includes third-party assessments, committee rankings and appraisals, and travel and administrative details for fellowship holders. **Class of Individuals:** Graduate students, university scholars and independent scholars. **Purpose:** Information in the bank is used to review applications, select candidates, monitor awards and administer programs. **Consistent Uses:** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding. In the jointly-funded programs, such as the Casgrain Fellowship, personal information will be disclosed to the named public- and private-sector joint funding partners for purposes of monitoring and evaluating the program. In the case of applicants who have applied through their universities, the results of competitions are forwarded to the faculty of graduate studies offices which are responsible for processing applications from their institutions before sending them to Council. **Retention and Disposal Standards:** Information is retained for ten years (successful applications) or five years (unsuccessful applications), with the exception of the following programs: Doctoral and Queen's Fellowships, ten years (successful applications) and seven years (unsuccessful applications). **Related to PR#:** SHR FEL 220 **TBS Registration:** 002419 **Bank Number:** SHR PPU 010

Awards Management Information System

Description: This system is used to control and monitor the Council's disbursements to, and accounts receivable from, individual and institutional grant holders. The award holder is identified by the basic personal information and file number from the SSHRC Corporate database (SHR PPU 035). The information also includes the award holder's social insurance number, bank account number and payment requisition for funds committed. **Class of Individuals:** Graduate students, university scholars, independent scholars and members of academic organizations. **Purpose:** The system is used for administrative and financial control and reporting. It is also the basis for the creation of transaction files on payments to award holders. In addition, the system includes the award holder's social

insurance number, the basis for the issuance of T4A slips (Income Tax Act, paragraph 237 (1)(b)). **Retention and Disposal Standards:** Six fiscal years from date of last payment. **Related to PR#:** All PR's **TBS Registration:** 002430 **Bank Number:** SHR PPU 055

INE Grant Applications and Committee Records

Description: This bank contains records of applications by individuals and groups for INE grants: Development Grants, Outreach Grants, Research Grants, Research Alliances and Collaborative Research Initiatives, as well as information related to the adjudication and administration of awards. Each application is identified with the name of the individual applying for the award and file number assigned to the application. The bank contains the applicant's year of birth, address, discipline, academic qualifications, occupation, citizenship (Canadian or permanent resident), and language of application (English or French). It also includes research project descriptions, the amounts of money requested, the Council's decision on the application, the amount awarded, third party and committee assessments (where available), travel and administrative details for grant holders, as well as productivity reports. **Class of Individuals:** Researchers affiliated with postsecondary institutions and researchers from the not-for-profit sector who make an INE application. **Purpose:** Information in this bank is used to review and select applications, monitor awards, and administer programs. **Consistent Uses:** The results of competitions are forwarded to university research administration officers who are responsible for processing applications from their institutions before sending them to Council for administering the grants and for informing the candidates of the outcomes of their applications. The information may also be used for developing a bank of potential external assessors and adjudication committee members. **Retention and Disposal Standards:** Information is retained for five years for both successful and unsuccessful applications and then transferred to National Archives of Canada for selective retention. **Related to PR#:** SHR INE 001, SHR RES 035, 042, 055, 060, 090, 091 & 241 **Bank Number:** SHR PPU 017

Research Communication Applications and Committee Records

Description: This bank contains records of applications from individuals and associations as well as information related to the adjudication and administration of awards in the Aid to Research and Transfer Journals, Aid to Occasional Research Conferences and International Congresses in Canada and support to umbrella organizations (currently being phased out) programs. Applications from individuals and associations are identified by name and file number assigned to the application. In the case of individual applicants, the bank contains the year of their birth, address, academic qualifications, occupation, citizenship (Canadian or

permanent resident), language of application (French or English), the amount of money requested, the Council's decision on the application and the amount granted. It also includes third-party and committee assessments of, and travel and administrative details for, grant holders. **Class of Individuals:** University scholars and members of academic organizations. **Purpose:** The information in this bank is used to review applications, select candidates, monitor awards and administer programs. **Consistent Uses:** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanisms or sources of funding. The results of competitions are forwarded to university research administration officers who are responsible for processing applications from their institutions before sending them to Council, for administering the grants, and for informing the candidates of the outcome of their applications. The information may also be used for developing a bank of potential external assessors and adjudication committee members. **Retention and Disposal Standards:** Information is retained for five years (successful applications) or three years (unsuccessful applications), with the exception of the Aid to Small Universities program whose files are retained for five years (all eligible applications are successful) and the Specialized Research Collections program (ended), whose files are retained for ten years (successful applications) or five years (unsuccessful applications). **Related to PR#:** SHR IDR 125 and 175 **TBS Registration:** 002422 **Bank Number:** SHR PPU 025

Research Grant Applications and Committee Records

Description: This bank contains records of applications by individuals for grants under the Standard Research Grants, Major Collaborative Research Initiatives, and the Aid to Research and Transfer Journals programs, as well as information related to the adjudication and administration of awards. Each applicant is identified by name and file number assigned to the application. The bank contains the applicant's year of birth, address, discipline, academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (English or French). It also includes research project descriptions, the amounts of money requested, the Council's decision on the application, amount awarded, third-party and committee assessments of, and travel and administrative details for, grant holders, in addition to productivity reports. **Class of Individuals:** University scholars. **Purpose:** Information in this bank is used to review and select applications, monitor awards and administer programs. **Consistent Uses:** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or sources of funding and for joint review and funding of researchers from several disciplines which significantly overlap the jurisdictions of more than one granting council. The results of competitions are forwarded to university

research administration officers who are responsible for processing applications from their institutions before sending them to Council, for administering the grants, and for informing the candidates of the outcome of their applications. The information may also be used for developing a bank of potential external assessors and adjudication committee members. **Retention and Disposal Standards:** For the Research Grants program, information is retained for five years from the date of the final report (successful applications), or for three years from the date of the adjudication decision (unsuccessful applications). For the Major Collaborative Research Initiatives program, the files are retained for five years from the date of the final report (successful applications) or five years from the date of the adjudication decision (unsuccessful applications). **Related to PR#:** SHR RES 035, 042, 055, 060, 090, 091 and 241 **TBS Registration:** 002420 **Bank Number:** SHR PPU 015

Research Outcomes Pilot Project Database

Description: This bank contains information about grantees in the Strategic Grants program dating from 1988 to 1995 and in the Research Grants program from 1988 to 1992. The information contained in each entry includes the project title, name of the principal applicant, project dates, an indication whether the grantee is deceased, and statements on the status and completeness of the productivity report. Narrative information about the original, revised and achieved objectives of the research project, and about the contributions of the research to the advancement of knowledge and about its practical impact was taken from the project summary. Narrative and/or statistical information on the research training aspect of the project, on the composition of the research team (the latter including information on the employee name, type, status, and role), and on the number and level of involvement and funding of the partners was also captured. As well, there is narrative and/or statistical information on the international aspects of the research, on the preservation of data, on the number and value of acquisitions and rentals made using the grant funds, and on travel expenditures. Lastly, information on communication activities was also captured, such as the publication of books, chapters, etc., public presentations and awards, as well as on any other research activities resulting directly or indirectly from the funded research. **Class of Individuals:** Canadian citizens and permanent residents. **Purpose:** This bank was established to attempt to find a more efficient method of monitoring and assessing the outcomes of research as a means for evaluating the achievements and impact of research funded by the Council. **Consistent Uses:** The information collected was also used to aid in the assessment and review of any future applications by the grantees. **Retention and Disposal Standards:** Ten years. **Related to PR#:** SHR RES 035, SHR STR 111 and 117 **TBS Registration:** 003743 **Bank Number:** SHR PPU 081

Selection Committees Nominations Database

Description: This system contains data on potential selection committee members provided by Canadian universities and learned societies. The information contained in each entry includes the individual's name, academic qualifications, university, discipline, field of interest, geographic area, year of birth, gender and language. The system also holds records on the current and past service of individuals who sit on Council selection committees. The Secretariat Division is responsible for seeking new nominations and updates on existing data every two years; it also holds a set of binders containing, in alphabetical order, personal résumés obtained from nominees. **Class of Individuals:** Scholars in the academic community. **Purpose:** This data bank provides senior management and staff with a pool of potential committee members. It is also kept to allow staff to choose prospective assessors for applications submitted to Council programs. **Retention and Disposal Standards:** Twenty-five years. **Related to PR#:** All PR's **TBS Registration:** 002432 **Bank Number:** SHR PPU 065

SSHRC Corporate Database

Description: This data bank contains information on all individuals and institutions applying for the Council's grants and fellowships programs, and includes data from application files of discontinued programs. Each applicant is identified by name and year of birth. The file also contains information on the individual applicant's academic background, gender, language of application (English or French), and citizenship (Canadian or permanent resident). The number assigned to each application made by an individual to the Council is included in the record, along with a code indicating the result of that application. **Class of Individuals:** Graduate students, university scholars, independent scholars, individuals from the private sector and members of academic and non-academic organizations. **Purpose:** This bank is used to identify applicants and to constitute a history of Council support to individuals and organizations. **Consistent Uses:** The information in the database is also used in the administration of the programs and in the production of reports and statistics. **Retention and Disposal Standards:** Ten years. **Related to PR#:** All PR's **TBS Registration:** 002435 **Bank Number:** SHR PPU 035

Strategic Grants Applications and Committee Records

Description: This bank contains records of applications by individuals and institutions as well as information related to the adjudication and administration of awards for the support of research and research development under the Strategic Grants Joint Initiatives programs. Applications from individuals are identified by name and file number assigned to the application. The bank contains the applicant's year of birth, address,

academic qualifications, occupation, citizenship (Canadian or permanent resident), language of application (French or English), the amounts requested, the Council's decision on the application and the amounts awarded. It also includes project descriptions, third-party and committee assessments, and travel and administrative details for grant holders, in addition to productivity reports. **Class of Individuals:** University and independent scholars, individuals from the private sector, and academic and non-academic organizations. **Purpose:** Information in this bank is used to review applications, select candidates, monitor awards and administer programs. **Consistent Uses:** Information is also used in consultation with other granting agencies to determine the most appropriate review mechanisms or sources of funding and for joint review and funding of researchers from several disciplines which significantly overlap the jurisdictions of more than one granting Council. The results of competitions are forwarded to university research administration officers who are responsible for processing applications from their institutions before sending them to Council, for administering the grants, and for informing the candidates of the outcome of their applications. The information may also be used for developing a bank of potential external assessors and adjudication committee members. In the Joint Initiatives program, personal information will be disclosed to the named public- and private-sector joint funding partners for purposes of monitoring and evaluating the program. **Retention and Disposal Standards:** Information is retained for ten years from the decision date (successful applications) and three years from the decision date (unsuccessful applications). **Related to PR#:** SHR STR 111 and 117 **TBS Registration:** 002421 **Bank Number:** SHR PPU 020

Classes of Personal Information

Administration Files

The general administrative and correspondence files of the Social Sciences and Humanities Research Council contain a certain amount of personal information not arranged or retrievable by personal identifiers. Such personal information includes suggestions and opinions from the general public, which form part of a specific subject file. This form of personal information is normally retrievable only if specifics of name, date of communication and subject are provided. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Reports and Surveys

For purposes of program planning and evaluation, the Council requires a variety of reports concerning aspects of social sciences and humanities research in Canada. The reports themselves, published or unpublished, do not contain personal information about individuals. In

the process of preparing such reports, personal information is necessarily obtained. This information may include current academic position, professional qualifications of individuals, nature of research being undertaken by individuals and present and past funding of an individual's research. This is not arranged or retrievable by personal identifiers. This form of personal information is normally retrievable only if specifics are provided concerning the study or report involved. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Manuals

- Financial Administration Manual, SSHRC
- Guide on the Program Evaluation Function
- Integrity in Research and Scholarship: A Tri-Council Policy Statement
- Manuals for Adjudication Committee Members (all programs)
- Principles for the Evaluation of Programs
- Program Evaluation Policy
- SSHRC Fellowships: Award Holder's Guide
- SSHRC Grant Holder's Guide
- SSHRC Statistical Tables
- Statistics Policy
- Treasury Board Guidelines on the Access to Information Act and the Privacy Act
- Tri-Council Policy Statement on Ethical Conduct for Research Involving Humans
- SSHRC Fellowship Guide

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Council and its various programs and activities may be addressed to:

General Inquiries

Social Sciences and Humanities Research Council
P.O. Box 1610
Ottawa, Ontario
K1P 6G4

Tel.: (613) 992-0691
E-Mail: info@sshrc.ca
Web Site: www.sshrc.ca

Media Inquiries

Garth Williams

Tel.: (613) 992-7018
E-Mail: media@sshrc.ca

Doré Dunne

Tel.: (613) 992-7302
E-Mail: dore.dunne@sshrc.ca

Government Inquiries

Yves Pelletier

Tel.: (613) 943-1144
E-Mail: yves.pelletier@sshrc.ca

Inquiries/Programs Administered by SSHRC

Aid to Occasional Research Conferences
and International Congresses in Canada

Tel.: (613) 943-1147
E-Mail: suzanne.dagenais@sshrc.ca

Canada Research Chairs Program

Tel.: (613) 943-3087
E-Mail: chairs@sshrc.ca

Fellowships and Institutional Grants Division

Tel.: (613) 943-7777
E-Mail: Fellowships@sshrc.ca

Initiative of the New Economy

Tel.: (613) 996-2802
E-Mail: INE@sshrc.ca

Research and Dissemination Grants Programs

Tel.: (613) 992-3145
E-Mail: danielle.madore-pariseau@sshrc.ca

Strategic Programs and Joint Initiatives Division

Tel.: (613) 992-3027
E-Mail: jeannie.pednaud@sshrc.ca

Reading Room

A meeting room on the same floor as the Office of the Coordinator has been designated as a public reading room in accordance with the Access to Information Act. The address is:

Ottawa

12th Floor, 350 Albert Street
Ottawa, Ontario

Solicitor General Canada

Chapter 134

General Information

Background

The Department of the Solicitor General was established in 1966 when Parliament enacted the Department of the Solicitor General Act, which assigned to the Solicitor General responsibility and accountability for the management and direction of reformatories, prisons, penitentiaries, conditional release, remissions, and the Royal Canadian Mounted Police.

Evolutionary additions and changes to this mandate resulted in the Department's reorganization into a ministry, incorporating the Department, the Royal Canadian Mounted Police, the Correctional Service of Canada, the National Parole Board, the Office of the Correctional Investigator, the Canadian Security Intelligence Service (CSIS), the Office of the Inspector General of CSIS, the RCMP External Review Committee and the RCMP Public Complaints Commission.

Responsibilities

The Department provides advice and support to the Solicitor General with respect to his responsibility for the provision of direction to the Agencies; enhancement of policy cohesion and coordination within the Portfolio; his accountability to Parliament for the Agencies; for his national leadership role in the federal activities in policing, national security, corrections and conditional release; and his role as the Minister responsible for Aboriginal policing.

The primary objective of the Department is to contribute to the public safety of Canadians through the promotion and maintenance of a just, peaceful and safe society.

The level, complexity and cross-jurisdictional nature of the issues addressed by the Department require that it work closely with others, including the Ministry agencies, federal departments such as Justice Canada, the provinces and other partners in the criminal justice system.

Legislation

- Canadian Security Intelligence Service Act
- Corrections and Conditional Release Act
- Criminal Code of Canada

- Criminal Records Act
- Department of the Solicitor General Act
- Prisons and Reformatories Act
- Royal Canadian Mounted Police Act
- Security Offenses Act
- Transfer of Offenders Act

Organization

Communications Group

The Communications Group provides information to general and specialised publics about government policies and programs in the areas of corrections, parole, policing and security, as well as First Nations policing. Its role is to provide communications advice and support to the Solicitor General, the Deputy Solicitor General and the Department's managers.

Corporate Services Directorate

The Corporate Services Directorate provides advice and support to the Department in the areas of: finance and administration; security; informatics and telecommunications; human resource management; library services; and management review. It also provides advice and support to the three small review agencies, primarily in the areas of finance and administration, security, and human resource management.

Corrections and Aboriginal Policing Branch

The Corrections and Aboriginal Policing Branch provides strategic advice and support to the Solicitor General with respect to his direction of Correctional Service Canada and his national leadership role in the areas of corrections, conditional release and of Aboriginal policing. The Branch also advises and supports the Solicitor General in: his accountability to Parliament for the activities of CSC, the National Parole Board and the Office of the Correctional Investigator; the administration of the Minister's statutory responsibilities respecting corrections, conditional release and Aboriginal policing; and his general responsibility as a Cabinet Minister to contribute to the public policy decisions of the Government.

◆ **Aboriginal Policing Directorate**

The Aboriginal Policing Directorate is responsible for the implementation of the First Nations Policing Policy and related program administration and provides strategic advice to the Minister regarding the Solicitor General's responsibilities related to this initiative. The Directorate is mandated to negotiate tripartite policing agreements with First Nations and provincial/territorial governments and to implement the program at the regional level. It is also responsible for policy and program development (on- and off-reserve), and research activities geared towards improving the quality of First Nations policing services.

◆ **Corrections Directorate**

The Directorate provides advice and support to the Solicitor General in his direction of Correctional Service Canada and in his accountability to Parliament for National Parole Board. The Aboriginal Corrections Policy Unit tests and evaluates innovative models of offender treatment in Aboriginal communities which have developed healing processes to develop and inform policy. The Directorate is therefore responsible for providing advice on the strategic priorities of CSC and NPB, and on a broad range of correctional program issues and activities. To support the Minister in his public policy leadership role in the corrections area, the Directorate works with CSC and NPB to develop research-based policy initiatives aimed at addressing the requirement for a more effective, efficient and accountable federal corrections system.

Integrated Justice Information Secretariat

The Integrated Justice Information Secretariat is responsible for providing ongoing leadership, technical, policy and research support in the pursuit of the integration of federal criminal justice information systems, enabling critical information sharing, and positioning criminal justice agencies to act effectively to achieve program objectives. The Secretariat supports the Interdepartmental Working Group and the Interdepartmental Steering Committee on Integrated Justice Information, which aim to promote the principles and objectives of criminal justice by ensuring an integrated, coordinated federal approach to the management and sharing of criminal justice information in partnership with other criminal justice jurisdictions. The Secretariat is responsible for implementation of the five-year action plan, including the development of a policy framework, standards and partnerships for a Canada Public Safety Information Network (CPSIN).

Policing and Security Branch

The Policing and Security Branch provides strategic advice and support to the Solicitor General with respect

to his direction of the RCMP and CSIS and his national leadership role in the areas of policing and national security. The Branch also advises and supports the Solicitor General in: his accountability to Parliament for the activities of the RCMP and CSIS, the RCMP Public Complaints Commission, the RCMP External Review Committee and the Office of the Inspector General of CSIS; the administration of the Minister's statutory responsibilities respecting law enforcement and security; and his general responsibility as a Cabinet Minister to contribute to the public policy decisions of the Government.

◆ **National Security Directorate**

The Directorate provides advice and support to the Solicitor General in his direction, control and accountability for CSIS and the security functions of the RCMP. To this end, the Directorate supports the Minister with policy advice respecting his responsibilities for the accountability and review instruments and framework set out in the CSIS Act. The Directorate coordinates the development of the national counter-terrorism program, which includes the National Counter-Terrorism Plan and the Operational Readiness Program, and the federal response to threats against national security. The Directorate also provides advice on threats to public safety from the illicit use of information and communication technologies and develops strategies to deal with the policy, legal and technical challenges to lawful access.

◆ **Policing and Law Enforcement Directorate**

The Directorate provides advice and support to the Solicitor General in his direction of the RCMP and in respect of the priorities and proposals for initiatives advanced by the RCMP. To this end, the Directorate is responsible for: developing and reviewing policy proposals governing the overall effectiveness and accountability of the RCMP; developing and implementing federal policy on the management of RCMP policing agreements with provinces, territories and municipalities; and reviewing RCMP policy initiatives. The Directorate is also responsible for advising and supporting the Solicitor General in his public policy leadership role in the area of policing and law enforcement, including organized crime. To this end, the Directorate is responsible for developing research-based policy initiatives with federal, national, and international policing and law enforcement implications.

◆ **Strategic Operations Directorate**

Consisting of two Divisions (Strategic Policy and Coordination and Liaison), the Strategic Operations Directorate's primary responsibility is to provide strategic support and advice to the Minister in his national leadership role on public safety. In addition to

developing long-term strategic policy direction for the portfolio and mechanisms to promote and advance issues of public safety, the Directorate coordinates the work of the department and the agencies in areas of Cabinet parliamentary coordination and liaison, and Access to Information and Privacy (ATIP) requests. The Directorate also provides strategic operational communications advice and services to the Minister, including media relations and public affairs material. As a focal point of support, advice, and strategic consultations, the Directorate assists the Deputy Minister and other senior officials to advance the government's and the portfolio's public safety agenda at the federal, provincial, regional, local and international levels.

Furthermore, the Directorate ensures that the required collaboration of the Agencies is undertaken to allow the Minister to fulfill his many parliamentary and Cabinet responsibilities. It also supports the Minister by integrating major briefings and documentation from all parts of the Department and Agencies in order to prepare the Minister for official meetings and visits.

Information Holdings

Program Records

Aboriginal Policing

Description: Information on First Nations Policing Policy, program administration, workshops, federal/provincial inquiries, task forces relating to aboriginal policing, research and development projects both on and off reserve, general enquiries and requests to participate in the First Nations Policing Policy, proposals and policing agreements, and follow-up monitoring information of the policing services.

Program Record Number: SGC PSB 017

Community Corrections

Description: Information on community sanctions.
Topics: Probation; alternative sentencing; restitution; reparative sanctions. **Program Record Number:** SGC COR 071

Conditional Release

Description: Information on all aspects of conditional release from institutions. **Topics:** Parole decision-making, parole guidelines; parole supervision; mandatory supervision; temporary absences; clemency; factors related to success/risk reduction; procedural safeguards; parole officer's role. **Program Record Number:** SGC COR 100

Contingency Planning and Counter-Terrorism – National Security Directorate

Description: Information on the development of contingency and preparedness plans in the event of a threat to the government structure, including situation responses, either in a resource or lead capacity; implementation of Counter-terrorism Task Force recommendations, including the national counter-terrorism plan; development of counter-terrorism policy initiatives. **Topics:** Contingency plans in peacetime; war; hijacking; hostage-taking; counter-terrorism programs; Ministry Crisis Centre/National Security Directorate – Situation Room; exercises. **Program Record Number:** SGC PSB 020

Correctional Administration

Description: Information of the administrative functions and activities of the Correctional Services of Canada.

Topics: Policy, human resources, visitors, reports and statistics, Boards of Inquiry, financial management, co-operation and liaison. **Program Record Number:** SGC COR 070

Corrections Policy

Description: Information on correctional policy, including the procedure for determining how and where offenders serve their sentences of incarceration; and projects relating to corrections which have been funded or proposed for funding by the Department of the Solicitor General. **Topics:** Exchange agreements; inquiries, cost of correctional services; correctional objectives; aboriginal offenders; female offenders; visible minority corrections; Correctional Legislation, treatment of offenders; special incidents. Project files are arranged by name of project. **Program Record Number:** SGC COR 075

Crime

Description: Information on the nature and study of various types of crime; and on projects designed to develop policies, procedures or/and national programs for police, the private sector, and communities directed at avoiding the commission of a criminal act or offence. **Topics:** The costs of crime and the criminal; unemployment and crime; homicide; sexual offenses; computers and crime; white-collar crime; impaired driving; terrorism; psychoactive substance abuse; Police Training Manual; anti-vandalism; Crime Prevention Kit; transnational crime and organized crime. **Program Record Number:** SGC PSB 080

Criminal Justice

Description: Information on the criminal justice system, including projects relating to criminal justice which have been funded or proposed for funding by the Department of the Solicitor General. **Topics:** Objectives

of the criminal justice system; myths on crime and criminal justice; sentencing; missing children; various international criminal offenses; capital punishment; public attitudes. Project files are arranged by name of project. **Program Record Number:** SGC COR 085

Fingerprint Examiner

Description: Information on requirements for designation and revocation of fingerprint examiners under subsection 667(5) of the Criminal Code. **Topics:** Requirements, designation, revocation. **Access:** Files are arranged by province. **Program Record Number:** SGC PSB 010

Institutional Corrections

Description: Information on incarceration and on topics arising as a result of a sentence to a prison term, including information on specific programs, research and statistics. **Topics:** Long-term incarceration; classification and typologies; inmates' rights; health care; correctional investigator, dissociation; grievance procedures; riots; hostage taking; suicides; independent chairpersons; life skills; trade and professional education; treatment program; living units; remission, rehabilitation. **Program Record Number:** SGC COR 045

Integrated Justice Information

Description: Information on issues relating to information sharing between agencies responsible for criminal justice, and the integration of criminal justice information systems. **Program Record Number:** SGC IJI 120

International Transfer of Offenders

Description: Information on the issues regarding the international transfer of offenders, where the person has been convicted and sentenced in a foreign state and requests to serve the remaining portion of the sentence in his/her home country. **Topics:** Policy; treaties; objectives of international transfers; requirements; restrictions. **Program Record Number:** SGC COR 105

Part VI, Criminal Code – Invasion of Privacy

Description: Information on the policy, procedures and administrative aspects of the use of electronic surveillance for the interception of private communications. This information is used to assist the Minister in fulfilling his responsibilities under Part VI of the Criminal Code of Canada, the provision of operational guidelines to designated agents and peace officers. This program record also contains information from police operational reports from agents designated under paragraph 185(1)(a), which is required to assist the Minister in fulfilling his responsibilities, as defined in section 195 of the Criminal Code of Canada, regarding the submission to Parliament of an annual report on the use of electronic surveillance. **Program Record Number:** SGC PSB 025

Policing and Law Enforcement

Description: Information on issues related to federal policing and law enforcement in general, and having to do with organized crime, excluding national security; police accountability to the executive and the public; policing functions; the organization and management of policing; also the resources, role, function, services, management, administration and operations of the RCMP including policing agreements, personnel policies and practices; and projects relating to policing, law enforcement and crime prevention which have been funded or proposed for funding by the Solicitor General Canada. **Topics:** Policing and law enforcement; comprehensive drug strategy including enforcement, harm reduction and prevention; Anti-Smuggling initiative; proceeds of crime; DNA data bank; National Police Services; witness protection; federal (military) assistance to provincial police; child sexual victimization; prostitution; child labour exploitation; child abduction and missing children; seniors; youth justice regime; children and youth at risk; international trafficking of women and children; crime prevention; community policing; victims; youth gangs; Police Week; Police Memorial; Mutual Legal Assistance Treaties; law enforcement issues such as standards, norms, training; civilian oversight/police accountability; RCMP Public Complaints Commission (PCC) and RCMP External Review Committee (ERC); RCMP labour management; RCMP emergency policing protocol – Ontario & Quebec; Canadian police international assistance for training and peace-building; Canadian airports intransit preclearance project; electronic surveillance report to Parliament and associated forms and guidelines; RCMP enquiries from the Minister; Ministerial Directives; RCMP Contract Policing arrangements; money laundering; mandatory suspicious transaction reporting; RCMP Pension Panel; firearms, Bill C-68 implementation and smuggling & trafficking; commercial and economic crime; high tech crime & cryptography; airport policing and ports Canada police; RCMP's strategic role in national law enforcement; Self Defence review; Part VI Criminal Code; telemarketing fraud; Canada-U.S. Cross Border Crime Forum; National Coordinating Committee on Organized Crime (NCC); anti-organized crime enforcement strategies; criminal intelligence; diamond mining; hate crimes; war crimes; police race relations; high tech crime/internet crime; family violence; violence against women; biology casework analysis agreements; transnational crime and organized crime – treaties, conventions and agreements. Project files are arranged by name of project. **Program Record Number:** SGC PSB 015

Strategic Policy Directorate

Description: Information on portfolio management and coordination, including policy planning, federal/provincial/territorial matters, parliamentary affairs, liaison with Ministry Agencies, other federal and provincial departments, and non-governmental, voluntary

stakeholders. Information on partnerships, consultation, citizen engagement, and environmental scanning. Ministerial support. **Topics:** Portfolio management and coordination, policy planning, federal/provincial/territorial issues, liaison, research, statistics, non-governmental and voluntary organizations, environmental scanning, public education, and citizen engagement. **Program Record Number:** SGC PMB 050

Program Evaluation Studies

Description: The information bank for multiple data collection will provide data on the various program components of the Department, enabling a comprehensive evaluation of the programs and their impacts. The data collected will promote more effective, efficient and innovative management of the Department of the Solicitor General. **Program Record Number:** SGC PMB 055

Security and Intelligence Committees

Description: Information on the operations of security and intelligence committees, as well as the provision of administrative and policy support to these committees. **Topics:** Security Advisory Committee; Intelligence Advisory Committee; Inter-departmental Committee on Security and Intelligence; Cabinet Committee on Security and Intelligence; subcommittees and study groups on the administrative security policy and national internal security policy responsibilities of the above committees. **Access:** Files are arranged by committee, subcommittee or study group title, and by subject. All files are located in Ottawa. **Program Record Number:** SGC PSB 030

Security Information

Description: The analysis and dissemination of information on potential threats to the internal security of the Government of Canada. **Topics:** Internal security – policy; espionage, terrorism; civil disorder; analysis of security and intelligence information; periodic status reports. **Program Record Number:** SGC PSB 035

Security Intelligence Transition Group (SITG)

Description: Information on the operations of the Security Intelligence Transition Group. This group was created in August 1981 to plan for the creation of a security intelligence agency separate from the RCMP and disbanded in July 1984 with the creation of CSIS. **Topics:** McDonald Commission recommendations; advice on pending legislation; the organizational, administrative, and personnel structure of the new security intelligence agency; and public opinion and enquiries. All files are located in Ottawa. **Program Record Number:** SGC PSB 016

Security Policy

Description: Information on the internal security policies of the Government of Canada. **Topics:** Security issues, statements and legislation; administrative security policy; and national security policy. All files are located in Ottawa. **Program Record Number:** SGC PSB 040

Special Offender Populations

Description: Information on sub-groups of offenders identifiable on the basis of age, gender, race, offence or special need. **Topics:** Policy; females; aboriginal peoples; sex offenders; drug offenders. **Program Record Number:** SGC COR 115

Personal Information Banks

Applications for Employment

Description: This bank contains information on individuals who have sent a written application for employment to the Department of the Solicitor General. The files contain letters, completed application forms, resumes, letters of reference and normally, letters from the Department acknowledging receipt of applications. **Class of Individuals:** The bank contains personal information concerning individuals who are interested in securing employment with the Department of the Solicitor General. **Purpose:** These records are used for reference when vacancies arise. **Consistent Uses:** The information in this bank is used only for the purpose for which the information was collected. **Retention and Disposal Standards:** These records are kept for two years. **PAC Number:** 86-001 **TBS Registration:** 001532 **Bank Number:** SGC PPU 010

National Security Records

Description: This bank was established in 1971 and contains personal information which is filed principally by subject heading, as well as personal identifiers. Personal information is normally retrievable if specific subjects, dates or events are provided. This personal information relates to espionage or sabotage that is against or is detrimental to the interest of Canada; or, activities directed toward or in support of such activity; foreign-influenced activities within or relating to Canada that are detrimental to the interest of Canada, and are clandestine or deceptive, or involve a threat to any person; activities within or relating to Canada directed toward or in support of the threat or use of acts of serious violence against persons or property for the purpose of achieving a political objective within Canada or a foreign state; and, activities directed toward undermining by covert unlawful acts, or directed toward or intended ultimately to lead to the destruction or overthrow by violence of the constitutionally established system of government in Canada. Information is also held in respect to advice to the Solicitor General, and the Solicitor General's responsibilities under the

Citizenship Act and the Immigration Act. This bank also contains personal information relating to criminal intelligence investigations or cases involving offenses against the Criminal Code, and/or against federal and provincial statutes and includes such matters as organized crime and terrorism, which have implications for the security of Canada relating to federal government activities and contingency plans designed to counter, or respond to, activities hostile to the security of Canada in peace or war; or relating to investigations concerning threats or incidents involving national or international dignitaries or involving government property; and relating to information provided by foreign or Canadian dignitaries for protective purposes. This bank may also contain personal information that, in relation to the defence of Canada or to the conduct of the international affairs of Canada, pertains to the capabilities, intentions, or activities of a foreign state or group of foreign states; of any person other than a Canadian citizen or permanent resident; or, any corporation except one incorporated pursuant to the laws of Canada or of any province. This bank also includes information relating to the administrative security policies and programs of the Government of Canada including measures to ensure personal security; information security; EDP security; communications security and technical security. This bank also contains information in relation to the duties and functions of the Inspector General and the Security Intelligence Review Committee, and information relating to the mandate of the former RCMP Security Service collected prior to July 16, 1984. **Class of Individuals:** Information in this bank relates to individuals who are known or suspected to be involved in activities constituting threats to the security of Canada, or contrary to law, or who may be subject to threats or possible threats to their safety; and individuals who may, in relation to the defence of Canada or the conduct of international affairs, provide information or intelligence relating to the capabilities, intentions or activities of foreign states or persons. **Purpose:** This bank is used to support the Solicitor General, the Deputy Solicitor General, and their officials in the exercise of their statutory duties, powers and functions; in carrying out such other national security and related law enforcement responsibilities as may be assigned to them; and in fulfilling their obligations to manage, and be accountable to Parliament for, the national security policies and programs of the Ministry. This bank may be subject to the following use or disclosure: information relating to threats to the safety of persons or property or to the security of Canada may be disclosed to officials of the Government of Canada, to officials of other levels of government in Canada, and to such other persons as the Solicitor General may determine are either subject to such a threat, or are in a position to assist the Government of Canada in the detection, prevention or suppression of any such threatening activities; information relating to activities known or suspected of being contrary to law may be disclosed to

persons having jurisdiction to investigate such activities, or to persons with responsibility to enforce the law; information in this bank is also used to develop policy and provide advice to the Solicitor General in relation to national security policy, ministerial direction of the Canadian Security Intelligence Service, and to the RCMP in relation to its responsibilities set out in section 61 of the Security Offences Act; the exercise of ministerial authority pursuant to the Canadian Security Intelligence Service Act and the relevant provisions of the Citizenship Act and the Immigration Act respecting individuals known or suspected of being involved in subversive or hostile activities, including terrorism and other criminal activities; and to the Cabinet, its committees, and federal departments and agencies in relation to national security policy, threats to the security of Canada; the analysis and implementation of administrative security policies; and the formulation of plans and other measures designed to counter, or respond to threats to the security of Canada in peace or war. **Retention and Disposal Standards:** Retention periods range from 10 to 50 years, depending on subject. **PAC Number:** 94/012 **TBS Registration:** 003355 **Bank Number:** SGC PPU 026

Policing and Law Enforcement – RCMP Operational Records

Description: This bank contains personal information on individuals who have been involved in investigations under federal statutes, including the Criminal Code provincial statutes, municipal by-laws and territorial ordinances. As well, personal information is contained on individuals who have been involved in various criminal intelligence investigations including organized crime, terrorism, securities fraud, corruption, counterfeiting, extortion, gambling, loan sharking, pornography and prostitution. The files contain reports, memoranda and correspondence. **Class of Individuals:** Individuals who have been involved in investigations under federal statutes, including the Criminal Code, provincial statutes, municipal by-laws and territorial ordinances. **Purpose:** This information is used to provide policy support and advice to the Minister in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP. **Consistent Uses:** The information in this bank is used only for the purpose for which it was collected. **Retention and Disposal Standards:** Records are retained for ten years. **PAC Number:** 94/012 **TBS Registration:** 001540 **Bank Number:** SGC PPU 050

Policing and Law Enforcement – RCMP Personnel and Administrative Records

Description: This bank contains personal information on certain individuals who are currently serving or who have served in the RCMP. The files contain such material as recommendations for promotion, discharge/demotion documentation, formal grievances and their resolution, documentation on disciplinary

proceedings and actions, termination of service material, and payments from the Supplementary Survivor Income Benefit Plan. On individuals who have been involved in complaints against the Force or its members, the files contain reports, memoranda and correspondence. On individuals who have been involved in motor vehicle accidents or assessments respecting damage or loss in relation to personal injury, property and related claims by or against the RCMP, the files contain investigational and occurrence reports, statements, claims for damages, legal decisions and related documentation. **Class of Individuals:** Individuals who are currently serving or who have served in the RCMP; individuals who have been involved in complaints against the RCMP or its members; individuals who have been involved in motor vehicle accidents or assessments respecting damage or loss in relation to personal injury, property and related claims by or against the RCMP. **Purpose:** This information is used: (i) to provide advice to the Minister in respect of his statutory responsibilities for all matters pertaining to the RCMP; and (ii) to provide policy support and advice to the Minister, in furtherance of his statutory responsibility to provide direction to the Commissioner of the RCMP. **Consistent Uses:** The information in this bank is used only for the purpose for which it was collected. **Retention and Disposal Standards:** Records are retained for ten years. **PAC Number:** 94/012 **TBS Registration:** 001539 **Bank Number:** SGC PPU 045

Records Access Request Bank

Description: This bank contains requests for information, responses to requests, and information relating to their processing. Information is organized first by fiscal year and then by sequence of the access requests numbers. **Class of Individuals:** This bank contains records relating to individuals who have submitted a request i.e. name, address, telephone number and other information as provided on the request form. **Purpose:** This bank is used in the administration of the Access to Information Act and the Privacy Act. **Consistent Uses:** The information in this bank is used only for the purpose for which the information was collected. **Retention and Disposal Standards:** The files are kept for a minimum of two years. **PAC Number:** 86-001 **TBS Registration:** 001531 **Bank Number:** SGC PPU 005

Security Clearance Records

Description: This bank contains personal information on individuals who are or have been, the subject of security screening procedures in relation to pre-employment/ employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Solicitor General or the Security Advisory Committee for advice. This bank also contains

the reports of the Security Intelligence Review Committee provided to the Solicitor General pursuant to subsection 52(2) of the Canadian Security Intelligence Service Act containing the findings and recommendations of the Committee concerning complaints by individuals denied a security clearance. This bank may also contain personal data, criminal records, security analyses, investigative reports, related correspondence and a notation of the level of clearance requested, granted or denied. **Class of Individuals:** Individuals who are, or have been, the subject of security screening procedures in relation to pre-employment/employment with federal government institutions and/or the private sector working under federal government contracts, and whose cases have been referred to the Solicitor General or the Security Advisory Committee for advice. **Purpose:** The information in this bank is used to support the Solicitor General, Deputy Solicitor General, and their officials in the exercise of their duties, powers and functions with respect to the security assessment and security clearance program of the Government of Canada. **Consistent Uses:** Information in this bank concerning the loyalty to Canada, and so far as it relates thereto, the reliability of individuals, may be disclosed to officials of the Government of Canada, or to officials of a province, where the government of a province or a police force in a province, have entered into an arrangement with CSIS pursuant to subsection 13(2) of the Canadian Security Intelligence Service Act to provide it with security assessments; information in this bank is also used to support analysis and advice given in respect of decisions taken, or to be taken, in departments or agencies of the federal government, on the suitability of an individual for a security clearance; or to provide advice with respect to the policy implications of particular cases. **Retention and Disposal Standards:** Records are retained for 20 years. **PAC Number:** 94/012 **TBS Registration:** 001538 **Bank Number:** SGC PPU 040

Classes of Personal Information

Departmental Records Offices

In the course of conducting the programs and activities of the Department of the Solicitor General, personal information may be accumulated which is not contained in any of the specific personal information banks described in this entry, or the standard banks located elsewhere in the index. Such personal information exists in a fragmented form throughout some 33,000 files located in Ottawa. The information relates to criminal justice system policy; police and law enforcement issues; and general administrative matters. Most of the information is generated internally. However, a portion comes from the general public in the form of opinions or inquiries. This information is not intended to be used for any administrative purpose

affecting individuals by the Department of the Solicitor General. Information may include names, addresses, profession, and is normally only retrievable if specifics are provided, e.g., project titles, dates, events, organization titles and locations.

Security Intelligence Transitional Group (SITG)

In the course of conducting the activities and programs of this planning group, personal information may have been accumulated which was not contained in the specific personal information bank described in this entry, i.e. planning information on the organizational, personnel and administrative structure for the new security agency; public opinions and enquiries. This information is not intended for use in any administrative purpose affecting individuals by the Security Intelligence Transitional Group. The information may contain names, addresses, and position titles and is stored as a part of the general subject files where records are not normally retrieved by personal identifiers. The information is only retrievable if specific subjects, dates, or events are provided.

Manuals

- Government Communications Policy
- Guidelines for Agents and Peace Officers Designated by the Solicitor General of Canada

Additional Information

The Department of the Solicitor General has general information services available to the public which should be consulted as a first step to obtaining further information about the Department and its various programs and functions. Please contact:

Communications Group
Solicitor General Canada
340 Laurier Avenue West
Ottawa, Ontario
K1A 0P8

Tel.: (613) 991-2800

Information is also available on the Web at the following address: www.sgc.gc.ca

Reading Room

In accordance with the Access to Information Act, an area on the premises of this institution has been designated as a public reading room. The public reading room is located on the ground floor of the Ministry headquarters at:

340 Laurier Avenue West
Ottawa, Ontario

Standards Council of Canada

Chapter 135

General Information

Background

The Standards Council of Canada was established in 1970 by an Act of Parliament to promote efficient and effective voluntary standardization in Canada.

Responsibilities

The Standards Council carries out its task through the National Standards System (NSS). The NSS consists of individuals involved in the development and application of standards and of independent organizations accredited by the Standards Council to provide services related to standards development, certification, testing, quality systems registration and environmental systems registration. The system was created to provide a medium through which Canadian organizations involved in such activities may operate and co-operate to recognize, establish and improve standardization in Canada. It provides a comprehensive Canadian standardization capability to meet both national and international requirements and responsibilities.

The Standards Council ensures effective Canadian participation in the work of the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC). Both of these international agencies have as their objective the development of standards, with a view to facilitating international trade of goods and services. ISO work is concerned with standardization in many disciplines, except for the electrotechnology field which is IEC's responsibility.

The Standards Council works to secure the acceptance of Canadian conformity assessment results in foreign markets in order to facilitate international trade. It cooperates with its foreign counterparts in the development of mutual recognition agreements, and with other Canadian bodies such as the Department of Foreign Affairs and International Trade (DFAIT) in the development and implementation of bilateral, regional and international trade agreements.

Legislation

- Standards Council of Canada Act

Organization

Corporate Services Branch

The Branch ensures the coordination of Council programs within budgetary limitations and verifies that all activities are in keeping with its objectives and procedures as set out in the Standards Council of Canada Act and by-laws. It provides marketing, communications and administrative services for all Council staff. It also performs the planning, accounting and reporting functions for all of the Council. It is accountable for revenues and appropriations and is responsible for discharging Council's liabilities.

◆ Communications Division

The Communications Division coordinates marketing and communications activities for the Standards Council and the NSS. It oversees design and content for the SCC Web site. It places articles, advertising and public service announcements with various media, to publicize the activities and services of Council. It is also responsible for writing speeches, producing audio-visual materials and coordinating special events and trade show exhibits. It publishes the annual report and various publications about the Council and the NSS Intergovernmental Affairs and Trade Branch

Intergovernmental Affairs and Trade Branch

◆ Information and Research Services Section

The Information and Research Services section includes the Technical Documentation Centre and the WTO/NAFTA Enquiry Point.

This section is responsible for planning, developing and implementing activities, services and products to ensure that the private and public sectors have ready access to information on standards and standards-related activities, including Canadian, foreign and international standards, technical regulations, conformity assessment requirements and Standards Council programs, activities and services. It also functions as the Canadian member of the International Organization for Standardization Information Network (ISONET) and coordinates Canadian participation on the ISO Committee on Information (INFCO).

The WTO/NAFTA Enquiry Point is required by the Agreement on Technical Barriers to Trade (TBT) and Sanitary and Phytosanitary Measures (SPS) under the World Trade Organization (WTO) Agreement as well as the Canada-United States-Mexico North American Free Trade Agreement (NAFTA). Under contract with the Department of Foreign Affairs and International Trade (DFAIT), the Council operates the WTO/NAFTA Enquiry Point which provides access to a wealth of strategic information essential to the design, manufacture, marketing, export and import of products and services. It provides an e-mail notification service that gives Canadian companies and regulators advance warning when regulations are changing in Canadian and foreign markets.

The Technical Documentation Centre of this institution, which has been designated as a public reading room under the Access to Information Act, is open to the public on an appointment basis. Its holdings include a collection of over 400,000 standards and standards-related documents, standards catalogues of over 800 standards developing organizations, as well as various handbooks, directories and indices. In addition, the Documentation Centre subscribes to a number of Canadian, International and foreign periodicals. The Documentation Centre is equipped with various electronic search tools, some of which are also available through the Standards Council's Web site. Refer to Reading Room Section for appointment information.

Standards Branch

The Branch coordinates voluntary standardization activities among standards development organizations. It assesses and recommends for accreditation organizations engaged in standards development, It also reviews standards for acceptance as National Standards of Canada. The Branch is responsible for ensuring effective Canadian participation in the work of international standardization organizations and for programs of training and technical assistance to developing countries in the field of standardization.

Conformity Assessment Branch

The Branch coordinates voluntary standardization activities among calibration and testing laboratories, product certification organizations, quality and environmental system registration organizations, quality and environmental auditor trainers and certifiers, and maintains liaison with federal and provincial government authorities, industry and consumers. It assesses and recommends for accreditation organizations engaged in product certification, calibration testing and registration, auditor certification and training of quality and environmental auditors.

Information Holdings

Program Records

Communications

Description: Information on Council's media relations, publications and general public relations programs.

Topics: Administration, public service announcements, videos, news releases, seminars and conferences, displays, advertising, publications, brochures, newsletters, news magazine, press clippings, annual report, speeches and public enquiries. **Program Record Number:** SDC PRB 025

Conformity Assessment Programs

Description: Information on Council conformity assessment programs for the accreditation of calibration and testing laboratories, product certification organizations, quality and environmental system registration organizations, quality and environmental auditor certifiers and training providers; on participation on various related International Organization for Standardization (ISO) Committees and on various related international committees. **Topics:** Accreditation. **Program Record Number:** SDC ISB 010

International Electrotechnical Commission

Description: Information on Canadian participation in the technical committee of the International Electrotechnical Commission (IEC) in developing international co-operation on standardization in electrical, electronics and telecommunications engineering and in the unification of national electrotechnical standards. **Topics:** Organization; policy; IEC technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation. **Program Record Number:** SDC ISB 035

International Organization for Standardization

Description: Information on Canadian participation in technical committee work of the International Organization for Standardization (ISO) to promote the development of international standards, to facilitate the international exchange of goods and services, and to develop co-operation in intellectual, scientific, technological and economic activity. **Topics:** Organization; policy; ISO technical committees; memberships; working documents; minutes of committee meetings; voting register of Canadian participation. **Program Record Number:** SDC ISB 030

Standards Activities

Description: Information on Council standards activities. **Topics:** Advisory committees; accreditation of standards-writing organizations; coordination of liaison

among voluntary organizations in liaison; establishment of subject areas; assessment, acceptance and recommendation of standards as National Standards; liaison – organizations, provincial authorities; reference to standards in regulations; standards in government procurement; procedures for assessing implementation of international standards in Canada; consumer participation in standardization. **Program Record Number:** SDC ISB 015

Standards Information

Description: Information on national, regional, foreign and international standards, technical regulations, conformity assessment systems and other matters related to standardization. **Program Record Number:** SDC EIB 020

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Finance

Pensions and Insurance

Procurement

Personal Information Banks

Applicant Inventory

Description: This bank contains unsolicited written applications for employment at the Standards Council of Canada (SCC). The bank consists of resumé containing a variety of personal information and letters from SCC acknowledging receipt of applications. **Class of Individuals:** Members of the general public. **Purpose:** The records are used for reference when vacancies arise. **Consistent Uses:** To maintain a current inventory within SCC. **Retention and Disposal Standards:** The information is maintained for six months and then destroyed. **Related to PR#:** SDC AFB 903 **TBS Registration:** 003028 **Bank Number:** SDC PPU 010

Inventory of Assessors

Description: This bank contains personal information on assessors who are evaluating organizations applying for accreditation by the Standards Council of Canada. This information includes summaries of resumé, addresses, areas of specialization and a performance

evaluation regarding performance during assessments.

Class of Individuals: Individuals chosen by the Standards Council of Canada to act as assessors.

Purpose: This information is held in order to maintain an inventory of possible candidates to act as assessors. **Consistent Uses:** To keep a record of the current address of the individual and a record of performance. **Retention and Disposal Standards:** To be determined and pending approval by the National Archivist. **Related to PR#:** SDC ISB 010 **TBS Registration:** 003033 **Bank Number:** SDC PPU 015

Jean P. Carrière Award

Description: This bank contains information on all candidates nominated for the Jean P. Carrière award. The information includes addresses, qualifications, education and experience, honors and awards, and membership in professional organizations.

Class of Individuals: Individuals nominated for the Jean P. Carrière award. **Purpose:** The information is collected in order to determine a winner of the award. **Consistent Uses:** The information is used only for the purpose for which it was collected. **Retention and Disposal Standards:** To be determined and pending approval by the National Archivist. **Related to PR#:** SDC AFB 903 **TBS Registration:** 003031 **Bank Number:** SDC PPU 013

Mailing Lists

Description: This bank contains various mailing lists which include postal and e-mail addresses (some of which are home addresses) and telephone numbers. **Class of Individuals:** Potential clients, media contacts, individuals and organizations receiving various Standards Council of Canada information products (electronic or hard-copy) on a regular basis. **Purpose:** The purpose of these mailing lists is to maintain current addresses of individuals and organizations to whom Standards Council of Canada information products are sent. **Consistent Uses:** The information is used in order to send the most recent version of all information products. **Retention and Disposal Standards:** To be determined and pending approval by the National Archivist. **Related to PR#:** SDC ISB 010, SDC PRB 025, SDC EIB 020, SDC EIB 045 **TBS Registration:** 003032 **Bank Number:** SDC PPU 014

Members of Council and Committees

Description: Information in this bank includes the curriculum vitae (or synopsis of), address, telephone and fax numbers of members; Orders-in-Council appointing members of Council; membership designation; correspondence and relevant information concerning members' employment. **Class of Individuals:** Members of Advisory Committees, Technical Committees, Sub-Committees, Working Groups and members of Council. **Purpose:** The information is compiled to determine the professional

qualifications of individuals and their eligibility for membership on Council and the various committees.

Consistent Uses: Some information is used to communicate with members such as forwarding documents concerning meetings. **Retention and Disposal Standards:** To be determined and pending approval by the National Archivist. **Related to PR#:** SDC ISB 010, SDC ISB 015, SDC ISB 030, SDC ISB 035, SDC AFB 903 **TBS Registration:** 003030 **Bank Number:** SDC PPU 012

Travel

Description: This bank contains authorizations, advances, claims, receipts, travel arrangements and itineraries, and correspondence concerning travel of employees. **Class of Individuals:** Employees, Council members, Advisory Committee and Sub-Committee members, international delegates and consultants. **Purpose:** To maintain information regarding travel of employees and others. **Consistent Uses:** To administer the travel function with respect to its approval as well as posting advances and claims. **Retention and Disposal Standards:** Records are kept for two years then sent to National Archives. **Related to PR#:** SDC AFB 914, SDC AFB 915 **TBS Registration:** 003029 **Bank Number:** SDC PPU 011

Manuals

The Standards Council of Canada publishes and maintains policy documents outlining such subjects as criteria and procedures for accreditation programs, the development of National Standards of Canada and participation in international standards committees. For more information, contact the Communications section.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Information about the Standards Council of Canada, its policies and programs may be obtained by calling or writing to:

Standards Council of Canada
Communications Branch
Suite 200
270 Albert Street
Ottawa, Ontario
K1P 6N7

Tel.: (613) 238-3222
E-mail: info@scc.ca
Web Site: <http://www.scc.ca>

Information Services can be reached by writing to:

Standards Council of Canada
Information Services
Suite 200
270 Albert Street
Ottawa, Ontario
K1P 6N7

Reading Room

The library of this institution has been designated as a public reading room under the Access to Information Act. The address is:

Suite 200
270 Albert Street
Ottawa, Ontario

To schedule an appointment, please contact:

Information Resource Officer
Tel.: (613) 238-3222, ext. 454
Fax: (613) 569-7808
E-mail: asharkey@scc.ca

Statistics Canada

Chapter 136

General Information

Background

Statistics Canada collects and provides statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes. This is done under the authority of the Statistics Act which prohibits the disclosure of identifiable information to anyone but the individual person, business or organization concerned.

The statistical information banks maintained by Statistics Canada contain some personal information that has been obtained from a variety of sources. Information is collected directly from the individual through the censuses of population and agriculture, from sample surveys such as surveys on income and expenditure, labour force surveys and special surveys. It is also collected through certain formal agreements the agency has entered into with large social institutions and various levels of Canadian governments. These arrangements give Statistics Canada access to administrative records for the purpose of extracting data on the client populations of the institutions of Health, Education and Justice and on the activities of the population as it comes in contact with the state (e.g., the registration of births, deaths and marriages).

One of the most important of these agreements is one Statistics Canada has with Canada Customs and Revenue Agency (Taxation) to access taxation returns for statistical purposes, thus allowing the use of an administrative file of the federal government containing a wealth of information on the socio-economic fabric of the Canadian population. The accessing of taxation records has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires.

Information banks maintained by Statistics Canada are largely automated. Since records in these banks are meant to be used for statistical purposes and not for administrative purposes, they are rarely classified by name. In fact, few data banks contain names. Some banks are organized by a unique identifier, be it a number assigned by Statistics Canada, a number assigned by the administrative source, such as a registration number, or the social insurance number. Records in other banks are classified geographically, or by the name of the company. It should be noted that many of the statistical data banks contain only a sample

of the population. To locate a statistical record, Statistics Canada will require, in most cases, not only an identifier, but additional information such as the time period in which an individual has responded to a survey, or his/her street address, or his/her industry sector.

Responsibilities

The mandate and program objectives of Statistics Canada are: to collect and publish in impersonal formats statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use; and to provide leadership, professional expertise and coordination in such efforts.

Legislation

- Corporations Returns Act (CRA), 1985, c. C43
- Statistics Act, R.S.C. 1985, c. S19

Organization

Office of the Chief Statistician of Canada

This area is the focal point for the administration of all matters pertaining to Statistics Canada.

Chief Statistician of Canada

The Chief Statistician is a deputy of the Minister Responsible for Statistics Canada. The Chief Statistician advises on matters pertaining to statistical programs of the department and agencies of the Government of Canada, and confers with such departments and agencies to that end. The Chief Statistician supervises generally the administration of the Statistics Act and controls the operation and staff of Statistics Canada.

Departmental Secretariat

The Departmental Secretariat serves as the principal focal point for liaison with the Minister Responsible for Statistics Canada, other ministers, and members of Parliament generally. In support of the Minister, the Departmental Secretariat processes correspondence, deals with parliamentary returns, responds to oral and written questions and prepares briefing material on issues relating to Statistics Canada's programs and policies.

Its other functions include providing staff support to the Chief Statistician and the Policy Committee, as well as liaising with various management committees. The Departmental Secretariat is also responsible for review and control of official government documentation.

Analysis and Development Field

This field is headed by an Assistant Chief Statistician with responsibility for Socio-economic and Business Analysis.

◆ Socio-Economic and Business Analysis Branch

This Branch includes the following divisions: Social and Economic Studies; Business and Labour Market Analysis; and Family and Labour Studies.

Social and Economic Studies Division

Its role is to conduct analysis as well as to stimulate, support and integrate analytic work throughout Statistics Canada. It is also responsible for facilitating the utilization of social and economic data files.

Business and Labour Market Analysis Division

Business and Labour Market substantive research and data development takes place in this area. These activities build on the unique data holdings available to Statistics Canada researchers. This includes the use of worker and workplace data to create unique data sources for analytical purposes. The analytical topics include unemployment and the UI system; displaced workers and labour adjustment; wages, earnings, hours worked and earnings inequality; intergenerational income mobility; the school to work transition of post-secondary graduates; job creation in small and large firms; other related topics in firm dynamics and labour markets. Analysis of socio-economic developments in neighbourhoods in Canadian cities is also part of the research agenda. The data development projects include the development of an establishment and workers survey to address issues such as human resource practices in firms and their impact on the use of UI, wage inequality, and firm performance, and technology and its association with skill mix and training; and the changing demand for various types of labour.

Family and Labour Studies Division

A research Division devoted to analysis of the well-being of children and families and their interaction with the labour market and social institutions, particularly the education and income support systems. The Division publishes analyses that inform public policy debates in the areas under its mandate as well as promote the development of the Canadian statistical system. It also

promotes analysis within Statistics Canada and manages the Statistics Canada Research Stipend, a program of support for graduate students completing doctoral theses.

Business and Trade Statistics Field

This field produces a wide range of monthly, quarterly and annual statistics on manufacturing, primary industries, transportation, communications, computing, construction, agriculture, merchandising services, external trade, prices, business finance, science and technology, small business, public finance, Corporations Returns Act (CRA), regional industrial structure and related areas. It is headed by an Assistant Chief Statistician with responsibility for: Agriculture, Technology and Transportation Statistics; Economy Wide Statistics; and Industry Statistics.

◆ Agriculture, Technology and Transportation Statistics Branch

This Branch is responsible for planning, directing, coordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. It includes the following divisions: Agriculture; Science, Innovation and Electronic Information; Small Business and Special Surveys; and Transportation.

Agriculture Division

Produces national and provincial estimates of income and expenses for the System of National Accounts. Produces economic and social statistics concerning the activities of the agriculture sector and its participants. Conducts a Census of Agriculture every five years, as stipulated in the Statistics Act, to provide a comprehensive picture of the agriculture sector at the national, provincial and sub-provincial levels.

Science, Innovation and Electronic Information Division

Responsible for the development of an integrated and comprehensive program of statistics on science and technology, and communications.

Small Business and Special Surveys Division

Provides statistical information on and for small business in Canada and responds to information needs of clients concerning business statistics in Canada which cannot be met through the Agency's on-going statistical programs. These business data gaps are serviced either through special surveys of businesses, data linkage of micro records or data integration of existing data.

Transportation Division

Collects, publishes and makes available statistics on air, rail, road and water transportation industries and on related traffic and infrastructures.

◆ **Economy Wide Statistics Branch**

This Branch is responsible for planning, directing, coordinating and controlling the activities of the subject matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. This Branch includes the following divisions: Industrial Organization and Finance; International Trade; Investment and Capital Stock; and Prices.

Industrial Organization and Finance Division

Produces financial statistics for enterprises and corporation taxation statistics. It also administers the Corporations Returns Act (CRA).

International Trade Division

Responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics and related price and volume indices. International trade data are compiled, analysed and released 12 times a year. Data for a given month are, on average, available 50 days after the end of the reference period.

Investment and Capital Stock Division

Provides a focus for the collection, analysis and publication of statistics relating to investment activities.

Prices Division

Provides information on consumer prices and industrial products, raw materials, farm input prices and construction price indexes, as well as a number of indexes relating to capital expenditures and services.

◆ **Industry Statistics**

This Branch is responsible for planning, directing, coordinating and controlling the activities of subject-matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. It includes the following divisions: Distributive Trades; Enterprise Statistics; Manufacturing, Construction and Energy; and Services Industries.

Distributive Trades Division

Conducts monthly and quarterly surveys on retail and wholesale trade to produce a range of current indicators such as sales and inventories by trade groups, by province, and by commodity groups. Also, conducts annual surveys covering retail and wholesale

trade to produce a more elaborate industry profile including variables such as operating revenue, cost of good sold and operating expenses.

Enterprise Statistics Division

Responsible for managing and coordinating the Unified Enterprise Survey (UES). The UES brings many of Statistics Canada's individual annual business surveys under a common framework, including a single survey frame; a sample design framework; conceptual harmonization of survey content; means of using relevant administrative data; common data collection, processing and analysis tools; and a common data warehouse. The UES is being implemented gradually from reference year 1997. A pilot test of the UES involving a limited number of industries was conducted for the 1997 reference year. The first full UES was for the 1998 reference year, involving an expanded number of industries, including the wholesale industry. By reference year 2000, the UES covers about 2/3 of the economy, including many service industries, wholesale, retail, manufacturing, some transportation industries and aquaculture.

Manufacturing, Construction and Energy Division

Conducts monthly surveys on manufacturing, forestry and energy to produce a range of current indicators such as shipments or sales, inventories, and orders. Also, conducts the annual surveys covering manufacturing, forestry, construction, mineral fuels, pipelines and utility industries to produce a range of cost structure, material input, commodity output and employment data.

Services Industries Division

Responsible for the development of an integrated and comprehensive program of statistics on services.

Communications and Operations Field

This Field provides a full range of external communication functions, including respondent, user, and media relations. It also administers the central and regional operational functions essential to the conduct of the agency's statistical programs, including regional data collection and processing activities, marketing, publishing and electronic data dissemination. This Field is headed by an Assistant Chief Statistician with responsibility for: Marketing and Information Services; Operations and Administrative Support; and Regional Operations branches.

◆ **Marketing and Information Services Branch**

This Branch is responsible for the activities which design and organize the information products of the agency to service the needs of its various clients at the

federal, provincial and municipal government levels, and in the public and private sectors. It includes the following Divisions: Communications; Dissemination; Library and Information Centre; and Marketing.

Communications Division

Promotes effective communications between Statistics Canada and its public. The Division coordinates the release of the Agency's information to the public, notably through "The Daily/Le Quotidien" (the Agency's official release vehicle) and provides communications planning, writing and editing services, environmental monitoring, media relations, client relations and respondent relations support to Agency programs. In addition, the Division provides assistance with public consultations and coordinates federal-provincial consultative system. Publishing of information products, such as the "Canada Year Book", "Canada: A Portrait", and "Infomat", is another major responsibility. Through the "SCAN", the employee electronic magazine "@StatCan", and its Internal Communication Network, the Division contributes to internal communications in the Agency. Finally, Communications Division maintains and improves the overall quality of communications at Statistics Canada by providing editorial services and communications training.

Dissemination Division

Responsible for the production of the Department's catalogued publications and the development and operation of techniques and mechanisms to foster the public access to Statistics Canada's information through electronic means.

Library and Information Centre

Responsible for providing an information and document delivery service to Statistics Canada, other government departments, libraries, researchers and the general public. The Division collects and provides access to the complete inventory of Statistics Canada documents produced in paper and electronic form. This collection is diverse and contains numbered publications as well as research papers, working papers, user guides, CD-ROMs and associated documentation and internal documents. This collection dates to the founding of the Dominion Bureau of Statistics in 1918 but also includes documents such as census, foreign trade etc. dating to 1841 from the various statistical divisions which merged in 1918 to become the Dominion Bureau of Statistics. The larger collection consists of monographs, serials and reports in the subject areas related to Statistics Canada's activities and supporting documents published by Canadian federal and provincial governments, American and selected foreign and international organizations such as the World Bank and the International Monetary Fund. The library provides services, such as document delivery for publications

available from other libraries, preparation of selective bibliographies and Statistics Canada Product and Service registration.

Marketing Division

Provides overall leadership and coordination for the marketing activities of Statistics Canada. These activities include the development of strategic marketing plans, market research to identify client needs, coordination of promotional and sales campaigns, pricing and licensing of the agency's products and the management of a marketing information system.

◆ Operations and Administrative Support Branch

This Branch is responsible for analysing, evaluating and reviewing all statistical operations; and for managing the integrated headquarters operations. It also develops and implements approaches and strategies for integrating operations and services throughout the agency, including the regionalisation of operational activities, and manages and coordinates related production support services. It includes: Administrative Support Services Division; the Operations and Integration Division; and the Operations Research and Development Division.

Administrative Support Services Division

Involved in the following areas: Document management, distribution of data collection material, publications and general correspondence, facilities management and material and contracts services.

Operations and Integration Division (O&ID)

Provides survey operations support to subject matter divisions for close to 200 surveys. O&ID is involved in preparing mail-outs, frame maintenance, collection, capture, coding, edit, micro analysis, processing tabulating, manuscripting, proof-reading and in some cases, macro analysis as well. The Operations Research and Development Division (ORDD) provides a focus for the development activities associated with O&ID. The scope of the work includes analysis of operations, methods improvement, development of standards and incentive systems, designing tools for production planning and scheduling, operations redesign and automation training, statistical quality control and support of O&ID's EDP functions.

Operations Research and Development Division

Its primary mission is to initiate and manage a program of research and development designed to improve efficiency, effectiveness, and job satisfaction with potential application to the Operations and Integration Division and other operational entities in Statistics Canada.

◆ Regional Operations Branch

This organization is responsible through a headquarters staff and a network of regional offices for survey data collection, primary processing and editing, for the provision of statistical information and advice at the regional level, and for related user respondents and community relations. Regional offices are located in Halifax, Montreal, Toronto, Sturgeon Falls, Winnipeg, Regina, Edmonton, Vancouver and Calgary. The Branch includes: the Survey Operations Division; and the Advisory Services Division.

Advisory Services Division

Provides a corporate network and sales function nation-wide through eight regional offices, including the NCR office. The Advisory Services team promotes the availability and use of Statistics Canada products and services, seeks out new markets, and attempts to increase overall agency visibility and revenues. Through its telephone enquiries and reference centre services, and its account executive, education liaison and communications programs, Advisory Services provides advice and support to clients in the private and public sectors on the most useful solutions to their information needs. These activities allow it to capitalize on opportunities for local feedback on current and planned output from subject-matter divisions.

Survey Operations Division

Responsible for researching, costing, developing, delivering and evaluating data collection and data capture procedures and training in cooperation with client divisions and several external departments. The Division provides services in the areas of project management, operations research and analysis, organization and methods of data collection, financial control, logistical support, data capture and operations audit and evaluation.

Informatics and Methodology Field

This field ensures that the statistical methodology used by all surveys is sound and statistically efficient, and provides leadership for and management of information processing in Statistics Canada. It is headed by an Assistant Chief Statistician with responsibility for: Classification Systems; Informatics; and Methodology branches; and International and Professional Relations division.

◆ International and Professional Relations Division

Coordinates Statistics Canada's contacts with the statistical offices of other countries and international organizations, such as the United Nations, its specialized agencies and regional commissions; the Organisation for Economic Co-operation and

Development; the European Union; the International Statistical Institute; and so on. It provides policy advice on international matters to senior departmental management; co-ordinates the work required for fulfilling international obligations, such as representation at intergovernmental meetings and data reporting; manages the department's International Technical Assistance Program; and maintains contact on behalf of the department with the Department of Foreign Affairs and International Trade and the Canadian International Development Agency. The division's responsibilities also include co-ordination of the department's relations with professional societies; and the administration of the department's approval system for foreign and non-operational domestic travel.

◆ Classification Systems Branch

This Branch develops and promulgates classification systems; standardizes economic, social and geographic concepts; develops, enhances and maintains the business register as a major integration instrument of survey-taking; and is responsible for the exploitation of taxation and other administrative data. It includes: the Business Register Division; the Geography Division; Standards Division; and Tax Data Division.

Business Register Division

Responsible for the development and maintenance of a central register of enterprises and associated establishments for statistical purposes.

Geography Division

Maintains Statistics Canada's geographic classification infrastructure, develops geographic concepts and products and services for clients, including the Census, and is the centre of expertise in the application of computerized geographic and cartographic techniques.

Standards Division

Develops standard classifications, monitors their implementation, and establishes official concordances between international and Canadian classifications. It standardizes economic and social concepts and provides a system of comprehensive documentation for all surveys conducted in Statistics Canada.

Tax Data Division

Responsible for accessing and transcribing statistical data from Canada Customs and Revenue Agency records to supplement or replace data collected by survey, and for maintaining a tax database.

◆ Informatics Branch

This Branch provides electronic data processing (EDP) services to Statistics Canada. The headquarters staff, in conjunction with other members of the Branch, is

responsible for the formulation of policies relating to EDP and managing overall branch activities. It also coordinates relations with the users of various systems and data processing services. The Branch provides the chairman and secretariat services for the executive sub-committee on EDP. It includes: the Informatics Technology Services Division; and the System Development Division.

Informatics Technology Services Division

Provides end-users of informatics a comprehensive range of informatics and communications services. Services include the maintenance and support of informatics equipment, and communications hardware, and related software, training and consultation and liaison with clients. In addition, the division is involved in planning and development of EDP policy and standards, information modelling and is responsible for EDP security. Also responsible for the provision of large-scale computer and technical support services to Statistics Canada, including data storage facilities for the agency's EDP data.

Systems Development Division

Responsible for designing, developing and maintaining software for the support of surveys, censuses and other computer-based operations conducted by the agency. It also provides strategic advice on the use of Information Technology in automating the Agency programs.

◆ Methodology Branch

This Branch plans, organizes and directs the work of the divisions and staff engaged in the development, implementation, analysis and evaluation of the statistical methodology underlying all of the programs of the agency. The Branch includes the following divisions: Business Survey Methods, Household Survey Methods, Small Area and Administrative Data and Social Survey Methods.

Business Survey Methods Division

Responsible for providing methodological services to business, trade and agriculture statistics programs as well as for services on seasonal adjustment of time series, generalized systems and quality assurance to all statistics programs. It is also responsible for the development and maintenance of methodology standards, for the development and support of generalized methods for survey functions and for research and development on problems related to survey design and evaluation, time series and survey data analysis. The division includes the Time Series Research and Analysis Centre, the Generalized Systems Support Centre, and the Quality Assurance Methods Support Centre.

Household Survey Methods Division

Responsible for providing methodological services to the household and institutional statistics programs, including surveys on the labour force, consumer expenditure, health, education, culture, tourism, justice and public institutions; the General Social Surveys; and social and economic studies. It is also responsible for research and development on problems related to survey design, evaluation and data analysis. The division includes the Record Linkage Resource Centre and the Disclosure Control Resource Centre.

Small Area and Administrative Data Division

Develops and disseminates small area social, economic and demographic statistics and indicators. The sources of these data are administrative files from other federal departments.

Social Survey Methods Division

Responsible for providing methodological services to social, institutions and labour statistics programs including the Census, the National Longitudinal Survey of Children and Youth, the Survey of Labour and Income Dynamics, other cross-sectional and longitudinal surveys and special surveys carried out on a cost recovery basis. It is also responsible for research and development on problems related to survey design, evaluation, data analysis and development of small area and administrative data. The division includes the Questionnaire Design Resource Centre and the Statistical Consultation Group.

Management Services Field

This Field organizes and coordinates internal management services, including the development and implementation of all management policies and systems within the Agency and the assessment of the efficiency and effectiveness of these programs. It is headed by an Assistant Chief Statistician with responsibility for: Finance, Planning, Audit and Evaluation; and Human Resources branches; and Data Access and Control Services Division.

◆ Data Access and Control Services Division

Serves as a departmental focal point for matters relating to the confidentiality of the information collected by Statistics Canada, statistical agreements, record linkages for statistical purposes, and Statistics Canada's Policy on Informing Survey Respondents. It coordinates the implementation of Treasury Board's Management of Government Information Holdings Policy (MGIH), administers services pursuant to the Access to Information Act and the Privacy Act, and manages the departmental security services.

◆ Finance, Planning, Audit and Evaluation Branch

This Branch is responsible for determining the financial resources required by Statistics Canada and supervising the Agency's expenses. The Branch is also responsible for operations related to program and financial planning, financial services, management information systems, for developing good management systems to support the agency's managers in achieving departmental objectives and for ensuring that management practices identified by the Office of the Comptroller General are carried out. It includes the following divisions: Audit and Evaluation, Corporate Planning Division, Financial Operations Division, Operational Planning and Programming Division and Resource Management Division.

Audit and Evaluation Division

Provides a systematic and independent review function to advise management on the adequacy of the Agency's control framework for its operational, financial and administrative activities, in terms of compliance, efficiency, and economy; to assist in evaluating the degree to which Agency programs achieve their objectives and the adequacy of those objectives; and to investigate alternatives that might achieve the objectives in a more cost-effective manner.

Corporate Planning Division

The Corporate Planning Division is responsible for ensuring the continued effectiveness of the Agency's planning system, for assisting senior management in developing and assessing corporate planning directives and priorities, and in formulating alternative strategic and operational plans. Corporate Planning Division is also responsible for the development and coordination of management systems designed to improve planning, provide information for decision making, provide comprehensive and integrated reporting on ongoing programs and special initiatives and permit effective external reporting.

Financial Operations Division

Responsible for the accounts office, which retains records on all expenditure and revenue transactions, recoverable projects accounting, and general accounting services.

Operational Planning and Programming Division

Responsible for the effective management of Statistics Canada's operational, financial planning and cost accounting policies, systems and processes which includes: the development, implementation, evaluation and quality control of cost accounting systems, procedures, methodologies and cost models; revenue and expenditure activity management; management and co-ordination of the Agency's Annual Reference

Level Update, Treasury Board Submissions and corporate budgeting processes in both financial and program terms including the negotiation of resources with Treasury Board; the development and implementation of a variety of management processes aimed at improving overall financial effectiveness and efficiency.

Resource Management Division

Responsible for performing a coordination function between Statistics Canada program divisions and internal service providers, on matters related to financial, human resource and material management, contract administration, informatics and security services.

◆ Human Resources Branch

This Branch is responsible for assisting management in obtaining, deploying, developing and retaining the staff necessary to execute Statistics Canada's responsibilities. It is also responsible for ensuring fair and equitable treatment of individual employees. It includes the following Divisions: Human Resources Development, Human Resources Operations, Official Languages and Translation and Recruitment and Development.

Human Resources Development Division

Responsible for the pilotage and facilitation of human resources development policies and programs for the Agency, through activities supporting the analysis, development, implementation, coordination and evaluation of programs aimed at achieving employment equity, diversity management, training and development, career management counselling, employee recognition, human resources planning and HR information systems.

Human Resources Operations Division

Responsible for operations in the areas of classification, staffing, staff relations, compensation and wellness (health and safety, Employee Assistance, disability, nursing services). Also responsible for the development, implementation of human resources policies and programs related to these areas.

Official Languages and Translation Division

Responsible for developing departmental guidelines on official languages and providing information and advice to managers on the requirements of the Official Languages Act and on the implementation of related policies and programs in their respective areas. The Division also develops and manages the departmental language training program as a whole, plans and oversees the language training of individual employees and provides them with information on their rights and obligations regarding official languages. In addition, the Division is responsible for managing translation services for all of Statistics Canada and for standardizing terminology specific to Statistics Canada activities.

Recruitment and Development Division

Responsible for providing full-time management of the recruitment and related development functions within the Agency.

National Accounts and Analytical Studies Field

This Field is responsible for providing a set of macroeconomic series within the five complex frameworks of the Canadian System of National Accounts. It provides a broad band of research and analysis intended to animate society's perception of social and economic behaviour, and undertakes research and development of statistical techniques. The Field is headed by an Assistant Chief Statistician with responsibility for: Analytical Studies; and System of National Accounts branches.

◆ **Analytical Studies Branch**

This Branch is responsible for the integration, analysis and interpretation of data collected both within the agency and elsewhere, to describe, draw inferences and make deductions about the nature of Canadian society. As well, it is responsible for the development of new and improved techniques for the statistical analysis and interpretation of socio-economic data sets. It includes the following Divisions: Current Economic Analysis, Micro Economic Studies and Analysis and Unpaid Work Analysis.

Current Economic Analysis Division

Provides Statistics Canada's assessment of current economic conditions. This is done through articles in the "Canadian Economic Observer" and the production of the composite leading indicator. The group also supports research and analysis in other areas of the organization.

Micro Economic Studies and Analysis Division

Focuses on the a broad range of topics in industrial economics making use of specially constructed longitudinal data bases that link data from several areas from within Statistics Canada. It has examined such issues as the importance of small firms in the job creation process, the changing nature of multinationals, and the success of new firms. The group also conducts surveys that focus on the contribution of innovative and technological capabilities to growth, job creation, the use of advanced manufacturing technologies in Canada, the characteristics of the innovation process and the importance of financing to the growth of new firms, and the causes of bankruptcy. As part of its activities, Micro Economic Studies and Analysis Division also is responsible for the productivity program at

Statistics Canada and produced analytical research in this area. Finally, it conducts research on issues of concern to the National Accounts – in the area of measures of the new economy, depreciation, and pricing issues.

Unpaid Work Analysis

Provides socio-scientific analysis of data pertaining to trends and patterns of important variables pertaining to support programs, informal support networks for key population groups and aspects of vulnerability in Canadian communities as well as assistance to users of such data. The division is a center of analysis pertaining to aspects of unpaid work and charitable giving, and is the custodian of The Total Work Accounts System.

◆ **System of National Accounts Branch**

The System of National Accounts provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centred on the measurement of activities associated with production of goods and services, and the sales of goods and services in final markets. The Branch includes the following divisions: Balance of Payments, Environment Accounts and Statistics, Income and Expenditure Accounts, Industry Measures and Analysis, Input-Output, Public Institutions and System of National Accounts.

Balance of Payments Division

Responsible for producing statistics on economic transactions between Canada and the rest of the world and on Canada's assets and liability positions with the rest of the world.

Environment Accounts and Statistics

Responsible for the development of a core set of statistics relevant for environment analyses and assessment of the national state of the environment in Canada.

Income and Expenditure Accounts

Responsible for: providing quarterly and annual estimates of the national and provincial output of goods and services by expenditure category and also by type of income generated in the production process; providing a picture of the key economic processes of production, income generation, sales of major markets, consumption, and capital formation; the conceptual and statistical integration of statistics within the System of National Accounts; research on the restructuring and extension of the Canadian System of National Accounts in conjunction with the re-examination of the accounts which is taking place at the international level.

Industry Measures and Analysis Division

Produces monthly, quarterly and annual measures of the Gross Domestic Product by industry for Canada, the provinces and territories.

Input-Output Division

Develops annual input-output tables for the business sector industries in Canada as well as the Gross Domestic Product (GDP) estimates for the non-business sector, annual interprovincial input-output tables including trade flows and structural economic models of the Canadian and Provincial economies.

Public Institutions Division

Produces statistics on the financial activities and employment of the Canadian public sector, more specifically: government revenues, expenditures, assets, liabilities and debt statistics for the federal, provincial and local levels of government which comprise general government operations and government health and education institutions. Consolidated financial data for all these levels of government are published. Data are also produced on incomes, expenditures, assets and liabilities of government business enterprises; and sales values and volumes and government revenues from the sale of alcoholic beverages in Canada. The division is also responsible for maintaining the public sector universe; a list of entities that form the public sector.

System of National Accounts Division

Responsible for providing a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy and the sales of goods and services in final markets.

Social, Institutions and Labour Statistics Field

The Social, Institutions and Labour Statistics Field conducts a wide range of statistical programs dealing with virtually all aspects of the social, institutional and labour market characteristics and activities of Canadians. The Field is headed by an Assistant Chief Statistician with responsibility for: Census and Demographic Statistics; Institutions and Social Statistics; and Labour and Household Surveys Branches.

◆ Census and Demographic Statistics Branch

This Branch conducts a program of censuses, surveys and related activities designed to provide comprehensive social and demographic statistics on the Canadian population. It includes the Census Operations Division; the Demography Division; and the Housing, Family and Social Statistics Division.

Census Operations Division

Responsible for the planning, development and implementation of all production-related operations of the periodic decennial and quinquennial censuses of population, Canada's national inventory of key socio-economic phenomena.

Demography Division

Responsible for the following four areas: (i) population estimates; (ii) population, household and family projections; (iii) census and survey related activities; and (iv) developmental and analytical research.

Housing, Family and Social Statistics Division

Responsible for the housing, family and social variables produced by the Census, the General Social Survey and the Post-Censal surveys, and conducting research and analysis of census data and other survey and administrative data. It publishes reports on the socio-economic characteristics of the population and subsets of the population.

◆ Institutions and Social Statistics Branch

This Branch is responsible for the collection, production analysis and dissemination of socio-economic statistics related to justice, health, education, culture and tourism, and public institutions, which are required for decision-making and research in both the public and private sectors. It consists of the: Canadian Centre for Justice Statistics division; the Culture, Tourism and the Centre for Education Statistics division; and the Health Statistics division.

Canadian Centre for Justice Statistics

This is a federal-provincial initiative dedicated to national statistics and information on the justice system in Canada. Established in 1981, the Centre is responsible for producing information on the extent and nature of crime and the administration of criminal and civil justice in Canada.

Culture, Tourism and the Centre for Education Statistics

Responsible for the Education Statistics, Culture Statistics, and Travel and Tourism Programs.

Health Statistics Division

Health Statistics Division provides statistical information and analysis about the nature and operation of health in Canada. Information on the health of Canadians is classified under (i) Health Care, (ii) Health Status and Vital Statistics, (iii) Occupational and Environmental Health, (v) National Population Health Survey, (vi) therapeutic abortions. Ongoing health research and analysis is conducted, producing generic products such as a quarterly review called "Health Reports" as well as an electronic data base of information called "Health Indicators".

◆ Labour and Household Surveys Branch

This Branch conducts statistical programs of household surveys such as the Labour Force Survey, the surveys of income and expenditure, and establishment-based surveys of employment. It includes the following divisions: Income Statistics, Labour and Household Surveys Analysis, Labour Statistics and Special Surveys.

Income Statistics Division

Responsible for a number of household surveys, including the Survey of Household Spending (formerly the Survey of Family Expenditure), the Survey of Labour and Income Dynamics and the Survey of Financial Security. In addition, information is also produced on pension plans in Canada.

Labour and Household Surveys Analysis Division

Provides resources for the content, analysis and evaluation of income and labour market related data, including data on labour force status, occupation, labour compensation, pensions, industry, individual and family income and expenditure, for both Census and sample surveys.

Labour Statistics Division

Responsible for producing a wide range of labour market statistics from business and household surveys and administrative records. Key among these are monthly estimates of employment, unemployment and average earnings. In addition, information is produced on the operation of the Employment Insurance program (eg. Number of EI claims and beneficiaries), as well as a Help-Wanted Index and a longitudinal survey of workplace and worker characteristics.

Special Surveys Division

Responsible for the Special Surveys Program at Statistics Canada which provides a capacity to develop and carry out occasional or ad hoc household surveys.

Information Holdings

Program Records

Departmental Secretariat

Departmental Operations

Description: Records relating to the overall functions of the Department. **Program Record Number:** STC OCS 005

Analysis and Development Field

Analysis and Development Field Operations

Description: General operations relating to the overall functions of the field. **Topics:** Field policies; plans and programs; automation; timeliness studies; projects and surveys. **Program Record Number:** STC ADF 006

◆ Business and Labour Market Analysis Division

Integration and Analysis

Description: Records relate to analysis and data development in the areas of business/industry and labour market, using data derived from Statistics Canada business and labour-related surveys, as well as administrative data. **Topics:** Displaced workers and labour adjustment; wage and income inequality, unemployment and the U.I. system; employment creation studies; impact of structural change in the economy on wages and job separations; quits and layoffs in the economy; micro-simulation model development; employment equity studies; survey development in the area of labour demand and human resource practices in firms. **Program Record Number:** STC BMA 255

◆ Social and Economic Studies Division

Social and Economic Studies

Description: Records relate to studies undertaken by the division using statistical records produced by other areas of Statistics Canada. **Program Record Number:** STC SES 285

Social Policy Simulation Database/Model

Description: The Social Policy Simulation Database and Model (SPSD/M) is a public use database of family/individual microdata, together with associated analytical software that allows analysts to assess the effects of past or proposed changes to Canada's tax/transfer system. The SPSD/M runs on IBM compatible micro computers. **Program Record Number:** STC SES 296

Business and Trade Statistics Field

Business and Trade Statistics Field Operations

Description: General operations relating to the overall functions of the Field. **Program Record Number:** STC BTS 305

◆ Agriculture Division

AG 2000 Processing System

Description: Records related to managing the processing system for various agricultural surveys and related vehicles. **Program Record Number:** STC AGR 461

Census of Agriculture and Census of Population Record Linkage

Description: Records related to Census of Agriculture conducted every five years; records related to the linkage of the Census of Population with the Census of Agriculture. **Topics:** Numbers of farms; areas; tenure; crops; livestock and poultry; farm machinery; hired agricultural labour; off-farm work by operators; capital value and type of organization; land management practices; capital purchases; expenses and sales; operators' age, sex, marital status, mother tongue, occupation, industry, labour force activity, total income and income sources, level of schooling.

Note: Publications are available from the Circulation Management, Dissemination Division. Special requests are handled directly by the User Services Unit of the Census of Agriculture. **Storage Medium:** Census of Agriculture data are available in a variety of forms: printed volumes, graphic presentations, summary file on tape, diskette, CD-ROM or paper and special tabulations. **Program Record Number:** STC AGR 445

Crop Condition Assessment Program (CCAP)

Description: Integrated information, available via the Web for monitoring crop conditions by Census Agricultural Regions (CAR) and Census Consolidated Subdivisions (CCS) for western Canada on a weekly basis during the crop growing season. **Topics:** Crop development, pasture development, comparison of crop conditions, normalized difference vegetation index, climatic conditions. **Note:** Data are derived from the analysis of weekly digital satellite imagery. The CCAP is developed on a customized spatial analysis interface to enable electronic analysis of classified images, maps, graphs and statistical data. Regular subscriptions, customized analysis regions and special requests are available from Spatial Analysis and Geomatics Applications. **Program Record Number:** STC AGR 451

Crops

Description: Records related to measurements of seeded area, seeding intentions, yield, production and stocks for most crops grown in Canada. **Topics:** Field crops; special crops; grain marketing and horticulture. **Note:** Publications are available from Circulation Management, Dissemination Division, the Crops Section or the Web site at <http://www.statcan.ca>. Special requests are handled directly by the Crops Section. **Storage Medium:** Data are available in a variety of forms: CANSIM, publications, CD-ROM and special tabulations. **Program Record Number:** STC AGR 450

Farm Energy Use Survey, 1996

Description: Information for monitoring farm energy consumption, type of energy, total expenditures and total quantities purchased. **Topics:** Energy expenditure and use, land use and practices for Prairie provinces and farm type. **Note:** Special requests are handled by the Whole Farm Data Section. **Storage Medium:** Data

are available through special tabulations. **Program Record Number:** STC AGR 456

Farm Income and Prices

Description: Information related to farm income, prices and farm finance. **Topics:** Farm cash receipts; farm expenses and depreciation; net farm income; government program payments paid to agricultural producers; value of inventory change; income in kind; farm debt; value of farm capital; value per acre of farm land and buildings; farm product price index; farm business cash flow; value added account; and balance sheet of the agricultural sector. **Note:** Publications are available from Circulation Management, Dissemination Division, and on the Web site at www.statcan.ca. Special requests are handled directly by the Farm Income and Prices Section. **Storage Medium:** Information in this area is available in a variety of forms: CANSIM, publications, CD-ROM, photocopies of tabulations and special tabulations in a paper or electronic format. **Program Record Number:** STC AGR 455

Farm Inputs Management Survey, 1995

Description: Information on manure, commercial fertilizers and commercial pesticides. **Topics:** Manure management, commercial fertilizer management, pesticide application practices, land area, livestock inventory, farm type, gross farm receipts, percent of income from farming, age and education level. **Note:** Special requests are handled by the Whole Farm Data Section. **Storage Medium:** Data are available through special tables and a publication. **Program Record Number:** STC AGR 457

Farm Register

Description: Records related to the maintenance of the master survey frame for Agriculture Division surveys. **Program Record Number:** STC AGR 464

Livestock and Animal Products

Description: Records related to livestock inventories, production of meats and animal products; wool production; fur production; egg production; dairy statistics; stocks of meat and poultry in cold storage; and aquaculture production. **Topics:** Inventories of classes of cattle, pigs, sheep and poultry; stocks in cold storage; dairy products; fur; eggs; wool; and per capita food consumption. **Note:** Publications are available from Circulation Management, Dissemination Division, and on the Web site at www.statcan.ca. Special requests are handled directly by the Livestock and Animal Products Section. **Storage Medium:** Livestock and animal products data are available in a variety of forms, including printed publications, CANSIM, photocopies of tabulations and special tabulations prepared on request. **Program Record Number:** STC AGR 460

Whole Farm Data Base

Description: Integrated set of descriptive, physical and financial data at the whole farm level on an annual basis. **Topics:** Area of land and usage, livestock inventories, income and expense statements, assets and liabilities, off-farm income of the farm operators and farm families, investment data, number of farms, farm type and degree of specialization, farm operators' age, sex and marital status. **Note:** Data are obtained from the Taxation Data Program, the Farm Financial Survey and the crops and livestock surveys. Whole farm data are available in a variety of forms: pre-established and special tabulations on diskettes or paper, a CD-ROM and in publications. The publications are available on the Web site at <http://www.statcan.ca>. The pre-established tabulations and special requests are handled directly by the Whole Farm Data Projects Section. **Program Record Number:** STC AGR 452

◆ Science, Innovation and Electronic Information Division

Communication – Radio, Television, Cable Television, Telecommunication

Description: Records related to financial statements of enterprises; salaries, wages, number of employees and operating data specific to each industry; Web site and telecommunications service provision by cable companies; the extent of use by business and other organizations of computers, cell phone, computer networks, the Web site, and e-commerce; and Canadians' use of the Web. **Topics:** Licensed radio and television stations, including the CBC and other national and regional networks; cable television systems and Canadian telecommunication service providers; measures of Web and telecommunication service provision by cable companies; business use of communication technologies, the Web, and e-commerce; and measures of Web use by Canadian households. **Program Record Number:** STC SAT 430

Science and Technology Statistics

Description: Records relating to resources (expenditures and personnel) for science and technology in the public and private sectors in Canada; indicators of the actors, activities, linkages, and outcomes of science and technology activities in Canada. **Topics:** Science and technology spending and personnel in the federal and provincial governments, universities, and hospitals; research and development spending and personnel in the business enterprise sector (by industry, country of control, revenue size, employment size, province and source of funds) and the private non-profit sector; generation of national and provincial estimates of gross expenditures on R&D; intellectual property management in universities, teaching hospitals and the federal government; human resources in science and technology; the impact of advance technologies in

key industrial sectors (construction, natural resources, manufacturing); and tracking the introduction of new products and processes (manufacturing and services sectors); and tracking the use and intended use of biotechnology in industry and the federal government.

Program Record Number: STC SAT 465

◆ Small Business and Special Surveys Division

Small Business and Special Surveys

Description: Records related to the Small Business Statistics Program, including Small Business Profiles and the Employment Dynamics, are compiled from taxation records and from the Longitudinal Employment Analysis Program (LEAP) file. Records also relate to the conduct of special surveys, record linkages and data integration projects which respond to information needs of clients concerning business economic and production statistics in Canada. Recent examples include the Construction Industry Wage Rate Survey, Aerospace and Defence Industry Survey, the Survey of Financing of Small and Medium Enterprises and the Food Processing and Information System database.

Program Record Number: STC SBS 524

◆ Transportation Division

Air Transport

Description: Records related to the movement of aircraft, passengers and cargo by air and to the activities of Canadian air carriers. These data are produced by the Aviation Statistics Centre. **Topics:** Canadian air carrier financial and operating statistics; air traffic and volume of cargo at Canadian airports; origin and destination of scheduled air passengers traveling within Canada, between Canada and the United States and internationally; international; domestic and international air charter statistics; airport activity and traffic flow; fares and fare type statistics.

Storage Medium: Documents are stored in machine readable format, and also some data available on CANSIM. User summary files and special tabulations can be produced and are available directly from the Transportation Division. **Program Record Number:** STC TRA 395

Rail Transport

Description: Records relating to rail transportation in Canada and between the United States and Canada.

Topics: Railway financial and operating statistics; equipment and length of track; fuel consumption and employment statistics; freight and passenger traffic; freight loaded; commodity movement between provinces and to and from U.S. regions. **Storage Medium:** Documents are stored in machine readable format and some data are also available on CANSIM. User summary files and special tabulations can

be produced and are available directly from the Transportation Division. **Program Record Number:** STC TRA 390

Road Transport

Description: Records relating to road transport in Canada. In addition to programs surveying carriers and owners of registered motor vehicles, certain programs rely on aggregation of provincial and territorial administrative records. **Topics:** Financial and operating statistics on motor carriers of freight and of passengers, and on urban transit systems; domestic and international commodity origin-destination statistics of the Canadian domiciled for-hire trucking industry (domestic and international); motor vehicle usage, motor vehicle registrations and related licences; gross and net sales of motor fuels; financial statistics for couriers, local messengers and taxis. **Storage Medium:** Documents are stored in machine readable format and some data are also available on CANSIM. User summary files and special tabulations can be produced and are available directly from the Transportation Division. **Program Record Number:** STC TRA 400

Water Transport

Description: Records relating to water transportation, domestic shipping, international seaborne shipping, and ports of loading and unloading. **Topics:** Financial and operating statistics on water carriers, including employment, fuel consumption, type of service; shipping and port activities; commodities loaded and unloaded; containerized commodities; ports of loading and unloading; number, kind, operating status and registry (flag) of vessels arriving at and leaving Canadian ports; foreign port of origin, or destination. **Storage Medium:** Documents are stored in machine readable format, and some data are also available on CANSIM. User summary files and special tabulations can be produced and are available directly from the Transportation Division. **Program Record Number:** STC TRA 405

◆ Industrial Organization and Finance Division

Business Finance and Taxation

Description: Records related to financial and taxation data of all incorporated enterprises operating in Canada. **Topics:** Incorporated enterprise statistics – assets, liabilities, shareholder's equity, revenues, expenses, profits, and retained earnings, provincial allocation of taxable income, income taxes payable, and reconciliation of profits to taxable income and taxes payable. **Program Record Number:** STC IOF 435

Corporations Returns Act (CRA)

Description: Records related to financial data, ownership, control (including foreign control) and concentration of the corporate sector financial statements. **Topics:** Statistics, country of control, assets, sales, profits and taxable income; corporate concentration; and directory of intercorporate ownership. **Program Record Number:** STC IOF 440

◆ International Trade Division

Classification Tracking System (CTS)

Description: The classification tracking system (CTS) observes commodity description changes over time. **Topics:** A search can be done at any level of detail of HS code by number, key word or range. All the codes with current description for imports, exports or both are listed to facilitate selection. The history of a code graphically represents changes since 1988 to current period in: code, description, trade type, unit of measure, start date and end date. These results may be printed in graphic and/or textual format or saved for future reference. **Storage Medium:** CD-ROM. **Program Record Number:** STC INT 413

Custom Data Retrievals – Exports and Imports

Description: Canadian, American, or World Trade data tabulations on a customized basis. **Topics:** Exports and imports according to the Harmonized System (HS) and the North American Industry Classification System (NAICS) on a custom basis by quantity and value; commodity; country and weight of merchandise (many more variables are available). Exports by province of origin. Imports by province of clearance. Import and export price and volume indexes. Seasonally adjusted import and export data are available on a balance of payments basis. **Storage Medium:** Publication, diskette, printouts and CD ROM. Some data on CANSIM. **Program Record Number:** STC INT 410

World Trade Analyser/World Trade Database

Description: A matrix of the value of international trade flows (exports and imports of goods) created from adjusted United Nations source data and broken down by over 180 partner countries and over 800 commodities/industries. The annual data is available from 1970. **Topics:** Commodities according to SITC Revision 2 at the 4 digit level; values only. **Storage Medium:** Available on diskette, CD-ROM and printouts. **Program Record Number:** STC INT 412

World Trade Atlas – Canada Edition (WTA-CE)

Description: The World Trade Atlas – Canada Edition is a new data and software product from the International Trade Division of Statistics Canada and Global Trade Information Services Inc. It contains Canada's trade activity with the rest of the world. **Topics:** Features of

the World Trade Atlas – Canada Edition include Canadian trade data with over 250 trading partners, up to six years of the most recent monthly data on 18,000 import and 6,000 export commodities, including national, provincial, territory and U.S. state, currency conversion, detailed Harmonized System exports and imports data at the HS-8 and HS-10 digit level, respectively. The World Trade Atlas – Canada Edition also offers drill down/drill up capabilities from low level to high level of detail; powerful graphing capabilities; sort and 'Top/Bottom' reporting functions; keyword searchable fields; easy export of data for use in other applications; user friendly; and online help. **Storage Medium:** Web site. **Program Record Number:** STC INT 411

◆ Investment and Capital Stock Division

Capital Expenditures

Description: Records related to capital and related expenditures on new construction and machinery and equipment and repair work on structures and on machinery. **Topics:** Provincial capital and related expenditures by industry and a breakdown of private and public investment. **Program Record Number:** STC SCT 475

Capital Stock

Description: Records related to the annual estimates of the value of fixed assets, and quarterly estimates of capacity utilization rates. **Topics:** Series on fixed capital flows and stocks, and depreciation in both current and constant dollars by industry and province. National series on industrial capacity utilization rates. **Program Record Number:** STC SCT 470

Current Investment Indicators

Description: Records related to building permits, capital expenditures and fixed assets in housing. **Topics:** Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing stock; construction activity indicators. **Program Record Number:** STC SCT 480

◆ Prices Division

Industrial Prices

Description: Records related to the measurements of price movements in the production of commodities and services. **Topics:** (a) Industrial price indexes: manufacturers selling price indexes; contractors' selling price indexes for a limited number of construction activities and a few services such as consulting engineering; Informatics Professional Services and

telephone; electricity selling price indexes; (b) selected purchase price indexes: special purpose indexes for capital expenditures; machinery and equipment, by industry of purchase; raw materials price indexes, including data for imported as well as domestically produced goods, farm input price indexes. **Storage Medium:** Some material held on microfilm. **Program Record Number:** STC PRI 420

Consumer Price Indexes and other indexes

Description: Records related to the measurement of consumer price changes and region-to-region price differences, including concepts and procedures. **Topics:** Consumer price indexes; average retail prices for selected commodities; inter-city price comparisons for selected commodity groups; foreign service post indexes and Canadian isolated post indexes; index methodology and concepts. **Storage Medium:** Some material held on microfiche. **Program Record Number:** STC PRI 415

◆ Distributive Trades Division

Retail Trade

Description: Records related to sales, inventories and operating data for retail businesses, and the number and value of new motor vehicles sold in Canada. Data available on a provincial basis. **Topics:** Supermarkets and grocery stores; other food stores; drugs and patent medicine stores; shoe stores; men's clothing stores; women's clothing stores; other clothing stores; household furniture and appliance stores; household furnishings stores; motor vehicle dealers; gasoline service stations; automobile parts, accessories and services; general merchandise stores; chain and department stores; direct sellers; vending machine operators. **Program Record Number:** STC DTD 375

Wholesale Trade

Description: Records related to businesses acting as intermediaries in the field of distribution of farm products; petroleum products; food, beverages, drugs and tobacco products; apparel and dry goods; household goods; motor vehicles, parts and accessories; metals, hardware, plumbing, heating and building materials; machinery, equipment and supplies; and miscellaneous wholesale industries. **Topics:** Principal statistics of wholesale merchants; volume of trade; net sales and receipts; purchases; inventories; salaries and wages; gross commissions; province, territory and origin (province, territory or country of immediate supplier) and destination (province, territory or country of immediate customer) of goods for approximately 120 commodity groupings. **Program Record Number:** STC DTD 380

◆ Manufacturing, Construction and Energy Division

Construction

Description: Records related to the construction industry, including revenues, inventories, principal direct and overhead costs and other operating data by type of contractor. **Topics:** Type of construction; total value of construction; repair work; labour costs; construction contracting industries – mechanical, electrical, highway, road, street, bridge, general non-residential, general residential, heavy engineering and special trades. **Note:** The last year of data for the construction sector is 1989. New data for the reference year 1999 will be available in the fall of 2001. **Program Record Number:** STC IND 370

Energy

Description: Records related to the production, transformation, transportation and consumption of coal, crude oil, natural gas, electricity and refined petroleum products. The statistical programs are carried out in collaboration with other government agencies such as Natural Resources Canada, the National Energy Board, and various provincial energy departments. **Topics:** Supply and disposition of solid fuels, liquid fuels, natural gas, electricity and renewable energy forms; consumption of energy by sector and selected industries; financial and operating statistics in respect of energy industries and pipelines. **Program Record Number:** STC IND 315

Logging (Survey of Forestry)

Description: Records related to shipments of roundwood. **Topics:** Saw logs; veneer logs; pulpwood; poles and pilings (untreated); fuelwood; Christmas trees; miscellaneous roundwood. **Program Record Number:** STC IND 385

Manufacturing

Description: Records related to various surveys for the manufacturing sector. Depending on the survey, data covered are: shipments, inventories and orders; qualitative assessments of business conditions and employment; operating statistics; materials and supplies used; products shipped. **Topics:** The following industries are covered: food, beverage, tobacco; rubber products, plastic products, leather; primary textile, textile products, clothing, wood, furniture and fixture, paper and allied products, printing and related support, primary metal, fabricated metal products, transportation equipment, machinery, electrical and electronic products, non-metallic mineral products, refined petroleum and coal products, chemical products, other manufacturing industries. **Program Record Number:** STC IND 310

◆ Services Industries Division

Service Industries

Description: Records related to financial and other operating data. **Topics:** (a) Information and cultural industries: publishing, motion picture and sound recording, information services and data processing; (b) finance and insurance: agencies, brokerages and other insurance related activities; (c) real estate, rental and leasing: real estate, rental and leasing services, lessors of other non-financial intangible assets; (d) professional, scientific and technical services: legal, accounting, tax preparation, bookkeeping and payroll, architectural, engineering and related, specialized design, computer systems design and related, management, scientific and technical consulting, scientific research and development, advertising and related, and other professional, scientific and technical; (e) management of companies and enterprises; (f) administrative and support, waste management and remediation; (g) health care and social assistance: ambulatory health care services; (h) arts, entertainment and recreation: performing arts, spectator sports and related, heritage institutions, amusement, gambling and recreation; (i) accommodation and food services: accommodation, food services and drinking places; (j) other services (except public administration): repair and maintenance, personal and laundry services. **Program Record Number:** STC SER 425

◆ Communications and Operations Field

Communications and Operations Field Operations

Description: General operations relating to the overall functions of the Field. **Program Record Number:** STC COM 565

◆ Communications Division

Communications

Description: Records related to interactions with program areas, clients and suppliers involved in media and public relations projects; release materials and associated documentation; minutes, recordings and associated documentation pertaining to federal-provincial consultations; drafts, proofs and artwork related to the Division's products; texts submitted for editing. **Program Record Number:** STC CMN 570

◆ Marketing Division

Client Information Warehouse

Description: The Client Information Warehouse contains tombstone client information – name, address, phone, fax and e-mail addresses and what they have purchased. **Program Record Number:** STC MAR 572

◆ Dissemination Division

CANSIM

Description: Records related to the maintenance, updating, marketing and utilization of the CANSIM databases; to the development of new data content, and new data storage, retrieval and delivery facilities; to the development of meta data systems. **Program Record Number:** STC DIS 580

Corporate Sales Support System (CSSS)

Description: An invoicing and inventory control system that provides information on accounts receivable for all products and services billed in regional offices. Market information by client and/or product and services is also available. **Program Record Number:** STC DIS 603

Publications

Description: Records related to the production, sales and marketing of Statistics Canada's publications. **Program Record Number:** STC DIS 575

◆ Operations and Integration Division (O&ID)

Operations

Description: Records related to the development and on-going work of the Operations and Integration Division including: Surveys – mail-out mail-back surveys, computer assisted telephone interviews, surveys based on administrative records, scanning documents such as provincial and local government accounts, analyzing and reformatting computer printouts, tapes, diskettes, etc.; Coding – for some surveys the Division specializes in coding of documents. These codes include Medical Codes, Standard Industrial Classification Codes, Standard Occupational Classification Codes, Harmonized System Commodity Codes, etc. Data Capture – heads down Data Capture is done for some 30 divisions (over 80 applications) over and above those applications we consider surveys. Mapping – Mapping operations include: Operations of the Map Library including reproduction of maps, retrieving and filing of maps and maintenance of the shipping and receiving of maps; linking the Post Office Postal Codes to the Provincial, Federal or Electoral areas by using Standard Geographical Codes; and preparing the Street Network File for the 1996 Census enumeration. **Program Record Number:** STC OPI 595

◆ Operations Research and Development Division

Operations Research and Development

Description: Records showing the performance of units in Operations and Integration Division working with measured standards. **Program Record Number:** STC ORD 600

◆ Advisory Services Division

Advisory Services

Description: Records relating to the following: Research – Research services identify which data from among Statistics Canada's holdings are most relevant and valuable in meeting client needs.; Integrating data – Combining two or more different data files profile the relationship between different data within a single context such as common spatial or geographic variables. This service can involve integrating one or more Statistics Canada files with client-proprietary data, with other public sector data, or with commercially published data available to the Agency. All client projects are treated in strict confidence; Census consulting – Isolating and cross-tabulating such variables as simple population counts, income, ethnic origin, language and education can assist clients in determining key demographic profiles, customized on national, regional or more local geographic levels.; Business geographic – Incorporating and illustrating a variety of different variables, thematic mapping can profile lower-level geographic areas, overlay key customer data, including profiles and locations, and track demographic changes. The visual image created by these Geographic Information Systems can help in understanding and interpreting the meaning of data, including customized outputs integrating two or more data sets.; Special services – Organize seminars on a variety of topics including using and understanding Statistics Canada data, statistical methodologies and techniques for sampling and analysis. Special conferences are also held on topics of current interest, past examples including Professional Women: Cultivating Their Future; and The First Nations Community. Consultation services in conducting surveys are also provided by Account Executives, assisting clients in defining their information needs, planning and organizing field surveys, designing questionnaires, sampling and estimation procedures, assessing data quality, analysing data, evaluating findings and in interpreting and presenting results; Advisory Services Division is also responsible for regional delivery of the Statistics Canada communications function including respondent relations. These activities include proactive media relations, government relations, respondent relations, conference/exhibition displays, and speaking engagements. **Program Record Number:** STC UAS 606

Online Catalogue of Products and Services

Description: A windows-based search and retrieval system which will provide users with current information about products and services available from Statistics Canada. **Program Record Number:** STC UAS 604

◆ Survey Operations Division

Survey Operations

Description: Records related to data collection and associated activities for population and agriculture censuses, household surveys and business surveys.
Program Record Number: STC SOP 602

Informatics and Methodology Field

Informatics and Methodology Field Operations

Description: Records relating to the overall functions of the Field. **Topics:** Field policy; automation; security; equipment evaluation; equipment acquisition; software evaluation; software acquisition; methodology. **Program Record Number:** STC INM 485

◆ Business Register Division

Business Profiles

Description: Records related to the maintenance of the Business Register and the structure of reporting units.
Topics: Business demographics in terms of Industry, Geographic and Employment Size Range detail; up-to-date names and addresses of businesses.
Program Record Number: STC BUS 525

◆ Geography Division

Geography

Description: Geographic frame database and documentation related to geographic boundaries and street networks; geographic attribute database and documentation related to geographic boundaries; cartographic map base and other products related to boundaries, collection, compilation and dissemination of data; spatial concepts and associated attributes of geographic areas; linkage files, concordance files and documentation related to standard geographies and postal code; custom geocoding, geographic consultation and other services related to area selection, data retrieval and computer mapping. **Topics:** Street networks – names, address ranges, block-faces, street indexes, representative points, feature types; geographic areas – provinces and territories, census divisions, census consolidated subdivisions, census subdivisions, census metropolitan areas, census agglomerations, primary census metropolitan areas, primary census agglomerations, census tracts, enumeration areas, unincorporated places, designated places; postal codes – representative points, postal code linkage to enumeration areas; maps – enumeration area, census metropolitan area, census agglomeration, census tract, census division, census subdivision; geographic information systems (GIS); geographic concepts; automated cartography; automated delineation; enterprise GIS; population and area statistics.
Program Record Number: STC GEO 520

◆ Standards Division

Standards

Description: Records related to Classification Standards and concepts. **Topics:** North American Industry Classification System [NAICS], statistical units, concordances between different vintages of the Canadian, the International and the U.S. Standard Industrial Classifications; Standard Classification of Goods (based upon the Harmonized Commodity Description and Coding System), concordances between the Standard Classification of Goods and other Canadian commodity classifications and industry classifications; North American Product Classification System [NAPCS](under development); Standard Geographical Classification; Standard Occupational Classification and related concordances; Statistical Data Documentation System/Integrated Meta database.
Program Record Number: STC STD 535

◆ Tax Data Division

Taxation Data

Description: Records related to the accessing of data from taxation records of incorporated and unincorporated businesses as well as charities and not for profit agencies. **Topics:** Access to T1, T2, T4, T4A, T3010, T1044, GIF1, GST and PD7 taxation data for statistical purposes. **Storage Medium:** A few documents are photocopies, data are transcribed to electronic files and the original documents destroyed. All other records are on electronic format (tapes and/or electronic databases). All electronic files are kept on the mainframe or a secure server for at least 5 years. All material is strictly confidential. **Program Record Number:** STC TAX 530

◆ Informatics Technology Services Division

Computer Services

Description: Records related to information on computer hardware and software; operation of computer equipment and the administrative procedures used within the Main Computer Centre. **Program Record Number:** STC MCC 517

Help Desk

Description: Provides a central contact for all Informatics Branch services. Clients can contact the Help Desk for all inquiries and service calls relating to their informatics and data communication needs.
Program Record Number: STC CLS 510

Informatics Planning, Policy and Standards Development

Description: Responsible for coordinating the development of the Strategic and Tactical Plans, development of informatics policy and standards

activities, prepares the five year capital plan and information management plan. **Topics:** Strategic and tactical plans, capital plan, EDP policy and standards. **Program Record Number:** STC CLS 507

Informatics Security

Description: Responsible for all aspects of ensuring the security of all information in electronic form in Statistics Canada as well as access to its computing facilities. Informatics Security also provides computer virus control and disaster recovery planning assistance. **Topics:** Informatics; security; access control; data control services; computer virus and disaster recovery planning. **Program Record Number:** STC CLS 511

Informatics Training

Description: Offers training courses on the use of software and hardware in relation to mainframe, midrange computers, microcomputers and data communications. Training is also provided on systems development. The Section also offers a "training need analysis" program, helping Divisions to identify their training requirements and to set-up a training plan. **Topics:** Informatics training. **Program Record Number:** STC CLS 505

Information Modelling Services

Description: Provide users with a graphical portrayal of survey information content using industry standard information modelling methods supported by CASE tools. The model can be used by questionnaire designers, data analysts or systems designers to obtain a picture of survey content. **Topics:** Information Modelling CASE tools. **Program Record Number:** STC CLS 512

Infrastructure Support Services (ISS)

Description: Responsible for the planning, installation and maintenance of the communication infrastructure in Statistics Canada. In addition, ISS provides detail specifications for communication equipment and operational support for the installed base of Local Area Network (LAN) hardware and software equipment. Manages the Web site Service for Statistics Canada. Provides hardware and software maintenance and support for the E-Mail infrastructure. **Topics:** Electronic communications; local area networks; wide area networks; terminals. **Program Record Number:** STC CLS 509

Midrange Systems Support Section (MRSSS)

Description: Provides support to Statistics Canada's users of traditional proprietary minicomputers and users of the "open systems" platforms running variants of the UNIX operating system. The MRSSS has evolved from providing well-defined support for 16 Honeywell

minicomputers to providing widely varying degrees of support for over 200 platforms which have been supplied by 8 different computer manufacturers. The variation in support levels reflect differences in user requirements and wishes. **Program Record Number:** STC CLS 513

Workstation Support Section (WSS)

Description: Assists users in the acquisition of hardware and software and offers expertise and consulting services on the use of software, microcomputers and peripheral equipment. In addition, the WSS establishes a contract for the acquisition of standard microcomputers annually and maintains a software library. **Topics:** Microcomputers; printers; software support. **Program Record Number:** STC CLS 508

◆ System Development Division

Documentation

Description: General descriptions of the external interface and internal operations of software developed by the division. **Topics:** User guides; manuals; system specifications. **Program Record Number:** STC ISD 495

Software

Description: Sets of instructions to enable a computer to perform a given task. **Topics:** Application programs; utility programs; generalized programs; **Program Record Number:** STC ISD 490

◆ Business Survey Methods Division

Business Survey Methods

Description: Records relate to survey design, methodology, quality assurance, time series, and data analysis primarily for economic statistics programs that include sample surveys, censuses and the use of administrative records. **Topics:** Planning of surveys; survey objectives, concepts, definitions; planning of various survey steps; total survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and treatment; confidentiality; assessment of sampling and non-sampling errors; evaluation and redesign of surveys; methods for analysis of survey data; record linkage; generalized methods and systems for various survey steps; re-engineering existing surveys; integrated survey design over a number of surveys; data integration; time series; Box-Jenkins forecasting models; linking of time series; calendarization; bench marking and revision procedures; X11ARIMA seasonal adjustment; survey methodology research. **Program Record Number:** STC BSM 545

◆ Household Survey Methods Division

Household Survey Methods

Description: Records relate to survey design, methodology, data quality and analysis primarily for the household and institutional statistics programs that include surveys, censuses and the use of administrative records. **Topics:** Planning of surveys; survey objectives, concepts, definitions; planning of various survey steps; total survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and treatment; bench marking and revision procedures; confidentiality; assessment of data quality (sampling and non-sampling errors); evaluation and redesign of surveys; methods for analysis of survey data; record linkage; generalized methods and systems for various survey steps; integrated survey design over a number of surveys; data integration; evaluation and analysis of administrative data; survey methodology research. **Program Record Number:** STC HSM 560

◆ Small Area and Administrative Data Division

Administrative Data

Description: 1. Records contain aggregated data primarily from the T1 General income tax form. 2. A sample (20%) longitudinal file. **Topics:** 1. Income data (individual and family); sub-provincial data (areas as small as postal walks); labour force; migration. 2. Income data (individual and family); labour force. **Program Record Number:** STC SAD 550

Small Area Data

Description: 1. The Small Area Database contains annual socio-economic and demographic data for sub-provincial areas. These data come from sources within, and external to Statistics Canada. Custom tabulations of aggregated data from all the databases can be obtained on a cost recovery basis. 2. Longitudinal data can be derived from the Longitudinal Administrative Data file on a cost-recovery basis. There are data available for the 1982-1998 period, for approximately 2,000,000 people with both individual and family information. **Program Record Number:** STC SAD 555

◆ Social Survey Methods Division

Methodology

Description: Records relate to survey design, methodology, data quality, and analysis of social statistics programs that include surveys, censuses and the use of administrative records. **Topics:** Planning of censuses and surveys; survey objectives, concepts and definitions; planning of various survey steps; total

survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and treatment; bench marking and revision procedures; confidentiality; assessment of data quality (sampling and non-sampling errors); evaluation and redesign of surveys; methods for the analysis of survey data; record linkage; generalized methods and systems for various survey steps; integrated survey design over a number of surveys; data integration; evaluation and analysis of administrative data; survey methodology research. **Program Record Number:** STC SVM 540

Management Services Field

Management Services Field Operations

Description: Records relate to the overall functions of the field. **Program Record Number:** STC MAN 605

Corporate Assignments

Description: Records related to the operations of the Corporate Assignments Division, including assignment proposals, employee applications and assignment agreements. **Program Record Number:** STC HRO 610

◆ Data Access and Control Services Division

Data Access

Description: Records relate to requests received under the Access to Information Act and the Privacy Act; agreements with other federal government departments, provincial governments, municipalities or other corporations for the joint collection or sharing of data, orders prescribing forms, the discretionary disclosure of information pursuant to the Statistics Act, and the administration within Statistics Canada of the Information Collection Policy, the Informing Survey Respondents Policy, the Policy on Record Linkage, the Microdata Release Policy, and the Policy on the Protection of Sensitive Statistical Information. **Program Record Number:** STC DAC 615

Departmental Security

Description: Responsible for the administration of the security program for Statistics Canada. This includes responsibility for the physical security of designated and classified information and other assets held within Statistics Canada; inspections and investigations of suspected breaches or violations of security; arranging checks with investigative agencies as part of the personnel screening process; emergency and safety practices and security awareness. **Program Record Number:** STC DAC 617

◆ Audit and Evaluation Division

Program Review

Description: Records related to the evaluation of the efficiency and effectiveness of programs and plans.

Program Record Number: STC PRG 645

◆ Financial Operations Division

Financial Operations

Description: Records relate to expenditure and revenue transactions, recoverable projects accounting and general accounting services.

Program Record Number: STC FIN 635

◆ Human Resources Operations Division

Employee Assistance Program

Description: Responsible for providing confidential health assistance and advice to employees, and disseminating information on the various social agencies available to provide service to employees.

Program Record Number: STC HRO 611

◆ Operational Planning and Programming Division

Operational Planning and Programming

Description: Records related to: the development and implementation of operational and financial planning systems, policies, procedures and costing methodologies; current-year work plans and associated budgets in both functional and program terms; objective corporate performance reporting for both expenditure and revenue activities; the co-ordination of information needs required for decision-making and quality assessments by senior management; the negotiation of resource levels with Central Agencies.

Program Record Number: STC OPP 620

◆ Resource Management Division

Financial Policies and Systems

Description: Records related to the development, design, implementation and review of departmental policies, systems and procedures.

Program Record Number: STC FPS 630

National Accounts and Analytical Studies Field

National Accounts and Analytical Services Field Operations

Description: General operations relating to the overall functions of the field. **Topics:** Field policies; plans and programs; automation; timeliness studies; projects and surveys.

Program Record Number: STC NAC 225

◆ Balance of Payments Division

Balance of Payments

Description: Statistics are presented under two main accounts: the Current and the Capital and Financial Accounts. The Current Account records transactions in goods, services, investment income and current transfers. Services are made up of travel, transportation, commercial services and government services. Investment income comprises interest, dividends and direct investment profits, the latter broken down between dividends and reinvesting earnings, while current transfers cover migrants' funds, official and private contributions and withholding taxes. The Capital and Financial Accounts is composed of capital transfers, such as migrants assets, transactions in claims on, and liabilities to, non-residents of Canada. More detailed statistics are also available on Canada's monthly transactions in portfolio securities with non-residents and on Canada's annual transactions in services with non-residents.

Program Record Number: STC IFE 260

International Investment Position

Description: Statistics are presented under International Assets, International Liabilities and Net International Investment Position. These data are presented according to six geographical areas with the following details: direct investment, portfolio investment in bonds, in stocks and in money market instruments and other investments. Direct investment series are further broken down by country and by industry. Portfolio series are further broken down by issuing Canadian sectors, such as federal government and provincial government.

Program Record Number: STC IFE 261

◆ Environment Accounts and Statistics

Environmental Information System

Description: The Environmental Information System draws on a variety of records from the following Statistics Canada databases: Census of Population and Housing, Census of Agriculture, Annual Survey of Manufactures, Census of Coal Mines, Electric Power Statistics, Household Facilities and Equipment, Transportation Statistics, Morbidity and Mortality Statistics. **Topics:** Population and environment, impact of economic activity on the environment (contaminants, waste), state of the environment (air, water and soil quality), climate, harvesting and extraction of resources.

Program Record Number: STC ESP 291

◆ Income and Expenditure Accounts

Financial Flows and the National Balance Sheet

Description: Records relate to the production of the financial flow and national balance sheet accounts.

Topics: Estimates of borrowing, lending, assets and

liabilities for sectors of the Canadian economy (persons, business, governments, non-residents) and their principal sub-sectors; detailed account of assets and liabilities by type of financial instrument (bonds, currency, consumer credit, bank loans and stocks).
Program Record Number: STC NAD 245

Gross Domestic Product

Description: Records related to the production of provincial and national accounts. **Topics:** Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy – persons, business, government and non-residents; estimates of personal income, gross domestic product and their components, by province and territory. **Program Record Number:** STC NAD 235

Labour Income

Description: Data series of labour income which are on a raw and seasonally adjusted basis by month. **Topics:** Wages and salaries; supplementary labour income; special payments; and work stoppage effects. Breakdowns by major industry, sector and province. **Program Record Number:** STC LAB 078

National Accounts Data Development

Description: Records relate to research papers and consist of analysis of existing Statistics Canada data, their description, interpretation and explanation. **Topics:** Extension of National Accounts; concepts, definitions; inflation accounting; household work; tourism; non-market production; production boundaries; underground economy; total consumption; satellite accounts. **Program Record Number:** STC NAD 230

◆ Industry Measures and Analysis Division

Industry Measures

Description: Records related to industrial output. **Topics:** Gross domestic product by industry; real output measures; value added; industry measures; real domestic product; index of industrial production; gross output by industry; provincial output. **Program Record Number:** STC IMA 240

◆ Input-Output Division

Input-Output

Description: Records related to the development and maintenance of national and provincial input-output tables (part of which are GDP by industry), structural models and correspondence with clients in reference to customer service activity. **Topics:** Annual data and records for current price Canadian input-output tables from 1961 to 1997; provincial data and interprovincial trade flows for each province and territories for 1984 and 1990 and 1996-1997; documentation for national

input-output model, interprovincial input-output models, price model and net price index/tax model; correspondence with clients of customer service activity. **Program Record Number:** STC INO 265

◆ Public Institutions Division

Federal Government

Description: Records relating to the federal government, its enterprises, related boards and commissions. **Topics:** Federal government and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment and wages and salaries. Access: Computer and non-computer files by government and enterprise. **Program Record Number:** STC PUI 220

Local Government

Description: Records relating to municipal governments and related boards, as well as local school boards and Government Business Enterprises. **Topics:** Local governments; revenues and expenditures; assets, liabilities and debt position; employment and wages and salaries; breakdowns. **Storage Medium:** Computer and non-computer files by province. **Program Record Number:** STC PUI 210

Provincial Government

Description: Records relating to provincial and territorial governments and their enterprises, boards, commissions and health and education institutions. **Topics:** Provincial and territorial governments, and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment and wages and salaries. **Storage Medium:** Computer and non-computer files by government and enterprise. **Program Record Number:** STC PUI 215

Social, Institutions and Labour Statistics Field

Social, Institutions and Labour Statistics Field Operations

Description: Records related to the overall functions of the field. **Topics:** Field policies; plans and programs; requests; public relations; census project team management; census research and methodology. **Program Record Number:** STC SIL 010

◆ Census Operations Division

Census Operations

Description: Census records are maintained in three formats: hardcopy format which is kept for five years following each census, microfilm copies of the original questionnaire and machine-readable data stored in the census micro database. The latter are used in tabulations. Names and addresses of individuals are not

contained in these files. Information extracted from the database, therefore, cannot directly be related to an individual. Individual data from microfilm copies of original questionnaires are available only to the respondent under the Privacy Act. **Topics:** Different types of variables can be obtained for various universes on the database. Population and Families – Demographic Characteristics: age, sex, marital status, common law; Ethno-cultural Characteristics: age at immigration, citizenship, ethnic origin (data on population can also be obtained at the family level); Language Variables: home language, mother tongue, official language, knowledge of official language; Schooling Variables: highest level of schooling, major field of study, school attendance; Labour Force: class of worker, industry, occupation, place of work; Family Size: family composition, place of work; Income: census family income, economic family income, income from each source and total income. Households – household maintainer, type of household, household size, length of occupancy, mortgage or rent, condominium, household income. Dwellings – condition of dwelling, structural type. These variables are available at various levels of geography across Canada. The information collected in the census varies somewhat from one census year to the next. **Note:** Individual information contained in the microfilmed records is available from 1906 to 1986 (1891 and 1901 Census are in the custody of National Archives of Canada). It can be accessed only by the person named in the record or by a legal representative authorized to administer the estate of a dependant adult or minor or a deceased person. To access such information, the person concerned must complete an “Application and Authorization for a Search of Census” obtainable from the Census Pension Searches Unit, Statistics Canada, Ottawa, K1A 0T6. Aggregate data from the census micro database are available to the public. Requests for such information should be directed to the Statistical Reference Centre, Statistics Canada, Ottawa, K1A 0T6. The 1991 Census microfilming operation was not completed due to budget constraints. The original questionnaires are currently being stored by the National Archives of Canada. The 1996 Census questionnaires will be destroyed once Statistics Canada no longer requires them for its operational needs. The 1996 Census questionnaires will also be stored at National Archives pending a decision on their long-term, retention status. **Program Record Number:** STC COP 015

National Registration File of 1940

Description: Statistics Canada maintains custody of the 1940 National Registration Records. This information resulted from a compulsory registration of all persons 16 years of age or older in the period 1940-46. **Topics:** Name; address; age; date of birth; conjugal status; dependents; country of birth (persons registered and parents only); year of immigration;

nationality; racial origin; languages; education; general health; class of occupation; occupation or craft; employment status; work experience by type; mechanical or other abilities; latent skills, wartime circumstances, previous military service. **Note:** Information contained in the 1940 National Registration Records is available to the person named in the record or to a legal representative authorized to administer the estate of a dependent adult or minor, or a deceased person. The method of access is described in the “Notes” under “Census Operations (STC COP 015). **Program Record Number:** STC COP 020

◆ Demography Division

Demography

Description: Records relate to research carried out with respect to population estimates and projections, and to demographic and demolinguistics characteristics.

Topics: Population estimates; population projections; emigration; immigration; interprovincial migration; post-censal estimates; household estimates; family estimates; family projections; components of population growth – births, deaths, migration; demographic characteristics – age, sex, marital status, common law; demolinguistics characteristics – mother tongue, home language, language of work and knowledge of languages; current demographic analysis in Canadian population. **Program Record Number:** STC DEM 030

◆ Housing, Family and Social Statistics Division

Aboriginal Peoples Survey (1991)

Description: Survey that provides a social and economic profile of Aboriginal peoples, including such information as housing conditions, health, employment history, schooling, mobility, the use of Aboriginal language(s), etc. The survey will be repeated in 2001. **Program Record Number:** STC HFS 122

Disability Database (1986 and 1991)

Description: Database providing information on the prevalence of disability in Canada and the impact of disability on the life of Canadians with disabilities.

Topics: Contains data on the existence, nature and severity of disability, and on the use of technical aids and services, help required and received to perform daily activities, as well as data which describe the demographic, household, labour force, employment, education, transportation, residential lifestyles and economic characteristics of persons with disabilities. **Program Record Number:** STC HFS 110

Family History Survey

Description: The Family History Survey was conducted in 1984 as a supplement to the Labour Force Survey. It provides a retrospective picture of when different events

in the family life cycle occur. **Topics:** Marital history; common-law unions; natural, adopted and step-children; work history. **Program Record Number:** STC HFS 026

General Social Survey

Description: The General Social Survey is an annual household survey with two principal objectives: first, to monitor temporal changes in Canadian society and, second, to provide information on current policy issues. The first survey cycle collected data in 1985 on health and social support. Cycle 2 collected data in 1986 on time use, social mobility and languages. Cycle 3 collected data in 1988 on personal risk and victim services. Cycle 4 collected data in 1989 on work and education. Cycle 5 collected data in 1990 on the topics of family and friends. Cycle 6 in 1991, returned to previous core content – health. Cycle 7 collected data throughout 1992 on the time use patterns of Canadians. Cycle 8 collected data throughout 1993 on personal risk (the risk of accidents and criminal victimization) and alcohol and drug use. In 1994, Cycle 9 collected data on education, work and retirement. Cycle 10 collected data in 1995 on family composition, marital and fertility histories. Cycle 11 collected data in 1996 on social support, to determine the nature of help received and provided, and the dynamic between an individual social network and help received and provided. In 1998, Cycle 12 repeated previous core content – time use. Cycle 13 collected data throughout 1999 content in criminal victimization. In 2000, Cycle 14 collected data on the impact of technology, particularly computers and the Web site, on society. **Topics:** Cycle 6: core content repeats that of cycle 1 and included such content areas as occupational and emotional health measures, job benefits, and old age and disability income; Cycle 12: core content of time use repeats that of cycle 2 and cycle 7 and provides data on the daily activities of Canadians, unpaid work activities, cultural activities and participation in sports; Cycle 13: the second repeat (Cycle 3 and 8) of the GSS core subject of victimization. The following subjects are common to both: perceptions of crime, police and courts; crime prevention precautions; accident and crime screening sections; and, accident and crime incident reports. As well, measures of fear of crime and childhood injuries were added. Focus content for Cycle 8 covers alcohol and drug use. Focus content for Cycle 13 covers spousal violence and senior abuse. Cycle 9: the first repeat of the GSS core subject on Education, Work and Retirement, originally covered in Cycle 4 (1989). There are differences between the two surveys. For example, Cycle 9 focuses more on quality of life after retirement and post-retirement activities than Cycle 4. In addition, the Cycle 9 questionnaire has two new sections: social origin and work interruptions. Cycle 10: the first repeat of the GSS core subject on the family, originally covered in Cycle 5 (1990). The following subjects are common to both: marital and fertility

histories, fertility intentions. In addition, Cycle 10 had questions on family origins, home learning, joint custody arrangements, values and attitudes towards certain areas of family life and work interruptions. Focus content for Cycle 10 covers environmental tobacco smoke. Cycle 11: main content related to social support provided and received for reasons of long term disability or activity limitation. Other topics include contact with family and friends, paid and unpaid work activities, health status, tobacco use. Cycle 14: core content of impact of technology on society; computers in the workplace and general technology use were repeated from Cycles 4 and 9. Other sections include volunteer work, development of computer skills, Web non-users, e-mail and Web site use, children's use of computers and the Web, security and privacy on the Web. **Program Record Number:** STC HFS 027

Housing, Family and Social Statistics

Description: Records relate to documentation and files of projects concerned with the production phases of the census. **Topics:** Housing; language; ethnicity; education; religion. **Program Record Number:** STC HFS 025

◆ Canadian Centre for Justice Statistics

Adult Criminal Courts

Description: Information on federal, provincial and territorial statute charges and municipal by-law infractions heard in adult criminal courts in Canada. **Topics:** Statistical information on types of offences, age and sex of accused, court decisions and dispositions is provided at the jurisdictional level. **Program Record Number:** STC CCJ 145

Corrections

Description: Information related to the delivery of custodial and non-custodial adult and youth correctional services in each of the provincial, territorial and federal jurisdictions. **Topics:** Caseload indicators, offender caseload and characteristics, and expenditure data for both provincial and federal correctional systems. **Program Record Number:** STC CCJ 125

Homicide

Description: Information related to murder, manslaughter and infanticide. **Topics:** Cases reported to the police showing characteristics of incidents; victims and accused; relationship between the accused and victim(s); methods used to commit the homicide. **Program Record Number:** STC CCJ 135

Legal Aid

Description: Information related to the delivery of legal aid in each of the provincial and territorial jurisdictions. Revenues, expenditures; personnel resources and caseload counts of each legal aid plan in Canada;

information describing the organizational structure, eligibility criteria and coverage of each plan. **Program Record Number:** STC CCJ 160

Police Administration

Description: Information related to police personnel and expenditures in Canada. **Topics:** Police personnel (i.e., police officers, special constables, civilians and other police personnel) and policing expenditures (salary and other operating). **Program Record Number:** STC CCJ 162

Profile of Courts in Canada

Description: Information related to the operation of courts in Canada. **Topics:** Descriptive profiles of provincial, territorial and federal Court Services in Canada. **Program Record Number:** STC CCJ 130

Transition Home Survey

Description: Information on the operation of transition homes, the residents within those transition homes, annual admissions, as well as services to residents, ex-residents, and non-residents is collected from approximately 500 facilities across Canada. **Topics:** Type of facility, areas served, type of services provided, type of abuse suffered by the women and children, number of women and children residents, age, disabilities, police intervention, relationship to the abuser, physical repairs and improvements, and revenues and expenditures. **Program Record Number:** STC CCJ 164

Uniform Crime Reporting

Description: Information related to police-reported crime. **Topics:** Available at a national, provincial, Census Metropolitan Area and local level: all Criminal Code, other federal statute (e.g. drugs) and traffic offences, police clearance rates, persons charged by adult/youth and by male/female; available for a sample of police agencies: age and sex of victims and accused, weapons, location of crime, accused-victim relationship and other variables. **Program Record Number:** STC CCJ 140

Violence Against Women Survey

Description: Information collected through a national victimization survey related to the nature and extent of violence against women in Canada. **Topics:** Perceptions of personal safety and measures taken to reduce risk of violent victimization; sexual harassment; experiences of physical and sexual assault since the age of 16, and in the past 12 months by strangers, dates/boyfriends, husbands and common-law partners, and other known men; power/control and emotional abuse by husbands/partners; wife abuse in family of origin; the impact of the experience on women who report violence; who they turn to for help; and,

involvement and satisfaction with the criminal justice system. **Program Record Number:** STC CCJ 163

Youth Courts

Description: Information related to those young persons who are charged with federal statute offenses and are dealt with in the youth courts of Canada.

Topics: Statistical and descriptive information on types of offence, age, sex, court decisions and dispositions are provided on both the national and jurisdictional levels. **Program Record Number:** STC CCJ 155

◆ Culture, Tourism and the Centre for Education Statistics

Cultural Activities

Description: Records relating to characteristics of professional, not for profit, performing arts companies; creative and performing artists (visual artists, writers, actors and directors, musicians, composers and conductors, dancers and choreographers); and cultural activities of Canadians. **Topics:** Revenue and expenditures, performances, attendance, touring, physical facilities, personnel, salaries; demographic characteristics, training, employment, income and expenses; demographic characteristics of people attending cultural events and participating in culture activities such as reading, going to the movies, visiting a museum; use of time for culture and non-culture purposes. **Program Record Number:** STC ECT 195

Cultural Industries

Description: Records relating to characteristics of industries producing cultural goods and to their products. The industries under study are in the areas of books (publishers and exclusive agents), periodical publishing, records (producers and label companies), film (production, post-production, distribution, theatres and drive-ins), and radio and television (characteristics of programs available and their audiences). **Topics:** Number and type of products; sales by origin of product; by language of product; by country of financial control of firm; by category of product; export sales; revenue and expenditure schedule; employment statistics. **Program Record Number:** STC ECT 190

Cultural Institutions

Description: Records relating to characteristics of cultural institutions which acquire, preserve, hold and make accessible to the public, objects, buildings and land areas of educational and cultural value. The institutions under study are heritage institutions, including museums, art galleries, archives, historic sites, nature parks, aquariums, zoos, planetariums, observatories, botanical gardens, and other related institutions. **Topics:** Revenues, expenditures, physical facilities, personnel, attendance. **Program Record Number:** STC ECT 185

Cultural Labour Force

Description: Records relating to the characteristics of people residing in Canada working in selected occupations and industries within the cultural sector. The survey targeted individuals working as artists, administrators, professionals and technicians in 14 areas: visual arts, crafts, design, literary arts, performing arts, film and video, broadcasting, cultural education, sound recording, book publishing, periodical publishing, heritage institutions, public libraries and other libraries. Records related to the cultural labour force from the Census of Canada. The individuals working in occupations and industries identified as cultural are included. **Topics:** Demographic data: age, sex, marital status, place of birth, ethnic origin, language, disabilities; Work patterns (1993): occupation, industry, number of jobs, class of worker, time worked, paid or not, absences, some historical employment information; Finances: total income, income from cultural work, government funding; Education and Training: formal and informal training, training needs; Impact of technological change. The Census of Canada data provide the following variables relating to the cultural labour force: Demographic data: age, sex, marital status, place of birth, ethnic origin, language, disabilities; Labour Force data: occupations, industry, class of worker, labour force activity, work activity; Income: employment income, total income; Education: highest level of schooling, field of study. **Program Record Number:** STC ECT 192

Elementary and Secondary Education

Description: Records related to teaching staff, enrolments, minority and second language education; information relating to revenues and expenditures of governments and school boards. **Topics:** Students; teachers; facilities and transportation (1971-72); private schools; kindergartens; schools for the visually/hearing impaired; enrolments; minority language programs; education price index; financial information system for school board revenues and expenditures. **Program Record Number:** STC ECT 165

Government Expenditures on Culture

Description: Expenditures on culture by the federal, provincial and municipal governments. **Topics:** Operating expenditures (including separate categories of wages and salaries and purchase of other goods and services); capital expenditures; operating capital grants, and contributions and transfers in the major cultural areas (libraries, museums, archives, parks, literary arts, performing arts, visual arts and crafts, film and video, broadcasting, sound recording, multiculturalism); as well as statistics on employment. **Program Record Number:** STC ECT 205

International Travel

Description: Records related to the activities of Canadians travelling outside the country and visitors to Canada. **Topics:** Port of entry; Canadian residents;

non-residents; vehicles; persons; receipts; payments; country of residence; expenditures; length of stay; type of transportation; purpose of trip; accommodation used; destinations, breakdown of spending into 5 categories; source of funding, age groups. **Program Record Number:** STC ECT 250

Pan-Canadian Education Indicators Program (PCEIP)

Description: An ongoing initiative to provide statistical measures, or indicators, describing selected key areas of the education systems in all ten provinces, Yukon, and the Northwest Territories (and will include Nunavut as data become available). The principal product of the program is Education Indicators in Canada: PCEIP 1999 (catalogue number 81-582), co-produced with the Council of Ministers of Education, Canada (CMEC). It reports on approximately half of the 33 indicators in the PCEIP indicator set. The remaining indicators are under development. **Topics:** Population trends; children living in low-income; educational attainment; educators; enrolment; education finances; use of information and communications technologies in schools; results of pan-Canadian and international achievement and assessment tests; graduation rates; equity; labour market outcomes; transition of recent postsecondary graduates from education to work. Appendices in the report include a description of education in Canada, a listing of universities and colleges, the data sources used, a glossary, and the full indicator set. **Program Record Number:** STC ECT 177

Postsecondary Education

Description: Records related to enrolments and full-time teaching staff in community colleges trade/vocational institutions, and universities; degrees or diplomas granted; tuition fees and living accommodation costs for university education; foreign student participation in Canadian education; private training providers; records relating to revenues and expenditures of governments, colleges and universities. **Topics:** University students; community college students; trade/vocational students; apprentices; foreign students; trade school, college and university degrees, diplomas, certificates; university tuition fees and accommodation costs; university teachers, full-time community college teachers; facilities (1973); educational technology (1970); instructional media (1971-72); continuing education; financing; estimated, budgeted, and actual expenditures for educational institutions; student aid; federal government expenditures in support of education and training. **Program Record Number:** STC ECT 170

Postsecondary Education Finance Database

Description: The financial information in this bank is obtained from the administrative files of Canadian universities and other Postsecondary institutions (e.g. community colleges and CEGEPs). Federal and

provincial governments also provide information on expenditures on education and related activities such as student assistance, research and program administration activities. The purpose of this data bank is to provide educational institutions and business the required information to do financial and product planning, and to provide government organizations with the required financial information to initiate policies and programs designed to meet social and economic demands. **Topics:** Annual revenues and expenditures of Postsecondary educational institutions by fund and source of revenue or item of expenditure. Also, the information includes tuition fees by faculty, expenditure on research by educational institutions and other organizations, and student assistance. **Program Record Number:** STC ECT 175

Second Information Technology in Education Study

Description: In general terms, the survey provides information about the level of integration of information and communication technologies (ICT) in elementary and secondary schools. More specifically, the survey provides data on three major aspects of ICT-related topics with regards to education: the introduction of so-called "emerging" pedagogical practices associated with the implementation of ICT in schools, the availability and use of technological equipment acquired by the schools in the wake of this implementation, as well as policies and practices that have been adopted by schools in order to help teachers to be better prepared as major changes occur in their tasks. The survey has been conducted for the first time in 1999 and was administered by Statistics Canada in collaboration with officials from Education Departments in provinces and territories. The only exception was Ontario, where the survey has been coordinated by the Education Quality Assessment Office (EQAO). The databank includes information on 4000 schools divided over three population strata: schools with grade 5, grade 9 and grade 12 students. Among other things, the data is used to produce statistical tables that highlight provincial differences in relation with the integration of ICT in schools. **Topics:** Elementary and secondary schools, information and communication technologies, emerging pedagogical practices, technological equipment, formation of teachers. **Program Record Number:** STC ECT 176

Survey Development

Description: Undertakes studies in response to requests made of policy departments and other major user groups concerning the feasibility of conducting surveys of education phenomena which are not part of the regular program; undertakes content development for special surveys for areas of education not normally collected by the regular program. **Topics:** National Apprenticed Trades Survey; School Leavers Survey; School Leavers Follow-up Survey; National Graduates Survey; Postsecondary Participation Survey; National

Longitudinal Survey of Children and Youth; Youth in Transition Survey; International Adult Literacy and Life-skills Survey. **Program Record Number:** STC ECT 180

Training and Continuing Education

Description: Information related to adult participation in education and training; types of training being taken; employer sponsorship of employee training; contribution of private training providers to continuing education. **Topics:** Enrolments, programs, courses, characteristics of persons taking training, types of training providers, employer contribution, barriers to training, training intentions, government assistance. **Program Record Number:** STC ECT 173

Travel, Tourism and Recreation

Description: Responsible for the coordination of the Canadian Travel Survey (CTS) as well as the analysis and dissemination of its results. The CTS is a supplement to the Labour Force Survey (LFS) and since 1996 is conducted every month of each year. **Topics:** Travellers socio-demographic information: sex, marital status, age, education, class of worker, industry, occupation, household size, etc. Trip information: number of trips, origin, destination, visited area, distance, duration, mode of transportation, purpose, accommodation, activities during the trip, travel expenditures, etc. **Program Record Number:** STC ECT 200

◆ Health Statistics Division

Health Care

Description: Health Care provides information on health-care institutions and the use of their services. Details are available for hospital patient morbidity and mental patient morbidity, hospital and residential care facilities, surgical procedures and hospital facility utilization. Health institutions operations records contain data on beds available, patient-days during the year, patient movement (admissions/separations), service workload of various departments, personnel and paid hours of work by occupational groups, detailed departmental operating expenditures by salaries and wages and income by source and balance sheet information; and, indicators of utilization, performance and cost, by type and size of hospital and related health facility, and ownership. Information on the number and rate of therapeutic abortions, selected demographic as well as medical information about women obtaining therapeutic abortions performed in hospitals in Canada. **Program Record Number:** STC HLT 080

Health Status and Vital Statistics

Description: Health Status covers the social and risk factors that influence health. The program provides information on vital statistics (births, deaths, marriages,

divorces, life tables) as well as Cancer Incidence and Tuberculosis Incidence. **Program Record Number:** STC HLT 095

National Population Health Survey

Description: The National Population Health Survey results were released in the fall of 1995 in the form of a publication and two microdata files. The next collection phase of this longitudinal survey will be in 1996 and clients can now purchase increased samples and content to meet their individual needs. **Program Record Number:** STC HLT 081

Occupational And Environmental Health Research

Description: Occupational and Environmental Health Research provides sound statistical and policy related information in relation to occupational, lifestyle, socioeconomic and environmental factors that influence health. The section maintains the Canadian Birth Database, the Canadian Cancer Database, the Mortality Database as well as a number of other data sources used in long-term medical follow-up studies. The Statistics Act and Privacy Act of Canada protect the confidentiality of all records, and all studies involving long term medical follow-up must satisfy a prescribed review and approval process. **Program Record Number:** STC HLT 115

Labour and Household Surveys Branch

◆ Income Statistics Division

Homeowner Repair and Renovation Survey

Description: An annual survey to provide calendar year data on the housing repair and renovation expenditures in owner-occupied households. **Topics:** Additions, renovations, replacements and new installations of fixtures and equipment, repairs and maintenance. **Program Record Number:** STC HLD 051

Household Facilities and Equipment Survey

Description: This annual survey provides data on dwellings and their characteristics, on the occupants of the dwellings and on the equipment at the disposal of the occupants. The records relate to the equipment and facilities available within individual households. Beginning in 1998, the new annual Survey of Household Spending will collect information formerly collected by the Household Facilities and Equipment Survey. **Topics:** (May vary from year to year) Tenure; number of rooms and bedrooms per dwelling; size of household; cooking facilities; heating facilities; water supply; bathroom facilities; refrigerators; microwaves; washing machines; dryers; telephones; radios; television sets; VCRs; compact disc players; households with automobiles; home computers; computer modems; using the Web from home. **Program Record Number:** STC HLD 050

Household Spending

Description: A dual program (Survey of Household Spending and Food Expenditure Survey) of record-keeping and recall surveys provides detailed expenditures covering the complete budgets of households in private dwellings. Programs cover selected calendar years, and have varied in scale and geographic coverage. Beginning with the 1997 reference year, the Survey of Household Spending (formerly the Survey of Family Expenditure) will be conducted annually. **Topics:** Household expenditures on food, shelter, household operations, household furnishings and equipment, clothing, transportation, etc., for specific subgroups of the population (by household income, household size, cities, etc.). **Program Record Number:** STC HLD 045

Pensions

Description: Records related to the terms and conditions of registered pension plans (RPPs) and to the assets of trustee pension funds in Canada. Also records describing the extent to which tax filers are saving for retirement through RPPs and/or RRSPs. **Topics:** Number of employer pension plans and members; type of plan; contribution and benefit rates; amount contributed; income, expenditures and assets of all trustee pension funds; retirement savings by tax filers through RPPs and/or RRSPs. **Program Record Number:** STC HLD 065

Survey of Consumer Finances

Description: An annual survey designed to measure the distribution of income and its sources for Canadian families and individuals. The records relate to income and other indicators of economic well-being of families and individuals. **Topics:** Annually: average incomes for individuals and families, female/male earning ratios, effect of government transfers and income taxes on family income, rates of low income and number of persons in low income; by selected family characteristics, selected personal characteristics; occasionally: family assets, family debts, family wealth. **Program Record Number:** STC HLD 055

Survey of Labour and Income Dynamics

Description: A longitudinal panel study designed to provide information on the determinants of change in the economic well-being of Canadian families and individuals. Overlapping panels of 15,000 households: each panel to be retained for six years, with a new panel introduced every three years. First reference year of the survey is 1993. **Topics:** Annual measures of labour market activity (employment, characteristics of jobs held during the year, unemployment), educational activity and attainment, income by source; demographic characteristics, including age, sex, marital status, marital history, educational attainment; demographic

events, including migration, change in household composition, family formation and dissolution.

Program Record Number: STC HLD 038

◆ Labour and Household Surveys Analysis Division

Labour and Household Surveys Analysis

Description: Records relate to documentation associated with this research and development work. **Program Record Number:** STC LHS 060

◆ Labour Statistics Division

Employment and Earnings

Description: The survey of Employment Payrolls and Hours (SEPH) is a monthly survey covering firms of all sizes and institutions in every industry with the exception of agriculture, fishing and trapping, private households, religious organizations and the defense services. The estimates are derived from a sample survey sent to employers and from administrative records (PD7) provided by Canada Customs and Revenue Agency. The data are compiled at detailed industrial levels (SIC 1980) for Canada, the provinces and the territories. The reference period for SEPH is the pay period that includes the last seven days of the month. SEPH data are available from 1983 monthly and annually. **Topics:** The different variables are: employment; payrolls, average weekly earnings; average hourly earnings, average weekly hours and overtime. Selected variables are available by employee type; all employees, salaried employees (fix salary), hourly paid employees and other employees (paid by commissions, piece rates, etc.). Overtime can be included or excluded for selected variables. **Program Record Number:** STC LAB 075

Employment Insurance

Description: Records related to employment insurance. **Topics:** Benefits paid; weeks of benefit; average weekly benefits; claims received; claims allowed; disqualifications; and beneficiaries by personal characteristics (e.g. age, sex, occupation and insurable earnings); data monthly and annually for Canada and the provinces. **Program Record Number:** STC LAB 070

Help-Wanted Index

Description: Records related to help-wanted advertisements in 22 metropolitan area newspapers. **Topics:** Help-wanted indexes; data are monthly and annually for Canada, Regions, Provinces and Census Metropolitan Areas. **Program Record Number:** STC LAB 076

Labour Force Survey

Description: Records relate to levels and trends in the composition, activities and characteristics of the Canadian labour force. Data are available at the detail of Census Metropolitan Areas (CMA), economic regions and the provinces. Data are also available for selected non CMA urban areas based on three month moving averages. **Topics:** Actual and seasonally adjusted employment and unemployment data; demographic, industrial and occupational structure of the Labour Force Survey; participation rate; multiple job holding; reasons for absence from work; wages; union rates, etc. **Storage Medium:** Historical estimates and Public Use Microdata are also available on CD ROM. **Program Record Number:** STC LAB 035

◆ Special Surveys Division

Special Surveys

Description: Records relate to the operations of the special surveys. **Topics:** Surveys since 1978: work patterns, leisure time activities, family history, maternity leave, health promotion, absence from work, job opportunities, travel, travel to work, attitudes about surveys, smoking habits, victimization, graduates of postsecondary programs, passenger car fuel consumption, volunteer workers, student finances, migrants to Alberta and B.C., labour market activity, 1981 work history, union membership, work reduction, child care, adult education and training, literacy, drinking and driving, drugs and alcohol, work arrangements, household energy use, value of wildlife, aging and independence. Earlier surveys (before 1978) generally covered: demography, education, health, and the labour market. (See Overview of Special Surveys for detailed breakdowns.) **Program Record Number:** STC SSD 040

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

- Human Resources
- Lands
- Occupational Health, Safety and Welfare
- Office Appliances
- Official Languages
- Pensions and Insurance
- Personnel
- Procurement
- Salaries and Wages
- Staff Relations
- Training and Development
- Utilities
- Vehicles

Personal Information Banks

◆ Agriculture Division

Census of Agriculture Database

Description: This database contains information obtained from the Census of Agriculture which is a statutory requirement. The records carry information on the socio-economic characteristics of farm operators and information relating to crops, livestock, poultry, machinery, farm operating expenses and agriculture receipts by type of farm. Information on assets, liabilities and investments is also available. **Class of Individuals:** Individuals considered to be farm operators. **Purpose:** This bank provides a base inventory of Canadian agriculture, provides input to the System of National Accounts and provides information for production, marketing and policy decisions. **Consistent Uses:** Statistics Canada may release name and address information to other members of the national agricultural statistical system for statistical purposes if both the legal requirements imposed by the Statistics Act under section 17 and departmental list release policy guidelines are met. **Retention and Disposal Standards:** Currently, records are retained for 100 years. **Related to PR#:** STC AGR 445, 450 **TBS Registration:** 001843 **Bank Number:** STC PPU 030

◆ Dissemination Division

Sales and Marketing Information System

Description: The sales and marketing information system contains billing and shipping information, as well as a description of the product and/or service purchased by the client. **Class of Individuals:** Individuals who have purchased catalogued publications or other products and services from Statistics Canada. **Purpose:** The purpose of this bank is to administer the billing system for Statistics Canada products and services. **Consistent Uses:** Billing and customer information is also used to provide information to improve the marketing of the Agency's

products and services. **Retention and Disposal Standards:** General Retention and Destruction Schedule – 6 years. **TBS Registration:** 003318 **Bank Number:** STC PPU 078

◆ Marketing Division

Client Contact Limitation File (CCLF)

Description: The Client Contact Limitation File (CCLF) is a database that resides on Statistics Canada's corporate Intranet. The CCLF contains tombstone client information – name, address, phone, fax and e-mail addresses, as well as an indication if they do not want to receive promotional material or be contacted for Statistics Canada market research. A flag for deceased persons will be added in the future. **Class of Individuals:** Individuals who have received promotions or are contacted by Statistics Canada regarding products or Statistics Canada market research. These will include existing Statistics Canada purchaser/clients and non-purchasing clients. **Purpose:** To maintain records of existing Statistics Canada clients and potential clients from purchased mailing lists who have requested that the use of their contact information be restricted (ie. They do not wish to be contacted for Statistics Canada market research and/or promotional purposes), in accordance with Statistics Canada's Client Information policy. **Retention and Disposal Standards:** General Retention and Destruction Schedule – 6 years. **Related to PR#:** STC MAR 572 **TBS Registration:** 005104 **Bank Number:** STC PPU 153

Client Information Warehouse

Description: The Client Information Warehouse contains tombstone client information – name, address, phone, fax and e-mail addresses and what they have purchased. This information is derived from the Corporate Sales and Support System. This data is enhanced with SIC codes, number of employees for firms, and corporate revenues which comes from outside database sources such as Dun and Bradstreet. Furthermore, Marketing Division adds data, linked to the client records, from client feedback and client surveys which indicates their demographics, statistical information usage and needs. Future data holdings will include potential clients who have identified that they wish to be communicated with. This information will come from a variety of sources including the Web. **Class of Individuals:** Individuals who have purchased products and services from Statistics Canada and individuals who have identified a potential interest in purchasing Statistics Canada's products and services. **Purpose:** The purpose of this bank is to provide marketing intelligence for marketing planning, communications and tracking and measuring our marketplace and success of our marketing programs. Answering client/market information queries from which marketing strategies, plans, and marketing communication will be developed. **Retention and**

Disposal Standards: General Retention and Destruction Schedule – 6 years. Related to PR#: STC MAR 572 **TBS Registration:** 004253 **Bank Number:** STC PPU 152

◆ Administrative Support Services Division

Personal Service Contract Bank

Description: This bank contains the contracts, in some instances an evaluation of the work performed by the contractor, records of payments and related correspondence. It may also contain the curricula vitae and social insurance numbers of all individual contractors. **Class of Individuals:** This information relates to all individuals who have submitted a successful bid for a contract. **Purpose:** The purpose of this database is to maintain a record of personal service contracts awarded. **Retention and Disposal Standards:** Contract files are kept for six years after completion of service. **Related to PR#:** STC ADM 635 **TBS Registration:** 001175 **Bank Number:** STC PPU 105

◆ Survey Operations Division

Referrals to Department of Justice re: Refusal to Complete Census of Population or Census of Agriculture Questionnaire

Description: The information held in this bank consists of correspondence between Statistics Canada/ Department of Justice Canada and individuals, where they have refused to complete a Census of Population and/or Census of Agriculture questionnaire and the case has been referred to the Department of Justice Canada for prosecution. The bank also contains information that enables an assessment of each case. **Class of Individuals:** Individuals who have refused to complete a Census of Population and/or Census of Agriculture questionnaire and whose case has been referred to the Department of Justice Canada for prosecution. **Purpose:** The information in this bank is obtained in order to determine whether to pursue in a court of law those individuals who have refused to complete a Census of Population and/or Census of Agriculture questionnaire as required by the Statistics Act. **Consistent Uses:** The original records are provided to the Department of Justice Canada for prosecution purposes. **Retention and Disposal Standards:** Records are retained for 15 years. **Related to PR#:** STC SOP 602 **TBS Registration:** 002097 **Bank Number:** STC PPU 120

◆ Small Area and Administrative Data Division

T1 Family File (T1FF)

Description: The database contains information on all taxfilers as well as their identifiable filing and non-filing family members (census family definition). The family

formation is done through deterministic and probabilistic matching and imputation. The data are compiled from taxation files and supplemented with estimates of components of income and taxes not covered in the federal taxation system (e.g., some provincial refundable tax credits, taxes for the province of Quebec). **Class of Individuals:** Census. It includes taxfilers and non-filers. **Purpose:** The objective of the development of this data source was to address the need for annual data for large and small areas, providing a social and economic profile of the population on an annual basis. This information is essential, particularly to governments and private organizations, to the process of developing and evaluating programs and policies related to financial well-being. No identifiable micro data are released. **Retention and Disposal Standards:** Records are retained indefinitely. **Related to PR#:** STC SAD 550 **TBS Registration:** 005003 **Bank Number:** STC PPU 111

Longitudinal Administrative Data (LAD)

Description: This database contains information relating to the income and demographics of a sample of individuals and their families. The information is derived from the T1 Family File. Data are for the years 1982 and onwards. **Class of Individuals:** 20% sample of individuals identifiable on the T1FF. **Purpose:** The dynamics of income, migration and marital status can be examined. Relationships of change can be examined, providing information about probably cause of some life events, such as entering and exiting of low income. The files are used to produce aggregate data on the economic performance and demographic characteristics of the population over time. The information obtained from this file is essential to the development and evaluation of policies related to economic well-being in particular. No identifiable micro data are released. **Retention and Disposal Standards:** Records are retained indefinitely. **Related to PR#:** STC SAD 550 **TBS Registration:** 005004 **Bank Number:** STC PPU 112

◆ Data Access and Control Services Division

Inventory of Requests Made Under the Access to Information and Privacy Acts

Description: The bank contains case files which include the request forms or letters sent by individuals requesting formal access to their files or other files controlled by Statistics Canada, the replies to such requests and information relating to their processing. **Class of Individuals:** All individuals who have applied, under the Access to Information Act or Privacy Act, for access to information controlled by Statistics Canada. **Purpose:** The purpose of this bank is to maintain a record of all requests received under the Access to Information Act and Privacy Act. The information is used for processing requests only, and to prepare

reports for Treasury Board and Parliament on the number of requests received. **Retention and Disposal Standards:** Files will be kept for two years. **Related to PR#:** STC DAC 615 **TBS Registration:** 001176 **Bank Number:** STC PPU 110

◆ Census Operations Division

1940 National Registration Records

Description: The records provide social and economic information on individuals as well as information on their skills. **Class of Individuals:** All persons 16 years of age or older in the period 1940-1946 with the exception of those people who were, at the time of registration, members of the armed forces or a religious order, or confined to an institution. **Purpose:** The information was originally obtained under the authority of the National Resources Mobilization Act, 1940, and the War Measures Act to permit the mobilization of all of the effective resources of the nation, both human and material, for the purpose of the defence and security of Canada. The National Registration Regulations pursuant to this legislation gave custody of the records to Statistics Canada, then known as the Dominion Bureau of Statistics. **Consistent Uses:** A program has been established called the Census Microfilm and Pension Searches Sub-Unit to provide proof of age, place of residence, family relationships or length of residence in Canada from historic census records and 1940 National Registration Records. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administrative records are required but no longer exist or, as in a number of cases, were never issued. Searches are also conducted to provide third parties with information on individuals who were included in the 1940 National Registration. This information is typically requested for genealogical purposes and is made available only if proof is provided that the person about whom information is requested has been deceased for more than twenty years. A standard fee of \$45.00 (+PST and \$3.15 GST) is charged for each search undertaken but the fee will be refunded if the search is not successful. Requests should be sent to: Census Microfilm and Pension Search Sub-Unit, Census Operations Division, Statistics Canada, B1E-34, Jean Talon Building, Tunney's Pasture, Ottawa, Ontario, K1A 0T6. **Retention and Disposal Standards:** The records are retained indefinitely. **Related to PR#:** STC COP 020 **TBS Registration:** 001840 **Bank Number:** STC PPU 010

Census of Population – Evaluation Program

Description: This bank contains information from post-censal studies to measure coverage and data quality, and to evaluate the census enumeration of unoccupied dwellings and non-respondent households. **Class of Individuals:** Individuals selected to participate in evaluation studies. **Purpose:** The studies are part of

the evaluation program for the Census of Population. The objective of the Overcoverage studies is to measure gross overcoverage by estimating duplicate and erroneous census enumerations. The purpose of the Reverse Record Check is to estimate gross undercoverage, i.e. the number and characteristics of persons and households missed by the census. The purpose of the Vacancy Check is to estimate the number of occupied private dwellings which were misclassified as vacant and to adjust the census occupied dwelling counts accordingly. **Retention and Disposal Standards:** Records are retained for 10-16 years, depending on the type of record. **Related to PR#:** STC COP 015 **TBS Registration:** 003015 **Bank Number:** STC PPU 008

Census of Population – National Census Test

Description: This bank contains information collected from surveys used to test Census of Population questions. The records in this bank are organized geographically, by test module and year. To retrieve a record from this bank, the precise address at the time of the test, the name of the test module and the year surveyed are required. **Class of Individuals:** Individuals within households selected to participate in census-testing surveys. **Purpose:** The surveys are part of the testing program for the Census of Population. The objectives of the test surveys are to determine whether new or revised questions proposed for the census can be easily understood and correctly answered, and to assess public reaction to these questions by testing them on a small-scale basis. **Retention and Disposal Standards:** The records are retained for 5 years. **Related to PR#:** STC COP 015 **TBS Registration:** 002096 **Bank Number:** STC PPU 007

Census of Population – Questionnaires

Description: This bank contains information obtained from the censuses of population taken since 1906. The records are identified by name and contain information on the social and economic characteristics of every person in the country. The records in this bank, which are organized on a geographical basis, are microfilmed copies of the original questionnaire dating back to 1906. To retrieve a record from this data bank, the precise address at the time of the census is required. Please note that only the individual named in the record can have access to information it contains, or the legal representative of a minor, incompetent or deceased person, but only to settle the affairs of the estate of that person. **Class of Individuals:** All individuals in Canada at the time of the census. **Purpose:** The Census of Population is a national inventory of Canada's key socio-economic phenomena, conducted at prescribed intervals by statutory requirement. The data collected, when compiled into statistics, are used for a wide range of purposes including the determination of economic and social policies, planning industrial development, and estimating needs for schools, roads and many

other public services. Population figures are used to determine electoral district boundaries, and to calculate per capita grants to provinces and municipalities.

Consistent Uses: A program has been established called the Census Microfilm and Pension Search Sub-Unit to provide proof of age, or length of residence in Canada from historic census records and 1940 National Registration Records. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administration records are required but no longer exist or, as in a number of cases, were never issued. Census questionnaires may be used to draw samples for post-censal and other surveys addressing issues of current social concern, research purposes and studies that are part of the evaluation program for the Census of Population. **Retention and Disposal Standards:** Records are retained indefinitely. **Related to PR#:** STC COP 015 **TBS Registration:** 001839 **Bank Number:** STC PPU 005

Census Pension Searches Program

Description: This bank contains information relating to applicants to the Census Microfilm and Pension Search Sub-Unit and to members of the applicant's family. Search reference information such as name, date of birth, place of birth, place of residence is provided by the applicant in order to undertake a search of historical census and 1940 National Registration Records. Results of a successful search will be furnished in the form of a certified transcript of the information found in the original records. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to provide the necessary personal information to undertake a search of historical census and 1940 National Registration Records in order to provide proof of age, or length of residence in Canada. The service is normally provided in support of application for pensions, citizenship, passports and similar situations where other more preferred administrative records are required but no longer exist or, as in a number of cases, were never issued. **Retention and Disposal Standards:** Records are retained for 10 years. **Related to PR#:** STC COP 015 **TBS Registration:** 003117 **Bank Number:** STC PPU 012

◆ Housing, Family and Social Statistics Division

Aboriginal Peoples Survey

Description: The database contains information on Aboriginal peoples resulting from the 1991 Post-Censal Survey of Aboriginal Peoples, covering such topics as schooling, work, culture, language, housing, health, disability, income, mobility, etc. **Class of Individuals:** Persons who indicated that they identify with an Aboriginal group (North American Indian, Métis or Inuit) and/or reported being registered under the Indian Act of

Canada. It includes individuals living on and off Indian reserves and settlements. **Purpose:** The objective of the Post-Censal Survey of Aboriginal Peoples is to provide a social and economic profile of Aboriginal peoples, including such information as housing conditions, lifestyle and social issues, health, employment history, schooling, mobility, disability, etc.

Retention and Disposal Standards: Records are retained indefinitely. **Related to PR#:** STC HFS 122 **TBS Registration:** 003014 **Bank Number:** STC PPU 116

Database on Persons With Disabilities

Description: This database contains information on persons with disabilities in Canada, including the number of persons with disabilities, the nature and severity of the disability and the barriers experienced by persons with disabilities in such areas as employment, transportation, education, community support services and housing. The information also addresses the need for, as well as the use and availability of, technical aids and services. Although the name and address of the selected respondent were collected at the time of the survey, they were not data-captured and, therefore, do not appear on the automated database. The database consists of the records from the 1983 Canadian Health and Disability Survey, the 1986 and 1991 Health and Activity Limitation Survey and the upcoming 2001 Participation and Activity Limitation Survey. **Class of Individuals:** Persons with disabilities living in households and institutions in Canada, at the time of the 1986 and 1991 Census, and in households at the time of the 2001 census. **Purpose:** The purpose of this bank is to identify those Canadians who, for health-related reasons, are limited in the kind or amount of activity they can perform on a day-to-day basis, and the nature and severity of the disability and the barriers that they encounter in such areas as housing, employment, transportation, education and community support services. This information is essential, particularly to governments and private organizations, to the process of developing programs and policies to eliminate these barriers. **Consistent Uses:** With respect to the Canada Health and Disability Survey, five-sixths of the Labour Force Survey (LFS) sample was used to identify a sample of persons with disabilities who were subsequently interviewed. The output of the survey was linked back to the LFS to obtain labour force activity data which were not included in the questionnaire. With respect to the Health and Activity Limitation Survey, the 1986 and 1991, and to the Participation and Activity Limitation Survey in 2001, the 1986, 1991 and 2001 Censuses of Population were used to identify a sample of persons with disabilities who were subsequently interviewed. The output of these surveys was linked back to the 1986, 1991 and 2001 Census of Population files to obtain demographic data which were not included in the survey questionnaire. This would ease the burden on respondents since they had already

provided these data for the Census. **Retention and Disposal Standards:** Records are retained indefinitely. **Related to PR#:** STC HFS 110 **TBS Registration:** 001862 **Bank Number:** STC PPU 115

General Social Survey

Description: The General Social Survey is an annual household survey. The first survey cycle collected data in 1985 on health and social support. Cycle 2 collected data in 1986 on time use, social mobility and languages. Cycle 3 collected data in 1988 on personal risk and victim services. Cycle 4 collected data in 1989 on work and education. Cycle 5 collected data in 1990 on the topic of family and friends. Cycle 6 collected data throughout 1991 and was the first cycle to return to previous core content – health. Cycle 7 collected data throughout 1992 on the time-use patterns of Canadians, repeating that of Cycle 2. Cycle 8 repeated Cycle 3 core and collected data on the personal risk of accidents and criminal victimizations; the focus content dealt with alcohol and drug use. Cycle 9 repeated Cycle 4 core and collected data on education, work and retirement. Cycle 10 partially repeated Cycle 5 and collected data on the family; the focus content dealt with environmental tobacco smoke. Cycle 11 introduced a new core theme on social support. Cycle 12 collected data on the time-use of Canadians during 1998, repeating Cycle 2 and cycle 7 content. Cycle 13 collected data on criminal victimization during 1999, repeating Cycle 3 and Cycle 8. Cycle 14 introduced a new core theme on the impact of technology on society and was collected during 2000. To locate a record, in addition to the cycle (or year) of the survey in which a respondent has participated, for cycles 1-4, the name of the respondent and the telephone number at the time of the survey are required. For subsequent cycles, the name and address of the respondent is required, as well as the cycle (or year) and telephone number at the time of the survey. **Class of Individuals:** Non-institutionalized population aged 15 years and older in all provinces selected to participate in the surveys. **Purpose:** The General Social Survey has two principal objectives: first, to monitor temporal changes in Canadian society and, second, to provide information on current policy issues. **Retention and Disposal Standards:** Records are retained indefinitely. **Related to PR#:** STC HFS 027 **TBS Registration:** 003311 **Bank Number:** STC PPU 027

Longitudinal Immigration Database (IMDB)

Description: This database contains information relating to the employment and income of immigrants. The information is derived from the Landed Immigration Data Description System file, the visitors Immigration Data Systems file, the Non-Immigrant Data System file, the Immigration Data System Overseas file and the Immigration Data System file from Citizenship and Immigration; the T1 and T4 files from Canada Customs

and Revenue Agency; and the Central Frame Data Base from Statistics Canada. Data are for the years 1980 and onwards. The database will be reviewed in five years (in the year 2001) to ensure its continuing relevancy to immigration policy development. **Class of Individuals:** Immigrants. **Purpose:** The files are used to produce aggregate data on the economic performance and demographic characteristics of the immigration population over time. No identifiable microdata relating to immigrants or businesses are released. **Retention and Disposal Standards:** The records will be maintained until at least the year 2000. **Related to PR#:** STC HFS 524 **TBS Registration:** 003726 **Bank Number:** STC PPU 135

◆ Canadian Centre for Justice Statistics

A One-Day Snapshot of All Inmates, On Register, in Federal and Provincial/Territorial Adult Correctional Facilities at Saturday, Midnight, October 5, 1996.

Description: This information bank is the result of a one-time census of Canada's adult correctional facilities and contains the following types of personal information: name; date of birth; inmate ID number; FPS (finger print system) number; SIN number; medicare number; gender; educational level; racial origin; marital status; citizenship; home language and employment status. A total of 37, 541 federal and provincial/territorial inmates are represented in the information bank. **Class of Individuals:** All inmates who were on register in federal and provincial/territorial adult correctional facilities at Saturday, midnight, October, 5, 1996. **Purpose:** The lack of detailed information about the Canadian correctional population was identified as a major information gap by the Justice Information Council and the Deputy Ministers responsible for Justice in Canada. The information contained in this bank will respond to this information gap. **Consistent Uses:** The data from this study may be used to enable correctional administrators to further examine the dynamics of inmate overcrowding problems and to help the corrections community develop new programming initiatives for offenders. **Retention and Disposal Standards:** 5 years (to be confirmed). **Related to PR#:** STC CCJ 125 **TBS Registration:** 004002 **Bank Number:** STC PPU 028

Homicide Statistics

Description: This bank contains information obtained from police forces on characteristics of homicide incidents, characteristics of the victims and suspects, the relationship between suspects and victims, etc. **Class of Individuals:** Individuals who are victims of homicides and individuals who are suspected of committing a homicide. **Purpose:** The purpose of this bank is to provide information relating to the nature and extent of homicide in Canada; to describe the circumstances of homicide incidents, as well as the

essential characteristics of people involved in them.

Retention and Disposal Standards: Records are to be retained indefinitely. **Related to PR#:** STC CCJ 135 **TBS Registration:** 001861 **Bank Number:** STC PPU 025

◆ Culture, Tourism and the Centre for Education Statistics

Cultural Labour Force Survey

Description: This bank contains information relating to people residing in Canada working in selected occupations and industries within the cultural sector. The survey targeted individuals working as artists, administrators, professionals and technicians in 14 areas: visual arts, crafts, design, literary arts, performing arts, film and video, broadcasting, cultural education, sound recording, book publishing, periodical publishing, heritage institutions, public libraries and other libraries. The survey was conducted in 1993. **Class of Individuals:** Artists, administrators, professionals and technicians working in selected areas of the cultural sector in Canada. **Purpose:** The survey was conducted to provide information on the education, career activities, work patterns, financial status and demographics of artists and cultural workers. Human Resources Development Canada sponsored the survey to help them in the development of training and employment programs that better meet the needs of the cultural sector in Canada. **Retention and Disposal Standards:** Not yet decided. **Related to PR#:** STC ECT 195 **TBS Registration:** 003724 **Bank Number:** STC PPU 125

Elementary/Secondary Teacher Database

Description: This bank contains information relating to characteristics of individuals who form part of the educational staff employed full- or part-time in public elementary-secondary schools for all provinces. **Class of Individuals:** This information, collected annually, relates to all individuals who form part of the educational staff employed full- or part-time in public elementary/secondary schools for all provinces. **Purpose:** The purpose of this bank is to produce statistical information relating to full-time instructional and administrative school staff at the elementary/secondary school levels in all provinces according to gender, age, staff position, and employment status. **Retention and Disposal Standards:** The files are to be retained for 55 years. **Related to PR#:** STC ECT 165 **TBS Registration:** 001853 **Bank Number:** STC PPU 080

National Apprenticed Trades Survey

Description: The bank contains information collected in the 1994 National Apprenticed Trades Survey relating to respondents' experience and background before the apprenticeship; the apprenticeship, the content and the certification; and the activities and work of the respondents since they left the apprenticeship. **Class**

of Individuals: Individuals who have completed or discontinued a registered apprenticeship program.

Purpose: The purpose of the National Apprenticed Trades Survey is to examine the labour market experience of completers and discontinuers of a registered apprenticeship program two years after they left the program. **Consistent Uses:** Statistics Canada has entered into data-sharing agreements under section 12 of the Statistics Act with Human Resources Development Canada, the Canadian Labour Force Development Board and with provincial ministries responsible for apprenticeship training. The information provided to these organizations will not contain personal identifiers and will be kept confidential and used only for statistical purposes. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data. **Retention and Disposal Standards:** Records are retained indefinitely. **Related to PR#:** STC ECT 180 **TBS Registration:** 003341 **Bank Number:** STC PPU 103

National Graduates Survey

Description: Surveys among graduates of postsecondary education programs have been carried out in 1978, 1984, 1987, 1988, 1991, 1992, 1995 and 1997. The surveys were carried out using a sample of 1976 graduates (for the 1978 survey), 1982 graduates (for the 1984 and 1987 surveys) 1986 graduates (for the 1988 and 1991 surveys), 1990 graduates (for the 1992 and 1995 surveys) and 1995 graduates (for the 1997 survey). In each case, lists of graduates from universities, colleges and trade-vocational schools were obtained. The lists contain information relating to approximately 112,000 1976 graduates (Quebec graduates excluded), 220,000 1982 graduates, 250,000 1986 graduates, 265,000 1990 graduates and 325,000 1995 graduates. The information includes the name, address, telephone number, graduation qualification and major field of study for each graduate. Approximately 50,000 persons were selected to be interviewed for each survey, with 36,000 responding in 1984. The 1987 survey attempted to re-interview these 36,000, obtaining approximately 31,000 responses. Information collected included the extent of work experience before graduation and in the years after graduation, occupations and industries for jobs being held two years (five years in the 1987 survey) after graduation, details of further studies since graduation, and general classificatory information (e.g., age, marital status, sex, language). The 1991 survey attempted to re-interview approximately 40,500 1986 graduates who responded in 1988. They were asked about labour force status and detailed questions about their job, if any. In the 1992 study, approximately 51,000 persons were selected and response was obtained from approximately 36,000. In 1997, approximately 62,000 1995 graduates were selected for interviews and approximately 43,000 responded. In 1999, Statistics Canada surveyed the graduates from the class of 1995

who moved to the United States. Out of the 325,000 1995 graduates, approximately 4,600 were in the United States in 1997. Out of the 62,000 1995 graduates that were selected for interviews in the National Graduates Survey, around 830 had moved to the United States. All of them were selected for interview in 1999. Approximately 530 of these graduates actually responded. These graduates who had moved to the United States have answered the same kind of questions such as why they had moved to the United States. **Class of Individuals:** This information relates to graduates from trade-vocational, college and university programs in calendar years 1976, 1982, 1986, 1990 and 1995. **Purpose:** To produce statistical information for monitoring graduates' transition from school to work and their success in finding work related to their fields of study. The information is provided to students and guidance counselors to help choose appropriate fields of study; and to education planners to organize courses and programs of study. It is also used by analysts to develop projection models of supply and demand of manpower by occupation, seeking out imbalances in the labour market. Also included are evaluations of the extent to which graduates succeed in finding jobs related to their fields of study, and the extent to which retraining leads to career changes. **Retention and Disposal Standards:** Records are retained for 100 years. **Related to PR#:** STC ECT 170 **TBS Registration:** 001858 **Bank Number:** STC PPU 100

National Longitudinal Survey of Children: Educational Questionnaires

Description: This Bank contains longitudinal data on the educational development of a series of age segmented cohorts of children collected in connection with the National Longitudinal Survey of Children. As such, it represents a subset of a much larger bank of longitudinal information on child development. The cohorts covered in the educational database are followed at two year intervals starting in November 1994. Each cohort will be followed until the children within the cohort reach adulthood. Data in the education file have been collected from the children's teachers and principals, and from standardized tests of achievement. Information in the database covers variables at the analytic levels of the child, the child's classroom, and the child's school. At the level of the child, variables representing the child's current grade, educational history, academic achievement, language of instruction, received instruction, attendance in special education classes, social skills, and behaviour are collected, along with information on parents' involvement in the child's education. At the level of the classroom information is available on class size and composition, classroom, material resources, instructional techniques, emphasis on academic achievement (academic press), and the teacher's perceptions of his/her teaching efficacy. At the level of

the school, variables representing academic streaming, various characteristics of the student body, disciplinary problems, parental involvement with the school, available human and material resources, and the social climate of the school are available. In addition, information is available on the responding teacher's and principal's demographic and educational background. Cycle 2 of this survey was conducted from November 1996 to June 1997. **Class of Individuals:** Age segmented cohorts (4-5 yrs, 6-7 yrs, 8-9 yrs, 10-11 yrs) of children enrolled in junior kindergarten to grade 6. **Purpose:** To determine the factors which place or prevent children from becoming at risk for educational failure. The data will allow a wide variety of academic and policy oriented researchers to determine the impact that education has on a wide variety of developmental outcomes such as children's future health, social development, and educational attainment. **Consistent Uses:** Statistics Canada has entered into a data-sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada. The information provided to HRDC will not contain personal identifiers and will be kept confidential and used only for statistical purposes. Each person responding to questions will be given the right to refuse to share their data. **Retention and Disposal Standards:** Not yet decided. **Related to PR#:** STC ECT 180 **TBS Registration:** 003725 **Bank Number:** STC PPU 130

Postsecondary Student Database

Description: The information in this bank is obtained from the administrative files of Canadian universities and other postsecondary institutions (community colleges, CEGEPs). It includes demographic data, and information relating to the individual's activities as a student, such as qualification sought, discipline of specialization, and previous educational activity. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes as well as the name of the institution and the year(s) the individual has studied at that institution. **Class of Individuals:** This bank contains annual information on full-time and part-time students in Canadian postsecondary institutions. **Purpose:** The purpose of this bank is to produce statistical information on student by province, institution, program and sex. **Retention and Disposal Standards:** The files are to be retained for 55 years. **Related to PR#:** STC ECT 170 **TBS Registration:** 001855 **Bank Number:** STC PPU 090

Postsecondary Student Survey

Description: The survey population for the 1975 and 1984 Postsecondary Student Survey was provided by the registrars of postsecondary institutions. It included the name, address, telephone number and registration characteristics of all students registered in a regular credit course during the fall term of 1974-75 and

1983-1984. A sample of 100,000 and 64,000 individuals was selected for the survey and a total of 60,000 and 45,000 responses were received. The survey sought information relating to the current education, other education and employment of the respondent, as well as background characteristics. It also collected information with respect to how the respondents financed their education. **Class of Individuals:** This information relates to all students registered for credit courses in Canadian universities and community colleges or equivalent institutions at the time of the survey. **Purpose:** The purpose of the Postsecondary Student Survey is to provide comprehensive data on those who attend postsecondary institutions in Canada, their fields and levels of study, and how they finance their postsecondary education. The data will provide a basis for the analysis of such issues as accessibility to postsecondary education in Canada. **Retention and Disposal Standards:** Records are retained for 100 years. **Related to PR#:** STC ECT 170 **TBS Registration:** 001859 **Bank Number:** STC PPU 095

Postsecondary Teacher Database

Description: This bank contains information relating to the salary, qualifications, age, sex, immigration status, citizenship and discipline taught. There are no names in this data bank. Consequently, the number assigned to the individual by the institution is required for retrieval purposes, as well as the name of the institution and the year(s) the individual has taught at that institution. **Class of Individuals:** This bank is an annual census of all educational staff employed on a full-time basis in universities and other post secondary institutions for all provinces. **Purpose:** The purpose of this bank is to produce statistical information relating to the population and salaries of full-time teachers, broken down into three distinct sections: salaries, age and qualification characteristics, and social and other characteristics. **Retention and Disposal Standards:** The files are to be retained for 55 years. **Related to PR#:** STC ECT 170 **TBS Registration:** 001854 **Bank Number:** STC PPU 085

Registered Apprenticeship Information System

Description: Provincial and territorial branches of either apprenticeship, education or labour, responsible for apprenticeship training, provide information annually to Statistics Canada on the number of apprentices registered in each jurisdiction. Information has been collected in individual record format since 1991. The records are identified by the Registered Apprenticeship number assigned by the province/territory and include the date of birth, gender, the trade in which the person is registered, whether it is a new registration, a carry-over registration from the previous year, a withdrawal, a completion, still registered at the end of the year and

the number of certificates given. **Class of Individuals:** Persons taking apprenticeship training in a trade and registered with the province or territory. **Purpose:** To provide statistical information on apprenticeship programs in Canada. **Retention and Disposal Standards:** Not yet decided. **Related to PR#:** STC ECT 170 **TBS Registration:** 005069 **Bank Number:** STC PPU 083

School Leavers Survey

Description: The bank contains information collected in the 1991 School Leavers Survey, covering such topics as a socio-economic profile, respondent health, school performance, lifestyle, literacy, labour market activity. For dropouts, additional topics include reasons for leaving, intentions on returning, labour market activities before/after leaving and other types of training/education received since leaving. The same individuals have been re-interviewed four years later in the School Leavers Follow-up Survey collecting information on the school-work transition process. **Class of Individuals:** Individuals who at the time of the survey are 18 to 20 years old, who have completed secondary school, dropped out or are still in the educational system.

Purpose: The purpose of the School Leavers Survey is to develop comparative profiles of three groups of secondary school attendees: those who have successfully completed school, those still in the education system and those who have "dropped out". The survey results will allow analysts to better understand the relationship between the leavers and their backgrounds and their subsequent labour market experiences. **Consistent Uses:** Statistics Canada has entered into data-sharing agreements under section 12 of the Statistics Act with Employment and Immigration Canada and with provincial ministries of education, manpower and labour. The information provided to these departments will not contain personal identifiers and will be kept confidential and used only for statistical purposes. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data. **Retention and Disposal Standards:** Records are retained indefinitely. **Related to PR#:** STC ECT 165 **TBS Registration:** 003013 **Bank Number:** STC PPU 093

Survey of Doctoral Degree Recipients

Description: This survey collected information on selected socio-economic characteristics of doctoral degree recipients in Canada, their educational background and work experience, and their career expectations. The survey began in 1981 and was discontinued in 1986. **Class of Individuals:** Recipients of a doctoral degree from a Canadian university. **Purpose:** The purpose of this survey was to produce statistical information used by the granting councils to study trends in post-graduate education with respect to

the utilization of their funds, the employment pattern for graduates under the programs, the socio-demographic characteristics of the graduates, and to effect a cost analysis of the programs. **Consistent Uses:** Statistics Canada entered into data-sharing agreements under section 12 of the Statistics Act (R.S.C. 1985, ch. S19) with organizations identified on the questionnaire. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data. **Retention and Disposal Standards:** Records are retained indefinitely. **Related to PR#:** STC ECT 170 **TBS Registration:** 002436 **Bank Number:** STC PPU 097

Youth in Transition Survey

Description: The Youth in Transition Survey collects data on a sample of youth across Canada every two years. The survey was initiated in January 2000 and May 2000. Information on over 52,000 youth from two age cohorts (15 year-olds and 18-20 year-olds) was collected during this first collection. For the 15 year-olds, information was also collected from their parents.

Class of Individuals: Youth born in 1984, and 1979, 1980, and 1981. **Purpose:** The primary objective of the survey is to provide policy-relevant information about school-work transitions and factors influencing pathways among education, training and work.

Consistent Uses: Statistics Canada has entered into a data sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada. The information provided to HRDC does not contain personal identifiers and will be kept confidential and used only for statistical purposes. Each person responding to questions was given the right to refuse to share their information. **Retention and Disposal Standards:** Records are retained indefinitely. **Related to PR#:** STC SSD 040 **TBS Registration:** 75146 **Bank Number:** STC PPU 150

◆ Health Statistics Division

Canada Health Survey

Description: This bank contains information obtained from the Canada Health Survey, including demographic data, health status, health consequence and risk factor information as well as anthropometric measurements and blood test analyses. **Class of Individuals:** This information relates to individuals in Canada who responded to the Canada Health Survey conducted during 1978 and 1979 by Health and Welfare Canada and Statistics Canada. **Purpose:** The purpose of this bank is to produce data relating to the health of Canadians, including alcohol and tobacco use, activity and fitness, seatbelt use, immune status, health problems and disability, emotional health, blood pressure, health services and medication. The data serve as input to the planning of health care, health promotion and disease prevention by governments and others. **Retention and**

Disposal Standards: The records will be retained for 25 years. **Related to PR#:** STC HLT 115 **TBS Registration:** 001852 **Bank Number:** STC PPU 075

Canadian Cancer Registry

Description: The Canadian Cancer Registry continues the National Cancer Incidence Reporting System (1969-1991). The information in this bank is provided by the 10 provincial cancer registries and health authorities responsible for cancer registration in the Yukon and Northwest Territories. The information relates to each newly diagnosed case of primary cancer and includes the name of the person with cancer, socio-demographic characteristics of the person, and diagnostic information. **Class of Individuals:** This information, collected annually, relates to all individuals diagnosed as having primary cancer as reported to provincial cancer registries and territorial health authorities. **Purpose:** The purpose of this bank is to produce person-oriented data on the incidence of new primary sites of cancer reported to provincial and territorial cancer registries by site of tumour, age, sex and method of diagnosis. These data are to provide a large base of information for the study of variations in cancer incidence by personal characteristics and geographic region and to allow the monitoring of trends in cancer incidence over time. **Retention and Disposal Standards:** The files are retained indefinitely. **Related to PR#:** STC HLT 095 **TBS Registration:** 001850 **Bank Number:** STC PPU 065

Canadian Renal Failure Register

Description: The information in this bank is provided by reports from hospital dialysis and transplantation centres, about all new patients starting treatment for chronic renal failure. Basic information includes the name of patient, socio-demographic characteristics of the patient, and diagnostic and treatment information. **Class of Individuals:** This information, collected annually from 1981 to 1986, relates to patients starting treatment for chronic renal failure. **Purpose:** The purpose of this bank is to access the number of cases under treatment and to produce data to be used in evaluating the efficiency of the treatment modes. **Retention and Disposal Standards:** The files are retained for 100 years. **Related to PR#:** STC HLT 095 **TBS Registration:** 001849 **Bank Number:** STC PPU 060

Canadian Vital Statistics Database

Description: This bank has information obtained from the universal systems of registration of births, marriages, deaths and stillbirths. These are originally recorded and accumulated by registrars of vital statistics in each province and territory. The information on births relates to place of birth, particulars on parents (name, birthdate, marital status of mother) and particulars of the child (surname and name). The information on stillbirths relates to particulars of the child, (place of birth, sex, weight) and particulars of

parents (name, birthdate, ethnic group). The marriage component of the database contains information on the bride and bridegroom (name, marital status, birthdate), particulars of parents (name, birthdate, birthplace) and on the date and place of marriage. Information on deaths relates to name of deceased; date, place and cause of death. The information has been obtained through formal arrangements with the provinces and is to be used for statistical purposes only. Statistics Canada, therefore, is unable to respond to requests for information contained in this bank, pursuant to section 19(1)(c) of the Privacy Act. Any individual wishing to obtain information relating to the registration of births, marriages or deaths should contact the appropriate provincial registrar. **Class of Individuals:** This information, collected annually, relates to all individuals who were born in Canada or the United States and are Canadian residents; married or died in Canada; or a Canadian resident who died in the United States or in another country. **Purpose:** The purpose of the bank is to provide input into the production of estimates of births, marriages and deaths for Canada and the provinces. These data are also used in special studies relating to, for example, mortality, fertility and life expectancy. Vital statistics are the prime components used in intercensal population estimates. **Consistent Uses:** The Mortality Database, which forms part of the Integrated Vital Statistics Database, is used as one of the input files in long-term medical follow-up studies. It provides information on date, place and cause of death for individuals in a particular study group (see Personal Information Bank STC PPU 076). **Retention and Disposal Standards:** The files are retained for 100 years. **Related to PR#:** STC HLT 095 **TBS Registration:** 001844 **Bank Number:** STC PPU 035

Client Request Archive Management System (CRAMS)

Description: Records in this password-protected database contain information on clients who contact the Health Statistics Division for information. Information collected includes client name, contact information, agency, type of information requested, actions taken by staff to fulfill the request, products purchased and billing information. **Class of Individuals:** All persons who call the Health Statistics Division for information. **Purpose:** Information is used to track the response to client requests; to determine information needs; and to improve the efficiency of administrative functions such as billing. **Retention and Disposal Standards:** 6 years. **TBS Registration:** 003999 **Bank Number:** STC PPU 079

Dental Hygienists Database

Description: This bank contains socio-economic and demographic data on licensed/qualified dental hygienists. Variables include highest level of education, school years and place of graduation, type of employer, percentage of time spent in dental hygiene activities and numerically coded place of residence and

employment. The files are not identified by a name but by a national registration number. The last survey was completed in 1983. **Class of Individuals:** This information, collected annually, (1975-1981), relates to licensed or qualified dental hygienists. **Purpose:** The purpose of this bank is to produce statistical data on the socio-economic and demographic characteristics of dental hygienists qualified to practise and reside in Canada, and to provide information to manpower planning groups and other users as a source of data for analysis and special studies. **Retention and Disposal Standards:** The files are retained for 25 years. Related to PR#: STC HLT 090 **TBS Registration:** 001846 **Bank Number:** STC PPU 045

Hospital Morbidity

Description: This data bank contains information obtained from general and allied special hospitals in Canada on patients that have separated (discharges and deaths). The files are identified by a number assigned by the hospital and contain demographic and medical information on the patient such as age, sex, diagnosis, surgical operations, length of stay, condition of discharge, residence of the patient, etc. **Class of Individuals:** This information, collected annually, relates to patients that have been separated from general and allied special hospitals in Canada. **Purpose:** The purpose of this bank is to provide national hospital morbidity statistics, including number of patients separated from general and allied special hospitals, average length of stay, and causes of hospitalization. **Retention and Disposal Standards:** The files are retained for 100 years. Related to PR#: STC HLT 080 **TBS Registration:** 001848 **Bank Number:** STC PPU 055

Long-Term Medical Follow-Up Study Files

Description: The Long-Term Medical Study Files are comprised of information from four sources: input study files which are often from groups outside Statistics Canada; the Canadian Cancer Data Base which is created from STC PPU 065; and the Canadian Mortality Data Base which is created from the Integrated Vital Statistics Database STC PPU 035, and the Canadian Birth Data Base which is created from the Integrated Vital Statistics Database STC PPU 035 plus provincial files. The input files contain records of individuals which have been supplied by employers, unions, health surveys or other research groups. These input files are then matched to the Canadian Cancer Data Base to determine the cause of cancer, to the Canadian Mortality Data Base to provide information on date, cause and place of death, or to the Canadian Birth Data Base to provide birth and parental details. In addition, the outcome files may be matched (e.g. infant birth and death records). The input study files may contain from several hundred to many hundreds of thousands of records depending on the size of the study group. Individual identifying information includes names, birthdate, sex birthplace and place of

residence. The name of the individual's parents or spouse may also be included where this information is required to confirm the validity of a linkage. The input study file and the file containing, say, the death records to which the study file records were linked are kept separately. An identification number is present on both files which can bring corresponding records together if necessary. The files are passworded and stored in the Statistics Canada tape library. **Class of Individuals:** This database contains records of individuals who form part of population groups identified by employers, unions, health surveys, or other research organizations, as well as all individuals in the national files. **Purpose:** Health statistics, in general, are used to describe the state of health of the Canadian people and the occurrence of illnesses. In particular, these files are primarily used to provide researchers with data they need to compare the rates and causes of death and/or cancer in groups exposed to different levels or types of chemicals, diet, medical treatment, x-rays, disease, etc. This in turn gives information needed by policy makers to set appropriate levels of exposure to toxic agents in occupational, environmental and medical settings. Risk factor concerns relating to child and maternal health, including socio-economic birth and mortality differentials are being investigated. **Retention and Disposal Standards:** The files are generally retained for a minimum of five years. **Related to PR#:** STC HLT 095 **TBS Registration:** 001860 **Bank Number:** STC PPU 076

Medicare Records

Description: This bank contains medical and demographic information from the Medical Care Insurance files of the province of Manitoba commencing with the period 1984/85. This information has been obtained through formal arrangements with the province and is to be used for statistical purposes only. Statistics Canada is unable to respond to requests for information contained in this bank pursuant to section 19(1)(c) of the Privacy Act. **Class of Individuals:** Persons for whom a claim has been submitted to the Medical Care Insurance plan of the province of Manitoba. **Purpose:** To create and examine profiles of diseases in Canada from an epidemiologic perspective. **Consistent Uses:** To achieve the purpose it involved linkage internal to the Hospital Morbidity files (STC PPU 055) and the Mortality files (STC PPU 035). **Retention and Disposal Standards:** Records are retained indefinitely. **Related to PR#:** STC HLT 080 – Health Care **TBS Registration:** 002673 **Bank Number:** STC PPU 056

National Population Health Survey

Description: This bank contains longitudinal data from the National Population Health Survey which is conducted every two years, starting from 1994-95. The information includes demographic data and indicators of health status, health utilization and factors that influence health. **Class of Individuals:** The information relates to individuals in Canada who responded to the

National Population Health Survey conducted by Statistics Canada. **Purpose:** The purpose of this bank is to provide information to monitor the health status of Canadians and to provide information to better understand factors that influence health. The data will be used by those in government and others interested in program planning and analysis in the areas of health care, health promotion and disease prevention. **Consistent Uses:** Respondents are asked for permission to link information from provincial health files with the data collected in the survey, and when permission is granted, they are asked to provide their health number. Permission was sought to share information collected in the survey with the provinces and Health Canada, in accordance with the provisions of section 12 of the Statistics Act. **Retention and Disposal Standards:** The records will be retained indefinitely. **TBS Registration:** 003305 **Bank Number:** STC PPU 077

Registered Nurses Database

Description: This bank contains socio-economic and demographic data obtained from provincial nurses' associations on registered nurses licensed to practise in Canada. The information includes basic and post-basic nursing education, year and location of graduation, activity status, type of employer, position and numerically coded location of residence and employment. The files are identified by a provincial registration number. **Class of Individuals:** This information, collected annually, relates to registered nurses licensed to practise in Canada. **Purpose:** The purpose of this bank is to produce data on nursing manpower. These data, along with data relating to other health occupations, provide a source of national health manpower data used by planning groups and other users for analysis and special studies. **Retention and Disposal Standards:** The files are retained for 25 years. **Related to PR#:** STC HLT 090 **TBS Registration:** 001847 **Bank Number:** STC PPU 050

Tuberculosis Database

Description: This database, provided by provincial and territorial offices of tuberculosis control, contains information on people with tuberculosis. The information includes socio-demographic variables such as age, sex, aboriginal status and birthplace, and medical data such as type of tuberculosis, bacillary status and previous vaccination. In 1990 new variables were added including method of detecting the cases, antibiotic resistance, chest x-ray results and, for deceased persons, cause of death. **Class of Individuals:** Since 1966 the information relates to people with new active and reactivated tuberculosis. Prior to 1966 (since 1937) the information related to people admitted to tuberculosis sanatoria. The last year of data held by Statistics Canada is 1994. Health Canada became responsible for this database starting with the 1995 data year. **Purpose:** This database contains information used for purposes of

tuberculosis surveillance and control. **Retention and Disposal Standards:** The files are retained for 100 years. **Related to PR#:** STC HLT 095 **TBS Registration:** 001851 **Bank Number:** STC PPU 070

◆ Income Statistics Division

Survey of Labour and Income Dynamics (SLID)

Description: The Survey of Labour and Income Dynamics is a longitudinal panel study that will provide data on the demographic, income, family and labour market characteristics of Canadians. The first annual labour component of the survey was conducted in January 1994 and the first income survey was conducted in April 1994. Respondents will subsequently be contacted twice each year, for a period of five years. New panels are to be introduced into the study every three years. **Class of Individuals:** Individuals aged 15 and over. **Purpose:** The purpose of this bank is to provide data about the way people's lives are affected by changes in jobs, in income, in place of residence, and other changes that influence the social and economic well-being of individuals and families. SLID will support research aimed at advancing an understanding of labour market behaviour and economic well-being, and ultimately support policy development. **Consistent Uses:** As a longitudinal survey, SLID will follow respondents over a 6-year period. Records for the same respondent, therefore, will be linked together over that period in order to identify changes experienced. **Retention and Disposal Standards:** Records will be retained indefinitely. **Related to PR#:** STC HLD 038 **TBS Registration:** 003301 **Bank Number:** STC PPU 017

Survey of Financial Security

Description: The Survey of Financial Security collects information from a sample of Canadian households on their income, education, employment, assets and debts. Information was collected, using a paper questionnaire, in May and June 1999. At the moment plans to repeat the survey have not been finalized; it is possible the survey will be done on a three to five-year cycle and could potentially include a longitudinal component. **Class of Individuals:** Individuals aged 15 and over. **Purpose:** The purpose of this bank is to provide data about the financial well-being of Canadians. Information on income alone provides only one part of this picture; data on a family's net worth is essential to fully understand the ability of Canadians to purchase the goods and services they require. **Retention and Disposal Standards:** Paper questionnaire will be destroyed when the information is fully processed, about one year after collection. Electronic identifying information is stored separately from the rest of the data that are collected. There are no plans at this time to delete electronically stored identifying information; this decision

can be made when it is known whether the survey will be longitudinal. Related to PR#: STC HLD 047 **TBS Registration:** 004252 **Bank Number:** STC PPU 151

◆ Labour Statistics Division

Labour Force Survey

Description: The Labour Force Survey is a monthly survey conducted on a sample basis of approximately 52,000 households. The records are identified by name and carry information on the family composition, activities and characteristics of individuals in the labour force survey sample. Data content includes the demographic profile of the respondent, employment profile, such as name of employer, hours of work, and tenure. For those without work, information is available on work history, job search activities, and type of work sought. Data are also available on the educational pursuits of the respondent. The data are maintained in such a way as to permit the production of statistics at the level of Census Metropolitan Areas (CMA), economic regions and the provinces, and for selected non-CMA urban areas based on 3 month averages. Information relating to an individual cannot be retrieved based on name alone. The requester must provide the month(s) and year surveyed and the precise address at the time of the survey. There are also a number of special surveys that are conducted as supplements to the Labour Force Survey covering a variety of topics including work patterns, leisure time activities, absence from work, travel to work, income, etc. To retrieve a record, the requester must provide the subject of the special survey, the year the survey was conducted, and the precise address at the time of the survey. **Class of Individuals:** Individuals who are employed, unemployed or not in the labour force. **Purpose:** The main purpose of the bank is to produce employment and unemployment figures. The data also enable a wide variety of additional information to be derived on the characteristics of the Canadian labour force and on the population age 15 and over in general. **Retention and Disposal Standards:** Records containing names have been kept since 1976, but records with name, address and phone numbers are only kept for five years. **Related to PR#:** STC LAB 035 **TBS Registration:** 001841 **Bank Number:** STC PPU 015

Workplace and Employee Survey

Description: The Workplace and Employee Survey is a longitudinal business survey designed to provide current information of events occurring in firms, their evolution over time, and the link between these developments and practices with worker outcomes. This type of information is not available from any other business or household survey. The inaugural annual 1999 production survey, with a March reference month, collected information from about 6,400 employers and

about 25,000 employees. The first release of data will entail a notice of availability of the WES micro data files in the STC regional offices in October 2000 for research purposes. A major WES conference is being planned for the fall 2001. For this release, Statistics Canada and Human Resources Development Canada are collaborating on a series of reports addressing topics on Workplace Practices, Information Technology Adopters, Competition and Human Resource Practices, Hiring and Separations and Job Vacancies. These will be released sequentially from November 2000 to March 2001. Also, a report profiling small and medium-sized businesses is being planned in conjunction with the Canadian Federation of Independent Businesses. The employer questionnaire covers workforce characteristics, hiring and separation, compensation practices, human resource practices, training, technology use, business strategy, innovation and use of government programs. The employee questionnaire covers job activities, promotions, hours, earnings, training, use of computers and other technologies, education and family characteristics. The individuals' names and related contact information are stored on the data base for a two year period after completion of the survey. **Class of Individuals:** Paid workers who receive a T4 from their current employer. **Purpose:** The survey supports research and policy development with respect to labour adjustment programs, workplace practices, social programs and education. The workplace, which is the salient unit of observation in the evolution of the knowledge-based economy, can provide the types of insight business planners and policy-makers need to better understand how the evolving demand and supply sides of the labour market, productivity and micro-economic factors influence global competitiveness. **Retention and Disposal Standards:** 2 years. **TBS Registration:** 003899 **Bank Number:** STC PPU 140

◆ Special Surveys Division

Community Employment Innovation Project (CEIP)

Description: The data bank includes detailed account of labour market experiences. As well, respondents are asked to provide information on topics such as health and well-being, volunteer activities, education and skills and social network. To alleviate response burden and increase data quality, detailed information on income and profile of receipt of employment insurance and/or income assistance is obtained from administrative sources, with the written consent of the individual. The data bank also includes administrative details on project participation. Survey data will be collected over a five-year period; data from administrative sources for up to nine years. **Class of Individuals:** Individuals receiving Employment Insurance or Income Assistance benefits in Industrial Cape Breton. **Purpose:** The Community Employment Innovation Project is exploring a new way to support employment for people receiving social assistance and

employment insurance. The research experiment is sponsored by Human Resources Development Canada. The Social Research and Demonstration Corporation has overall responsibility for project design and coordination, research and this research demonstration. The data collection activities are carried out on a voluntary basis. The purpose of the research is to determine if the intervention had a positive impact on labour market outcomes (employment rate, earnings, lower rates of participation in Employment Insurance and Income Assistance programs), health and well-being of those participating. **Consistent Uses:** Informed consent is obtained from participants to obtain personal information from administrative sources and giving Statistics Canada permission to undertake linkages. As well, written consent is obtained for the release of research files to SRDC. **Retention and Disposal Standards:** 10 years. **Related to PR#:** STC SSD 040 **TBS Registration:** 005084 **Bank Number:** STC PPU 121

Longitudinal Survey of Immigrants to Canada

Description: The Longitudinal Survey of Immigrants to Canada is a survey being developed in response to a request from Citizenship and Immigration Canada for policy-relevant information on the integration of recent immigrants to life in Canada. The survey will involve a longitudinal design with recent immigrants being interviewed three times: at six months, two years, and four years after arrival in Canada. Approximately 20,300 recent immigrants from across Canada will be selected for the first wave. One immigrant per immigrating family will be interviewed to ensure minimal respondent burden. Interviews will be conducted in one of 15 different languages, including English and French. **Class of Individuals:** Permanent residents aged 15 years and older arriving from outside Canada between October 2000 and September 2001. **Purpose:** The Longitudinal Survey of Immigrants to Canada is designed to improve our understanding of how immigrants adjust to life in Canada. Survey results will shed light on the association between the socio-economic background of immigrants and their adjustment to life in Canada. It will also show which services are most effective in helping newcomers settle into Canadian society and will provide information on how new immigrants use the resources available to them. **Consistent Uses:** Potential respondents will be asked to sign a consent form (distributed through the Canadian Missions Abroad) to allow Statistics Canada to link to administrative files for the purposes of tracing. **Retention and Disposal Standards:** Not yet decided. **Related to PR#:** STC SSD 040 **TBS Registration:** 005005 **Bank Number:** STC PPU 018

National Longitudinal Survey of Children and Youth

Description: The National Longitudinal Survey of Children and Youth collects data on a sample of children across Canada every two years. The survey

was initiated in November/December 1994 and February/March 1995. Information on over 23,000 children was collected during this first collection. Up to two children in each household were chosen from this initial sample to participate in the longitudinal portion of the survey, expected to cover a 20-year period. Subsequent cycles may add to the longitudinal burden of each household. Interviews were conducted with the most knowledgeable person in the household about these children, usually their mother. Children who were 10 and 11 years of age in this first collection were asked to complete a questionnaire themselves. Information will also be collected from the child's teacher and principal, with the consent of the parent.

Class of Individuals: Children aged 0-11 in 1994/95. Every two years a new sample of children age 0-1 at the time of collection is added and followed in subsequent years. In addition, a sample of kindergarten children has been selected in a small number of communities as part of a related project.

Purpose: The primary objectives of the survey are to determine the prevalence of various biological, social and economic characteristics and risk factors in Canadian children and youth; to monitor the impact of such factors, life events and protective factors on these children's development; and to provide this information to policy and program officers for use in developing effective policies and strategies to help children to live healthy, active and rewarding lives.

Consistent Uses: Statistics Canada has entered into a data-sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada. The information provided to HRDC does not contain personal identifiers and will be kept confidential and used only for statistical purposes. Each person responding to questions was given the right to refuse to share their information.

Retention and Disposal Standards: Records are retained indefinitely

Related to PR#: STC SSD 040 **TBS Registration:** 003635 **Bank Number:** STC PPU 014

Second Follow-up to the Ontario Child Health Study

Description: The Ontario Child Health Study (OCHS) is a longitudinal survey designed to evaluate the impact of early childhood on later adult health, quality of life and role functioning. It was in 1983 that Statistics Canada, in conjunction with McMaster University, first collected information on a group of 3,294 Ontario children living in 1,869 families. At this time, information was gathered on any children in the household between the ages of 4 and 16. Interviews were conducted with one of the parents of the child(ren), and the children themselves completed a self-complete questionnaire, if they were 12 years of age or older. In addition, information on these children was collected from the children's teacher. A follow-up of respondents to the 1983 study was conducted in 1987. The most current follow-up of the Ontario Child Health Study (OCHS2000) will go back to these children, who are now between the ages of 21 and 33 year, to collect further information about these individuals, their spouse/partner (if applicable) and any

children they may have. During this round of collection, both the original OCHS respondent and their spouse/partner will complete questionnaires.

Class of Individuals: Children aged 4-16 in 1983; 8-20 in 1987; and, 21-33 in 2000/2001.

Purpose: The specific objectives of the Second Follow-Up to the Ontario Child Health Study are two-fold: (i) to link early childhood/adolescent experiences with early adult life, especially with respect to how well the respondent is performing in the three major roles of being a worker, a parent and a partner, and how satisfied they are in those roles; (ii) to create a public-use database for researchers and analysts. This second follow-up of the OCHS, along with the previous studies, will provide useful information for addressing many public health and developmental questions of interest to health scientists.

Consistent Uses: Statistics Canada has entered into a data-sharing agreement under section 12 of the Statistics Act with McMaster University. The information provided to McMaster University does not contain personal identifiers and will be kept confidential and used only for statistical purposes. Each person responding to questions has been given the right to refuse to share their information.

Retention and Disposal Standards: Records are retained indefinitely.

Related to PR#: STC SSD 040 **TBS Registration:** 005006 **Bank Number:** STC PPU 019

Self-Sufficiency Project

Description: This bank contains information on the selected recipients' marital status, labour market participation, education and training, child care requirements, and family and parenting concerns. Several interviews were conducted, one at program intake, and up to four follow-up interviews, the last taking place 72 months after intake for some participants. In addition to collecting a wide array of information about the selected participant, two of the follow-up surveys gathered additional information for up to two children between the ages of 4 and 18 in each household. Depending on the age of the child, they were asked to complete a vocabulary test, a math test or a literacy skill assessment. Children between the ages of 10 and 18 were also asked to answer a self-complete questionnaire.

Class of Individuals: Income Assistance Recipients in New Brunswick and British Columbia.

Purpose: The Self-Sufficiency Project is a multi-year research demonstration designed to test the effectiveness of an earnings supplement to Income Assistance recipients who take jobs and agree to leave public assistance. Statistics Canada is responsible for developing and implementing a data collection strategy and building the analysis files for the study.

Consistent Uses: Respondents were asked to sign a consent form to allow Statistics Canada to link a variety of data sources including administrative files held by Canada Customs and Revenue Agency, Taxation and Employment Insurance and the provincial income assistance ministries. Respondents were asked for authorization to share this information with the research firm

administering the project and affiliated researchers.
Retention and Disposal Standards: Records are retained indefinitely. **Related to PR#:** STC SSD 040 **TBS Registration:** 003214 **Bank Number:** STC PPU 026

Special Surveys

Description: This bank contains social and demographic data obtained from special ad hoc surveys, conducted by the Special Surveys Division, which do not form part of the regular survey-taking activity of the Agency. They cover a variety of socio-economic topics, including health, housing, labour market, education and literacy, as well as demographic data. The information may include name, social insurance number, addresses or telephone number. **Class of Individuals:** Individuals selected to participate in the special surveys. **Purpose:** The data are used by sponsoring agencies or Statistics Canada to either evaluate or benchmark existing socio-economic programs, or in the development of such programs. The data collected may be one-time ad hoc measures, or a series of point-in-time measures, including longitudinal. **Retention and Disposal Standards:** The paper records are retained for five years. The machine-readable records are retained indefinitely. **Related to PR#:** STC SSD 040 **TBS Registration:** 002189 **Bank Number:** STC PPU 016

Classes of Personal Information

Administrative Files Obtained from Federal Government Departments for Statistical Purposes

The Statistics Act, under which Statistics Canada operates, gives to the Agency the authority to access records maintained in any federal department or municipal office, corporation, business or organization where the information sought relates to the mandate of this Agency. Accordingly, Statistics Canada has entered into a number of arrangements with other federal government departments to access administrative files of those departments for the purpose of extracting data for statistical purposes. This has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires.

Since the use made by Statistics Canada of this information is secondary to the original purpose for which it was gathered, requests for access to personal information from these files should be addressed to the department responsible for the original collection of the data. Any requests received by Statistics Canada, either for a copy of an individual record or for corrections to a record, will be referred to the originating department for response.

The following is a list of the files obtained from each department. Statistics Canada may receive the entire file or only part thereof, depending on its requirements.

Department of Human Resources Development

- HRDC PPU 005 Registration for Employment
- HRDC PPU 054 Trainee Documentation Form for Job Entry File
- HRDC PPU 061 Trainee Documentation for the Skill Shortages Program
- HRDC PPU 066 Job Development Program
- HRDC PPU 116 Old Age Security, Guaranteed Income Supplement and Spouse's Allowance
- HRDC PPU 140 Canada Pension Plan – Retirement, Disability, Survivors and Death Benefits
- HRDC PPU 146 Canada Pension Plan – Record of Earnings
- HRDC PPU 150 Employment Insurance Claim File
- HRDC PPU 180 Benefit and Overpayment Master File
- HRDC PPU 210 Report on Hirings
- HRDC PPU 385 Record of Employment
- HRDC PPU 390 Social Insurance Number Registration

Department of Citizenship and Immigration

- EIC PPU 015 Overseas Immigration Case File
- EIC PPU 225 Immigrant Case File
- EIC PPU 230 Permanent Resident Data System
- EIC PPU 285 Visitor Case File

Department of Justice

- JUS PPU 005 Central Registry of Divorce Proceedings

Canada Customs and Revenue Agency

- RCT PPU 005 Individual Income Tax Return
- RCT PPU 040 Taxation Taxpayer Master File
- RCT PPU 043 Traveller Declaration Cards

Business Statistics

The business database contains information which relates to the major industrial and services sectors of the economy. The information is obtained from establishments within companies through surveys, and from administrative records. It is used to describe the whole range of business activity in Canada, the goods and services produced, the cost structure of each industry and the location of industrial activity. It measures the kind and quality of goods produced, the costs of materials, labour and capital employed and the prices of both material and final products. The information is also a vital input to the System of National Accounts. As some of the businesses surveyed are unincorporated, there is personal information in this database relating to owners of unincorporated businesses who can be identified by a social insurance number. The business data bank may contain personal information in respect of unincorporated businesses in the forestry, mining, energy and resource and manufacturing sectors; in retail and wholesale trade; in rail, road and water transportation industries; in services, communications and tourism industries; relating to general and trade contractors; and to importers and exporters.

Consumer Finances Survey

This is an annual survey of households, conducted on a sample basis, designed to measure the distribution of income and to provide other yardsticks of the economic well-being of Canadian families and individuals. The records carry information on wages and salaries and other income, selected family and personal characteristics. To retrieve a record from this class of personal information, the requester must provide the year he/she was surveyed and the precise address at the time of the survey. For those years when the survey is carried out in conjunction with the Labour Force Survey, it may be possible to locate records relating to an individual. However, for those years when it is conducted independent of the Labour Force Survey, after the processing cycle is complete and the questionnaires are destroyed (usually after one year), it would be necessary to provide certain personal characteristics such as age and sex to permit the identification of an individual in a household group.

Household Surveys

The Household Surveys Division is responsible for a number of household surveys including surveys on family expenditures, household facilities and equipment, and incomes of Canadian families and individuals. In some cases, the name of an individual respondent is collected. In other cases, the respondent may be a household unit. In all cases, however, the information is maintained geographically and is not intended to be retrieved by name or other personal identifier.

Routine Correspondence and Other Subject Files

In the course of conducting the programs and activities of Statistics Canada, categories of personal information may be accumulated which are not contained in specific information banks described in this entry. Such information includes inquiries, complaints and general correspondence which are stored as part of the general subject files and are not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication. The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

Survey of Household Spending

Collects information, obtained by a sample survey of households, on expenditures by families and single persons living in private households, covering their complete budgets. A primary use of the information is for reviewing and updating the weights for the Consumer Price Index. As with the other classes of personal information maintained by the agency, this information is not intended to be retrieved by name or other personal identifier.

Manuals

The manuals used by Statistics Canada in carrying out its policies, programs and activities are instruction manuals developed to cover all phases of data acquisition, production and publication. These manuals can be accessed by identifying the subject.

In addition, working manuals produced by Statistics Canada are listed in the Current Publications Index and are available for purchase through Publications Sales, Ottawa, Ontario K1A 0T6, or through any of the Statistics Canada regional reference centres listed under "Reading Room". These manuals are also available for public reference. They are:

- Canadian Export Classification: based on the Harmonized System (12-578)
- Canadian Standard Industrial Classification for Companies and Enterprises (12-570)
- CANSIM: Mini Base Series Directory (12-569)
- Changes to Municipal Boundaries, Status and Names (12-201)
- Development and Design of Survey Questionnaires (12-519)
- Guide to Sub-provincial Data – Excluding Census Data (12-566)
- Inventory of Statistics Canada Questionnaires on Microfiche (12-205)
- Standard Geographical Classification, Vol. I, The Classification (12-571), Vol. II, Reference Maps (12-572), Vol. III, Changes, 1981-1986 (12-573)
- Standard Industrial Classification Manual (12-501)
- Standard Occupational Classification 1980 (12-565)
- Survey Methodology (12-001)
- Survey Sampling: A Non-Mathematical Guide (12-602)
- Word Division in French (12-601)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Statistics Canada and its various programs and functions may be directed to:

Head Office

Communications Division
Communications Planning and Public Relations
Statistics Canada
R.H. Coats Building
Tunney's Pasture
Ottawa, Ontario
K1A 0T6
Tel.: (613) 951-1121

Reading Room

Statistics Canada's library has been designated under the Access to Information Act as a public reading room. The address is:

2nd Floor
R.H. Coats Building
Tunney's Pasture
Ottawa, Ontario

In the regions, reference centres manned by advisory service personnel have been designated. Their addresses are:

Atlantic Region

Advisory Services
Statistics Canada
1741 Brunswick Street
2nd Floor, Box 11
Halifax, Nova Scotia
B3J 3X8
Tel.: (902) 426-5331

National Capital Region

Statistical Reference Centre (NCR)
Statistics Canada
R.H. Coats Building Lobby
Holland Avenue
Ottawa, Ontario
K1A 0T6
Tel.: (613) 951-8116

Ontario Region

Advisory Services
Statistics Canada
Arthur Meighen Building, 10th Floor
25 St. Clair Avenue East
Toronto, Ontario
M4T 1M4
Tel.: (416) 973-6586

Pacific Region

Advisory Services
Statistics Canada
Library Square Tower
#600 – 300 West Georgia Street
Vancouver, British Columbia
V6B 6C7
Tel.: (604) 666-3691

Prairie Region

Advisory Services
Statistics Canada
Discovery Place, Room 201
3553-31 Street N.W.
Calgary, Alberta
T2L 2K7
Tel.: (403) 292-6717

Advisory Services
Statistics Canada
VIA Rail Building, Suite 200
123 Main Street
Winnipeg, Manitoba
R3C 4V9
Tel.: (204) 983-4020

Advisory Services
Statistics Canada
Park Plaza, Suite 440
2365 Albert Street
Regina, Saskatchewan
S4P 4K1
Tel.: (306) 780-5405

Advisory Services
Statistics Canada
Pacific Plaza, Suite 900
10909 Jasper Avenue N.W.
Edmonton, Alberta
T5J 4J3
Tel.: (403) 495-3027

Quebec Region

Advisory Services
Statistics Canada
200 René Lévesque Boulevard West
Guy Favreau Complex
4th Floor, East Tower
Montreal, Quebec
H2Z 1X4
Tel.: (514) 283-5725

Toll-Free Numbers

Toll-free telephone access is provided in all provinces and territories for users who reside outside the local dialling area of any of the reference centres. The national toll-free enquiries number, 1-800-263-1136, will give you access to the regional reference centre serving your area.

The national TDD line is 1-800-363-7629.

Status of Women Canada

Chapter 137

General Information

Background

In 1971, the federal government created the Office of the Coordinator, Status of Women within the Privy Council Office. In 1976, the Office of the Coordinator, Status of Women was removed from the Privy Council Office. It was named a department under Order-in-Council P.C. 1976-779 and became known as Status of Women Canada.

Responsibilities

Status of Women Canada ensures that the federal government carries out its commitment to women's equality in all spheres of Canadian life.

Legislation

- Order in Council, P.C. 1976-779

Organization

◆ Communications and Consultations Directorate

Within its communications function Status of Women Canada informs women's organizations and the general public of federal priorities and programs relating to the status of women. The Communications and Consultations Directorate is the focal point for external communications and for consultations advice and planning. It undertakes the preparation of speeches and conducts media relations. It also carries out media analysis, responds to queries from the public, produces publications and provides advice and promotional materials for special events. The consultations function provides strategic advice on consultations with external audiences for Status of Women Canada.

◆ Executive and Information Services Directorate

This Directorate is responsible for planning and reporting, coordination services and support to the Co-ordinator and the Secretary of State including liaison and correspondence services. It also provides library services, records management, translation and distribution services.

◆ Gender-based Analysis Directorate

The Directorate encourages and assists other federal departments and agencies to set up their own processes to ensure that gender-based analysis is incorporated into all of their policy and program development activities.

◆ Policy Analysis, Development and External Relations Directorate

The Policy Analysis and External Relations Directorate reviews and conducts gender analysis of existing and proposed federal government policies, legislation, programs and initiatives. It develops recommendations and strategies and works in cooperation with other federal departments to promote gender equality. It undertakes developmental activities to address policy gaps on issues of concern to women. Internationally, the Directorate advances and promotes Canadian policy and priorities on gender equality and women's human rights. It collaborates with various stakeholders including, provincial and territorial governments, civil society and NGOs, international organizations and other governments on policy-related activities.

◆ Research Directorate

This Directorate is responsible for implementing and administering the Policy Research Fund that supports independent, nationally relevant, forward-thinking policy research on gender equality issues. Research must address new or emerging issues or policy gaps and focus on priorities that are set in consultation with constituents. The fund also allows for policy research on urgent issues related to gender equality that are on the current policy agenda and for which there is a definite timeframe for input into the policy process. Research projects are selected through a competitive call for proposals. The Directorate feeds into the department's policy analysis and development from a research perspective and provides information to women's groups, researchers and other about current research. The Directorate co-operates with other government departments and domestic and international research organizations on policy research initiatives related to gender equality.

◆ Resource Management Directorate

This Directorate is responsible for ensuring statutory accountability and delivering services to the organization in the areas of financial and human resources management, material management and

contract administration. It also provides services in the area of information technology, security and telecommunications.

◆ Women's Program and Regional Operations Directorate

The mandate of the Women's Program and Regional Operations Directorate is to support actively women's organizations and other partners seeking to advance equality for women by addressing women's economic, social, political and legal situation in order to: promote policies and programs within key institutions that take account of gender implications, the diversity of women's perspectives and enable women to take part in decision-making processes; facilitate the involvement of women's organizations in the public policy process; increase public understanding in order to encourage action on women's equality issues; enhance the effectiveness of action undertaken by women's organizations to improve the situation of women.

Information Holdings

Program Records

Acts and Legislation

Description: Contains information on legislative measures to amend or revise individual acts. **Topics:** Charter of Rights and Freedoms; Employment Insurance Act; various pension acts; Criminal Code; Canadian Human Rights Act; Divorce Act; Immigration Act; Indian Act; Child Care Act; Youth Criminal Justice Act. **Program Record Number:** SWC SWC 050

Committees

Description: Contains material relating to the establishment of or participation in committees and working groups; interdepartmental and intergovernmental committees. **Topics:** Sexual harassment; children and youth; family violence; human rights; victims of crime; women and aging; family benefits; reproductive health; education; counselling; aboriginal women and economic development. **Program Record Number:** SWC SWC 005

Conferences

Description: Contains material on functions; agendas; minutes; reports and participation in conferences by Status of Women Canada. **Topics:** Human Rights; Federal/Provincial/Territorial meetings of Ministers Responsible for the Status of Women. **Program Record Number:** SWC SWC 010

Federal Agencies

Description: Contains material on co-operation and liaison activities with federal government agencies, boards, commissions, corporations and councils. **Topics:** Monitors program activities relating to women's issues; appointments of women; funding priorities. **Program Record Number:** SWC SWC 025

Federal Government Departments

Description: Correspondence between departments to ensure program objectives which promote women are met. **Topics:** Employment programs; employment services; maternity benefits; affirmative action; children and youth; family violence; health promotion; Canada Assistance Plan; female offenders; rural women; voluntary sector; gender equality. **Program Record Number:** SWC SWC 030

Federal/Provincial Relations

Description: Contains material relating to co-operative and liaison activities with federal, provincial and territorial departments and responsibility centres with respect to their various programs and policies to promote equality between women and men. **Program Record Number:** SWC SWC 035

Foreign Countries

Description: Contains information on co-operation and liaison with foreign countries concerning the advancement and equality of women throughout the world. **Program Record Number:** SWC SWC 040

Gender-based Analysis

Description: Contains material on gender-based analysis and gender mainstreaming in the Government of Canada, international institutions and foreign governments. **Topics:** Gender equality; gender analysis methodologies; gender training; gender analysis of policies and programmes; gender mainstreaming; gender and development; gender and budgets; gender and evaluation. **Program Record Number:** SWC SWC 200

International Organizations

Description: Contains information on the advancement of women throughout the world and material on related programs to promote equality of women including UN, OECD, Commonwealth, Inter-American Commission for Women, APEC. **Topics:** UN Conventions and Declarations; International Conferences; UN Human Rights; World Program of Action; Employment of Women in Agencies; World Conferences on women's issues. **Program Record Number:** SWC SWC 045

National, Provincial, International and Non-governmental Organizations

Description: Contains material relating to activities of national, provincial and international interest as it pertains to women's issues. **Program Record Number:** SWC SWC 020

Policy Research Fund

Description: Contains material concerning research projects funded through the Policy Research Fund (PRF). **Topics:** Consultations regarding the establishment of the fund; calls for proposals; research proposals funded since 1996; external committee; information and correspondence relating to PRF research and researchers. **Program Record Number:** SWC SWC 300

Status of Women – General

Description: Contains material relating to the establishment of Status of Women, its functions, policies and procedures. **Program Record Number:** SWC SWC 015

Women and the Family, Children and Day Care

Description: Contains material of a general nature concerning women in the family; women as single parents; family violence, violence against women, reproductive technologies also includes information on child care and rights of children. **Program Record Number:** SWC SWC 055

Women in Public Life

Description: Contains material on women in public life; women in research; women in the economy; women in arts and culture; women in politics; and women in professions. **Topics:** Alcoholism and drug abuse; Constitution; disabled women; occupational health and safety; access to banking and credit; women business owners or entrepreneurs; immigrant and visible minorities; native women; women in the labour force; pay equity; senior women; sexual harassment; technological change and pensions. **Program Record Number:** SWC SWC 060

Women's Program

Description: Information concerning the promotion of women and financial assistance to voluntary associations working to improve the status of women in Canada. **Topics:** Women's Program – general; communications and media relations; consultants and consultations; conferences, meetings and seminars; discrimination and human rights; employment – affirmative action; non-government women's organizations, associations, centres and groups; regional grants, regional offices; reports and studies; Status of Women – general, plan of action, other government departments, municipalities and agencies, action research. **Program Record Number:** SWC SWC 100

Classes of Personal Information

In the course of conducting its activities, Status of Women Canada accumulates categories of personal information which are stored as part of the general subject files where records are not normally retrieved by name of individual or other personal identifier. Such personal information may have been accumulated in the process of handling such complaints and enquiries as are made to the Secretary of State and the Department. Due to the special nature of the Department's activities, these personal complaints and enquiries are usually forwarded to the appropriate department for individual assistance. The Department handles policy and program issues, but not personal program delivery matters. This form of personal information is normally retrievable only if specifics are provided concerning the issue of complaint, and the date and name of complainant. All issues dealing with federal government legislation, policies and programs as they impact on women are included. The retention periods for these classes of personal information are controlled by the record schedules of the general subject files in which they are stored.

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about Status of Women Canada and its functions may be directed to:

Communications and Consultations Directorate
Status of Women Canada
123 Slater Street, 10th Floor
Ottawa, Ontario
K1P 1H9

Tel.: (613) 995-7839

Reading Room

In accordance with the Access to Information Act, the library has been designated as a public reading room. The address is:

123 Slater Street
Ground Floor
Ottawa, Ontario

St. John's Port Authority

Chapter 138

General Information

Background

The St. John's Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998 and came into force with respect to Port Authorities on the 1st day of May, 1999. This Act repealed the Canada Ports Corporation Act of 1983 which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act.

The Canada Marine Act created 18 Port Authorities with their own specific Letters Patent and are responsible to Parliament through the Minister of Transport.

Responsibilities

The role of the St. John's Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of St. John's, provide facilities, services, and technologies that are competitive, safe, commercially viable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

Organization

◆ President and Chief Executive Officer

The President and Chief Executive of the St. John's Port Authority, who is the Head of the Institution for the purposes of the Access to Information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

◆ Operations Division

This Division consists of Harbour Master, Technical Services, Maintenance, Security, and Statistics.

◆ Finance and Administration Division

This Division consists of Accounting, Administration, Human Resources, Finance and Information Services.

◆ Business Development & Corporate Services

This Division is responsible for Business Development and Marketing, and Corporate Services.

Information Holdings

Program Records

Cargo Handling

Description: Information relating to storage, transfer, cargo, commodities, transportation, and related subjects. **Program Record Number:** STJPA CRH 005

Communications and Marketing

Description: Information relating to media relations, press releases, client relations, marketing analysis advertising, promotional events, and community relations. **Program Record Number:** STJPA CAM 015

Engineering

Description: Information relating to buildings management, equipment, and vehicles, maintenance of facilities and structures, projects design and construction, and utilities. **Program Record Number:** STJPA ENG 025

Environmental Services

Description: Information relating to environmental assessment findings, issues and checklists, and projects. **Program Record Number:** STJPA EVS 035

Harbour Operations

Description: Information relating to traffic, vessels, safety, emergency planning, pollution, and related subjects. **Program Record Number:** STJPA HRO 050

Information Systems

Description: Information relating to hardware, software, information systems, security and access, departmental requirements, and networks. **Program Record Number:** STJPA IFS 065

Corporate Secretarial

Description: Information relative to Board of Directors and Committee minutes, and Orders in Council appointing Board members. **Program Record Number:** STJPA CRS 080

Port Development

Description: Information relating to St. John's Port Authority growth through capitalization, future planning, and overall policy development. Includes land use plans, development projects and inquiries. **Program Record Number:** STJPA PTD 095

Properties

Description: Information relating to the administration of Authority properties, property leases, licences, and easements. **Program Record Number:** STJPA PRP 110

Terminal Operations

Description: Information relating to cargo offshore supply operations and commercial fishing activity. **Program Record Number:** STJPA TRO 140

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting**Administration and Management Services****Audits****Budgets****Classifications of Positions****Employment and Staffing****Finance****Human Resources****Occupational Health, Safety and Welfare****Official Languages****Pensions and Insurance****Personnel****Salaries and Wages****Personal Information Banks****Applications for Employment**

Description: This bank contains applications received from the general public for possible employment with the St. John's Port Authority. **Class of Individuals:** General Public. **Purpose:** Information may be used to fill vacancies in the St. John's Port Authority for which applicants have suitable qualifications. **Retention and Disposal Standards:** Records are retained for two years then destroyed. **TBS Registration:** 005034 **Bank Number:** STJPA PPU 005

Board of Directors

Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications. **Class of Individuals:** Candidates for appointment and appointees to the Board of Directors. **Purpose:** The purpose of this bank is to assist in the appointment of individuals as directors of the St. John's Port Authority. **Retention and Disposal Standards:** Records are retained for five years then transferred to National Archives. **TBS Registration:** 005035 **Bank Number:** STJPA PPU 010

Manuals

- Royal Bank/ADP Payroll Manual
- St. John's Port Authority Port Emergency Plan
- Superannuation Administration Manual
- Superannuation Insurance Administration Manual
- Financial Management Policies and Guidelines
- Land Use Management
- Harbour Master's Operations Regulations

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the St. John's Port Authority and its various programs and functions may be directed to:

St. John's Port Authority
P. O. Box 6178
1 Water Street
St. John's, Newfoundland
A1C 5X8

Tel.: (709) 738-4782

Fax: (709) 738-4784

Reading Room

St. John's Port Authority's Library has been designated under the Access to Information Act as a public reading room. The address is:

2nd Floor
1 Water Street
St. John's, Newfoundland

Thunder Bay Port Authority

Chapter 139

General Information

Background

The Thunder Bay Port Authority, formerly the Thunder Bay Harbour Commission and the Lakehead Harbour Commission is the organization responsible for the federal interests at the Port of Thunder Bay. The Port Authority is responsible to Parliament through the Minister of Transport. The Port Authority as an entity was created by the Canada Marine Act of 1997 and officially received its Letters Patent July 1, 1999.

Responsibilities

The capacities, powers and responsibilities of the Thunder Bay Port Authority are contained in Bill C-9, 1st Session 36th Parliament Section 4, Sections 23 through 27 and 28 through 33.

Legislation

- Bill C-9 1st Session, 36th Parliament:

Organization

The Act C-9 at Sections 14 through 22 describes the corporate governance structure. The Act provides that a Chief Executive Officer must be in place and such other officials as may be required by the Directors may be retained. The organization currently has a Finance Department, Engineering & Operations Department and a Marketing Department. Managers total three persons – total staff including outside maintenance and security personnel total eleven persons.

Information Holdings

Program Records

General Holdings

Description: Library, forecasts, projections and commercial information relevant or potentially relevant to Port activity, employee information. **Program Record Number:** TBPA HOL 005

Corporate Plans

Description: Budgets and Port manuals. **Program Record Number:** TBPA COR 010

Engineering Services

Description: Plans, drawings, maintenance programs, quotations. **Program Record Number:** TBPA ENG 015

Harbour Master

Description: Permits, by-laws, marine operations. **Program Record Number:** TBPA HAR 020

Marketing

Description: Projections, market research, analysis of competitive options and various studies relative to commodity and cargo movements. **Program Record Number:** TBPA MAR 025

Tariffs

Description: Various Port tariffs as established by Orders In Council. **Program Record Number:** TBPA TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Finance

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Staff Relations

Training and Development

Utilities

Personnel Information Banks

Property Services

Description: This bank contains information on tenants of Port Authority properties. **Class of Individuals:** General Public. **Purpose:** This bank is to document property transactions between the Port Authority and the public. Consistent uses: The use of this bank is documentation of decision process in property matters. **Retention and Disposal Standards:** Information in this bank is retained as long as the Port Authority and the individuals involved are involved in a business relationship. **TBS Registration:** 004406 **Bank Number:** TBPA PPU 005

Manuals

- Operating by-law
- Port Emergency Plan

Additional Information

Requests for further information on the Thunder Bay Port Authority can be directed to:

Corporate Secretary
Thunder Bay Port Authority
100 Main Street
Thunder Bay, Ontario
P7B 6R9

Tel.: (807) 345-6400
Fax: (807) 345-9058

Toronto Port Authority

Chapter 140

General Information

Background

The Toronto Port Authority (TPA) was established on the 8th of June 1999, under the authority of the Canada Marine Act, which received Royal Assent on the 11th of June 1998. The TPA continues The Toronto Harbour Commissioners, which was constituted as a corporation under the Toronto Harbour Commissioners Act, 1911, as amended.

Responsibilities

The Toronto Port Authority's main purpose and function is to operate the Port of Toronto. The TPA also operates the Toronto City Centre Airport and the Outer Harbour Marina. Activities and powers of the TPA include:

- development, application, enforcement and amendment of rules, orders, bylaws, practices or procedures relating to the use, occupancy or operation of the port
- administration of fees or charges as authorized by the Canada Marine Act
- management, leasing or licensing of the federal real property as described in the TPA's letters patent
- construction, establishment, repair, maintenance, operation, removal, or demolition of port-related infrastructure
- provision of services to port users, such as: environmental assessment, dredging and dredge disposal, navigational aids, stevedoring services, emergency planning and response, multi-modal facilities and services, salvage and seizure, warehousing and security services

Legislation

- Canada Marine Act, R.S.C. 1998, c.10
- Canada Port Authorities Environmental Assessment Regulations, P.C.1999-1324, 28 July 1999
- Canada Port Authorities Management Regulations, P.C. 1999-246, 18 February 1999
- Canada Shipping Act, R.S.C. 1985, c. S-9
- Canadian Aviation Regulations, P.C. 1996-1399, 10 September 1996
- Navigable Waters Protection Act

Organization

The Toronto Port Authority is managed by a seven member board of directors, appointed as follows: the Governor in Council appoints one director as nominated by the Minister of Transport; the City of Toronto appoints one director, the Province of Ontario appoints one director; the remaining directors are appointed by the Governor in Council as nominated by the Minister in consultation with port users. The board of directors appoints a chief executive officer, who is not a member of the board.

Corporate

The head office of the Toronto Port Authority is located in its historic waterfront Administration Building. The President & CEO is responsible for managing the TPA, developing strategic directions for business development and for providing leadership to staff. The General Manager's office is also responsible for the development and implementation of organization-wide policies and procedures. Corporate and administration support functions include: finance and accounting, risk management, information technology, office services, human resources, legal services and records and archives.

Port Operations

Three business units report to the Director of Port Operations:

◆ Port of Toronto

The harbourmaster is responsible for the management of the movement, navigation, and berthing of vessels using the port and harbour, to ensure safety and compliance with by-laws and regulations. He monitors navigable channels and navigational aids to comply with standards of the St. Lawrence Seaway. He also administers the power vessel operators license examination program, reviews and provides approvals for various aquatic activities and engages in public relations activities with shipping companies and the boating community.

The TPA also operates marine terminal, warehouse and intermodal services. Terminal operations staff supervise longshoremen, work together with stevedoring groups, and supply and maintain cargo-handling equipment. They provide customer service and market the port of Toronto by communicating with customers, attending trade shows and preparing competitive quotations.

◆ Works Department

This unit is responsible for providing a wide variety of engineering, maintenance and customer services. These include: maintenance of navigational aids, construction equipment, vessels, cranes and vehicles; special cargo handling using the heavy lift crane and the mobile container crane; marine services such as electric power and fresh water for ships, ship safety inspections, and dry dock and ice-breaking services; dredging and harbour cleaning; lakefilling and shoreline protection including the management of the Leslie Street Endikement Project; port security and emergency response; maintenance of all TPA facilities including HVAC, plumbing and electrical services, grounds and pavement maintenance and dockwall repairs and surveys; and special maintenance duties including bridges, docks, ferry ramps, dockwalls, airport runways and topographic and hydrographic surveys.

◆ Outer Harbour Marina

Marina staff are responsible for operating the marina including leasing slips in the summer and outdoor storage space for boats in the winter, coordination of boat launches and haul-outs, and customer billing. Other duties of staff include maintaining site services, conducting safety and security inspections, maintenance of equipment, machinery and electrical/mechanical services, customer service and marina marketing.

Toronto City Centre Airport

Airport staff are responsible for the overall daily operation of the airport and ferries, including management of supplies, services and facilities. A large number of duties are focussed on safety and security: staff develop and maintain the airport security program; coordinate the Airport Emergency Plan with input from the police, ambulance and fire departments, and the air traffic control unit; maintain equipment in a state of readiness for any emergency; and produce such reports as incident, noise, runway conditions and notices to airmen. Airport staff also handle customer service, including complaints and billing, and market the airport to the public.

Information Holdings

Program Records

Corporate Records

Airport Operations

Description: Information on the daily operations of the Toronto City Centre Airport and the ferry service across the Western Channel. **Topics:** Air traffic reports, aircraft

movement surface condition reports, airport monthly activities reports, noise complaint reports, NOTAMS, rates schedule, tie-down contracts, ferry logs, ferry maintenance reports, ferry traffic summaries, ferry pass applications, restricted area access pass applications, airside vehicle operators permit applications, fire alarm reports, firefighters' logs, emergency equipment maintenance reports, airport drawings and specifications. **Program Record Number:** TPA AIR 005

General Manager's Office

Description: Information on the administration and management of the Toronto Port Authority. **Topics:** Business and strategic plans, marketing of the port and airport, organization-wide policies, TPA-City of Toronto relations, committee files, speeches, conference and seminar files, travel files. **Program Record Number:** TPA COR 005

Information Technology

Description: Information on the management of the TPA's various information systems and databases. **Topics:** Year 2000 compliance forms, forms management, project notes, systems documentation, equipment inventories, equipment maintenance logs. **Program Record Number:** TPA COR 010

Legal Records

Description: Legal documents. **Topics:** Agreements, bills of sale, commercial carriers operating agreements, consents, contracts, deeds, easements, leases, memoranda of understanding, minutes of settlement, mortgages, trademarks, waivers. **Program Record Number:** TPA COR 015

Property Records

Description: Information on the leasing of TPA properties, office space, short-term seasonal arrangements such as berthing, and temporary license agreements for film productions. **Topics:** Fee schedules, insurance waivers, tenants' case files (including copies of correspondence, insurance certificates, property leases or schedules). **Program Record Number:** TPA COR 020

Marina Operations

Description: Information on the business operations of the Outer Harbour Marina. **Topics:** Customer files (containing correspondence, service agreements, complaints, loss/damage reports, insurance certificates), haul out/launch book, dock walk reports, incident reports, monthly fuel inventory statements, fuel dock license, VHF radio license, retail sales license. **Program Record Number:** TPA MAR 005

Port Operations

Description: Information on the provision of services concerning the navigation and berthing of ships in the port and harbour of Toronto, and concerning the safe operation of various smaller watercraft. **Topics:** Tonnage statistics, berthing arrangements, port tariffs, marine safety, Notices to Shipping, recreational boating, Navigable Waters Protection Act, boat operators' license program. **Program Record Number:** TPA POR 005

Records & Archives

Description: Information relating to the management of corporate information. **Topics:** (Records) Mail management, central registry files, Board minutes, by-law 23 applications, records management databases; (Archives) Historical records of the Toronto Harbour Commissioners including textual records, technical drawings, photographs and file art, archival finding aids and databases. **Program Record Number:** TPA COR 025

Terminal Operations

Description: Information on the business operations of the Port of Toronto's Marine Terminal 51, Warehouse 52 and intermodal services. **Topics:** Import and export vessel cargo logs, monthly reports for warehousing, cargo and container handling, daily records for Reefers (refrigerated containers). **Program Record Number:** TPA TER 005

Works Department Operations

Description: Information on services provided by Works Department staff in areas of engineering, plant maintenance, waterways, dredging and filling and the Leslie Street landfill operation. **Topics:** Dockwalls/retaining walls, equipment maintenance files, ice condition reports, navigation aids placement, oil spill reports, survey drawings and files, hydrographic and topographic survey field books, daily and monthly water level reports, daily dredging logs, monthly and annual dredging drawings, daily dredgeate placement logs, monthly and annual dredgeate placement drawings, annual operating plan for the Leslie Street landfill site, daily and monthly fill reports, illegal dumping reports and copies of violation notices. **Program Record Number:** TPA WOR 005

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings and Properties

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act, and includes names, addresses and phone numbers. **Class of Individuals:** General public. **Purpose:** This bank processes access requests and reports the total number of requests processed. **Consistent Uses:** This bank is used to report on the administration of the Access to Information and Privacy Acts. **Retention and Disposal Standards:** Records are retained for two years after the last administrative action and then destroyed. **TBS Registration:** 004357 **Bank Number:** TPA PPU 005

Airport Airside Restricted Area Canada Pass

Description: This bank contains applications received from individuals who require access to restricted areas at airports across Canada. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital status, personal photographs, and Transport Canada clearance numbers. **Class of Individuals:** Persons whose business involves being in restricted areas of at least four or five Canadian airports and Transport Canada Aviation Inspectors. **Purpose:** This bank processes pass applications. **Consistent Uses:** The information in this bank would be used in the event of a breach of security. **Retention and Disposal Standards:** Applications are retained for three years after the expiry of the pass and then destroyed. **TBS Registration:** 004358 **Bank Number:** TPA PPU 010

Airport Airside Restricted Area Pass (ARAP)

Description: This bank contains applications received from individuals who require access to restricted areas at the Toronto City Centre Airport. It includes names, titles, addresses, phone numbers, date of birth, height, weight, eye and hair colour, fingerprints, marital information, personal photographs, and Transport Canada clearance numbers. **Class of Individuals:** TPA employees and airport tenants. **Purpose:** This bank processes pass applications. **Consistent Uses:** The information in this bank would be used in the event of a breach of security. **Retention and Disposal Standards:** Applications are retained for three years after the expiry of the pass and then destroyed. **TBS Registration:** 004359 **Bank Number:** TPA PPU 015

Airport Airside Vehicle Operators Permit (AVOP)

Description: This bank contains applications received from individuals who require a permit to operate a vehicle on the grounds of the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. It also contains the practical test evaluation form for the AVOP. **Class of Individuals:** TCCA employees and airport tenants. **Purpose:** This bank processes AVOP applications. **Consistent Uses:** The information in this bank would be used in the event of suspected unauthorized vehicle use at the airport. **Retention and Disposal Standards:** Applications are retained for three years after the expiry of the pass and then destroyed. **TBS Registration:** 004360 **Bank Number:** TPA PPU 020

Airport Employee Ferry Pass

Description: This bank contains applications received from individuals who require an employee ferry pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and personal photographs. **Class of Individuals:** TPA staff, airport tenants, frequent flyers. **Purpose:** This bank processes employee ferry pass applications. **Consistent Uses:** The information in this bank would be used in the event of suspected fare evasion on the airport ferry. **Retention and Disposal Standards:** Applications are retained for one year after expiry of the pass and then destroyed. **TBS Registration:** 004361 **Bank Number:** TPA PPU 025

Airport Ferry Vehicle Pass

Description: This bank contains applications received from individuals who require a ferry vehicle pass to the Toronto City Centre Airport. It includes names, addresses, phone numbers and vehicle information. **Class of Individuals:** TPA employees and airport tenants. **Purpose:** This bank processes ferry vehicle pass applications. **Consistent Uses:** The information in this bank would be used in the event of suspected fare evasion on the airport ferry. **Retention and Disposal Standards:** Applications are retained for one year after expiry of the pass and then destroyed. **TBS Registration:** 004362 **Bank Number:** TPA PPU 030

Airport Parking Pass

Description: This bank contains applications received from individuals who require a parking pass for the mainland Toronto City Centre Airport parking lot. It includes names, addresses, phone numbers and vehicle information. **Class of Individuals:** TPA employees and airport tenants. **Purpose:** This bank processes parking pass applications. **Consistent Uses:** The information in this bank would be used in the event of suspected unauthorized parking at the parking lot. **Retention and Disposal Standards:** Applications are retained for one year after expiry of the pass and then destroyed. **TBS Registration:** 004363 **Bank Number:** TPA PPU 035

Applications for Employment

Description: This bank contains applications received from the general public for possible employment with the Toronto Port Authority, and includes names, addresses and phone numbers. **Class of Individuals:** General public. **Purpose:** Information may be used to fill vacancies in the Authority for which applicants have suitable qualifications. **Consistent Uses:** The bank provides a record of the information used in staffing a position. **Retention and Disposal Standards:** Records are retained for six months and then destroyed. **TBS Registration:** 004364 **Bank Number:** TPA PPU 040

Claims

Description: This bank contains information relating to settlements by and against the Toronto Port Authority, and includes names, addresses and phone numbers. **Class of Individuals:** General public, companies and institutions of Canadian or foreign extraction. **Purpose:** This bank documents the settlement of claims by or against the Authority. **Consistent Uses:** This bank documents the legal settlements of all claims by or against the Authority. **Retention and Disposal Standards:** Records are retained for two years after the settlement and then destroyed. **TBS Registration:** 004365 **Bank Number:** TPA PPU 045

Marina Customers

Description: This bank contains information relating to individuals who rent boat slips from the Outer Harbour Marina, and includes names, addresses, phone numbers and information about the person's boat. **Class of Individuals:** General public. **Purpose:** This bank is used to document service agreements, insurance certificates, loss/damage reports, and complaints. **Consistent Uses:** This bank provides information for billing and insurance claims. **Retention and Disposal Standards:** Records are retained for 6 years after last transaction completed and then destroyed. **TBS Registration:** 004366 **Bank Number:** TPA PPU 050

Personal Service Contracts

Description: This bank contains the terms and conditions of individuals employed on contract to the Authority, and includes names, addresses and phone numbers. **Class of Individuals:** General public.

Purpose: The purpose of this bank is to provide documentation and authorization for personal service contracts. **Consistent Uses:** This bank is used to record payment to individuals for income tax purposes as well as budgetary spending. **Retention and Disposal Standards:** Records are retained for six years after expiry of the contract and then destroyed. **TBS Registration:** 004367 **Bank Number:** TPA PPU 055

Power Vessel Operator's Permit

Description: This bank contains information relating to individuals who operate a power vessel in the Toronto harbour, and includes names, addresses, phone numbers, gender, date of birth and height. **Class of Individuals:** General public. **Purpose:** The information is used to process permit applications for individuals who operate a power vessel in the Toronto harbour. It ensures that boaters have a permit and have passed our safe boating test. **Consistent Uses:** The information will be shared with the Toronto Police Marine Unit in the event of a boating infraction. **Retention and Disposal Standards:** Applications are retained for 3 years after the last renewal of the permit and then destroyed. **TBS Registration:** 004444 **Bank Number:** TPA PPU 070

Property Services

Description: This bank contains information on owners or tenants of properties, and includes names, addresses and phone numbers. **Class of Individuals:** General public, companies, institutions, government agencies. **Purpose:** The bank is used to document property transactions such as leases, agreements, sales, exchange or purchase of lands. **Consistent Uses:** The information in this bank is used to document the decision process in property matters. **Retention and Disposal Standards:** Records are retained in active files while administration action continues. After transactions are closed the records are transferred to the Archives for permanent retention. **TBS Registration:** 004368 **Bank Number:** TPA PPU 060

Researcher Registration

Description: This bank contains information about researchers visiting the Archives and their subject of research, and includes names, addresses and phone numbers. **Class of Individuals:** General public. **Purpose:** This bank documents the provision of Archives services to researchers, and provides the archivist with research inquiry statistics. **Consistent Uses:** This information is used to record services to individuals and for billing. **Retention and Disposal Standards:** Individual researcher personal information is destroyed two years after last visit. **TBS Registration:** 004369 **Bank Number:** TPS PPU 065

Classes of Personal Information

In the course of conducting the programs and activities of the Toronto Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, personal opinions, offers of services, complaints, and other personal information such as name, address or phone number. This information is stored as part of the central registry files or in departmental subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information normally is retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Aerodrome Standards and Practices, TP 312 4th ed.
- Airport Emergency Response Manual
- Airport Operations Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Request for further information about the Toronto Port Authority and its various programs and functions may be directed to:

Toronto Port Authority
60 Harbour Street
Toronto, Ontario
M5B 1J7

Tel.: (416) 863-2000
(416) 863-4830

Reading Room

The Toronto Port Authority has designated the Archives Library as a reading room for the purposes of the Access to Information Act. The address is:

60 Harbour Street
Ground Floor
Toronto, Ontario
M5J 1B7

Transportation Safety Board of Canada

Chapter 141

General Information

Background

The Canadian Transportation Accident Investigation and Safety Board Act was proclaimed in 1990, establishing an independent multi-modal agency which is known by its applied title, "Transportation Safety Board of Canada (TSB)".

The TSB's sole object is the advancement of transportation safety. It has a mandate to do so in a number of ways, chiefly by conducting independent investigations and studies in order to identify transportation safety deficiencies and make recommendations designed to eliminate or reduce these deficiencies.

With the Board, transportation accident investigation and related functions are carried out by an agency which is independent of the government agencies responsible for the regulation and operation of transportation facilities and services.

Responsibilities

The Board's responsibilities are set out in the Canadian Transportation Accident Investigation and Safety Board Act.

The object of the Transportation Safety Board of Canada is to advance transportation safety. This is achieved by: a) conducting independent investigations and if necessary, public inquiries into air, marine, rail and pipeline occurrences in order to make findings as to their causes and contributing factors; b) reporting publicly on its investigations and public inquiries and on the related findings; c) identifying safety deficiencies as evidenced by transportation occurrences; d) making recommendations designed to eliminate or reduce any such safety deficiencies; and e) initiating and conducting special investigations and studies on matters pertaining to safety in transportation.

When it investigates an occurrence, the Transportation Safety Board of Canada has the exclusive jurisdiction to investigate for the purpose of making findings as to the causes and contributing factors; other federal agencies cannot investigate for this purpose when the TSB is investigating. The Board reports publicly on its investigations and public inquiries and on the related findings. Board reports must, wherever possible, include safety recommendations.

In making its findings as to causes and contributing factors of a transportation occurrence, it is not the function of the Board to assign fault or determine civil or criminal liability. But, the Board must not refrain from fully reporting on the causes and contributing factors merely because fault or liability might be inferred from its findings. The Act provides that no finding of the Board shall be construed as assigning fault or determining civil or criminal liability, and the findings of the Board are not binding on the parties to any legal, disciplinary or other proceedings.

The Board reports annually to Parliament through the President of the Queen's Privy Council for Canada.

Legislation

- Canadian Transportation Accident Investigation and Safety Board Act
- Canadian Transportation Accident Investigation and Safety Board Regulations

Organization

The Board

The Statute provides for a Board consisting of up to five full-time members, including the Chairperson. The Act requires that members be collectively knowledgeable about marine, commodity pipeline, rail and air transportation. They are appointed by the Governor in Council. Members' duties include establishing policies respecting the classes of occurrences to be investigated and policies to be followed in the conduct of investigations, reviewing investigation reports, determining findings as to causes and contributing factors, identifying safety deficiencies and making safety recommendations. Reporting to the Chairperson is the Executive Director.

Executive Director

The Chairperson has delegated to the Executive Director the role and functions of a Chief Operating Officer. As such he is responsible for seeing to the day-to-day management and coordination of all TSB's activities and operations to ensure they are conducted effectively and efficiently; included are responsibilities for the acquisition and allocation of human and financial resources, and the provision of ongoing support and advice to the Chairperson.

◆ Legal Services

This area provides services with respect to all legal matters which arise in connection with TSB activities, including services and advice in connection with proceedings by or against the Board in legal or other proceedings.

Corporate Services Branch

This Branch assists operating directorates in achieving efficient, effective and economical delivery of departmental programs through provision of administrative, financial and human resource services and controls.

◆ Finance, Planning and Administration

This division provides service to the agency in financial and administrative functions. It is responsible for services and advice to management and for financial reporting and control and for security and accommodation. It ensures that there are enough controls to assure the public that these responsibilities of the agency are effectively and efficiently administered.

◆ Human Resources

Provides a full range of human resources services and controls to management and employees of the Board. This includes: advice and support to senior management on staff relations, human resources and career planning, staffing, classification, pay and benefits, official languages, management and professional development, program development and policy interpretation. Human Resources coordinates an employee assistance program.

Information Strategies & Analysis Direction

This Directorate is responsible for communicating the results of the Board's work to the public and for establishing and maintaining the informatics infrastructure to support the TSB's investigative, analytical and administrative functions. Specifically, this directorate is responsible for the following activities:

◆ Information Management

This division is responsible for providing the framework for administrative activities such as materiel management, corporate information holdings, for administering the Access to Information Act and the Privacy Act including informal request for information.

◆ Communications

This division is responsible for providing advice with respect to the formulation of TSB communications policies, for establishing and implementing TSB communications strategies and plans through such activities as making public the results of the Board's work, and preparing the TSB's printed products (e.g. occurrence reports and the TSB's monthly safety digest REFLEXIONS) for publication and distribution. It is also responsible for managing administrative activities related to the preparation and coordination of Board meetings, for the coordination of report production and the administration support required by the Board for the conduct of public inquiries. It maintains the TSB's Web site. It keeps the TSB informed on the public response to current transportation safety issues and it provides communications support to the agency in meeting public and media information requests during major investigations.

◆ Human Performance

This division provides specialist support to Investigations and Macro Analysis projects. Human Performance issues include the impact of the wide domain of human factors/ergonomics on behavior, including organizational and management factors. The division is also active in the development of, and training for, tools and frameworks that aid the systematic investigation for human factors.

◆ Informatics

This division operates and maintains Canada's transportation occurrence databases and all other computer systems required in support of the Board's investigative, analytical, engineering and administrative activities.

The division develops policies and procedures for all aspects of TSB's informatics needs. It operates and maintains TSB's central computing facility and also its local and wide area networks. It supports the desktop environment at the Head Office and in the Regional Offices. With the assistance of the private sector, the Informatics Division maintains its in-house (non-commercial) software and develops new software to meet changing requirements.

◆ Macro Analysis

This division conducts macro analysis projects including cross modal studies in which trends, hazards and systemic safety deficiencies in the national transportation system are identified, analyzed and validated. Provides consultation and expert advice on current theory, methods and results related to such research. Responds to the day-to-day queries of investigators and public for occurrence data.

Investigation Operations

The Directorate is responsible for all aspects of the agency's marine, rail, pipeline and air transportation safety investigations. It is also responsible for the management of a multi modal voluntary confidential occurrence reports program (know as SECURITAS) and for developing the confidence of the transportation community in the use of this program.

◆ Air Investigation Branch

The Director of this Branch has exclusive responsibility to direct the conduct of air investigations on behalf of the Board. The investigators are experienced pilots, aircraft maintenance engineers, or air traffic controllers.

◆ Engineering Branch

This Branch specializes in laboratory testing and analysis of parts, structural components, systems, instruments, and wreckage of materials and components from transportation occurrences. Additional responsibilities include underwater search and recovery of wreckage, documentation of occurrence sites, and the extraction and interpretation of data from on-board voice and data records. The Engineering Branch has also developed expertise in document restoration, image analysis, and new investigation techniques based on photogrammetric and remote sensing technology.

◆ Marine Investigation Branch

The Director of this Branch has exclusive responsibility to direct the conduct of marine investigations on behalf of the Board. Marine investigators are experienced master mariners, chief engineers, or naval architects.

◆ Rail and Commodity Pipeline Investigation Branch

The Director of this Branch has exclusive responsibility to direct the conduct of rail and commodity pipeline investigations on behalf of the Board. Rail investigators are experienced in the many disciplines of rail operations (locomotive operations, equipment design and maintenance, roadbed, tracks and signals, operating rules, and dangerous goods). A Commodity Pipelines investigator must be familiar with pipeline design and operations as well as dangerous goods matters.

Information Holdings

Program Records

Administrative Services

Description: Information relating to administrative and managerial services, acts and legislation, associations, committees, conferences, meetings etc. **Topics:** Administration – general, administration organization – general, access to information and privacy acts, acts and legislation – general, – departmental, – federal, agreements, appreciation, complaints, inquiries, associations, clubs, societies – general, campaigns, directives, orders, committees – general, – departmental, – interdepartmental, conferences, meetings, symposia, seminars, – general, – departmental, – interdepartmental, communications – general, – telephone, cooperation and liaison – general, – federal/provincial, – international, – universities, colleges, schools etc corporations, companies, firms, correspondence management – general, data processing, emergency measures, forms management, records management, library services, buildings and properties, equipment and supplies, contracts. **Program Record Number:** TSB ASD 630

Air Investigations

Description: Information relating to the conduct and reporting of aviation occurrence investigations, transportation safety deficiencies, safety recommendations, and advisories. **Topics:** Aviation safety investigation policy, aviation safety investigation – general, public inquiries, designation of investigator, flight recorders, major occurrence readiness, observer status, international co-ordination (e.g. ICAO, ITSA), accident/incident – aircraft occurrence investigations, ATS/FSS investigations. **Program Record Number:** TSB ASI 200

Corporate Planning

Description: Information in support of the corporate planning system development and operation as well as information pertaining to corporate studies and assignments. **Topics:** Corporate planning systems and strategic directions. **Program Record Number:** TSB CPP 100

Engineering Branch

Description: Information in support of multi-modal transportation investigations relating to specialized laboratory testing and analysis of parts, structural components, systems, instruments and wreckage; underwater search and recovery of wreckage; documentation of occurrence sites; and the extraction

and interpretation of data from voice and data records.

Topics: Engineering Branch – general, EDP holdings, projects from other government departments, management support and technology development projects, projects from private Canadian and foreign companies and foreign governments. **Program Record Number:** TSB ELI 500

Financial Services

Description: Information relating to financial management, annual budget and full-time equivalent (FTE). **Topics:** Annual Statement of Operations, annual budget (O&M), annual budget (capital), FTE utilization report, supplementary estimates, schedule of delegated signing authority. **Program Record Number:** TSB FSB 640

Information Strategies & Analysis Direction

Description: Information relating to transportation safety deficiencies, safety recommendations, and advisories; occurrence data, statistics, macro analyses and special studies; human performance evaluations; confidential voluntary occurrence reporting; public and internal communications and TSB informatics systems. **Topics:** Transportation Safety – general, air safety – general, marine safety – general, rail/pipeline safety – general, specific safety recommendations, specific aviation safety advisories, specific marine safety advisories, specific railway safety advisories, specific pipeline safety advisories, specific aviation safety information letters, specific marine safety information letters, specific railway/pipeline safety information letters, confidential transportation safety reporting system (SECURITAS) – general, SECURITAS – air, marine, and rail; safety studies – general, marine, rail, pipeline, and air; human performance – general, human performance/ICAO Study Group, human performance investigations; communications policies and strategy, internal and external TSB communications, annual report to Parliament, TSB's safety digest (REFLEXIONS), Internet Home Page; informatics systems; transportation occurrence data, statistical summaries and analyses. **Program Record Number:** TSB SPD 610

Legal Services

Description: Information relating to administration of legal matters, opinions and decisions, powers of attorney, commissioner of oaths, affidavits etc. **Topics:** TSB Act and proposed Regulations, Memoranda of Understanding. **Program Record Number:** TSB LSB 620

Marine Investigations

Description: Information relating to the conduct and reporting of marine occurrence, (accidents, incidents, casualties), investigations, transportation safety deficiencies, safety recommendations, and advisories.

Topics: Marine casualty investigations – general, instructions, studies – commercial, fishing, passenger, occurrence reporting – general, marine occurrences – general, marine occurrence – investigations. **Program Record Number:** TSB MSI 300

Personnel Services

Description: Information relating to the employment of members of the public service of Canada, documentary forms, personal files, correspondence regarding policy including attendance, establishment, leave, holidays, salaries and wages, promotions, training of staff etc. **Topics:** Personnel – general, personnel – personal records, appointments – general, audits, awards and honours, classification, employment and staffing, human resources, occupational safety and health, official languages, pay and benefits, reports and statistics, staff relations, studies, surveys, systems, etc. **Program Record Number:** TSB PSB 650

Railway/Pipeline Investigations

Description: Information relating to the conduct and reporting of rail/pipeline investigations, transportation safety deficiencies, safety recommendations, and advisories. **Topics:** Occurrence investigations – railway, occurrence investigations – pipeline, other, dangerous goods, observer status, powers of investigators, public queries, railway reporting requirements, summary of railway accidents. **Program Record Number:** TSB RPI 400

Secretariat

Description: Information relating to agendas and minutes of Board meetings, public inquiries, report production, harassment policy, information inquiries and access to information and privacy. **Program Record Number:** TSB BSS 660

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance
Furniture and Furnishings
Lands
Occupational Health, Safety and Welfare
Office Appliances
Official Languages
Personnel
Procurement
Salaries and Wages
Staff Relations
Training and Development
Utilities
Vehicles

Personal Information Banks

Access to Information and Privacy Requests Data Bank

Description: This bank contains request forms and letters sent by individuals to the Board under the Access to Information Act and Privacy Act. The bank also contains replies made to such requests, and all records related to the processing of these requests, including, if applicable, exemptions claimed, intervention of third parties, complaints received and reports and recommendations of the Information and Privacy Commissioners. **Class of Individuals:** All applicants, under the Access to Information or Privacy Act, for information controlled by the Board. **Purpose:** The purpose of this bank is to store information about requests made under the Access to Information Act and the Privacy Act. **Consistent Uses:** Compiling statistics relating to the administration of the Acts.

Retention and Disposal Standards: Two years after last administrative action. **TBS Registration:** 002979 **Bank Number:** TSB PPU 015

Applications for Employment

Description: This bank contains applications for employment with the Board. These requests usually consist of a letter and curriculum vitae. Applications are examined and considered for available or future positions. **Class of Individuals:** General public. **Purpose:** This information was not solicited but was provided voluntarily by individuals seeking employment with the Board. **Retention and Disposal Standards:** These records are retained in the Board for one year, then destroyed. **TBS Registration:** 002980 **Bank Number:** TSB PPU 010

Confidential Reporting

Description: This bank was established to encourage members of the transportation community to report hazards and possible safety deficiencies with a view to preventing accidents and incidents. **Class of**

Individuals: Crew members, maintenance employees, traffic controllers, etc and the general public. **Purpose:** To identify safety deficiencies in the national transportation system. **Consistent Uses:** Compiling statistics analyzing information and drafting Recommendations designed to prevent accidents and incidents. **Retention and Disposal Standards:** 20 years; but, pursuant to the Regulations, information provided to the Board on the identity of the reporter is returned within ten clear days from receipt of the report and no record of the identity of the person making the report, or any information that could reveal his or her identity is retained. **TBS Registration:** 002977 **Bank Number:** TSB PPU 020

Investigation Files – Marine, Rail, Pipeline, Air

Description: Accident/incident files contain information gathered during the course of an investigation, and may contain personal information on individuals eg. Medical, autopsy and other information on victims, passengers and crew members; traffic control and on-board recordings; witness statements and the presumptive language of analysis, including references to unsafe acts. During the field phase, all basic information is documented. SOME OF THIS INFORMATION IS CAPTURED AND STORED IN ONE OF THE FOUR MODAL DATABASES (ASIS- Air, MARSIS-Marine, RODS-Rail and PODS-Pipeline) Safety deficiency notifications are prepared, laboratory examinations are requested to test and analyze material and metallurgical component failures, and when required, specimens from surviving or deceased crew are analyzed at a medical laboratory. **Class of Individuals:** Individuals involved in transportation occurrences. **Purpose:** The purpose of this bank is to enhance existing transportation safety programs by identifying safety deficiencies, by identifying anomalies and trends, and by making recommendations designed to eliminate or reduce safety deficiencies.

Consistent Uses: Compiling statistics relating to the administration of the Act. **Retention and Disposal Standards:** Files are kept for 20 years. THE INFORMATION IN THE FOUR MODAL DATABASES IS KEPT INDEFINITELY. **TBS Registration:** 002981 **Bank Number:** TSB PPU 005

Mailing Lists

Description: This bank contains mailing lists with the names and addresses of individuals, pilots, academics, media organizations, firms, companies, etc. **Class of Individuals:** Pilots, marine masters, railway personnel, pipeline companies, transportation unions, engineers, academics, government officials, transportation training schools and the general public. **Purpose:** To maintain standard lists of individuals, organizations, groups, businesses etc for the purpose of mailing publications, reports, news letters, press release and other documentation of Board activities and programs.

Consistent Uses: The information is used to mail and distribute documentation to individuals on the mailing lists. **Retention and Disposal Standards:** Records are

updated continuously to keep abreast of any changes. **TBS Registration:** 002978 **Bank Number:** TSB PPU 025

Manuals

- Administrative Services Manual
- Financial Coding Manual
- Financial Management Manual
- Human Resources Manual
- Manual of Investigation Operations
- Manual of Investigation Standards and Procedures
- Manual of Public Inquiry Procedures
- Records Management Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For assistance concerning the interpretation of Board Guidelines, interested parties may contact:

Coordinator
Access to Information and Privacy
Transportation Safety Board of Canada
Place du Centre
200 Promenade du Portage, 4th Floor
Hull, Quebec
K1A 1K8

Reading Room

In accordance with The Access to Information Act, an area on the premises of this agency has been designated as a public reading room. The address is:

Transportation Safety Board of Canada
Place du Portage
4th Floor
Hull, Quebec
K1A 0K8

Transport Canada

Chapter 142

General Information

Background

The Department of Transport was established in 1936 by the Department of Transport Act (R.S.C. 1970, chapter T-18), which amalgamated the functions of the Department of Railways and Canals, the Department of Marine and the Civil Aviation Branch of the Department of National Defence.

Responsibilities

Transport Canada is responsible for most of the transportation policies, programs and goals set by the Government of Canada to make sure the national transportation system is safe, efficient, environmentally sound and accessible to all its users.

Legislation

- Aeronautics Act
- Aeronautics, An Act Respecting Regulations made pursuant to s. 5
- Airport Transfer (Miscellaneous Matters) Act
- Arctic Waters Pollution Prevention Act
- Bills of Lading Act
- Blue Water Bridge Authority Act
- Buffalo and Fort Erie Public Bridge Company, An Act Respecting
- Canada Labour Code
- Canada Marine Act
- Canada Shipping Act
- Canada Transportation Act
- Canadian National Montreal Terminals Act, 1929
- Canadian National Toronto Terminals Act
- Canadian Transportation Accident Investigation and Safety Board Act
- Carriage by Air Act
- Civil Air Navigation Services Commercialization Act
- CN Commercialization Act
- Coasting Trade Act
- Department of Transport Act
- Excise Tax Act
- Financial Administration Act
- Government Property Traffic Act
- Harbour Commissions Act

- Intercolonial and P.E.I. Railway Employees Provident Fund Act
- International Rapids Power Development Act
- Marine and Aviation War Risks Act
- Marine Atlantic Inc. Acquisition Authorization Act
- Marine Insurance Act
- Marine Liability Act
- Marine Transportation Security Act
- Maritime Code Act
- Meaford Harbour, An Act Respecting
- Montreal Port Wardens Act
- Motor Vehicle Fuel Consumption Standards Act
- Motor Vehicle Safety Act
- Motor Vehicle Transport Act, 1987
- National Energy Board Act
- Navigable Waters Protection Act
- Non-Smokers Health Act
- Northern Transportation Company Limited Disposal Authorization Act
- Northumberland Strait Crossing Act
- Ontario Harbours Agreement Act
- Pilotage Act
- Quebec Port Wardens Act
- Railway Relocation and Crossing Act
- Railway Safety Act
- Safe Containers Convention Act
- Shipping Conferences Exemption Act, 1987
- Ste-Foy-St-Nicolas Bridge Act
- Transportation of Dangerous Goods Act, 1992
- United States Wreckers Act
- Winnipeg Terminals Act

Organization

Communications Group

The Communications Group is responsible for supporting management in providing effective two-way communications between Transport Canada and all its stakeholders to ensure the public is well informed of the department's activities and to ensure the department takes into consideration the concerns and views of the public in all its activities. The Director General, Communications, reports directly to the Deputy Minister in Ottawa. Five regional directors of communications report to regional departmental directors general.

Corporate Services Group

The Assistant Deputy Minister (ADM), Corporate Services is responsible for ensuring the provision of effective direct and functional support to the Department. These support services, which are continuously evolving to adapt to the changing needs of Transport Canada, play an essential role in helping TC achieve its mandate. The Corporate Services Group comprises four directorates: Executive Services (including Audit and Advisory), Finance and Administration; Human Resources; and Technology and Information Management Services.

◆ Executive Services Directorate

Executive Services supports the Minister's and Deputy Minister's offices, and senior departmental managers in meeting Transport Canada's responsibilities with respect to Parliament, the transportation industry and the general public by managing/administering internal audit and advisory services, access to information and privacy legislation, ministerial correspondence, and parliamentary and regulatory affairs. The directorate is also responsible for leadership and advocacy with respect to the departmental Comptrollership initiative.

◆ Finance and Administration Directorate

Finance and Administration is responsible for ensuring the provision of advice, services and support in the areas of financial analysis and management, financial policy and systems; accounting operations; cost recovery; asset management; contracting; vehicle fleet management; building management; accommodation and planning and design.

◆ Human Resources Directorate

The Human Resources Directorate, led by the Director General, is responsible for ensuring the effective recruitment, training, utilization, compensation and retention of human resources in the Department. Policies and programs related to human resource management are planned and implemented by this directorate.

◆ Technology & Information Management Services Directorate

This Directorate is headed by a Director General who reports to the Assistant Deputy Minister of the Corporate Services Group. It is responsible for providing advice, services, support and functional direction in the areas of information management and technology in the National Capital Region and five regional offices.

Policy Group

The Assistant Deputy Minister (ADM), Policy is responsible for the formulation, development and maintenance of the Department of Transport's long-range transportation objectives, strategies and policies. The ADM provides advice to the Deputy Minister on policies, programs and objectives which have implications for one or more modes of transport; program evaluation; on the management of transportation subsidy policy programs and on shared initiatives between private industry and various levels of government. The ADM advises the Minister on policy issues regarding Transport Crown Corporations, accessible transportation and on the maintenance of the Department's external relations (federal, provincial, international and industry). The ADM is supported by six directorates.

◆ Air Policy Directorate

This Directorate is responsible for the development and implementation of the government's policy initiatives for domestic, transborder and international air transportation services, for airports and Nav Canada economic policy issues, and for Canadian representation at the Council of the International Civil Aviation Organization in Montreal. It must also provide ongoing policy advice to the Minister of Transport on measures to ensure an appropriate framework that will permit air carriers to provide adequate and efficient air transportation services which will respond to the needs of the general public for air travel within Canada and internationally. Similar work is done with respect to airports in Canada, notably those in the National Airports System. It is also responsible for the preparation of mandate papers for the negotiation of bilateral air agreements and the development of Canadian positions respecting air transportation in international fora such as the World Trade Organization (WTO), Organization for Economic Co-Operation and Development (OECD), and Asia-Pacific Economic Cooperation (APEC).

◆ Corporate Relations Directorate

This Directorate co-ordinates the Department's federal-provincial/territorial relations and acts as the focal point for the liaison with the Regional Directors General. It also co-ordinates the department's international activities related to international co-operation, international trade agreement negotiations and international economic integration (Asia-Pacific Economic Cooperation (APEC), Action Plan of the Americas), as well as the Minister's participation in multilateral and bilateral meetings. It is also responsible for the development of broad-based departmental policy strategies to address emerging Canadian transportation challenges, for the provision of strategic advice to address complex multi-modal policy issues,

to provide support to the ADM-Policy through special high priority assignments, to take charge of complex and policy-sensitive analysis and evaluations, to represent the department on interdepartmental committees, to be the departmental focal point for accessible transportation and to provide a broad range of services in support of Assistant Deputy Minister (ADM)-Policy, the Deputy Minister and the Minister.

◆ Economic Analysis Directorate

The Directorate provides the Department with statistics, forecasts, economic analysis and economic research needed for informed policy and planning decisions. It undertakes the acquisition of data and maintenance of data bases for all modes of transport. Forecasts of traffic demand and growth are provided for use in policy development, planning and resource allocation decisions. The directorate carries out economic analysis to assess and quantify the economic impact of major transportation policy initiatives. In addition, it conducts economic research into current and anticipated future transportation issues.

◆ Marine Policy Directorate

This Directorate is responsible for the development and formulation of domestic and international shipping policies, including liner policy and marine insurance and liability regimes. This activity includes the development of Canadian positions for multilateral negotiations conducted within intergovernmental organizations (e.g. Organization for Economic Co-Operation and Development (OECD), United Nation Conference on Trade and Development (UNCTAD), International Maritime Organization (IMO), World Trade Organization (WTO) and Asia-Pacific Economic Cooperation (APEC)). On the domestic side, its area of responsibility extends to the coastal trade, economic regulation, and shipping in support of offshore exploration. Ports policies are also developed with respect to the new Canada Port Authorities, as established by the Canada Marine Act. As well, it is responsible for the development and oversight of policies and programs for all aspects of federally subsidized ferry services. Further, it is responsible for overseeing the management contract with the St. Lawrence Seaway Management Corporation, as well as for the bilateral Seaway relationship with the U.S.

◆ Program Evaluation Directorate

This Directorate is responsible for carrying out evaluation studies of the relevance, success, and cost effectiveness of Transport Canada programs and policies, and particularly the extent to which they affect the public interest. It also prepares frameworks of programs and policies to help ensure that they have clear and comprehensive objectives for which performance data is defined and available. The

Directorate's work includes frameworks and studies for policies that have led to the devolution of government services.

◆ Surface Transportation Policy Directorate

This Directorate is responsible for the development, formulation and implementation of the surface transportation policies, and for the management of all developmental and economic regulatory activities of the Department in support of surface transportation. This includes all railway freight policies and programs (including grain); all surface passenger transportation policies, including the development and administration of rail passenger legislation and regulations. It also includes federal government policy applicable to trucking and motor coach transportation undertakings, the application of intelligent transportation systems and all highway policies associated with the federal government, including negotiation of new federal highway initiatives with the provinces.

Programs & Divestiture Group

The Programs and Divestiture Group is headed by an Assistant Deputy Minister who is responsible for designing and delivering programs for airports, ports, federal highways and bridges, and for most of Transport Canada's environment-related activities. The Assistant Deputy Minister is assisted by five Directors-General (Special Advisor to ADM, Airport Programs and Divestiture; Environmental Affairs; Port Programs and Divestiture and Surface Programs and Divestiture), a Director of Strategic Planning and Communications, and a Manager of Executive Services.

◆ Airports

This Directorate is responsible for the National Airports Policy (NAP) through negotiating the transfer of National Airports System (NAS) airports (identified in the NAP as Canada's 26 most vital airports); monitoring the transfer of regional/local airports to local operators; providing national lease administration services; delivering an Airports Capital Assistance Program (ACAP) to assist non-NAS airports; ensuring the ongoing effectiveness of the NAP by monitoring the performance of Canada's airport system; providing a management framework for the operations of residual TC airports; and managing post-transfer issues pertaining to NAV CANADA and airport authorities.

◆ Environment

This Directorate is responsible for developing and implementing Transport Canada's Sustainable Development Strategy; implementing and monitoring an environmental management system which provides a framework for the department to conform to its environmental policy and improve its overall

environmental performance; promoting a shift to sustainable transportation in Canada, including developing and implementing policies and programs on key issues, such as climate change and clean air; providing support for all departmental activities that have an impact on the physical environment, including environmental assessments and the remediation of contaminated any sites analysing the social, environmental and economic costs of transportation; researching and developing sustainable transportation indicators; and for the management of property records related to Transport Canada's real property assets.

◆ Ports

This Directorate administers public ports and port facilities serving commercial water transportation interests, and performs a liaison function with the new Canada Port Authorities that were created pursuant to the Canada Marine Act. The Directorate is also responsible for overseeing the transfer of regional/local ports to local operators, monitoring Canada Port Authority compliance with the provisions of the Canada Marine Act, and its related regulations and the Letters Patent, and managing post-transfer issues and adjustments.

◆ Surface

This Directorate is responsible for: the implementation of programs providing financial assistance in the form of contributions, to provinces and territories for the construction of surface infrastructure; for participating in the management of a number of federal highway, bridge and border crossing facilities, including the Jacques-Cartier, Champlain, Seaway International and Thousand Islands International Bridges; for ensuring operation of the Confederation Bridge in compliance with the terms and conditions of the Bridge Operation Agreements; for representing the Government of Canada on the Canadian National Committee of the World Road Association; and, for completing studies and analyses to improve the efficiency and safety of Canada's surface transportation system.

Safety and Security Group

The Safety and Security Group is responsible for the development of regulations and national standards, as well as for the implementation of monitoring, testing, inspection, research and development and subsidy programs, to contribute to safety and security in the aviation, marine, rail and road modes of transport. The Group administers the delivery of aircraft services to government and other transportation bodies. The Group develops and enforces regulations and standards under federal jurisdiction to protect public safety in the transportation of dangerous goods and to prevent unlawful interference in the aviation, marine and

railway modes of transport. The Group also ensures that the Department is prepared to respond to transportation and transportation-related emergencies.

◆ Aircraft Services Directorate

This Directorate is responsible for providing and maintaining aircraft and for providing services in support of Transport Canada operations, selected programs of other federal government departments, agencies, and non-government clients. The services include providing appropriate professional training for Transport Canada and Transportation Safety Board civil aviation inspectors, NAV CANADA inspectors, and for Aircraft Services aircraft maintenance engineers and electronics technicians. The Directorate is responsible for the Department's 45 fixed and rotary wing aircraft, which are located at the Headquarters hangar in Ottawa and at six regional bases. The Directorate also operates and maintains 28 helicopters and two fixed wing aircraft's in support of the Department of Fisheries and Oceans Canadian Coast Guard program.

Aircraft Services maintains four Challenger aircraft for the Department of National Defence's Administrative Flight Service. In addition, the Directorate is responsible for the four government owned Canadair CL-215 Water Bomber aircraft, which are leased to a commercial operator for forest fire fighting duties in the Northwest Territories. The Directorate also owns one de Havilland Dash 7R aircraft, which is operated under lease to a commercial air operator in support of the Department of Environment's Ice Reconnaissance Program. The Directorate is divided into six branches: Aviation Safety, Client and Internal Services, Engineering, Flight Operations, Technical Services, and Training.

Aviation Safety

The Aviation Safety Branch is responsible for the Directorate aviation safety programs. The Chief provides advice to senior management on all matters related to aviation safety.

Client and Internal Services

Responsible for the centralized resource-related functions in Aircraft Services which include financial planning and programming, account processing, human resources and administration, dangerous goods, facility management, information technology and special projects. The special projects division manages large, complex Capital procurements and conducts special studies.

Engineering

Responsible for the design, analysis, procurement, installation and approval of avionics and special role airframe systems equipment, and repairs for the Transport Canada aircraft fleet and aircraft fleet of other Federal Government departments such as the

Department of National Defence (412, 434 and 402 Squadrons), the Department of Fisheries and Oceans (Canadian Coast Guard and National Aerial Surveillance Program), and private sector clients, such as, but not limited to, NAV CANADA and Lockheed Martin. Special engineering studies such as fatigue load monitoring and analysis for special operating roles, are conducted in conjunction with partner organizations.

Flight Operations

Responsible for all Transport Canada and Canadian Coast Guard flight operations and the development of policies and operating directives governing this activity to ensure the safe and efficient operation of all fixed and rotary wing aircraft.

Technical Services

Responsible for maintaining Transport Canada's and the Canadian Coast Guard's fixed wing and helicopter fleets to the airworthiness standards necessary for compliance with the Operating Certificate, and for providing those aircraft on time for use by Aircraft Services clients, as well as providing maintenance and logistic service to Department of National Defence's 412 Squadron in support of Challenger Administrative Services. The Branch operates an approved maintenance organization with components involved in maintenance planning, aircraft maintenance analysis, logistic support.

Training

The Training Directorate is responsible for the development and implementation of a national training program for all Transport Canada, Transportation Safety Board and NAV CANADA pilots. Also, maintenance training is provided for all Aircraft Services aircraft maintenance engineers and electronics technicians.

◆ Civil Aviation Directorate

The Civil Aviation Directorate is responsible for establishing and administering the regulations and standards necessary for the safe conduct of civil aviation within Canada. The directorate comprises thirteen branches.

Aerodrome Safety

Aerodrome Safety is responsible for inspecting and certifying all airports and aerodromes in Canada. This includes developing the rules, standards and procedures for all aspects of airside safety including determining land use and zoning and evaluating noise and its impact on wildlife and residential communities. The branch also evaluates the requirements for maintenance, winter operations, runway friction measurement, pavement design performance, visual aids, runway markings, emergency response and firefighting services.

Air Navigation Services and Airspace

The Air Navigation Services and Airspace Branch is accountable for regulating the safe provision of all air navigation services in Canada; for directing the formulation and ongoing development of air navigation and airspace standards and practices; for directing the conduct of national air navigation services safety oversight and risk management processes; and for contributing to the development of international air navigation standards, policies and practices.

Aircraft Certification

This branch is responsible for establishing standards, inspecting, testing and approving the design, and performance of all new and modified aeronautical products built or operated in Canada. The branch is also responsible for monitoring the continuing airworthiness of aeronautical products.

Aircraft Maintenance and Manufacturing

This branch is responsible for ensuring that all registered aircraft built or operated in Canada meet the required national or international airworthiness standards. Branch specialists issue flight authorization documents and Aircraft Maintenance Engineer (AME) licenses, ensure that air carrier maintenance control procedures are effective, conduct company audits, inspections and on-the-spot aircraft checks, as well as approve maintenance, manufacturing and training organizations, programs and personnel. In conjunction with the industry, through the Canadian Aviation Regulation Advisory Council (CARAC) process, the Branch is responsible for the continuous development of the regulations and standards governing aircraft maintenance and manufacturing.

Aviation Learning Services

The Aviation Learning Services Branch is responsible for the design, development and delivery of basic, advanced, and refresher training for Civil Aviation employees. The Branch is increasingly involved in delivering training and providing learning services to external clients, including foreign aviation authorities, other government agencies and Ministerial delegates.

Civil Aviation Medicine

This branch oversees the periodic medical examinations required by aviation personnel in accordance with the Canadian Aviation Regulations and the international standards and recommended practices laid down by the International Civil Aviation Organization (ICAO). The aeromedical certification program is conducted by using Civil Aviation Medical Examiners across Canada and around the world to conduct medical examinations. This Branch provides advice on all problems connected with the health of travelers by air.

Commercial and Business Aviation

Commercial & Business Aviation is responsible for the safety regulation, inspection and monitoring of all Canadian business and commercial air operators, as well as foreign air operators who operate in Canadian airspace. Branch inspectors conduct inspections, audits and evaluations in the areas of flight operations, cabin safety, the transportation of dangerous goods, and occupational health and safety on board commercial and business aircraft. This monitoring includes training programs and facilities, as well as technical performance evaluations on simulators and other training devices. In Headquarters, the Branch also develops policies, standards, guidance and regulations pertinent to its area of responsibility.

General Aviation

General Aviation is responsible for the safety regulations and standards pertaining to the licensing and testing of all pilots and flight engineers in Canada. The branch is also responsible for the safety regulations, inspection and monitoring of all Canadian flight training units. Furthermore, it is also responsible for regulating aircraft registration and leasing and maintaining a Canadian civil aircraft register. General Aviation is responsible for the safety regulations and standards and safety oversight of recreational aviation and special flight operations, such as airshows. It also regulates and conducts safety oversight of all high powered and orbital/sub-orbital rocket launches in Canada.

International Aviation

The International Aviation branch is responsible for providing advice and support on international civil aviation matters. International Aviation participates in and coordinates technical input for the International Civil Aviation Organization (ICAO) and other international civil aviation bodies, and provides strategic guidance to the Canadian Permanent Mission to ICAO. This Branch coordinates other international aviation initiatives such as the North American Aviation Trilateral (NAAT) and bilateral/trilateral liaison requirements of a special nature. International Aviation also provides a foreign liaison role with respect to technical visits by foreign delegations.

Program Services

Program Services supports all areas of Civil Aviation by specializing in activity standards and costing, performance measurement, information management, human resource planning, organization impact analysis, and policy studies.

Quality Assurance

The Quality Assurance Branch is responsible for the strategic planning and management of the operations and delivery of a national Quality Assurance program

to meet Treasury Board, Transport Canada and Civil Aviation's requirements for national consistency in the delivery of the Civil Aviation program. Civil Aviation is currently redesigning its approach to Quality Assurance to take into account safety management and quality management systems.

Regulatory Services

The Regulatory Services is responsible for developing and maintaining aeronautical legislation through the Canadian Aviation Regulatory Advisory Council (CARAC) and implementing enforcement action as well as presenting cases before the Civil Aviation Tribunal. The branch is also responsible for translation services as well as developing and standardizing aeronautical terminology.

Safety Services Branch in HQ and System Safety Division in each Region

This branch is responsible for monitoring and evaluating the level of safety within the National Civil Air Transport System (NCATS). This includes reviewing accident and incident data, as well as other safety-related information, assessing risk, determining safety priorities, and developing safety promotion and accident prevention programs and activities to enhance the level of safety awareness and to reduce the probability of injuries to persons or loss of resources. The branch's contingency Operations section is responsible for preparing and coordinating emergency response for any national or international civil air transportation crisis.

◆ Marine Safety Directorate

The Marine Safety Directorate is responsible for the full spectrum of responsibilities related to ship safety and the protection of the environment, including marine pilotage, and provides marine expertise for general and policy matters. It includes the administration of national and international laws designed to ensure the safe operation, navigation, maintenance and design of ships, protection of life and property and prevention of ship source pollution.

Marine Personnel Standards and Pilotage

This branch serves as the liaison amongst the Pilotage Authorities, the Minister, industry, other government agencies and pilot associations. The Branch guides and participates in the development and approval of policies, standards and regulations for the provision of marine pilotage services to the domestic and international shipping industries. In addition, the Branch develops and administers examinations and training programs for the certification of mariners and is responsible for control and issue of Certificates of Competency to Canadian seafarers. Develops and implements Standards of Training, Certification and Watchkeeping (STCW) Convention requirements. Also

manages the Marine Emergency Duties (MED) Training Program. Coordinates the Marine Occupational Safety and Health (MOHS) requirements.

Coordination & Consultation Legislation and Regulations

This branch designs, formulates and maintains the national legislative and regulatory framework governing marine safety. The Branch provides advice, and consultation services to national and international organizations on legislative and regulatory matters and negotiates bilateral, national and international agreements which establish and harmonize marine safety legislation, regulations and standards.

Ships & Operations Standards

The Branch develops national policies, guidelines and standards governing the inspection and certification of domestic and foreign ships, manages Canada's Port State Control (PSC) program and directs the conduct of investigations of marine accidents and incidents. In addition, the Branch manages the Canadian ship inspection program, the pollution prevention program, approves prototype products and load line assignments, as well as the co-ordination of the Occupational Health and Safety (OSH), the Port Warden and cargo associated programs. It is also responsible for the development, processing, implementation, and maintenance of marine policy legislation regulations, standards and programs concerning navigation safety and radio communications. The branch is also responsible for the approval and acceptance of association navigation and radio equipment. Also directs the development and refinement of national policies, guidelines, standards and procedures governing the recording and registering of ships and the licensing of small commercial vessels. The Branch provides support services for the Directorate's international cooperation, regarding APEC (Asia Pacific Economic Cooperation), and NAFTA (North American Free Trade Agreement), also covered by the branch training and marketing.

Program Services

Program Services is responsible for all of the administrative needs of the Directorate. This includes finance including R&D funding and special projects, human resources, training, records management, communications and information technology and information management.

Quality Assurance

Quality Assurance is responsible for a national quality assurance verification program to assess compliance and the effectiveness of a marine safety operations. The Branch provides authoritative evaluations, reports, advice and recommendations on the quality and integrity of all aspects of marine safety programs and

directs the analysis, development and refinement of audit policies, standards, criteria, procedures and practices.

Construction & Equipment Standards

This branch is responsible for the development, processing, implementation, and maintenance of marine policy legislation regulations, standards and programs concerning safety equipment (incl. life saving, fire protection and machinery), small vessels, fishing vessels, and Arctic Shipping. Also responsible for the overall research and development program and applicable projects, the provision of technical expertise on these issues pertaining to ship design and equipment and Arctic Shipping. Office e-mail address: shipshape@tc.gc.ca

◆ Rail Safety Directorate

The Rail Safety Directorate is responsible for the development and enforcement of regulations, rules, standards and procedures governing safe railway operations in Canada under the Railway Safety Act. As well, it administers federal funding programs designed to improve the safety of highway/railway grade crossings. The Directorate comprises six branches: Audit & Quality Assurance; Engineering; Equipment & Operations; Funded Partnership Programs; Program Analysis & Performance; and Safety Policy & Regulatory Affairs.

Audit & Quality Assurance

The Audit and Quality Assurance branch is responsible for the development, implementation and coordination of the Safety Management System audits, coordination and delivery of training, and for ensuring consistency in program delivery.

Engineering

The Engineering Branch is responsible for the safety standards and monitoring programs of railway infrastructure including tracks, bridges, trespassing (access control), road crossings, railway signal systems and wayside safety devices. The branch is also responsible for identifying crossing safety improvements under the Grade Crossing Improvement Program, the elimination of train whistling in communities, and for ensuring the conduct of environmental assessments as required under the Canadian Environment Assessment Act (CEAA).

Equipment & Operations

The Equipment and Operations branch is responsible for monitoring railway operations and conducting safety audits or railway freight and passenger equipment: motive power, rail cars, including cars carrying dangerous goods, train brakes and bulk storage installations on railway rights-of-way. The branch is

also responsible for administering the Occupational Safety and Health Program for rail under Part II of the Canada Labour Code, and administering the contingency planning process for rail emergencies.

Funded Partnership Programs

The Funded Partnership Programs branch is responsible for the administration of the Grade Crossing Improvement Program, Direction 2006 and Operation Lifesaver. It is the focal point for education and awareness, communications and publications.

Program Analysis & Performance

The Program Analysis & Performance branch is responsible for the planning and development of data systems, analysis of trends, and establishing performance indicators for measuring program results. The branch is also responsible for financial and human resource planning and administration.

Safety Policy & Regulatory Affairs

The Safety Policy and Regulatory Affairs Branch is responsible for legislative, regulatory and policy matters in the program, including safety and environmental. It is accountable for the research program as well as the Transportation Safety Board matters. As well, the branch is the focal point for formal consultative processes, such as the Rail Safety Consultative Committee.

◆ Road Safety and Motor Vehicle Regulation Directorate

The Road Safety and Motor Vehicle Regulation Directorate coordinates federal government activities in road safety, motor vehicle regulation and commercial vehicle safety in order to reduce deaths, the severity of injuries, health impairment, property damage and fuel consumption. Principal responsibilities include development and enforcement of safety standards for motor vehicles, tires, child restraints; regulation of the safe operation of extra-provincial bus and truck undertakings; development of road safety countermeasures, liaison with the Motor Vehicle Test Centre; and, participation in co-operative federal-provincial road safety programs.

Motor Vehicle Safety Enforcement

The Motor Vehicle Safety Enforcement Branch is responsible for the enforcement of the Motor Vehicle Safety Act and Regulations as they apply to the manufacture and importation of vehicles, tires and child restraints. The Branch is also responsible for the investigation of public complaints on alleged safety related defects and the monitoring of recalls in Canada.

Motor Vehicle Standards and Research

This branch is responsible for the development and implementation of applied research programs dealing with motor vehicle safety and human performance. The Branch is also responsible for the development of regulations, standards, and associated test methods to improve road safety and protect the health and environment of Canadians from the harmful effects of motor vehicle use and the development and implementation of Road Safety's Directed Studies Program; which includes collision investigations.

Road Safety Programs

This branch is responsible for data analysis and other research to identify national road safety improvement opportunities in the areas of vehicle, user, infrastructure and commercial operator, and provides national road safety information to stakeholders.

◆ Safety Programs, Strategies and Coordination Directorate

The Safety Programs, Strategies and Coordination Directorate provides oversight, coordination and advisory services for Safety and Security by: articulating strategic direction; developing measurement tools and monitoring achievements of Safety and Security objectives; managing the department's Research & Development (R&D) program; conducting safety studies and analysis; responding effectively to TSB reports, ministerial and Access to Information and Privacy (ATIP) requests and challenging these responses; collecting, analyzing and disseminating occurrence data; developing and maintaining data systems; and providing TSB liaison. SPSC also provides a central pool of expertise and offers a more tightly focused and integrated approach to safety issues within each mode of transport.

Occurrence Data Analysis and Reports

The Occurrence Data, Analysis and Reports (ODAR) Branch monitors safety trends, provides expertise with respect to data management and quality assurance processes, and plays a central role in the development and implementation of national policies, strategies and standards for the management and sharing of multi-model safety data. To fulfill its roles, ODAR performs the following main functions: acquires, analyses, interprets, prepares and disseminates occurrences data and reports; administers data systems and provides information technology infrastructure, related tools and services; establishes data sharing linkages (e.g. Transportation Safety Board, Modal Directorates, Regions, Policy) and standards for the harmonization of data management and data sharing approaches at national and international levels; establishes safety and security business information needs and implements Departmental management strategy and framework.

Program Support Division

This division provides to the branches of the Safety Programs, Strategies and Coordination (SPSC) Directorate administrative support and advice, when requested, on the areas of Finance and Human Resources. Program Support also has multi-modal responsibilities such as maintenance of the language training fund, Office of Primary Interest on Security issues and administrative functions relating to Official Languages.

Ministerial Liaison and Public Rights Division

This Branch is the focal point for the administration, coordination and effective service delivery of information such as providing ministerial and briefing products by: coordinating/facilitating; reviewing content (challenging quality/control function); tracking; provide communications services (internal/external); provide multi-modal editorial/translation services; review/assess/make recommendations on Access to Information and Privacy (ATIP) requests; administer the Awards Program for Safety and Security; and process Human Rights complaints.

Research and Development Service Line

The R&D service line, delivered by the Transportation Development Centre (TDC) in Montreal, coordinates and manages the Department's central R&D activities in support of transportation safety and security, and policy and program functions. TDC serves as the Department's centre of expertise on research and development and transportation technology and innovation. R&D is contracted-out to a variety of public and private sector organizations and covers all modes of transportation as well as systems considerations.

Risk Assessment and Safety Studies Branch

This branch contributes to the development of a safe transportation system by providing oversight of safety programs in Transport Canada on behalf of the Assistant Deputy Minister, Safety and Security and by providing advice on safety issues and safety management practices to senior managers with safety and security program responsibilities. This is accomplished by monitoring, analyzing and evaluating events and emerging trends relating to the safety performance of the transportation system, by identifying safety hazards, risks and issues, by assessing the adequacy of safety programs in light of the information produced by the aforementioned activities and by developing policies and guidelines for measures that can improve or enhance the effectiveness of Transport Canada's safety and security programs. This requires that the branch maintain a pool of expertise in operational safety analysis, that it conduct independent safety studies, analyses and risk assessments and that it provide leadership in the development of state of the art safety management practices such as integrated and continuous systematic risk management.

Strategies and Issues Branch

The role of the Strategies and Issues Branch is to identify, develop, plan and manage projects, strategies and issues which bridge the Department's Safety & Security business line. In so doing, it is the role of the Branch to facilitate the bridging of knowledge, skills, information and experience across the Department's extended Safety & Security family. The Branch provides authoritative advice, and is the Department's focal point and external liaison for matters broadly affecting the safety and security of Canada's transportation system.

Transportation Safety Board Liaison Branch

The role of the Transportation Safety Board (TSB) Liaison Branch is to support the Safety and Security Group by managing the department's interface with the TSB, by providing a support and challenge function to functional authorities and regions who respond to TSB recommendations, Advisories, Information Letters and other types of reports requiring action on the part of the department, and monitoring the quality of responses from the Aviation, Marine, Rail and Dangerous Goods Directorates.

◆ Security and Emergency Preparedness Directorate

The Security and Emergency Preparedness Directorate is the principal focus in the Department of Transport for coordinating the development and implementation of policies and programs to ensure the security and emergency readiness of the National Transportation System and of departmental operations and assets.

Emergency Preparedness Branch

This Branch is responsible for ensuring that, in all incidents and emergencies, through planning, exercising and response, Transport Canada is ready, with the support of other Departments, Agencies and the transportation industry, to help maintain the best possible transportation system for Canada and Canadians. The Branch also manages the Transport Canada Situation Centre.

Explosive Detection Systems (EDS) Project Team

The EDS project team is responsible for conducting data collection and analysis activities, which will lead to the development of a regulatory framework for the screening for explosives of persons and their belongings on flights departing Canada.

Preventive Security Branch

This Branch manages the Security Screening Program, including clearances for access to restricted areas of Canadian airports. The Branch manages the Transport Canada Security and Emergency Preparedness Awareness Program, which is directed at Transport Canada employees nationally, and the National

Transportation Security Awareness Program, which is directed at the transportation industry, staff at transportation facilities, and the travelling and general public. The Branch provides departmental liaison with the Canadian Security Intelligence Service and other agencies concerned with security intelligence matters. The Branch designs and delivers training for the professional development of Transport Canada Security and Emergency Preparedness Inspectors. The Branch designs training programs in transportation security for the use of the transportation industry.

Regional Directors, Security and Emergency Preparedness

The five Regional Directors are responsible for inspecting and testing departmental security plans, policies and standards, and for identifying vulnerabilities in them. They monitor the effectiveness of site security exercises, certify of security screening personnel, conduct inspections to verify industry's compliance with transportation security legislation and provide advice and assistance in the protection of assets throughout the region for the department and the multi-modal transportation industry. They also co-ordinate all emergency preparedness response and readiness activities for the region.

Security Operations Branch

The Branch provides advice and assistance in the protection of assets throughout the Department. It is the departmental liaison with the RCMP and other police agencies on security and criminal matters. It is responsible for Headquarters protective and security services, monitors the effectiveness of Departmental programs, develops standards for the use of security technology, and advises on acquisitions and monitors its effectiveness. Manages Information Technology (IT) security, manages and provides communications security (COMSEC) service, technical intrusion and telecommunications security programs, policies, services, and provides advice and recommendations to departmental management. Manages the Department's security research and development program. Performs air carrier inspections at offshore destinations to ensure the integrity of the National Civil Aviation Security Program. Assists in the development of multi-modal policies, standards, legislation and training courses to ensure a high level of security for the National Transportation System. Acts as the functional authority for Regional Directors, Security and Emergency Preparedness, to help industry achieve compliance with security legislation, and monitors the consistency of inspection and enforcement of the National Transportation System across the country, and conducts functional reviews and assessments of Regional security offices. The Branch is also responsible for the development of national security screening equipment technical standards, systems and specifications and performance criteria.

Security Policy and Legislation Branch

This Branch plans and develops policies, standards and legislation to ensure adequate levels of security for the National Transportation System, formulates the departmental position on international transportation security activities, provides assistance in the implementation of transportation security policies, and establishes policies and standards with respect to departmental security.

◆ Transportation of Dangerous Goods Directorate

The Transport of Dangerous Goods Directorate serves as the major source of regulatory development, information and guidance on dangerous goods transport for the public, industry and government. The Directorate administers the federal Transportation of Dangerous Goods (TDG) program to promote public safety in the transportation of dangerous goods by all modes of transport throughout Canada. Activities include the development of standards and regulations, inspection and enforcement policies related to the handling, offering for transport, transporting, in transit storage of dangerous goods and the manufacture, use and testing of standardized means of containment. It coordinates federal-provincial/territorial activities to ensure consistent Canada-wide delivery of the dangerous goods program and to facilitate interface between modes; and provides emergency response information through the operation of CANUTEC. The Directorate publishes a Dangerous Goods Newsletter and a number of awareness and explanatory brochures.

CANUTEC

CANUTEC is the Canadian Transport Emergency Centre operated by Transport Canada. It is a 24-hour bilingual emergency response and information centre for transportation accidents involving dangerous goods.

Compliance and Response Branch

The Compliance and Response Branch ensures that consignors, carriers and consignees are complying with the regulations and standards through national awareness, inspection, investigation, enforcement and "emergency response assistance plan" registration programs and through liaison with the provinces, territories and US agencies. This Branch manages the TC attendance at accidents involving dangerous goods. The Branch is responsible for the direct training of all federally designated TDG inspectors and indirectly for the training of provincial, territorial and foreign TDG inspectors. This Branch includes three divisions: Response Operations, Training and Enforcement.

Legislation and Regulations Branch

The Legislation and Regulations Branch is tasked with transforming policy decisions into appropriate clear language regulatory text.

Regulatory Affairs Branch

The Regulatory Affairs Branch is responsible for the administration, development and amendment of the federal Transportation of Dangerous Goods Act and Regulations. This role includes representing Canada in United Nations (UN) and North American Free Trade Agreement (NAFTA) meetings regarding dangerous goods. TDG takes the lead in development of national and international standards for manufacturing, selection and use of means of containment. The Branch also issues permits when deviations from the regulations are warranted and manages a containment assessment and registration program.

Research, Evaluation and Systems Branch

The Research, Evaluation and Systems Branch evaluates the impact of regulatory requirements, coordinates the conduct of research and manages the design and implementation of systems used for information gathering and dissemination.

administration of this legislation. **Topics:** Access requests, privacy requests, complaints, Federal Court cases, consultations, policies and procedures, statistical information, reports, training. **Program Record Number:** DOT COD 050

Advisory Services

Description: Studies and projects undertaken for managers across the department using teams of internal and external consultants. **Program Record Number:** DOT ARE 320

Audits

Description: Information on the efficiency, economy and effectiveness of internal departmental management of organizations, functions and systems. Reviews of agreements, internal departmental functions and operations on behalf of group heads. **Program Record Number:** DOT ARE 325

Conferences & Committees

Description: Information on all senior executive conferences and committees in which the Department is involved or required to make submissions. **Topics:** Senior Management Conference, Transport Management Executive Committee. **Program Record Number:** DOT COD-015

Information Holdings

Program Records

Communications Group

Communications Activities

Description: Information on the department's media/public relations, planning and assessment activities, internal communications, promotional activities, as well as other services that they provide. **Topics:** Inquiries; media relations; news clippings; communication plans; public opinion research; internal communications; employee newsletters; exhibits and displays; audio-visual productions; special events; advertising; news releases; speeches; Federal Identity Program; directories; publishing/corporate publications; external and internal corporate website. **Access:** Files are arranged by subject and date. **Storage Medium:** Paper files and EDP systems. **Program Record Number:** DOT COM 010

Corporate Services Group

Access to Information and Privacy

Description: Information pertaining to requests made under the Access to Information Act and the Privacy Act for access to records under the control of the department, as well as information concerning the

Legislation

Description: Information on all federal legislation to which the Department is subject and which it must implement. **Program Record Number:** DOT COD 045

Parliamentary Matters

Description: Information on written and oral questions in Parliament and other information required by Parliament, its committees, or other government institutions. **Topics:** Order Paper questions and petitions; oral questions; government and private members' bills; motions for production of papers; parliamentary committees; tabling of annual reports and returns. **Program Record Number:** DOT COD 055

Regulatory Matters

Description: Information on the monitoring of departmental rule-making, participation in projects involving departmental statutes and subordinate legislation, and the implementation of systems and procedures to provide departmental users and the private sector with consolidated regulatory material. **Topics:** Regulatory reform; regulations consolidation; central registry for regulations and statutory instruments; Special Committee of Council; Standing Joint Committee for the Scrutiny of Regulations; regulations held on the Internet and CD Rom. **Program Record Number:** DOT COD 060

Policy Group

Air Forecast Information

Description: Information on future aviation traffic for passengers, aircraft movements and air cargo in Canada. The traffic forecasts fall into the category of national aggregate forecasts and include enplaned and deplaned revenue passengers at all reporting airports, revenue passenger-kilometre for Level 1 air carrier, total itinerant aircraft movements at all tower and non-tower airports and enplaned and deplaned air cargo for major and charter air carriers at all airports. **Access:** Aviation forecasts are available in an annual report. **Storage Medium:** The forecast report is available on the Transport Canada web site. It can also be obtained on a floppy diskette or paper format. **Program Record Number:** DOT ACA 300

Appeals from NTA Decisions

Description: Information on individual appeals filed with the Minister of Transport (prior to 1988), and petitions filed with the Governor-in-Council concerning National Transportation Agency decisions, pursuant to sections 64 and 258 of the National Transportation Act, 1987. **Topics:** Notices of appeal; submissions of appeals; answers and replies; analysis and recommendations to Minister; ministerial opinions; petitions; interventions; recommendations to council; Orders-in-Council. **Program Record Number:** DOT ACE 030

Conferences and Committees

Description: Information on all conferences, committees and associated sub-committees in which the Department collaborates with other federal departments, agencies of other governments both national and international, international organizations and industry groups. **Topics:** Committees and conferences (interdepartmental, intergovernmental, international); organizations (e.g., SAE, Canadian Council of Motor Transport Administrators (CCMTA), Canadian Standards Association (CSA), Organisation for Economic Cooperation and Development (OECD), NAFTA, European Conference of Ministers of Transport (ECMT), European Economic Commission (ECE), United Nations Conference on Trade and Development (UNCTAD), Asia-Pacific Economic Cooperation (APEC), Western Hemisphere Transportation Initiative (WHTI), Free Trade Agreement of the America (FTAA)). **Access:** Files arranged by subject or name of committee; government; governmental department or agency; organization. **Program Record Number:** DOT COD 015

Crown Corporations

Description: Information on the Crown corporations, their components and subsidiaries, corporate plans, acquisitions and divestiture proposals; central agency and departmental policies on Crown corporations. **Topics:** Transport Canada Crown corporations;

subsidiaries; acquisitions; financing; corporation plans; legislation. **Program Record Number:** DOT COD 025

Domestic Air Policy

Description: Information on the development of government policy initiatives on domestic air services and airports. **Topics:** Economic regulatory framework for air carriers (including inter alia Canadian ownership and control requirements, airline mergers and acquisitions, financial requirements for air carriers), airports (including governance, charging principles, Crown rent policy, ancillary activities), Nav Canada (non-technical issues); Accessibility standards; International Civil Aviation Organization; International trade and investment policy in relation to air services; regulation of computer reservations systems. **Program Record Number:** DOT ACE 310

Domestic Marine Policy

Description: Information on the development and implementation of government policy initiatives with respect to the Canadian coasting trade, the national ports system, and the Great Lakes/ St. Lawrence Seaway. Also information on policies and programs for the administration of subsidies and operating agreements with ferry and coastal services. **Topics:** Ports; Canada Marine Act; St. Lawrence Seaway; Canada/U.S. bilateral arrangements (Seaway); Coasting Trade Act; Canadian flag fleet; ferry and coastal services; ferry subsidies; levels of service and tariffs; ferry terminals and vessels. **Program Record Number:** DOT PCM 280

Evaluations

Description: Preparatory studies and evaluation studies of the relevance, success and cost-effectiveness of internal departmental programs and activities. **Program Record Number:** DOT ARE 330

Highways

Description: Information on policies, studies and programs for the planning, development and management of highways, international bridges and tunnels, and federal-provincial collaboration in highway projects. **Topics:** Highway economics; engineering; construction and environment operations. **Access:** Files arranged by subject, name of project or highway, or geographical location. **Program Record Number:** DOT DSH 255

Intelligent Transportation Systems (ITS)

Description: Information on policies, studies and programs for the planning, development and implementation of these systems. **Topics:** ITS planning; ITS architecture and standards; ITS deployment; ITS funding; ITS partnerships; ITS industry. **Access:** Files arranged by subject or name of project or initiative. **Program Record Number:** DOT ITS 415

International Air Policy

Description: Information on the development and implementation of government policy initiatives with respect to the negotiation of bilateral air agreements with foreign countries including the U.S.A., and regarding international civil aviation. **Topics:** Administration; air rights and air relations; country files (including mandate papers); international civil aviation and economic organizations; transport policy; airlines. **Program Record Number:** DOT ACE 315

International Marine Policy

Description: Information on the development of government policy with respect to economic aspects of the international maritime sector, including shipping conferences, maritime bilateral agreements, United Nations Conference on Trade and Development (UNCTAD), Asia-Pacific Economic Cooperation (APEC), Organization for Economic Cooperation (OECD), World Trade Organization (WTO), North American Free Trade Agreement (NAFTA), IMO, liability and insurance and shipping relations with the United States, the European Union and other countries. **Topics:** Shipping Conference Exemption Act; Organisation for Economic Cooperation and Development (OECD) Maritime Transport Committee; United Nations Conference on Trade and Development (UNCTAD)-Shipping Issues; World Trade Organization (WTO)/General Agreement on trade in Services Maritime; North American Free Trade Agreement (NAFTA); U.S. Maritime Legislation/Regulations; Consultative Shipping Group; IMO Legal Committee; APEC Maritime Initiative Group; Oil Pollution Fund and insurance and war risks. **Program Record Number:** DOT DRD 040

Motor Carriers

Description: Information on interprovincial and international motor carrier (truck and bus) industry, intergovernmental relations, both federal-provincial and international. **Topics:** Commercial trucking and intercity and charter bus transport, federal and provincial regulations and laws; and studies. **Program Record Number:** DOT DSH 260

Railway Passenger Services

Description: Information on railway passenger services and systems in Canada, policies, programs and regulations. **Topics:** Passenger services, VIA Rail, finance and subsidies. **Access:** By subject, project and location. **Program Record Number:** DOT DSH 290

Railways/Freight and Grain

Description: Information on railway policies, programs, regulations, freight transportation operations and services, capacity, grain transportation and handling. **Topics:** Lands; buildings; legislation; regulations; leases; finance; operations; maintenance; traffic; freight;

rates; rights-of-way; main and branch lines; terminals; labour, environment. **Access:** By subject, project and location. **Program Record Number:** DOT DSH 285

Strategic Planning

Description: Information on the departmental strategic planning process and on corporate priorities as well as the periodic review of departmental objectives. **Program Record Number:** DOT PPD 005

Strategic Policy Development

Description: Information on policy development services and advice on multi-modal transport issues, monitoring and analyzing transport systems and formulating system strategies and proposals for government action as appropriate. **Program Record Number:** DOT PPD 010

Transportation Persons with Disabilities

Description: Information on activities related to the implementation of the federal policy on transportation of persons with disabilities and seniors; research, development and demonstration; Minister's Advisory Committee on Accessible Transportation and Federal/Provincial/Territorial Committee on Road Transportation for Disabled Persons. **Topics:** Federal policy on transportation of persons with disabilities and seniors; research, development and demonstration; public education. **Program Record Number:** DOT COD 020

Programs & Divestiture Group

Airports

Description: Information on airport transfers, lease management and NAV CANADA. **Topics:** Operation of residual Transport Canada (TC) airports; monitoring of transferred NAS airports; lease administration for NAS airports; Airports Capital Assistance Program; NAV CANADA issues. **Storage Medium:** EDP systems and microfilm. **Program Record Number:** DOT AAG 085

Environment

Description: Information on environmental policy, practices, standards and programs. **Topics:** Sustainable Development, Environmental Management Systems (EMS); environmental awareness programs including the Green Commute and Moving On Sustainable Transportation (MOST); environmental protection; environmental assessment; site remediation; air emissions including smog, greenhouse gases, and ozone depleting substances; water quality including: aircraft/runway de-icing; waste management; environmental emergencies; audits; and the social, environmental and economic costs of transportation. **Storage Medium:** Hard copy; Transport Canada (TC) Website – Environmental Affairs. **Program Record Number:** DOT DEA 043

Harbours and Ports

Description: Information on the establishment, administration, development, operation and maintenance of public ports and port facilities, including the establishment and collection of user charges.

Topics: Facilities; studies; harbours and ports; harbour masters; property records; rules and regulations; tariffs and fees. **Access:** By subject and geographic name of port or port facility. **Program Record Number:** DOT MPH 135

Wharves

Description: Information on the administration, operation and maintenance of marine facilities under the jurisdiction of Port Programs and Divestiture, including the planning and development of port facilities and the establishment and collection of tariffs. **Topics:** Administration; rules and regulations; tariffs and fees; leases; inspections and wharfingers. **Program Record Number:** DOT MPH 140

Safety and Security Group

Air Cushion Vehicles (ACV)

Description: Information on all aspects of air cushion vehicles. **Topics:** Regulations; registration; licensing; certification; inspection; training; examination and certification of personnel; companies; equipment; material; research and development; and accidents and investigations. **Access:** Files arranged by subject, names of personnel, and name, type and registration mark of ACV. **Storage Medium:** EDP systems. **Program Record Number:** DOT MSS 240

Air Navigation Services and Airspace (5400 Block)

Description: Information on safety and regulatory oversight of Canadian civil air navigation service providers as well as Canada's airspace; aeronautical information services (AIS); and safety management systems (SMS). **Topics:** NAV CANADA's Operating Certificate; safety oversight; aeronautical studies; aviation weather standards; Communication Navigation Surveillance (CNS)/Air Traffic Management (ATM) systems; air traffic control standards; airspace. **Access:** Files arranged by subject and geographical site location. **Storage Medium:** EDP systems and paper records. **Program Record Number:** DOT SCA 053

Air Traffic Operations (5258, 5260 Block)

Description: Information on the development of policies, rulings, and rates for air carriage of freight, mail and passengers. It includes details of operations and certificates of commercial airline companies, flying clubs and schools, and Air Canada. **Topics:** Express and freight; air carriage of mail; passenger traffic; airline companies; flying clubs; flying schools;

operating certificates; and Air Canada. **Access:** Files are arranged by subject, airline company, flying club, or school. **Program Record Number:** DOT DLC 095

Air Transportation Security

Description: Information on airport and air carrier security. **Topics:** Restricted areas; passenger screening; air carriers; airports; legislation; regulations; policies; agreements; procedures; ICAO; security programs; security equipment; inspections; enforcement. **Program Record Number:** DOT ABS 120

Aircraft (5008)

Description: Information on aircraft inspections, operations, types of aircraft. **Topics:** Registration, inspection and operation. **Access:** Files arranged by subject and aircraft markings. **Storage Medium:** EDP systems and microfilm. **Program Record Number:** DOT DLC 100

Aviation Medicine (5320 Block, 5802 Series)

Description: Information on airline associations, organizations, regional medical officers, medical examiners, standards, examinations, research, medical records of civil aviation personnel. **Topics:** First aid kits; flight time limitation and fatigue; regional medical officers and examiners; medical equipment; medical records of civil aviation personnel. **Access:** Files arranged by subject and name. **Storage Medium:** EDP systems and microfilm. **Program Record Number:** DOT DAM 130

Aviation Safety

Description: Information on the administration of national air transportation safety programs. **Topics:** Safety promotion projects such as Pilot Decision Making; Company Aviation Safety Management and Human Performance programs; research and analysis data; educational materials, posters, pamphlets, videos, newsletters. **Access:** Files arranged by subject and project. **Program Record Number:** DOT DSP 115

Civil Aeronautical Products – Safety and Approval (5010, 5011, 5012, 5013, 5014, 5015)

Description: Information on aircraft, types and specifications, tests and approval of aeronautical products. **Topics:** Type of aircraft; type of engine; material and equipment. **Access:** Files are arranged by individual company and aeronautical product. **Program Record Number:** DOT DAB 110

Consultation Procedures on Aviation Legislation

Description: General information on the public consultation process concerning proposed legislation. **Program Record Number:** DOT DEL 365

Control of Shipping

Description: Information on the control of shipping, including national shipping policy, ports, pilotage and marine services policy and international shipping policy. **Topics:** Coasting trade, freight movements, commodities, marine irregularities, merchant marine, port traffic. **Program Record Number:** DOT MPC 210

Dangerous Goods

Description: Information on policies, regulations, education programs and administrative matters relating to the handling, offering for transport and transporting of dangerous goods. **Topics:** Transportation of Dangerous Goods Regulations; commodities; engineering and safety standards; United Nations performance standards; type of means of containment; nature and application of permit; enforcement; training and certification; emergency response; guidelines and advisory notices; awareness and information; CANUTEC; evaluation, analysis, risk assessments and accident data; research and development; liaison and agreements (including memoranda of understanding); committees and task forces; advisory board; education programs; inspections. **Program Record Number:** DOT TDG 035

Emergency Planning and Operations

Description: Information on Department of Transport emergency planning. **Topics:** North Atlantic Treaty Organization (NATO) transportation planning Boards and Committees, emergency exercises; international consultations; Situation Centre; plans; agreements. **Program Record Number:** DOT ABS 340

Enforcement Policy and Procedures (5503, L1502 Block)

Description: Information on enforcement policy, procedure, case histories, air regulations and air navigation orders and Canadian Aviation Regulations (CARS). **Topics:** Air regulations; air navigation orders; enforcement cases and Canadian Aviation Regulations (CARS). **Access:** Files arranged by subject and enforcement case. **Program Record Number:** DOT DEL 125

Examinations and Certificates (5802)

Description: Information on personnel licensing standards, including examinations and certification for air pilots, flight engineers, aircraft maintenance engineers and air traffic controllers. **Topics:** Licensing standards; examinations; certificates; air pilots; flight engineers; aircraft maintenance engineers; air traffic controllers. **Access:** Files arranged by subject of licensing standards and examinations, name of air pilots, flight engineers, aircraft maintenance engineers and air traffic controllers, or applicant for licences. **Storage Medium:** EDP systems and microfilm. **Program Record Number:** DOT DLC 105

Aircraft Operations

Description: Information on types of aircraft operated by the Department. **Topics:** Flight operations; technical services; quality assurance; training and systems safety. **Program Record Number:** DOT AAA 090

Safe Carriage of Cargo (Loading)

Description: Information on rules and regulations concerning the handling and stowage of ships' cargoes and the appointment of surveyors and port wardens. **Topics:** Rules and regulations; reports and returns; and appointments of surveyors and port wardens. **Program Record Number:** DOT MSS 195

High Speed Craft (HSC)

Description: Information on all aspect of High Speed Ships, Hydrofoils, Wing in ground effect (wig) High Speed Catamarans and SWATH craft. **Topics:** Regulations; certification; inspection; training; examination and certification of personnel; companies and materials. **Access:** files arranged by subject, name, type and registration mark or HSC. **Storage Medium:** EDP systems **Program Record Number:** DOT MSS 240

Marine Security

Description: Information on marine security. **Topics:** Ship and port security; Canadian and international marine security initiatives; IMO technical security measures. **Program Record Number:** DOT ABS 335

Navigable Waters – Protection

Description: Information on policies and regulations, and applications and approvals for industrial and other construction plans affecting navigable waters. **Topics:** Applications for approval; approval of construction; types of work; designation of navigable waters. **Access:** Files arranged by subject, individuals or companies, waterway, geographic location, type of building or work. **Storage Medium:** Microfilm, file, computerized data bank. **Program Record Number:** DOT MAW 160

Navigation and Seamanship

Description: Information on navigation, seamanship. **Topics:** Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, apparatus and equipment. **Program Record Number:** DOT MSS 205

Rail Security

Description: Information on railway security. **Topics:** Railway security; legislation and agreements. **Program Record Number:** DOT DRS 300

Railway Safety

Description: Information on railway safety programs, policy development, rules, regulations, standards and their enforcement. **Topics:** Railway safety regulations;

rules; standards; operations control; engineering; equipment; research and development; railway grade crossings; grade separations and railway relocation.
Program Record Number: DOT DRS 295

Road Safety and Motor Vehicle Regulation

Description: Information on road and motor vehicle safety, commercial vehicle safety, research and development of countermeasures, engineering development and enforcement of safety and safety regulations, liaison with the Motor Vehicle Test Centre and fuel economy programs. **Topics:** Road safety and motor vehicle and commercial carrier regulation; countermeasures development; accident and defect investigations; public information and complaints; vehicle importation; recall campaigns; motor vehicle engineering and safety standards; motor vehicle and commercial carrier safety rules and regulations; Motor Vehicle Test Centre; compliance auditing and testing; national and international organizations and associations dealing with road and vehicle safety; fuel economy and road safety data. **Access:** Files arranged by subject, project, company and safety standard. **Storage Medium:** EDP systems, test film, microfilm, and video tape. **Program Record Number:** DOT DTS 275

Security – General

Description: Information on departmental security and multi-modal security programs. **Topics:** Training; intelligence; electronic data processing and communications security; agreements; evaluations; incidents; clearances; physical security and security technology. **Program Record Number:** DOT ABS 345

Ships – Inspection

Description: Information on inspection, regulations and procedures, including small commercial vessel inspection. **Topics:** Regulations; procedures; small commercial vessel inspection; and capacity and horsepower plates. **Access:** Files arranged by subject. **Program Record Number:** DOT MSS 220

Ship Inspection – Appliances and Equipment

Description: Information on the testing and approval of ships' appliances and equipment. **Topics:** Engines; boilers; machinery; fire protection equipment; pollution prevention equipment; lifesaving equipment and materials used in construction of ships. **Storage Medium:** Microfilm. **Program Record Number:** DOT MSS 225

Ships, Inspection – Safety

Description: Information on the inspection and certification of ships used in the carriage of dangerous goods. **Topics:** Explosives; dangerous goods. **Access:** Files arranged by subject and names of ships. **Program Record Number:** DOT MSS 230

Ships, Inspection – Specific

Description: Information on rules and regulations governing safety inspections of ships. There are individual case files for specific vessels containing inspection reports and certificates, survey reports, etc. **Topics:** Ferries, ships, ships' tackle and survey reports. **Access:** Files arranged by subject and names of ships. **Storage Medium:** EDP systems. **Program Record Number:** DOT MSS 235

Ships – Measuring and Surveying

Description: Information on the rules, regulations and procedures for measuring and surveying ships; and tonnage measurements. **Topics:** Rules; regulations; appointment of measuring surveyors, and agreements with other countries. **Program Record Number:** DOT MSS 245

Ships' Officers and Seafarers

Description: Information on the qualification and certification of ships' officers and seafarers. **Topics:** Masters and mates; engineers and seafarers; discharge books; seafarers identity documents; shipping masters; examinations; certificates; welfare and discipline; exemptions and clearance of vessels. **Access:** Files arranged by subject and names of ships' officers. Seafarers files are arranged in alphabetical order on hard copy. Information held in automated certification examination systems (ACES) on qualifications of ships' officers and issuance of discharge books. **Storage Medium:** EDP systems. **Program Record Number:** DOT MSS 200

Ships – Registration and Licensing

Description: Information on the registration and licensing of ships other than small recreational vessels. **Topics:** Ports of registry; ships registered and ships licensed. **Access:** Files arranged by subject and names of ships. **Storage Medium:** EDP Systems. **Program Record Number:** DOT MSS 215

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison
 Employment and Staffing
 Equipment and Supplies
 Finance
 Furniture and Furnishings
 Human Resources
 Lands
 Occupational Health, Safety and Welfare
 Office Appliances
 Official Languages
 Pensions and Insurance
 Personnel
 Procurement
 Staff Relations
 Training and Development
 Utilities
 Vehicles

Personal Information Banks

Communications Group

Client Feedback Tracking System

Description: This bank contains the names and e-mails addresses of individuals who have submitted comments or questions using the feedback form on Transport Canada's Internet/Intranet sites; the responses to such comments/questions and any other information relevant to the processing of these comments/questions. **Class of Individuals:** General public and employees. **Purpose:** This information is compiled in order to process the comments/questions received and to track the responses given. In addition, the information is made available to Transport Canada personnel for the purpose of improving service to our Website clientele. **Consistent Uses:** The information will be used by various members of the department who are responsible for maintaining pages on the TC Web sites. **Retention and Disposal Standards:** 3 years and then disposed of. **TBS Registration:** 004250 **Bank Number:** DOT PPU 079

Consultation

Description: This bank contains the comments of members of the general public. Names and e-mail addresses of these individuals, if provided, are also contained within the bank. The provision of identifying information is not required. Comments, opinions and questions may shape the administration of programs/services. **Class of Individuals:** General public. **Purpose:** This information is compiled in order to obtain the opinions of the public regarding various

departmental initiatives. **Consistent Uses:** Various members of the department who are responsible for the coordination of consultations may use the aggregate information for purposes related to planning and policy development. **Retention and Disposal Standards:** 2 years and then disposed of. **Related to PR#:** DOT COM 010 **TBS Registration:** 005097 **Bank Number:** DOT PPU 080

Course/Conference or Event Registration

Description: This bank contains the names and contact information of individuals who have registered for courses, conferences and event. Contact information may include some or all of the following: mailing address; physical address; e-mail address; telephone and/or fax number. This bank may also include personal information required to establish parameters for the provision of hospitality, i.e. allergy sensitivity, and related preferences.

Class of Individuals: General public and employees.

Purpose: This information is compiled in order to process registrations and administer courses, conferences and events. In addition, the information may be used to supply clientele with materials related to the above courses, conferences and events.

Consistent Uses: Various members of the department who are responsible for the administration of courses, conferences and events may use the aggregate information for purposes related to planning. **Retention and Disposal Standards:** Retained 3 years and then disposed of. **TBS Registration:** 005074 **Bank Number:** DOT PPU 053

Purchase or Subscription

Description: This bank contains the names and contact information of individuals who wish to make a purchase or create/maintain a subscription for an electronic or hard copy product. Contact information may include some or all of the following: mailing address; physical address; e-mail address; telephone and/or fax number. **Class of Individuals:** General public, transportation stakeholders, members of the media and employees. **Purpose:** This information is compiled in order to process purchase requests or requests for the creation or maintenance of a subscription. **Consistent Uses:** Various members of the department who are responsible for the administration of purchases and subscriptions will use the information for the purposes of planning new products or conversion schedules of hard copy products. **Retention and Disposal Standards:** Will be retained as long as required to process the purchase or as long as the individual is subscribed to the electronic or hard copy product. The record is deleted at the request of the individual or two years after the last action is taken. **TBS Registration:** 005075. **Bank Number:** DOT PPU 056

Corporate Services Group

Access to Information Request Files

Description: This bank contains information relating to individuals having made application under the Access to Information Act to access records under the control of the Department of Transport, the replies to such requests and any other information relevant to the processing of the requests. It also includes information of individuals who informally request departmental information through the Access to Information and Privacy (ATIP) office. **Class of Individuals:** Individuals who have exercised their rights under the Access to Information Act. **Purpose:** This information is compiled to process requests submitted, and to allow individuals to exercise their rights under the legislation. **Consistent Uses:** The information may also be used to compile statistics in relation to reporting requirements or in relation to studies on developing trends on the use of the legislation. **Retention and Disposal Standards:** Information is retained for two years from the date of the most recent action on file, after which the records are destroyed. **TBS Registration:** 001888 **PAC Number:** 88-001 **Bank Number:** DOT PPU 069

Automated Label Processing System (ALPS)

Description: This bank contains the names and addresses of individuals who receive printed information and documents issued or distributed by officials of the Department. Also included is a listing of publications distributed via ALPS. **Class of Individuals:** The information relates to departmental employees and the general public. **Purpose:** The purpose of this bank is to distribute information according to the individual's interest. A specific mailing list may on occasion be shared with another organization within the Department in response to a specific request. **Retention and Disposal Standards:** Lists are updated regularly, and therefore kept indefinitely. **TBS Registration:** 003373 **Bank Number:** DOT PPU 083

Executive Correspondence

Description: This bank contains general correspondence to the Minister, Minister's Staff, as well as background information provided by departmental officials which is used in the responses. **Class of Individuals:** Members of the public making inquiries on the programs and policies of the Department and related agencies; also Members of Parliament and the Cabinet. **Purpose:** To record correspondence from the public on departmental policies, programs and issues. **Retention and Disposal Standards:** Paper records belonging to the Minister are retained for up to six months following a change in Ministers, after which they are sent to the National Archives of Canada. Inquiries of the Minister, which form part of the Department's Corporate memory are kept for five years. **PAC Number:** 86-001 **TBS Registration:** 002308 **Bank Number:** DOT PPU 066

Human Rights – Complaints

Description: This bank is under the control of the departmental Human Rights Coordinator. The files contain copies of all documents related to the CHRC complaint process, i.e. from the Complaint Form through to the final CHRC decision or Terms of settlement. **Class of Individuals:** General public and employees. **Purpose:** This bank maintains records of complaints made against the Department of Transport to the Canadian Human Rights Commission. **Retention and Disposal Standards:** Two years. **PAC Number:** 83-004 **TBS Registration:** 001592 **Bank Number:** DOT PPU 070

Information Disclosures to Investigative Bodies

Description: This bank contains copies of requests for disclosure of personal information and replies to federal investigative bodies as listed in Schedule II of the Privacy Act under paragraph 8(2)(e) of the same Act. This bank also contains information related to the processing of those requests. It is used to verify the conditions of disclosure to federal law enforcement bodies which are stated in paragraph 8(2)(e) of the Privacy Act, and to report to Parliament on the number of such requests received annually. **Class of Individuals:** Individuals about whom requests for their personal information have been received pursuant to paragraph 8(2)(e) of the Privacy Act, from federal investigative bodies for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province or for carrying out a lawful investigation. **Retention and Disposal Standards:** Records are retained for two years from the date of the most recent action on file and are then destroyed. **Related to PR#:** ENV CPS 010 **TBS Registration:** 002326 **Bank Number:** DOT PPU 068

Integrated Departmental Financial And Materiel Management System

Description: This system is the department's primary repository of financial and materiel management information. It is used as a comprehensive source of financial and contractual reporting to central agencies and external parties as well as to provide managers throughout the department with a timely, integrated source of management information. **Class of Individuals:** Individuals seeking financial, material, contract and resource management information. **Purpose:** The system provides an integrated source of financial and materiel management information on the department's programs and activities. **Retention and Disposal Standards:** Files are retained for seven years. **TBS Registration:** 003372 **Bank Number:** DOT PPU 078

Privacy Request Files

Description: This bank contains information relating to individuals who have made application under the Privacy Act, to access personal information records under the control of the department, the replies to such requests and any other information relevant to the processing of the requests. It also includes information of individuals who informally request personal information through the Access to Information and Privacy (ATIP) office. **Class of Individuals:** Individuals seeking access to, and others entitled to seek personal information pursuant to the Privacy Act. **Purpose:** This information is compiled to process requests submitted, and to allow individuals to exercise their rights under the legislation. **Consistent Uses:** The information may also be used in the compilation of statistics in relation to reporting requirements or in relation to studies on the developing trends on the use of the legislation. **Retention and Disposal Standards:** Information is retained for two years from the date of the most recent action on file, after which the records are destroyed. **TBS Registration:** 001887 **PAC Number:** 86-001 **Bank Number:** DOT PPU 067

Staffing

Description: This bank contains applications for employment describing personal characteristics and histories of educational and working backgrounds of applicants. Some applications also contain unsolicited performance appraisals. This bank may also contain exams taken by applicants, and results of such exams. **Class of Individuals:** Public servants and the general public. **Purpose:** The purpose of this information bank is to maintain a record of candidates seeking employment in the Department. It is used to fill vacant positions in conformity with the Public Service Employment Act and Regulations. **Retention and Disposal Standards:** Files are retained for two years. **PAC Number:** 83-004, 86-001 **TBS Registration:** 001053 **Bank Number:** DOT PPU 060

Safety and Security Group

Air Cushion Vehicle Personnel Certification

Description: These files contain records of information related to the certification of crew members or engineers for employment on Air Cushion Vehicles granted in accordance with Part IV of Air Regulations. It contains names, dates of birth, technical education and qualifications of applicants, examination results and departmental certificates issued. **Class of Individuals:** All persons who have applied for certification as an Air Cushion Vehicle crew member or engineer. **Purpose:** The purpose of this bank is to provide documentation confirming that applicants are appropriately qualified, and certificated, in accordance with departmental requirements. **Consistent Uses:** To authenticate

decisions relating to examination requirements and to provide a record of an individual's career progress.

Retention and Disposal Standards: Files are retained for 2-5 years following the individuals' deaths before transfer to Historical Archives. **Related to PR#:** DOT MSS 240 **PAC Number:** 77-018 **TBS Registration:** 002302 **Bank Number:** DOT PPU 039

Aircraft

Description: This bank contains the names, addresses and telephone and fax numbers of current and previous registered owners of aircraft registered in Canada. Copies of the following are found on the aircraft file: completed application forms for the registration and leasing of aircraft; legal documents which show eligibility of applicant to be the registered owner of a Canadian aircraft (IMM1000 form; articles of incorporation, etc.); legal documents which show legal custody and control, i.e. bills of sale, lease agreements, last will and testaments, divorce decrees; Certificates of Registration, Leasing Authorizations and Advisories; correspondence between Transport Canada and the owner in regard to matters concerning the registration of aircraft. **Class of Individuals:** Current and previous registered owners of Canadian registered aircraft. **Purpose:** This information is used for the registration and leasing of Canadian registered aircraft to eligible individuals or entities who have custody and control of the aircraft. A register (Canadian Civil Aircraft Register) with the name and address of each registered owner is maintained and published by Regulation. **Consistent Uses:** The Canadian Civil Aircraft Register is used extensively for the dissemination of safety information. The Canadian Civil Aircraft Register is accessible by the general public. **Retention and Disposal Standards:** Files are microfilmed five years after cancellation; paper records are then destroyed, and microfilms are forwarded to the National Archives of Canada. **Related to PR#:** DOT DLC 100 **TBS Registration:** 001044 **Bank Number:** DOT PPU 010

Aircraft Maintenance Engineer System (AMES)

Description: This bank contains the names, addresses and licensing details on individual holders of civil aviation aircraft maintenance engineers. **Class of Individuals:** Licensed civil aviation aircraft maintenance engineers and applicants for licenses. **Purpose:** This bank is established to administer the issuance of aircraft maintenance engineer licenses. It is used to monitor and control the issuance of licenses. The list is used to issue Transport Canada safety and information publications to these individuals. **Retention and Disposal Standards:** List is updated regularly and therefore kept indefinitely. Individual files are destroyed two years after an individual dies. **Related to PR#:** DOT DLC 100 **TBS Registration:** 005184 **Bank Number:** DOT PPU 011

Airport Restricted Areas Access Security Clearances

Description: This bank contains completed personal histories; briefs by the Canadian Security Intelligence Service (CSIS), fingerprint cards, criminal records; and correspondence related to the security clearances of individuals seeking restricted area passes for areas of airports. **Class of Individuals:** Individuals seeking restricted area passes for airports. **Purpose:** The purpose of this bank is to record information pertinent to the determination of the appropriateness of granting an airport clearance for individuals as described above. **Consistent Uses:** To comply with the requirement of the Airport Restricted Area Access Clearance Security Measures which prohibits the granting of restricted area passes without the applicant having been granted an airport security clearance by the Minister of Transport. **Retention and Disposal Standards:** Records are destroyed two years following notification that the area restricted area pass is no longer required. **TBS Registration:** 002868 **Bank Number:** DOT PPU 093

Airside Vehicle Operators Permit (AVOP)

Description: The bank contains personal information, related employment, evaluated knowledge and skill tests and results, related permit and security clearance number, copy of the permit issued and site endorsement records. **Class of Individuals:** All persons operating a vehicle without escort on that portion of an airport to which public access is normally restricted. **Purpose:** This bank is established to identify the location where records are held and to administer, monitor and control the issuance of airside vehicle operators permits at Canadian airports. **Consistent Uses:** Used in support of licence, suspension/revocation/court action requiring supporting evidence about the licence. **Retention and Disposal Standards:** Records are retained for the active life of the permit plus three years. **Related to PR#:** DOT AAG 085 **TBS Registration:** 001898 **Bank Number:** DOT PPU 085

Aviation Legislation Consultation

Description: This bank contains comments from the public on proposed aviation legislation received as a result of publication of proposed legislation in the Canada Gazette, Part I, or on a solicited or unsolicited basis. **Class of Individuals:** General public. **Purpose:** Comments are obtained for the purpose of developing aviation legislation that is as responsive as possible to the needs of the aviation community and the public. Furthermore, consistent with the procedures of the Canadian Aviation Regulation Advisory Council (CARAC), comments received following pre-publication in Canada Gazette, Part I and/or proposals for regulatory change may be brought to the responsible CARAC Technical Committee for consideration and development of regulatory recommendations.

Retention and Disposal Standards: To be determined. **Related to PR#:** DOT DEL 125 **TBS Registration:** 002300 **Bank Number:** DOT PPU 016

Aviation Licensing Database

Description: It contains personal characteristics, aviation training reports, routine medical reports, skills, knowledge and licensing details on individual holders of civil aviation permits and licenses. Material on enforcement activities under the Aeronautics Act, and the Canadian Aviation Regulations (CARs) is also included, as well as occasional information related to enforcement under the Criminal Code. Pilot licence numbers are listed for search and rescue purposes. **Class of Individuals:** Air pilots, flight engineers, air traffic controllers, flight navigators, applicants for licences. **Purpose:** This bank is established to administer the issuance of Canadian Aviation Personnel licenses. It is used to monitor and control the issuance of licenses and permits. The list is used to issue Transport Canada safety and information publications to these individuals. **Consistent Uses:** Information on an individual's type of licence, ratings and validity date is released to the general public in response to a specific request. **Retention and Disposal Standards:** Individual files are destroyed when a person dies or reaches the age of 100. **Related to PR#:** DOT DLC 095 **PAC Number:** 80-029 **TBS Registration:** 001043 **Bank Number:** DOT PPU 005

Aviation Medical Licensing Data Bank

Description: This bank contains a summary of medical information, proficiency data, accident and enforcement data pertinent to the determination of fitness for aviation duties. **Class of Individuals:** Restricted to individuals with non-routine medical reports provided for licensing under the Aeronautics Act. **Purpose:** To ensure consistent application of medical standards to borderline cases from all regions. **Retention and Disposal Standards:** Files are retained for ten years. **PAC Number:** 80-029 **TBS Registration:** 001046 **Bank Number:** DOT PPU 020

Certificates of Competency and Service as Engineer at Sea

Description: This bank is a record of information on all certificates of Competency as Engineers or service granted in accordance with section 115 of the Canada Shipping Act. It contains names, dates and places of birth, grades and classes of certificates, places of examination and the dates of issue of certificates as issued to Canadian citizens, or permanent residents of Canada who passed the appropriate examinations. **Class of Individuals:** All persons who have made application for, or who hold a certificate of competency or service as Engineer at Sea. **Purpose:** The bank is used to confirm that an individual is qualified to act in

a particular capacity on board a ship and to ascertain that the individual may be named in an exemption. The bank is also used to facilitate the replacement of a lost certificate, etc. **Retention and Disposal Standards:** There is an on-going review of individual files and if no related correspondence within the last 5 years, the file is destroyed. **Related to PR#:** DOT MSS 200 **TBS Registration:** 001899 **Bank Number:** DOT PPU 038

Certificates of Competency and Service as Master or Mate

Description: This bank is a record of information on all certificates of competency or service granted in accordance with section 111 of the Canada Shipping Act and to record information on all certificates issued pursuant to section 135 of the Act. It contains names, dates and places of birth, grades and classes of certificates with any endorsements, places of examination and dates of issue of certificates, for certificates issued to any Canadian or British subject or landed immigrant to Canada who has passed an examination for a certificate of competency as master or mate or obtained any certificate pursuant to section 232 of the Act. **Class of Individuals:** All persons who have made application for, or who hold a certificate of competency or service as master or mate on a Canadian ship. **Purpose:** The bank is used to confirm that an individual is qualified to act in any particular capacity; to ascertain if an individual may be named in an exemption and to replace lost certificates. **Retention and Disposal Standards:** There is an on-going review of individual files and each file is destroyed five years after last action **TBS Registration:** 001048 **Bank Number:** DOT PPU 030

Certificates of Competency as a Marine Engineer

Description: This bank records information on the issue of marine engineer certificates as required by section 126 of the Canada Shipping Act. It contains dates and places of birth, grades, types, numbers and dates of issuance of the certificate granted for any Canadian or landed immigrant who has passed the appropriate examination and has been granted a marine engineer certificate of competency. **Class of Individuals:** Canadian citizens, permanent residents of Canada and citizens of Commonwealth countries who wish to take Canadian Coast Guard marine engineering examinations. **Purpose:** The bank is used to ascertain that an individual has been granted a specific marine engineer certificate. **Retention and Disposal Standards:** Files are destroyed when the individual dies or reaches the age of 70. **Related to PR#:** DOT MSS 200 **PAC Number:** 77-018 **TBS Registration:** 001049 **Bank Number:** DOT PPU 035

Communications Centre Client Feedback Tracking System

Description: This bank contains the names, e-mail addresses, mailing addresses and telephone numbers of individuals who have made enquiries through the Civil Aviation Communications Centre 1-800 number or comments and questions using the feedback on the Civil Aviation Internet/Intranet sites, the responses to such enquiries and any other information relevant to the processing of the request. **Class of Individuals:** The aviation community, the general public and Transport Canada employees. **Purpose:** This information is compiled to process and track enquiries and responses and to assist Civil Aviation in improving its products and services. **Consistent Uses:** The information is used by Civil Aviation management to improve service delivery and service standards to the general public and the aviation community. **Retention and Disposal Standards:** Retained 3 years and then disposed of. **Related to PR#:** DOT DSP 115 **TBS Registration:** 005186 **Bank Number:** DOT PPU 036

Electrocardiographic (ECG) Records

Description: This bank functions as a central repository for electrocardiographic records for licensed aviation personnel. Data includes ECG records with or without interpretation records. **Class of Individuals:** Aviation personnel who require ECG's for licensing purposes. **Purpose:** Licensing and research. **Retention and Disposal Standards:** Files are retained for 75 years. **PAC Number:** 80-029 **TBS Registration:** 001047 **Bank Number:** DOT PPU 025

Enforcement

Description: These files contain case histories of all individuals in enforcement actions. **Class of Individuals:** Persons identified in enforcement actions, whether or not they are holders of Canadian aviation documents, and foreign nationals, whether they are licence holders or not. **Purpose:** This information is used in the development of enforcement policies and procedures, functional supervision and auditing of enforcement activities by regional offices, communication with other federal departments, including the Department of Justice and the RCMP concerning enforcement of Part I of the Aeronautics Act and its regulations and various related administrative functions and for statistical Purposes. **Retention and Disposal Standards:** Files are retained for five years or less where required by law or policy. **PAC Number:** 80-029 **TBS Registration:** 001045 **Bank Number:** DOT PPU 015

Level II Motor Vehicle Accident Data

Description: This bank contains information obtained through the process of motor vehicle collision investigations. Annually, approximately 1,000 collisions were randomly selected and investigated across

Canada during the period 1982-1992 resulting in over 11,000 level II collision investigations. The data consists of 26 files of information for each collision investigated including vehicle type and damage. Driver, passenger and non-occupant condition (through interviews and police reports); personal injuries sustained (through interviews, police reports, hospital records and coroner information); vehicle defect information; safety devices in use and, accident configuration data. **Class of Individuals:** Persons involved in motor vehicle collisions (occupants and non-occupants). **Purpose:** The intended use of the information is research into the causes of highway deaths and injuries to develop countermeasures for their prevention. This will not involve matching specific people with accident information. **Retention and Disposal Standards:** Records are retained for continuous use and will be held indefinitely. **Related to PR#:** DOT DTS 275 **TBS Registration:** 002693 **Bank Number:** DOT PPU 090

Records of Sea Service for Canadian Merchant Navy

Description: This bank contains individuals' names, dates and places of birth, record of vessels and periods of service for Merchant Seafarers. The records maintained by Transport Canada cover the period commencing 1948 to present date. Records in Transport Canada are in constant use. **Class of Individuals:** Canadian Merchant Seafarers. **Purpose:** This bank is to record information on Canadian Seafarers in order to provide statements of sea service when required by seafarers and other departments. **Consistent Uses:** Information verifying individual's sea service is released to the Seafarers International Union of the Department of Veterans Affairs upon request. **Retention and Disposal Standards:** Log books are retained for 15 years in Transport Canada Archives, then forwarded to the National Archives of Canada for retention. Articles of Agreement are microfilmed in the Department at the end of every second year and the paper records are destroyed. Original rolls of microfilm are forwarded to the National Archives of Canada after 30 years. **Related to PR#:** DOT MSS 200 **PAC Number:** 77-018 **TBS Registration:** 001050 **Bank Number:** DOT PPU 040

Register of Ships

Description: This bank contains the names, addresses and citizenship of ship owners; and the names and addresses of mortgagors of ships. The bank also contains details on the ship, and on transfers of ownership, registrations and discharges of mortgages, etc. The Register may be inspected by any person for any reason. Copies of the Register may also be obtained. An annual List of Ships is published and may be purchased from Canada Communications Group.

Class of Individuals: Ship owners and ship mortgagees. **Purpose:** The information is compiled to comply with section 7 of the Canada Shipping Act. The Register of Ships confers the right to fly the Canadian flag. Registered ships are entitled to the protection of the Crown and limitation of liability. The Register is a title system for ship ownership and registrations of mortgages. **Retention and Disposal Standards:** Files are retained for 20 years after closure of ship. **Related to PR#:** DOT MSS 215 **PAC Number:** 77-018 **TBS Registration:** 002304 **Bank Number:** DOT PPU 041

Registry of Imported Vehicle

Description: This bank contains information about the importation of vehicles from the United States into Canada. **Class of Individuals:** All persons importing vehicles from the United States into Canada. **Purpose:** To ensure that imported vehicles comply with the Canada Motor Vehicle Safety Standards. **Retention and Disposal Standards:** To be determined. **TBS Registration:** 003938 **Bank Number:** DOT PPU 275

Special Motor Vehicle Collision Investigations

Description: These reports contain findings of studies done to evaluate new safety equipment, i.e., air bags/pre-tensioners seatbelts, and the potential hazard when vehicles collide with vehicles propelled by propane or natural gas (as well as public concern over collisions involving special circumstances/user groups, e.g. school bus collisions, heavy truck collisions, etc). **Class of Individuals:** All persons involved in such collisions (occupants and non-occupants). **Purpose:** The intended use of all data is to evaluate the effectiveness of safety standards and to keep abreast of safety problems that may arise due to new technologies and the ever-changing road travel environment. **Retention and Disposal Standards:** These reports will be held for at least five years. **TBS Registration:** 002691 **Bank Number:** DOT PPU 092

Transportation of Dangerous Goods (TDG) Inspector

Description: This form collects information regarding applicants to allow TDG to issue an inspector's certificate. **Class of Individuals:** Individuals that are either employees of other federal departments, the provinces, or territories and who meet the requirements for certification under Part XIII of the TDG Regulations. **Purpose:** Information is required as per the TDG Act, 1992 and Part XIII of the TDG Regulations for the issuance of an inspector's certificate. **Consistent Uses:** Information on application is required as per the TDG Act, 1992 and Part XIII of the TDG Regulations and is used for purpose of issuance of inspectors' certificates. Information on certificate portion used by inspectors as identification at facilities inspected. **Retention and**

Disposal Standards: The designation certificates are retained for five years and can be renewed for a subsequent five years. **TBS Registration:** 002689
Bank Number: DOT PPU 276

Vessel Licences

Description: This bank contains the name and address of the licence holder; and the length, breadth, depth and estimated tonnage of the vessel. **Class of Individuals:** Actual and previous owners of small commercial vessels. **Purpose:** The purpose of this bank is to issue licences to, and provide identification of, owners of small commercial vessels operating in Canadian waters, rivers and lakes, and to meet the requirements of the Small Vessel Regulations. Licences are issued by Transport Canada. The information is also used for enforcement of safety regulations, search and rescue purposes, to provide safe boating information, etc. **Consistent Uses:** This bank is also used by: officers of federal/provincial departments for enforcing various statutes and regulations and the issue of special licences or permits; police authorities for enforcing safety regulations and identifying stolen and missing property; operators of canals and locks for collecting fees and regulating traffic; operators of marinas for assessing dues and fees for docking facilities; yacht brokers to establish ownership when purchasing or taking vessels as trade-ins; banks and other financial institutions to identify owners of vessels pledged as security for loans; insurance companies to establish ownership before settling claims resulting from theft, loss or damage. Information held on the bank may be divulged to provincial tax authorities in accordance with federal-provincial agreements. **Retention and Disposal Standards:** Records are retained indefinitely. **Related to PR#:** DOT MSS 215 **PAC Number:** 77-018 **TBS Registration:** 002305 **Bank Number:** DOT PPU 042

Manuals

- A Comparison of the Effects of Urea, Potassium Acetate, Calcium Magnesium Acetate and Sodium Formate Runway De-icers on the Environment – Halifax International Airport (TP-12285)
- Aeronautical Information Publication Canada (A.I.P. Canada) (TP-2300)
- A Guide for the Tonnage Measurement of Ships (TP-12234)
- A Guide on the Development and Implementation of Railway Safety Management Systems (Draft-TP13548)
- A Guide to Preparing Memoranda to Cabinet (TP1091)
- A Historical Look at the Federal Government's Involvement in Highway Infrastructure (TP-12799)
- A Model for Forecasting Air Travel Demand Between Canada and Abroad (TP-6184)
- A Profile of the Canadian Highway System 1987 (TP-8921)
- A Review of Ambient Air Quality at Major Canadian Airports (TP 9609)
- Access for All – Transport Canada's Policy on Accessible Transportation (TP-5014)
- Administrative Policy Manual (TP-104)
- Advisory Notice Guidelines for Training Criteria (TP-9554)
- Air Carrier Certification Manual (TP-4711)
- Air Carrier Check Pilot Manual (TP-6533)
- Aircraft Certification Staff Instructions (ACSI)
- Aircraft Certification Policy Letters (ACPL)
- Air Carrier Merger Procedures Guide (TP-9908)
- Aircraft Maintenance Engineer Licence (TP-3043)
- Aircraft Movements, Preliminary (TP1496)
- Aircraft Movement Statistics, Annual (TP577)
- Aircraft Movement Statistics, Monthly (TP141)
- Aircraft Services Directorate Policies and Procedures Manual (TP-9962)
- Airport Air Quality Manual (TP-12176)
- Airport Environment Emergency Manual (TP-9946)
- Airport Waste Management Manual (TP-12704)
- Airport Water Quality Manual (TP-12233)
- Airports Capital Assistance Program (TP-12313)
- Airports Environmental Journal (TP-10539)
- Airports Group Environmental Auditing Program (TP-10630)
- Airworthiness Notices (TP-11402)
- Aircraft Certification Programs Monthly Report
- Airline Transport Pilot Licence – Study and Reference Guide – Aeroplane (TP-690)
- Aluminum Hull Welding Inspection Standard (TP-9035)
- An Economic Model of Inter-Urban Traffic on the Canadian Highway Network (TP-12800)
- An Intelligent Transportation Systems Plan for Canada: En route to Intelligent Mobility (TP13501)
- An overview of Non-hazardous Waste Management at Transport Canada Airports (TP-11060)
- An Update of the PTAM (Passenger Traffic Allocation Model) Objective Functions Coefficients (TP-6478E)
- Analysis of Air Quality Monitoring Results – Montreal International Airports-Dorval 1992 (TP-12280)
- Annual Report – Aircraft Certification

- Annual Report – Transport Canada’s Airport Group Stormwater Monitoring Program (TP-10080)
- Approval and Inspection of Personal Buoyant Water Safety Devices (TP-11641)
- Area Control Centres and Terminal Control Units (TP 8267)
- Atlantic Region Freight Assistance Program 1992 Database Development (TP- 12153)
- Atlantic Region Freight Assistance Program Information Paper (TP-12105)
- Audit and Advisory Services Handbook
- Aviation Enforcement Procedures Manual (TP-4751)
- Balloon Pilot Licence Including Flight Instructor Rating (TP-10087)
- Behind the Words (Transportation of Dangerous Goods Act) (TP-11547)
- Flight Attendant Manual -Standards (TP-12295)
- Canada Motor Vehicle Safety Act: Guidelines on Enforcement and Compliance Policy (TP-12597)
- Canada’s International Air Transportation Policy (TP-12276)
- Canada’s National Highway System: A Description (TP-12833)
- Canadian Aviation Regulations (CARS)
- Canadian Code of Safe Practice for Ships Carrying Timber Deck Cargoes (TP-2534)
- Canadian Code of Safe Practice for Solid Bulk Cargos (TP-5761)
- Canadian Road Safety and Public Highway Infrastructure (TP-12801)
- Canutec – Canadian Transport Emergency Centre (TP-2553)
- Civil Aircraft Activity in Canada (TP 2468)
- Civil Aviation Directives (TP-8749)
- Code of Nautical Procedures and Practices (TP-1018)
- Collision Regulations, Office Consolidation (TP-10739)
- Combination of Forecasts (TP-6624)
- Construction Standards for Small Vessels (TP-1332)
- Crossing Safety Financial Assistance (TP-11918)
- Deck Cargo Safety Code (TP-2072)
- Defect Investigation Procedures (TP-6891)
- De-icing and Environmental Protection Review (TP-12741)
- Delegations Handbook for Designated Engineers and Design Approval Representatives (TP-12995)
- Designated Flight Test Examiners Manual (TP-2654)
- Emergency Preparedness Manual (TP-13118)
- Emergency Response Assistance Planning (TP-9285)
- Engineering and Inspection Manual, Parts I and II (TP-51212)
- Engineering Monitoring Programs (TP-13433)
- Engineering Work relating to Railway Works Section 11 Railway Safety Act (TP-13626)
- Environmental Evaluation Protocol for Runway De-icers (TP-12827)
- Environmental Impact From the Use of Potassium Acetate (KA) at Halifax International Airport (TP-12286)
- Environmental Management Program (TP 11933)
- Environmental Management System Manual (TP 13137)
- Environmental Spills at Transport Canada Airports – Annual Report (TP-11129)
- Equipment Programs – Audit Manual (TP-13554)
- Equivalent Standards for Fire Protection of Passenger Ships (TP-2237)
- Examination of Seafarers (1998) (TP-2293)
- Examination and Certification of Masters and Mates (Publication Examination – 1979) (TP-2293)
- Financial Policy and Procedures Manual (TP-117)
- Flight Engineer Licence (TP-4381)
- Flight Instructor Guide – Night Flying (TP-975)
- Flight Instructor Rating – Aeroplane (TP-2810)
- Further Development of Shipboard Fibre Optic Standards (TP-10026)
- Glider Pilot Licence – Study and Reference Guide (TP-876)
- Glycol Monitoring Program – Annual Report (TP-12576)
- Green Workplace Guide (TP-12136)
- Guide to Benefit-Cost Analysis in Transport Canada (TP-11875)
- Guide to Inspection Regulations for Small Fishing Vessels (TP-782)
- Guide to Internet Publishing at Transport Canada (TP-13455)
- Guide to Opportunities for Recycling and Waste Reduction at Transport Canada Airports (TP-11061)
- Guidelines for Reporting Incidents Involving Dangerous Goods, Harmful Substances and/or Marine Pollutants (TP-9834)
- Guidelines for the Examination of Shipboard Oil Pollution Emergency Plans (TP-12126)
- Guidelines for the Operation of Tankers and Barges in Canadian Arctic Waters (Interim) (TP-11663)
- Guidelines Respecting Helicopter Facilities on Ships (TP-4414)
- Handbook of Environmental Policies and Recommended Practices (TP 12119)

- Handling, Offering for Transport and Transporting Dangerous Goods (TP-10165)
- Helicopter Maintenance Engineer Shipboard Manual (TP-4986)
- Helicopter Study and Reference Guide for Private and Commercial Pilot Licences, including Aeroplane to Helicopter Pilot Licence (TP-2476)
- Highway Benefit-Cost Analysis: A Review of Evidence (TP-12790)
- Highways and Logistics and Production Performance (TP-12791)
- Holding Criteria Document (TP-345)
- IDFS Procedures Manual (TP-11906)
- Impact of Sodium Acetate Pavement De-icer on Airport Stormwater Quality (TP 12738)
- Information Management Manual (TP-11414)
- Information Management Methodology Manual (TP-11503)
- IM/IT Framework (TP 12247)
- Instructions to Inspectors of Compulsorily Fitted Ship Station Radio Installations (TP-1896)
- Instrument Rating – Study and Reference Guide (TP-691)
- Intelligent Transportation Systems and Highway Infrastructure (TP-12836)
- Interim Guidelines on Managing of Electronic Documents and Messages (TP12314)
- Interim Standards for the Construction, Equipment and Operation of Passenger Ships in Sea Ice Areas of Eastern Canada (TP-8941)
- International Code of Signals (TP-2323)
- Land Transportation Services – a consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) Negotiations (TP13440)
- Liability through the Exercise of Delegated Authority (TP-11825)
- List of Civil Aviation Publications see web site at www.tc.gc.ca/aviation/pubs/index_e.htm
- Macroeconomic Performance and Public Highway Infrastructure (TP-12792)
- Managers Guide to Contracting (TP-10822)
- Manual of Environmental Protection: Design and Construction-Southern Canada (TP-791)
- Manual of Environmental Protection: Planning – Southern Canada (TP-1000)
- Manual of Environmental Protection: Northern Canada (TP-2643)
- Manual of Equipment, Part 2: Operational Information Display (TP-1057)
- Manual of Equipment, Part I: Radar (TP-541)
- Manuscript Standards and Guidelines for Transport Canada Publications (TP-4529)
- Maritime Transportation Services – a consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) Negotiations (TP13439)
- Master Index of Telecommunications and Electronics Standards and Procedures (TP-923)
- Material and Contracting Services Manual (TP-103)
- Material Specification for Coated Fabrics used in the Manufacture of Inflatable Liferrafts (TP-1324)
- Micro Computer NEF System Users Manual (TP-6907)
- Minister's Observer Manual (TP-11776)
- MMEL/MEL Policy & Procedures Manual (TP-9155)
- MMEL/MEL Guidance Book
- Mobility Plus ? A transportation newsletter for the disabled community (TP-7115)
- Moving on Sustainable Transportation (MOST) (TP-13491)
- National Strategy for ozone-depleting refrigerants (ODRs) management (TP-12177)
- Navigating Appliances and Equipment Standards (TP-3668)
- Objectives, Organization and Policies Document, Volume III, (TP-1838)
- Oil Handling Facilities Standards (TP-12402)
- On Line: Railway Safety's Quarterly Newsletter (TP-13463)
- Operating Costs of Trucks in Canada – 1990 (TP-921)
- Plastic Piping Standards (TP-1083)
- Primary Investigation on the Use of Pesticides at Canadian Airports (TP-9845)
- Printing Standard for Transport Canada Publications (TP-6144)
- Procurement Manual (TP-6444)
- Project Management Policy and Guidelines Manual (TP-3867)
- Promoting Railway Safety through Consultation (TP-13336)
- Publication Standard for Transport Canada Manuals (TP-6000)
- Publishing Guide – Preparing Transport Canada Publications (TP-6864)
- Rail-Highway Grade Crossing Research (TP-13536)
- Railway Safety Act 1999 – An Overview (TP-10199)
- Railway Safety Compliance Policy (TP-13714)
- Railway Tracks are for Trains Only (TP-13279)
- Records Management Users Guide (TP-1296)

- Records Office Procedures Manual (TP-2331)
- Reference Manual on Port Reception Facilities for Marine Wastes in Canada (Major Ports) (TP-12334)
- Regulatory Compliance Manual (TP-3352)
- Report on the Stormwater Quality Monitoring Program at CATA Airports (TP-5403)
- Report on Waste Management Practices at Transport Canada Airports (TP-12127)
- Review of Subsections 8(3) to 8(5) of the Motor Vehicle Transport Act, 1987 (TP-11283)
- Review of the Motor Vehicle Transport Act: Position Paper (TP13162)
- River Rafting Standards (TP-8643)
- Road Infrastructure Expenditures, Fuel Taxes and Road related Revenues in Canada (TP-12795)
- Routing Standards (TP-1802)
- Rule-Making Policies and Procedures Manual (TP-2713)
- Sail Training Vessel Standard (TP-13313)
- Sample examination for Recreational Pilot Permit and for Private Pilot Licence – Aeroplane (TP-13014)
- Security and Emergency Preparedness Group Inspection and Enforcement (TP 9192)
- Ship Safety Electrical Standards (TP-127)
- Ship Safety Passenger Ship Operations and Damaged Stability Standards (Convention Ships) (TP-10405)
- Ship Safety Passenger Ship Operations and Damaged Stability Standards (Non-Convention Ships) (TP-10943)
- Ship Safety Standard for In-Water Surveys (TP-11249)
- Solas Life-Jacket Requirements (TP-7318)
- Stability, Subdivision and Load Line Standards (TP-7301)
- Standard and Guidelines for Construction, Inspection and Operation of Barges that Carry Oil in Bulk (TP-11960)
- Standard for Inert Gas Systems (TP-4295)
- Standard for Inspection of Tackle on Large Fishing Vessels (TP-9912)
- Standard for Launching and Embarkation Appliances (TP-7323)
- Standard for Life Rafts and Inflatable Rescue Platforms (TP-7321)
- Standard for Personal Locator Lights (PLL) (TP-9248)
- Standard for 5 ppm Bilge Alarm (for Canadian Inland Waters) (TP-12301)
- Standard for the Control of Gas Hazards in Vessels to be Repaired or Altered (TP-3177)
- Standard for Thermal Protective Aids (TP-7326)
- Standard Marine Navigational Vocabulary (TP-4330)
- Standards for Lifeboats (TP-7320)
- Standards for Lifebuoys and Integral Equipment (TP-7325)
- Standards for Navigation lights, shapes, sound signals and radar reflectors, 1991 (TP-1861)
- Standards for Pilot Vessels (TP-10531)
- Standards for Pyrotechnic Distress Signals and Similar Devices (TP-7319)
- Standards for Rescue Boats (TP-7322)
- Standards for the Construction and Inspection of Small Passenger Vessels (TP-11717)
- Standards for the Construction and Testing of Emergency Boats (TP-9247)
- Standards for the Double Hull Construction of Oil Tankers (TP-11710)
- Standards relating to design, construction and operational safety of dynamically supported craft in Canada (TP-5579)
- Standard Relating to Design, Construction and Operational Safety of Sail Training Vessels (April 1999) (TP-13313)
- Standards Respecting Mobile Offshore Drilling Units (MODU) (TP-6472)
- Standards Respecting Noise Control and Hearing Protection in Canadian Towboats over 15 Tons, Gross Tonnage (TP-3685)
- Standards Respecting Standby Vessels (TP-7920)
- Starting a Commercial Air Service (TP-8880)
- Study of Mobile Source Emissions: Ottawa Macdonald-Cartier International Airport (TP-12554)
- Summary of Stormwater Monitoring data from Transport Canada Airports (TP-12726)
- Summary of Transport Canada Airports Group Commitment to the reduction of Halons (TP-12739)
- Summary Report Atlantic Region Freight Assistance Program Information Paper (TP-12173)
- Sustainable Development Strategy – Transport Canada (TP-13123)
- System Development Guide (TP-10605)
- System Owner's Guide (TP-10606)
- System Safety Operations Manual (TP-10028)
- System Safety Review – Commercial Use of the KA-32A Helicopter (TP-12760)
- System Safety Review – Procedures for the Collection, Verification and Dissemination of Aeronautical Information (TP-12802)
- System Safety Review – Revised National Audit Plan FY96/97 (TP-12699)

- System Safety Review – Sioux Lookout Air Operations (TP-12825)
- System Safety Specialist On-The-Job Training Guide (TP-12123)
- TERMPOL Review Process 2001
- The 1980 Canadian General Aviation Activity Survey Summary Report (TP-3221)
- The Aeronautics Act Amendments: An Overview (TP-7748)
- The Canadian General Aviation Dynamics Model (TP-3775)
- The Effect on Safety of Eliminating Whistling at Railway Grade Crossings (TP-12682)
- The Environmental Impact of Urea Use on Airport Runways (TP-10069)
- The Role of Railway Safety Inspectors (TP-13555)
- The Socio-Economic Context of The Canadian Road and Highway System (TP-12793)
- Track Safety Rules (TP-11393)
- Training Manual for Inspectors of Fishing Vessels under 15 Gross Tons (TP-9275)
- Training Standards for RO-RO Passenger Ships Personnel (TP-13024)
- Transport Canada Airports Group Requirements for the National Pollutant Release Inventory (NPRI) (TP-12235)
- Transport Canada Aviation Management Guide (TP 10115)
- Transport Canada 2001-2004 Business Plan (TP-13605)
- Transport Canada Corporate Directions (TP-6620)
- Transport Canada Government Vehicles User Handbook (TP-13265)
- Transport Canada Marine Safety Directorate, Approved Training Courses (TP-10655)
- Transport Canada Motor Fleet Management Manual (TP-123)
- Transport Canada Railway Safety Handbook (TP-12702)
- Transport Canada Security Manual (TP-789), and related Security Bulletins
- Transport Canada System Development Life Cycle Standards and Guidelines (TP-2814)
- Transport Canada's Environmental Management System Annual Report (TP -13396)
- Transport Canada's Sustainable Development Action Plan (TP-13493)
- Transportation and North American Trade (TP-13278)
- Transportation Development Centre (TDC) Annual Review (TP-3230)
- Transportation Development Centre (TDC) Publication Standards and Guidelines for Contractors (TP-929E)
- Transportation in Canada, 2000 Annual Report (TP- 13198)
- Transportation of Dangerous Goods (TP-3105)
- Dangerous Goods Newsletter (TP-2711)
- Unitized Cargo Standard (TP-11232)
- Urban Transportation Showcase, Program Applicant's Guide, Stage 1: Expression Interest (TP-13780)
- Use of Automobile Gasoline (MOGAS) in Aviation (TP-10737)
- Valuation of the Canadian Road and Highway System (TP-12794)
- Vulnerability of Bridges in Canadian Waters (TP-3446)
- Warehouse Manual (TP-7817)
- Watchkeeping Standards (TP-13067)
- Wear Standards for Cargo Gear (TP-9396)
- Web Sling Standard (TP-12245)

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Transportation Appeal Tribunal of Canada

Web Site: www.tc.gc.ca/tcss/tatc/bill/Bill_e.htm

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Reading Room

An area in the Access to Information Division (see address in Introduction) has been designated, under the Access to Information Act, as a public reading room. Arrangements to view documents can also be made with the Regional offices listed above.

Treasury Board of Canada Secretariat

Chapter 143

General Information

Background

The Treasury Board, a committee of the Queen's Privy Council for Canada, was established in 1867. The Board consists of the President of Treasury Board, the Minister of Finance and four other ministers nominated by the Governor in Council. The Treasury Board of Canada Secretariat (TBS or the Secretariat), the administrative arm of the Treasury Board, is headed by a Secretary and Comptroller General, who reports to the President of the Treasury Board. The Secretariat was part of the Department of Finance Canada until 1966, when it became a separate department.

Responsibilities

The Secretariat has a dual mandate: to support the Treasury Board as a committee of ministers and to fulfil the statutory responsibilities of a central government agency. This entails providing operational programs to carry out the legislated responsibilities of the Treasury Board. These responsibilities derive from the broad authority of sections 5 – 13 of the Financial Administration Act, as well as the authorities in other Acts, including: the Public Service Staff Relations Act, the Employment Equity Act, the Official Languages Act, the Access to Information Act, the Privacy Act, the Federal Real Property Act, and the Public Service Employment Act. The Secretariat's responsibilities for the general management of the government cross all policy sectors managed by 22 operating departments and many other organizational entities as reported in the Main Estimates.

The role of the Secretariat is to define and develop modern governance at the federal level. Although the accountability for Public Service management increasingly rests with departments, the Treasury Board of Canada and its Secretariat provide strategic leadership in Public Service management and reform through a management board role. That role emphasises results-based management and facilitation, essential central controls, and intervention when necessary.

The mission of the Secretariat is to support the Treasury Board and to help the Government of Canada operate effectively within available resources. The Secretariat implements the policies developed by the Treasury Board as the manager of the Public Service and manages the human, financial, information technology, and material

resources that support it. This is carried out by several sectors of the Secretariat, described below under "Organization".

Legislation

- Access to Information Act, R.S.C. 1985, c. A-1
- Appropriation Acts
- Auditor General Act, R.S.C. 1985, c. A-17
- Crown Corporations Dissolution Authorization Act, S.C. 1985, c. 41
- Diplomatic Service (Special) Superannuation Act R.S.C. 1985, c. D-2
- Employment Equity Act, 1995, c. 44 (with the Minister of Human Resources Development)
- Federal Real Property Act, S.C. 1991, c. 50
- Financial Administration Act, R.S.C. 1985, c. F-11 (jointly with the Minister of Finance)
- Governor General's Act, R.S.C. 1985, c. G-9
- Lieutenant Governors Superannuation Act, R.S.C. 1985, c. L-8
- Members of Parliament Retiring Allowances Act, R.S.C. 1985, c. M-5
- Official Languages Act, R.S.C. 1985, c. 31 (4th Supp.) Parts IV, V and VI and Section 91
- Pension Benefits Division Act, S.C. 1992 c. 46, Schedule II
- Privacy Act, R.S.C. 1985, c. P-21
- Public Pensions Reporting Act, R.S.C. 1985, c.13 (2nd Supp.)
- Public Sector Compensation Act, R.S. 1991, c.30
- Public Sector Pension Investment Board Act, S.C. 1999, c.34
- Public Service Employment Act, R.S.C. 1985, c. P-33 (certain provisions only)
- Public Service Pension Adjustment Act, R.S.C. 1970, c. P-33
- Public Service Staff Relations Act, R.S.C. 1985, c. P-35 (jointly with the President of the Privy Council)
- Public Service Superannuation Act, R.S.C. 1985, c. P-36
- Special Retirement Arrangements Act, S.C. 1992, c. 46 (Schedule I)
- Supplementary Retirement Benefits Act, R.S.C. 1985, c. S-24

Organization

Access to Information Review Task Force (ATIRTF)

The Access to Information Review Task Force was established in August 2000 by the President of the Treasury Board and the Minister of Justice. Its mandate is to conduct a broad review of the Access to Information Act and the way it is administered within the federal government. The Task Force has until the fall of 2001 to issue its final report. The review includes extensive internal and external consultations, submissions received from the public, as well as research studies on legislative and administrative aspects related to the Act.

Chief Human Resources Officer, Human Resources Branch (HRB)

The Chief Human Resources Officer provides a framework that enables managers to better manage the people who deliver government programs and promotes effective employer-employee relations in the Public Service of Canada.

Specific areas of responsibility include general personnel management; human resources planning; Negotiation of collective agreements, Employment Equity, pensions and insurance benefits; policy administration and development; training and development; developmental programs; performance management; equal pay for work of equal value; pay administration and employer representation; job classification and compensation; workforce adjustment; planning and analysis; and values and ethics.

The following seven sectors: 1) Human Resources Management; 2) Labour Relations; 3) Employment Equity; 4) Pensions; 5) Strategic Planning and Analysis; 6) Universal Classification Standard, and 7) Values and Ethics work together to develop, communicate and provide for the implementation and evaluation of the personnel policies, systems and methods necessary to ensure that the human resources needed to carry out government programs effectively are obtained at competitive cost, and are managed and developed efficiently.

Chief Information Officer Branch (CIOB)

The Chief Information Officer (CIO) is responsible for providing strategic direction and leadership in leveraging information management and information technology to improve public access to government services and to meet public service renewal. The Deputy Chief Information Officer and the following seven divisions of the Chief Information Officer Branch work together to support the CIO in her/his role, Deputy

Chief Information Officer; Office of Government On-Line; IM/IT Infrastructure and Architecture Division; IT Security; Procurement Reform; Organizational Readiness Office; Portfolio Management Division and Strategic Directions and Communications.

Communications and Executive Services (CES)

The CES Division is the focal point, in the Secretariat, for ensuring that the President, Secretary and exempt staff are provided with the briefing, correspondence and logistical support related to Treasury Board meetings, parliamentary affairs, and dealings with other government departments and non-governmental organizations. The Division manages and coordinates the Treasury Board's meetings; coordinates the Secretariat's access to information and privacy activities; tracks and assists in the preparation of replies to correspondence addressed to the President. The division also acts as a clearing point and maintains the official file for all submissions received by the Treasury Board from all government departments. It maintains tracks and distributes all Treasury Board submissions and cabinet documents and papers from the Privy Council Office to the Secretariat.

The CES Division also provides strategic communications advice to the President and the Secretary of the Treasury Board as well as other branches within the Secretariat. As part of this effort, it provides policies and guidelines on communications, advertising, and publishing advice and service, and public opinion research. Its communicators provide strategic direction through communications plans, write and produce news releases, media lines, speeches and presentations in support of Secretariat communications activities. The Division provides an electronic media monitoring service to Treasury Board Secretariat. Research and analysis of issues as well as media relations activities are also performed to facilitate the department's communications efforts. The Division liaises with the Privy Council Office and other departments on government-wide activities and issues. It provides a sharp internal communications focus producing an employee newsletter and other corporate communications products and services. It also manages the TBS corporate Website and is the departmental lead on Government On-Line (GOL).

Comptrollership Branch (CB)

The CB's primary goal is to support "getting government right" through modern comptrollership. Modern comptrollership implies vigorous stewardship of public resources, a high standard of ethics, and provision for appropriate parliamentary oversight. To deliver affordable and high quality services to Canadians, managers need flexibility, incentives, and

information. The focus of modern comptrollership, therefore, is on results, accountability, and managing risk.

The CB consists of the Deputy Comptroller General's Office, Internal Audit and three sectors, namely:

- 1) Risk, Procurement and Asset Management Policy Sector – leader in contract policy, project, materiel and risk management, real property management;
- 2) Planning, Performance and Reporting Sector – focal point for performance measurement and results reporting, and comptrollership modernization;
- 3) Financial Management Policy and Analysis Sector – leader in financial management standards, government accounting, cost recovery, financial and economic analysis, a special project on partnering with the voluntary sector, and management of accounts receivable

Corporate Services Branch (CSB)

The branch assists both the Deputy Minister of Finance and the Secretary and Comptroller General of the Treasury Board of Canada Secretariat in the internal administration of their departments. Support services are provided to the branches of the two departments in the area of financial management, human resources, informatics, security, information, facilities and material management and assurance services are provided to senior management. The Corporate Services Branch is also responsible for a number of other activities, such as task force organization and co-ordination of the Canada Savings Bonds Campaign and the Government of Canada Workplace Charitable Campaign. The Branch is composed of following divisions: Administrative Services; Financial Services; Human Resources; Informatics Services; Security Services; Business and Technology Integration; and Internal Audit and Evaluation.

Expenditure and Management Strategies (EAMS) Sector

The role of the Expenditure and Management Strategies Sector is focused on providing pro-active support within TBS to make the management board concept operational. In fostering a management board approach, the Sector will support TBS's operations in two broad areas: ensuring an integrated approach to major TBS policies and significant TBS initiatives with cross-sectoral implications; and developing strategies for TBS's expenditure management responsibilities and the resolution of major individual expenditure issues.

EAMS also serves as secretariat to the Results for Canadians Committee. This committee was established specifically to support the Secretary and Deputy Secretaries, as well as the Senior Management Committee on policy decisions related to the role played by Treasury Board and Treasury Board

Secretariat as the management board for the Government of Canada.

Infrastructure – National Office

The October 1999 Speech from the Throne announced a new vision of 21st century infrastructure for Canada, including investments in knowledge, information, cultural, and physical infrastructure. The 2000 Federal Budget confirmed an allocation of \$2.65 billion in funding over six years for the physical infrastructure program to be implemented through partnerships with other levels of government and private sector.

In support of the President and Ministers, the Infrastructure National Office oversees the development and the implementation of municipal component of this program (Infrastructure Canada) which will invest \$2 billion over six years to upgrade municipal infrastructures in urban and rural communities across Canada. The National Office provides functional direction to implementing agencies, who are responsible for delivering the program in the regions: the Atlantic Canada Opportunities Agency (for Newfoundland and Labrador, Nova Scotia, Prince Edward Island, and New Brunswick), Western Economic Diversification Canada (for Manitoba, Saskatchewan, Alberta, and British Columbia), Economic Development Agency of Canada (for Quebec), Indian and Northern Affairs Canada (for the Yukon, Northwest Territories, Nunavut, and First Nations communities), and Industry Canada (for Ontario). The National Office manages policy issues and maintains a national web-based, shared information management system that will help assess and track approved projects through to completion and apply due diligence to contributions made available through the program. In addition, a public web site (www.tbs-sct.gc.ca/ino-bni) which provides information on approved infrastructure projects is available to the Canadian public and other interested parties.

Leadership Network (The)

The Leadership Network was designated as a Division or Branch of the Public Service under the Financial Administration Act by Order in Council P.C. 1998-952 in June 1998 and extended by Order in Council 1999-1832 in October 1999. The Leadership Network had also been designated as a department for the purpose of the Public Service Employment Act, until April 11, 2001 when it became part of the Treasury Board of Canada Secretariat by Order in Council P.C. 2001-609.

The mandate and mission of The Leadership Network are to promote, develop and support networks of leaders throughout the Public Service of Canada, and to assist them in the ongoing challenge of public service renewal. The Leadership Network develops close partnerships and horizontal links with

departments, agencies, regions, functional communities, the Public Service Commission, the Treasury Board Secretariat and the Canadian Centre for Management Development, and complements and supports existing networks. The Leadership Network is also responsible for supporting the collective management of the Assistant Deputy Minister community.

Legal Services

Treasury Board Legal Services provides legal advice to the Treasury Board and the President with respect to their powers and duties. The Unit, staffed by Department of Justice lawyers, supports the Treasury Board Secretariat in its role as board of management of the Public Service of Canada by ensuring that the conduct of government affairs is in accordance with the law.

Legal Services lawyers give specialized legal advice to the Treasury Board Secretariat and the Government of Canada in connection with the Secretariat's central agency functions pertaining to the legislation for which the Treasury Board and the President of the Treasury Board is responsible. The Legal Services Unit provides advice with respect to the enactment of and the amendment to legislation and regulations, as well as strategic advice concerning policy development and other initiatives. The Unit conducts litigation before the Public Service Staff Relations Board and other administrative tribunals, the Federal Court – Trial Division, the Federal Court of Appeal and the Supreme Court of Canada in support of the Treasury Board's role as employer of the Public Service of Canada.

Office of the Secretary and Comptroller General

The Secretary and Comptroller General is the deputy minister who directs the work of the Secretariat and advises the President and the Board on the organization and management of that part of the Public Service under the Treasury Board's jurisdiction. The Office of the Secretary and Comptroller General is responsible for the daily administrative functions of the organization.

Official Languages Branch (OLB)

In keeping with the mandate devolved to the Treasury Board under the Official Languages Act, the Official Languages Branch is responsible for ensuring that Canadians receive services in the official language of their choice; establishes and maintains a work environment conducive to the effective use of both official languages; and offers equal opportunities for employment and advancement to French speaking and English speaking Canadians within the Public Service. The OLB provides strategic orientation and coordinates

the Official Languages Program in federal departments and agencies.

To that end, the OLB prepares and communicates official languages policies and directives and supplies the necessary interpretations and support. It establishes the management framework through which federal departments and agencies fulfil their legislative responsibilities. The OLB develops program management tools and systems and encourages their implementation in federal institutions. It identifies information needs and interprets related statistics. Lastly, it oversees the implementation of programs, in conjunction with federal departments and agencies, and produces an annual report that the Treasury Board President tables in Parliament.

The OLB also supports Canadian Heritage in fostering the development of official language minority communities and in supporting and promoting the full recognition and use of French and English in Canadian society.

The OLB has three divisions: Policy and Products, Programs and Liaison, and Performance Measurement.

Program Sectors (Government Operations, Economic and Social and Cultural Sectors)

The Program Sectors support the Treasury Board in its role as a management board by providing analysis and advice on strategic resource allocation for the departments and agencies of government. In fulfilling this role, the Program Sectors provide advice on the effective use of resources; program design, viability and responsiveness; funding pressures and mitigation strategies; and broad government operations issues and management strategies. The Program Sectors also play a lead role in relation to the oversight of the operations of Crown Corporations. These three sectors, along with the Expenditure and Management Strategies Sector and the Expenditure Operations and Estimates Division of the Comptrollership Branch, work together in making recommendations to the Treasury Board on allocating financial resources in light of government priorities, fiscal targets, pressures relating to existing programs and results achieved; developing and maintaining accountability frameworks within which Parliament approves resources and in light of which departments and agencies report on their use, thereby co-ordinating the process whereby the government obtains funds from Parliament; monitoring the implementation of approved policies and programs, and advising the Treasury Board on success in achieving intended results; advising the Treasury Board President, in her role as a member of Cabinet, on the resource implications of new government policy and project initiatives while promoting innovative management and increased efficiency and effectiveness

in delivering programs; and providing analysis and recommendations to the Treasury Board on Crown corporation corporate plans and budgets.

The Government Operations Sector is also responsible for information policy responsibilities related to the Access to Information Act, the Privacy Act and the Security Policy of the Government of Canada. In this capacity, it supports the President of the Treasury Board, as “designated Minister”, who is responsible for government-wide administration of the Acts pursuant to sections 5 and 70 of the Access to Information Act and sections 11 and 71 of the Privacy Act. The Security Policy addresses the safeguarding of government personnel and assets. It includes the following components: general administration of security; security screening; protection of personnel from violence; physical security; information technology security; security in contracting; contingency planning, and security training and awareness.

Service & Innovation (S&I) Sector

The Service and Innovation Sector was created in February 1998, when the government made it a priority to adopt a ‘citizen-centred’ approach to service delivery.

The mandate of the Service and Innovation Sector is to lead government-wide initiatives to improve the delivery of government services and to develop expertise on service and innovation. It will build on the many new initiatives currently underway throughout government and will develop policy frameworks to promote continuous performance improvements in program and service delivery. This new citizen focus builds on and broadens previous service initiatives to include integrated approaches to service delivery such as single windows and partnerships, including partnerships with other levels of government. The sector is working with other federal departments and agencies to facilitate the rethinking and redesign of program and service delivery from a citizen-centred perspective to better respond to the needs of Canadians and to meet other key government objectives: more responsive and results-oriented governance; improved cost-effectiveness; collaboration and citizen engagement.

The Sector incorporates the key elements needed to develop a government-wide strategy centred on citizens’ needs. These divisions are:

- Innovation and Quality Services (IQS) Division
- Alternative Service Delivery (ASD) Division
- Crown Corporation Policy & Information (CCPI) Division
- Service Canada Implementation Team
- Corporate Identity and Government Communications Division

- International Programs Unit
- Federal Councils’ Secretariat
- Planning and Integration Division

The Sector’s challenge is to develop integrated approaches to service delivery, improve access to government services, improve service performance and citizen satisfaction with the quality of government service delivery, reduce red tape, strengthen innovation and organizational effectiveness, and strengthen accountability for performance. Two main government-wide initiatives approved by TB Ministers are underway:

- Service Canada: an initiative to establish one-stop access to a broad range of Government of Canada (GoC) services and information through three integrated delivery channels: in-person, telephone and Internet;
- Service Improvement Initiative: an initiative to achieve a minimum 10% improvement in Canadians’ satisfaction with the delivery of GoC services by 2005.

Staff Ombudsman

In March 1998, the office of the Staff Ombudsman was created to provide an informal process for dealing with employee concerns and problems. These include, but are not limited to, unfair practices or systems, the conduct of other employees and issues of ethical behaviour, such as conflict of interest or activities that seem to be contrary to public service values and the public interest. The Staff Ombudsman is appointed by the Secretary of the Treasury Board pursuant to subsection 6(1) of the Public Service Employment Act, R.S.C. 1985, c. P-32, and reports directly to the Secretary. The Staff Ombudsman’s role is flexible and consists of at least the following six responsibilities: Advisor; Information Source; Intervenor/Mediator; Consultant; On-site Visits; and Reports. The services of the Staff Ombudsman are available to all employees of the Treasury Board Secretariat, at all levels, including managers.

Information Holdings

Program Records

Access to Information Review Task Force

Access to Information Review Task Force

Description: Information relating to the work and administration of the Task Force, including the Terms of Reference of the Task Force. **Topics:** News releases, research material on access legislation and administration in other jurisdictions, including

comparative charts of legislation from other jurisdictions, research reports, submissions to the Task Force, highlights of meetings of the Assistant Deputy Minister Advisory Committee, highlights of the meetings of the External Advisory Committee, highlights of consultations with ATIP Co-ordinators and other areas within the public service, highlights of meetings with other jurisdictions, speeches and presentations, statistics, and the administrative records of the Task Force. Much of this information is available on the Task Force web site at www.atirtf-geai.gc.ca. **Program Record Number:** TBS RTF 001.

Chief Human Resources Officer, Human Resources Branch

Adjudication

Description: Information on the processing of employee grievances at adjudication. **Topics:** Adjudication; individual cases – old system; Reference to the Public Service Staff Relations Board under section and 99; Requests for review under section 27; Safety Officer under Part II (Formerly Part IV) of the Canada Labour Code; Section 18 applications of the Federal Court Act. **Program Record Number:** TBS HRB 440

Analysis, Research and Compensation

Description: Research in support of policy development in Human Resources Management. **Topics:** Analysis, research and Compensation; Employment equity – analysis for public service and non-public service; Human resources analysis – skills; Human resources management information – network (connexions); Management of change; Management practices; Projects on career counselling and development, empowerment and delegation, performance standards and training and development; Committees and councils; Compensation – elements; Compensation-Policy; Compensation – determination; Conferences, meetings and symposiums; Negotiations; Projects studies and surveys; Public Service 2000; Universal Classification Standard (UCS) analysis. **Program Record Number:** TBS HRB 115

Certification

Description: The application for certification and certification proceedings; and also information on the exclusion of persons from bargaining units because of duties and responsibilities that require them to represent the interest of the employer. **Topics:** Certification; Establishment of bargaining units; Managerial and confidential exclusions – reports and statistics; Safety and security designations – section 79. **Program Record Number:** TBS HRB 445

Chief Human Resources Officer

Description: General information on Human Resources. **Topics:** Human resources; Personnel security; Policy development and co-ordination – Public Service 2000 – White Paper, task forces; Acts and Regulations; Audits; Committees – Cabinet; Communications – Office Communications Systems (OCS) – Users Group Committee; Conferences, meetings, seminars and symposiums; Decentralization and relocation; External liaison; Incentive programs – Public Servants Inventions Committee; Innovative management practices – new technologies; Manuals; Personnel management – departmental plans and programs, evaluations; Public sector compensation restraint – Governor in Council appointees compensation, non-public funds Canadian Forces; Task forces; Treasury Board submissions; Work environment design; Human resources management accountability; Planning; Employee performance appraisals; Human resource management policy and system – Multi-Year Human Resource Plan (MYHRP); Post control; Information and Informatics Services – Committees and Council, Compensation, Conferences, meetings and symposiums, Informatics, Negotiations, Projects and studies, Public Service 2000; Reviews – Departmental performance, Information services group, Management category, Personnel administration group – committees. **Program Record Number:** TBS HRB 165

Classification

Description: Information on the development and maintenance of classification systems and standards such as the new Universal Classification Standard for the occupational groups into which the Public Service is divided; and the process by which a job is allocated to an occupational category and group and, through job evaluation, to a level within the group. **Topics:** Classification; Accreditation – courses; Audits and monitoring – departmental audits, monitoring, Treasury Board of Canada; Categories and groups; Committees; Complaints; Consultations; Conversion; Delegation; Departments and agencies – Royal Canadian Mounted Police; Grievances – cases as of January 1994, cases closed prior to January 1994, cases closed prior to 1985, procedures; Key jobs; Language complexity recognition; Organization costing system; Outside practices; Position files; Position Information Collection System (PICS); Red circle review; Reports and statistics; Research; Standards – categories and groups – selection; Training. **Program Record Number:** TBS HRB 415

Conditions and Benefits of Work

Description: General information on the different conditions and benefits of work that applies in the federal Public Service. **Topics:** Conditions and benefits of work; Canada Labour Code; Continuity of

employment; Flexible workforce; Hours of work – adaptable work patterns – compressed work week, departmental programs, evaluation, flexible working hours, overtime; Leave without pay; Leave with pay – designated holidays, special, time off, vacation; Public Service Terms and Conditions of Employment Regulations; Severance pay; Surveys; Transfer from federal to private or provincial jurisdiction; Telework (work at home). **Program Record Number:** TBS HRB 385

Corporate Information Services

Description: Information program to assist users of data obtained from the central agency information systems. **Topics:** General information on Corporate information services; Data extraction and analysis; HR information management working group; HR shared systems; HR Connexions, HR Policies and Publications; Classification – central agency client needs, classification and coding of transactions/accounts, database access retrieval and analysis, repository of financial information; Informatics; Personnel data systems – business and information models, committees, data element dictionary, micro-computer systems; Central Index (SIN-PRI), Personnel Applications Centre (PAC) – Electronic Data Processing (EDP) and Policy advisory committee; Personnel Data Administration Centre (PDAC); Personnel Management Information System (PMIS) – Central Personnel Records System, Employee Benefits Statements (EBS) System, Entitlements and Deductions System (ENT/DED) – development, Extra Duty Reporting System (EDRS), Federal Government Employment (FGE) System, Incumbent System – committees, development, maintenance and operations, mobility sub-system, related activities – pay, Work Force Adjustment Monitoring System, Information Management, Leave and Extra Duty – committees, development, maintenance and operations, Leave Reporting System (LRS), Leave Without Pay (LWOP) System, Managerial and Confidential Exclusions System, Position Exclusion System, Population Affiliation System (PAS), Position Information Collection System (PICS) – development, Position and Classification Information System (PCIS), Senior Executive and Equivalent Information System (SXEIS) – development, Senior Personnel Information System (SPIS), System for Human Resources Monitoring (SHURM), Committees, Training Information System (TIS) – committees, development, production; Strategic projects; Information centre; Kerr-Dawson report; Strategic projects. **Program Record Number:** TBS HRB 130

Discipline

Description: Information on the failure of employees to maintain an appropriate standard of conduct and management response to employee misconduct. **Topics:** Discipline; Termination and suspensions. **Program Record Number:** TBS HRB 460

Disputes and Strikes

Description: Information on the terms and conditions of employment for employees whose collective agreement has expired; also, strike activity and the employer's response to such activity. **Topics:** Disputes and strikes; Safety and security designations – section 79; Legal proceedings ; Illegal proceedings – prosecution. **Program Record Number:** TBS HRB 465

Employment and Staffing

Description: Information on employment programs in the Public Service. **Topics:** Employment and staffing; Moratorium/staffing freeze; Part-time; Public Service Employment Act – review of personnel management and the merit principle; Size of the Public Service; Temporary services. **Program Record Number:** TBS HRB 426

Employment Equity

Description: Information on policy and programs relating to equal employment opportunities for designated groups within the federal Public Service (Aboriginal peoples, persons with disabilities, persons in a visible minority group and women), including the representation and distribution of these groups. **Topics:** General information on employment equity; Employment Equity Act; Strategic plans; Communications and promotional material; Annual reports / EE business plans / EE progress reports and profiles; Audits; Committees and councils; Decks presentations speeches and speaking notes; Embracing change – committees and councils, fund – business case and proposals, implementation session; Complaints; EE data; Employment Systems Review; Employment Equity Positive Measures Program (EPPMP); Provinces and territories; Separate employers (by code); Federal public service job accommodation network (FPS-JAN); Service commitments; Summary analysis; Survey of public service employees; Task force on an inclusive public service; Training – employment equity diversity training; Workplace improvement; Departmental Annual Reports, President's Annual Report, Embracing Change Support Fund; Departments agencies and crown corporations; Provinces and territories; Committees and working groups; Designated groups – external availability – census 1986; census 1996; Employment equity program in crown corporations (prior to 1993); Questionnaires for the use in self-identification surveys in federal departments and agencies; Technical processes. **Program Record Number:** TBS HRB 320

Employment Equity for Aboriginal Peoples

Description: Information on policy and programs relating to equal employment opportunities for Aboriginal peoples within the federal Public Service, including the representation and distribution of these groups. **Topics:** Aboriginal peoples; Associations clubs

societies; Committees and councils; Northern development; Departmental plans and programs; Departmental reports; External availability – by category and occupational groups – metropolitan area – census 1986 and 1996, estimates by departmental and occupational groups – census 1986; Northern development – Advisory Committee – native northerners, Northern Careers Program (NCP). **Program Record Number:** TBS HRB 321

Employment Equity for Members of Visible Minority Groups

Description: Information on policy and programs relating to equal employment opportunities for members of visible minority groups within the federal Public Service, including the representation and distribution of these groups. **Topics:** Visible minority – Committees and councils; Census; Task force on members of visible minority groups (1998-1999); Embracing Changes in the federal Public Service; Advisory Committee to the President of the Treasury Board – meetings; External availability – by category and occupational groups – metropolitan area – census 1986, estimates by departmental and occupational groups – census 1986 and 1996. **Program Record Number:** TBS HRB 322

Employment Equity for Persons with Disabilities

Description: Information on policy and programs relating to equal employment opportunities for persons with disabilities within the federal Public Service, including the representation and distribution of these groups. **Topics:** Persons with disabilities; Committees and councils; Government of Canada disability agenda; Census; Advisory Committee to the President of the Treasury Board (ACE); Architectural barriers; Consultations; Departmental plans and programs; External availability – by category and occupational groups – metropolitan area – census 1986 and 1996 and by departmental and occupational groups – census 1986; Transportation. **Program Record Number:** TBS HRB 323

Employment Equity for Women

Description: Information on policy and programs relating to equal employment opportunities for women within the federal Public Service, including the representation and distribution of these groups. **Topics:** Women; Committees councils and symposiums; Census; Celebrations; Reports, statistics, studies and surveys; Interdepartmental joint management committee, Interdepartmental standing committee; Departmental plans and programs; External availability – by category and occupational groups – metropolitan area – census 1986 and 1996; Internal and external availability as of March 31, 1988; Internal availability – by departmental and occupational groups, as of March 31, 1990; Reports and statistics; Status – committees and councils,

International Year, National Plan of Action; Studies and surveys. **Program Record Number:** TBS HRB 324

Executive and Excluded Groups

Description: Information about human resource management policies and projects relating to the Executive Group. **Topics:** Executive and excluded groups; Executive group – employee benefits statements, executive employment transition (EET); Performance Management Program (PMP); Resourcing strategy, Voluntary early retirement incentive program; Organization for economic co-operation development (OECD); Senior Level Retention and Compensation (SLRC) – Committees, Compensation, Human resource issues, La Relève, Outside organizations or employers – provincial governments, Studies and surveys; Exempt and excluded classes – categories and groups, commissions and boards, departments, agencies and Crown corporations, Ministers' exempt staff; Governor in Council; Scientific research group; Executive Group – compensation comparisons, executive compensation, salary administration; Pay for time not worked; Pay plans – administration, performance pay, Special Assignment Pay Plan (SAPP); Premium pay for duties performed – acting pay; Separation pay; Risk management – volunteers; Parental and maternity leave and allowances. **Program Record Number:** TBS HRB 135

Executive and Excluded Groups Organization

Description: Information on organizational issues of concern to the Treasury Board and the management of the Target Executive Count control program. **Topics:** Organization; Committees; Departments and agencies; Higher-salaried personnel freeze; Planning and evaluation groups; Management category and equivalents – executive and senior management groups complement; Studies and surveys; Temporary assignment pool (TAP) – financial, personnel. **Program Record Number:** TBS HRB 400

Federal Public Sector Youth Internship Program

Description: Sponsored by the Treasury Board of Canada Secretariat and delivered in partnership with Career Edge and the YMCA, two not-for-profit organizations specialised in youth employment services, the Federal Public Sector Youth Internship Program provides developmental internship opportunities in federal public sector work sites to unemployed or under-employed youth between 15 and 30 years of age. The program began October 1, 1997, and was to sunset September 30, 2000. The program has allowed the creation of 4,500 internship opportunities for youth since its inception in 1997. In February 2000, the Program was renewed on a permanent basis and will therefore continue beyond its original three-year term. **Topics:** Federal Public Sector Youth Internship Program. **Program Record Number:** TBS HRB 140

Grievances

Description: Information on complaints in writing presented in accordance with the Public Service Staff Relations Act by an employee on behalf of him or herself and/or one or more other employees of federal departments and agencies. **Topics:** Grievances – Departments, agencies and Crown corporations.

Program Record Number: TBS HRB 470

Human Resources Strategies

Description: Information related to the policy, programs and strategies supporting HR renewal. **Topics:** Learning and Development, pride and recognition, recruitment and retention, and functional communities; Learning and Development – Continuous Learning Policy, Leadership Programs (MTP, CAP) Recognition Policy – Outstanding Achievement Award; Award of Excellence, Departmental Guidelines; The Head of the Public Service Award, Long Service Award, National Public Service Week (NPSW), Outstanding Achievement, Award; Recruitment and retention, TBS/PSC Recruitment Action Plan, Employer/workplace of choice, Program Integrity, Round II – business case for HR horizontal issues, The Conference Board of Canada study on best recruitment and retention practices in the public sector, review of entry-level recruitment/development corporate programs. Functional Communities and Community management framework – TB submissions, memorandum of understanding, demographic studies, research on Community trends. **Program Record Number:** TBS HRB 330

Human Resources Community Secretariat

Description: Information on recruitment, professional development, learning and other related programs for the Human Resources and Compensation community. **Topics:** Demographic survey, HR Recruitment and Development Program, Compensation Renewal Program. **Program Record Number:** TBS HRB 146

Human Resources Development and Renewal

Description: Information on training and development, awards and continuous learning. **Topics:** Human resources development and renewal; Federal student employment programs including departmental programs and initiatives; Learning – projects – continuous learning culture, training and development, training programs for public service commission restructuring; Human resources management of the science and technology community; Training – Committees and councils – staff training council – training boards; Courses and Programs including the ones relating to Canadian Centre for Management Development, categories and groups, Information Services Group, Personnel Administration Group – certification – compensation, human resource planning, staff relations and training and development, training programs, Management Category, Management development all levels, Middle management and

supervisory training; Courses and Programs – Departmental, Educational institutions, Evaluation and research, Public Service Commission – Career Assignment Program (CAP) – committees, Courses and Programs – Reports, Underfill training programs; Educational leave; Needs identification and evaluation; Orientation of employees; Qualification improvement program. **Program Record Number:** TBS HRB 145

Human Resources Management

Description: General information on personnel policy. **Topics:** General information on Human Resources management; Advisory committee on Labour Management Relations in the Federal Public Service (Fryer Committee); Human Resource Development Council Secretariat; National Joint Council Transition Committee Secretariat; Departmental service – Departments and agencies. **Program Record Number:** TBS HRB 275

Human Resources Planning and Integration

Description: Information on human resources policy development and integration, human resources business planning co-ordination and special projects and human resources management modernization. **Topics:** General information on human resources strategy and planning; Business planning; Departments and agencies; HRB learns; Human resources reform; Research agenda; Results for Canadians; Separate employers, Agency Study; Science and technology community; Advisory Committee on Labour Management Relation in the Federal Public Service (Fryer Committee), Research Community Advisory Committee, Human Resources Management Modernization, Policy Integration Committee, Policy Integration Committee Working Group, Compensation Policy, Competencies, International Activities of HRB. **Program Record Number:** TBS HRB 010

Human Resources Policies

Description: Information on general human resources policies. **Topics:** Human Resources Policies and publications; Awards and inventions; Classification; Compensation – benefits, part-time, seasonal, term employment, pay – pay plans, pay rates – time off; compensation plans for unrepresented employees; service outside Canada; Conduct, Contents and introduction; Human resources – education, training and development – programs, human resources utilization – employment; Occupational safety and health; Pensions and insurance – health insurance, income protection, Public Service Superannuation Act – pensionable service, retirement; Personnel Legislation Supplement (PLS) – Public Service Superannuation Act; Personnel management; Personnel Management Information System (PMIS); Security of information; Staff relations – collective agreements. **Program Record Number:** TBS HRB 515

Human Resources Policies – Personnel Management Manual 1982-1990

Description: Information on general policies and requirements in Personnel Management. **Topics:** Personnel Management Manual and Corporate review of 1988; Management Category, Organization and Classification, Human Resources Usage, Official Languages, Staffing, Staff Relations, Compensation, Personnel Legislation & Regulations, Index and Lexicon, PMM bulletins, Occupational Health and Safety, Employees Services, Personnel – Pay Input, Pay Administration, Insurance and Related Benefits, Superannuation Administration, Training Development Information System TDIS, Official Languages Procedures, Management Classification Standards, Classification Standards, Collective Agreements, Lists of Changes, Isolated Posts Directive, Foreign Service Directives, Public Service Commission, Insurance Administration, Corporate Review of the PMM. **Program Record Number:** TBS HRB 360

Human Resources Policies – Treasury Board Manual (TBM) Human Resources Component 1990-1997

Description: Treasury Board policies and guidelines on human resources management. **Topics:** Classification, Compensation, Employee Services, Executive Group, Human Resources, Insurance and Related Benefits, Isolated Posts Directive, Occupational Safety and Health, Official Languages, Pay Administration, Staff Relation, Training Guide. **Program Record Number:** TBS HRB 175

Insurance Benefits Programs

Description: Information on benefit programs for employees and pensioners of the federal government. **Topics:** Insurance benefits program; Acts and regulations; Blue Cross; Canadian Armed Forces; Dental care; Disability insurance – enrolment, participation, eligibility and membership, financial, long-term disability, publications, Royal Canadian Mounted Police; Employee Benefit Survey; Public Service Health Care Plan (PSHCP) – Benefits – hospital expenses (including outside Canada), major medical expenses), Committees, Coverage, Financial, Quebec – bill 33 universal drug plan / Régime d'assurance-maladie du Québec (RAMQ); Nova Scotia / Pharma care program; Hospital insurance (outside Canada) plan – payments; Liability and compensation claims; Locally-engaged employees health insurance – United States of America (Sun Life plan); Locally-engaged employees life insurance – United States of America; Maternity / parental leave and allowances; National Joint Council Standing Committee on health insurance programs; Outside practices; Program forecasts and estimates; Provincial and Territorial health insurance plans – provincial health insurance cost-sharing; Provincial, territorial and federal taxes on group benefit plans; Public Service Management Insurance Plan

(PSMIP) – benefits – long-term disability, board of trustees, eligibility, financial; Sick leave program; Unemployment insurance; Workers' Compensation – Government Employee Compensation Act. **Program Record Number:** TBS HRB 375

Insurance Benefits Programs on Pensioners Dental Services Plan

Description: Information on the dental services plan effective January 1, 2001 for pensioners of the federal government. **Topics:** Pensioner's dental services plan; Consultations; Administrative services only (ASO) – contract administration; Committees; Communications about the plan; Participating groups; PDSP – administration of the plan, board and rules; Tendering process I – request for proposals (RFP) A956357; Tendering process II – request for proposal (RFP) A056001; Administrative Services Only Contract award. **Program Record Number:** TBS HRB 520

Labour Relations

Description: General information on staff relations. **Topics:** Labour relations; Committees and Councils – User Committee on Employee-Related Personnel Information (UCERPI), National Joint Council – grievances, standing committees; Compensation valuation and comparison – elements – individually, outside practices, planning and forecasting, valuation – application, implementation; Complaints; Informatics – Administration and operations, Application software, Hardware, Operating systems – proprietary software, Service bureau and suppliers; Interpretation; Labour-management relations; Reference of questions of law or jurisdiction; Statistics and surveys; Training and communications; Compensation information – collective bargaining – application systems supporting statistical services – total compensation systems, reports, Personnel Management Information Systems (PMIS) – Attendance Leave Overtime and Shift Work System (ALOSS), Extra Duty Reporting System (EDRS), Incumbent System, Leave Reporting System (LRS), Managerial and Confidential Exclusions System (EXC); Compensation information – reports; requests – Treasury Board Canada; Consultation and planning – departmental consultation, union consultation. **Program Record Number:** TBS HRB 435

Labour Relations Systems

Description: Systems, their application and evaluation as they apply to labour relations. **Topics:** Administration and operation; Compensation information – Collective bargaining – application systems supporting statistical services – Total Compensation Comparability System, Personnel Management Information Systems (PMIS) – Attendance, Leave, Overtime and Shiftwork System (ALOSS), Extra Duty Reporting System (EDRS), Incumbent System, Leave Reporting System (LRS), Managerial and Confidential Exclusions System (EXC);

Hardware and communication; Proprietary software; Service bureau and suppliers; Committees – user committee on employee-related personal information. **Program Record Number:** TBS HRB 065

National Joint Council

Description: Information on the National Joint Council, its Constitution and By-laws, and proceedings. **Topics:** General information on National Joint Council; Annual fall seminar; Annual planning retreat; Constitution and by-laws; Council proceedings; Dental care plan board of management; Executive committee; Foreign Service Directives Committee; Government Travel Committee; Isolated Posts and Government Housing Committee; Occupational Safety and Health Committee; Official Languages Committee; Public Service Health Care Plan; Union – Management Relations Committee; Workforce Adjustment Committee. **Program Record Number:** TBS HRB 015

Negotiations

Description: Information on agreements made in writing entered into under the Public Service Staff Relations Act between the Treasury Board of Canada Secretariat on one hand and a bargaining agent on the other; includes any amendment to such agreements containing provisions on the terms and conditions of employment and related matters. **Topics:** Negotiations; Third party proceedings; Categories and groups – postal operations group, as of 1987; Table negotiations as of 1997, 1999, 2000 or 2000/2001; Collective agreements; Cost of living allowances; Master agreement bargaining; Outside collective bargaining; Compensation analysis; Pay implementation; Pay Research Bureau – reports and surveys; Reports and statistics; Studies and surveys; Unions. **Program Record Number:** TBS HRB 480

Occupational Safety and Health

Description: Information on the development, establishment, publication and application of occupational safety and health policies, standards and procedures; and the evaluation, maintenance and operation of the Public Service occupational safety, health and employee assistance programs, case/claims management. **Topics:** Occupational safety and health; Campaigns; Canada Labour Code part II; Committees; Conferences, meetings and seminars; Department with delegated responsibility; Departmental programs; Employee assistance programs; First aid; Guides, procedures, standards; Health evaluations; Health units; Investigations, studies, surveys, audits; Publications; Reports and statistics; Smoking in the workplace; HIV/AIDS, fitness programs; Training; Use and occupancy of buildings. **Program Record Number:** TBS HRB 355

Pay Administration

Description: General information on the pay system in the federal Public Service and other employers. **Topics:** Pay; Administration co-ordination – associations, committees, departments agencies and Crown corporations, labour disruptions (strikes), monitoring – reports and statistics, Pay Administration Co-ordination Section (PACS), Pay System – development – projects, operations and maintenance, task forces and study groups – pay study task force (1976), training and development, transfer of responsibility (1977) – implementation; Policy interpretation – allowances – entitlement codes, allowances and extra duty, deductions – deduction codes, guides and manuals, regulations and procedures, salaries and compensation. **Program Record Number:** TBS HRB 390

Pay Administration of Payroll Deductions

Description: Information on payroll deduction privileges for union or staff association dues that apply only to employees included in a bargaining unit for which a bargaining agent has been certified; also, general information on payroll deductions. **Topics:** Payroll deductions; Check-off of union dues – Public Service Alliance of Canada. **Program Record Number:** TBS HRB 485

Pay Equity

Description: Information pertaining to pay equity in the federal Public Service. **Topics:** Pay equity – newspaper and journal articles, reference documents, communications, tribunal, complaints, joint union/management initiatives – investigation, committees, questionnaires, management position. **Program Record Number:** TBS HRB 525

Pension Benefits Division Act

Description: Information on the policy topics related to the Act. **Topics:** Pension Benefits Division Act; Policy development; Regulations; Actuarial specifications; Consultation; Retirement savings vehicles; Information to spouses; Valuation and adjustment issues. **Program Record Number:** TBS HRB 386

Pensions

Description: Information on pension schemes that the Government of Canada provides, administers and contributes to on behalf of persons in the federal Public Service, Members of Parliament, and employees engaged locally at Canadian foreign posts; general information on pension matters and social security benefits. **Topics:** Pensions; Agencies and corporations; Canada Pension Plan – Committees; Canadian Armed Forces Superannuation Act; Canadian government annuities; Conferences and Seminars; Diplomatic Service Superannuation Act; Foreign countries;

Governor General's Retiring Annuities Act; Judges Act; Lieutenant Governors Superannuation Act; Litigation; Locally engaged employees – contributory pension regulations, (non-contributory) pensions regulations, social security, separate pension plans; Members of Parliament Retiring Allowances Act; Pension Benefits Standards Act; Provincial; Public Sector Pension Investment Board Act; Public service pension reform – 1998; Public Service Superannuation Act – Agencies and corporations, Contributory status, Elective service, Financial, Newfoundland employees, Pilotage authorities, Privatization, Public Service Pension Adjustment Act 1959, Reciprocal Transfer Agreements (cities, Crown corporations, hospitals, Indian Pension Plan Funding (IPPF) Program, provinces, universities), Retirement benefits (early retirement, Early Retirement Incentive (ERI) Program, Correctional Service Canada early retirement arrangements), Supplementary Death Benefit, Survivors' benefits; Withdrawal of entities; Royal Canadian Mounted Police Superannuation Act – Pension Continuation Act; Special Retirement Arrangements Act; Statute Law (Superannuation) Amendment Act; Supplementary Retirement Benefits Act; Social Security (Canada Assistance Plan, family allowances, foreign countries, income security – veterans, old age security). **Program Record Number:** TBS HRB 380

Personnel Information Management (PIM) Business & Information Models

Description: A series of files concerning the development of business models, functions models, information models, data flow diagrams and CASE based models of the personnel function in the Federal Public Service. All project reports and results have been published and widely distributed. **Topics:** Minutes of meetings, presentations, correspondence and reports. **Program Record Number:** TBS HRB 052

Public Service Staff Relations Act

Description: Information on the Staff Relations Act, amendments, and related general information. **Topics:** Public Staff Relations Act; Review – Finkelman Study. **Program Record Number:** TBS HRB 490

Quality of Worklife

Description: Information on the improvement of human conditions at work, the increase of job satisfaction, the improvement of quality and increase of quantity of output and services, and the development of more effective organizational structures within the Public Service. **Topics:** Quality of worklife; Committees and councils; Conferences and seminars; Consultations – governments – federal. **Program Record Number:** TBS HRB 325

Safety, Health and Employee Services

Description: Information on government policies for the cost-effective provision of services in support of programs of departments and agencies, including

- 1) Conferences – control of conference sponsorship and attendance;
- 2) Foreign Service Directives – special working conditions provided for personnel serving outside Canada;
- 3) Isolated Posts – allowances and other benefits to facilitate the recruitment, retention and deployment of qualified personnel at isolated locations in Canada, on consultations within the National Joint Council, on grievances and interpretations;
- 4) Government Housing – rental of Crown housing to employees, on the determination of taxable benefits, if any, on special applications, on consultations with the National Joint Council, on grievances and interpretations;
- 5) Relocation – employees and employer practices;
- 6) Travel -information on Public Service employees and other persons travelling on government business; also transportation and accommodation standards, allowances, rates and conditions of payment and reimbursement. **Topics:** Safety, health and employee services; Clothing; Services; Charitable campaigns; Hospitality; Membership fees; Staff relations – collective agreements and interpretations; Taxis. 1) Conferences and conference centres; 2) Foreign Service – Committees – Interdepartmental Committee on External Relations (ICER), Commonwealth Secretariat; Directives – committees, heads of posts directives, individual – deletions, official hospitality directive, posts – indices, revisions; Indo China Regulations; Locally-engaged staff; Military; Non-rotational assignments; Outside practices;
- 3) Isolated posts – Allowances, Committees, Isolated post locations;
- 4) Government Housing – Charges, National Defence;
- 5) Relocation – Appointees; Group move; Disposal and acquisition of accommodation; Family separation and house-hunting trips; Incidental expenses; Shipment of effects; Special applications – National Defence, Royal Canadian Mounted Police; Special situations; Group move; Integrated relocation program (IRP);
- 6) Travel – Accommodation; Commercial transportation – commercial air – first class; Employee-driven vehicles – privately-owned vehicles; Exceptions to the policy; Meals and incidentals; National Joint Council Committee; Special travel situations; Travel agencies; Modernization of government travel and systems; Special travel authorities; Parking charges – Departments, agencies and Crown corporations submissions; Grievances; Survey of core area parking. **Program Record Number:** TBS HRB 085

Separate Employers

Description: Information on separate employers as listed and modified from time to time under Part II of Schedule 1 to the Public Service Staff Relations Act. **Topics:** Separate employers; Agencies – Office of the Superintendent of Financial Institutions, Office of the Auditor General, Non-Public Funds, Communications Security Establishment, National Capital Commission;

National Film Board, National Research Council, Public Service Staff Relations Board, Social Sciences and Humanities Research Council, Canadian Food Inspection Agency, Indian Oil and Gas, Canada Customs Revenue Agency, Other government agencies, Crown Corporations, Atomic Energy Control Board (AECB), Canada Investment and Savings (DET), Canadian Institutes of Health Research, Canadian Nuclear Safety Commission, Canadian Polar Commission (POL), Canadian Research and Development, Canadian Security Intelligence Service (CSIS), Financial Consumer Agency of Canada, Financial Transactions and Reports Analysis Centre of Canada, Medical Research Council (MRC), National Energy Board (NEB), National Round Table on the Environment and the Economy (NRTEE), Natural Sciences and Engineering Research Council (NSE), Northern Pipeline Agency (NPA), Office of the Correctional Investigator (OCI), Parks Canada Agency, Security Intelligence Review Committee (SIR) and Statistical Survey Operations (STY). **Program Record Number:** TBS HRB 500

Strategic Planning and Analysis

Description: Various issues including Policy, general meeting information, specific project files. **Topics:** General information on strategic planning and analysis; Departments, Agencies and Crown Corporations; Departmental programs initiatives; Assistant Secretary – committees, conferences, councils and retreats; Occupational Categories and Groups; Policies and projects – Committees, councils and retreats, Hudson Institute, Projects – performance rewards, and performance standards; Human resources management of the science and technology community. **Program Record Number:** TBS HRB 170

Transition and Work Life Policies Group

Description: General information on labour relations (job security), employment transition measures, employment policies, benchmarking and departure incentives. **Topics:** General information on Transition and work life policies; Departments and agencies; Transfers of government employees from one department to another; Workplace Day Care; Work Force Adjustment – National Joint Council (NJC); Increased Ministerial Authority and Accountability (IMAA); National Joint Adjustment Steering Committee (NJASC) – departments and agencies, provinces and territories; Alternate Service Delivery (alternative delivery mechanisms) for departments and agencies; Transfers of government employees from one department to another; Human rights – committees, personal harassment; Human resources management regime benchmarking; Deployment; Risk management – indemnification of and legal assistance for crown servants, indemnification of public servants ministers and directors (Prior to November 1994), indemnification of servants of the crown (Prior to September 1996),

provision of legal assistance to crown servants (Prior to September 1996), provision of legal services to public servants (Prior to November 1994); National Joint Career Transition Committee (NJCTC); Long-term specified period; Harassment in the workplace; Leave with income averaging; Pre-Retirement Transition Leave; Self Funded Leave; Telework, Administration of Oaths (delegation procedures); Deployment Policy, Interchange Policy; Block Transfer; Appointment to level; Benchmarking; Departure Incentives; grievances. **Program Record Number:** TBS HRB 505

Universal Classification Standard

Description: Files related to the design of the Universal Classification Standard. **Topics:** Classification Simplification Group; Classification and occupational group structure; Artificial Intelligence (AI) Technology Exclass project; Classification standards and agreements; Committees; Conferences meetings symposia and presentations; Consultations and participation – consultants, departments and agencies, unions; Departmental work descriptions; Universal classification standard (UCS) – conversion – reference positions, General Services group (GE) – implementation, HS/GS hospital services and general services, degree illustrations; Universal Job Evaluation Plan (UJEP) – committees, whole job ranking activity; Training – universal job evaluation plan (UJEP); Universal Classification Standard; Committees; Communication files – decks, speeches, meetings, flip charts; Conversion monitoring; Design simplification – work descriptions(5K); Evaluation plan design; Fresh eyes testing (February 2-20 1998); Gender neutrality; Implementation – inquiries Canada and reporting on the departmental UCS project plan (includes sample II); Information technology (IT); Interdepartmental Model Work Description (IMWD); Organization test; Sample 1 and 2 on the work information gathering tool (WIGT) by participant number; Information technology; Organization test; Standard 1.0 / May 1998 to April 1999; Standard 1.1 (April 1999 to October 1999); Standard 2.0 / October 1999 to present; Training – 5K exercise – Departments / Asticou (September 1998) and Evaluation training by region; Project management – compensation, costing, design; Change management – presentations and research; Monitoring – CMS – data archive cycle, questions developer, questions reporting cycle and system modification testing; Communications – briefing notes general, consultation with departments, contact list, correspondence 2000, handbook, presentation 2000, process development design, staff meetings, training CMS, monthly highlights, Departments, Issues CMS, References policies, References preclass groups, References UCS occupational groups, Reports conversion process model, Reports conversion readiness questionnaire, Reports data reports, February 2000 impact assessment survey, March 31 conversion readiness reports, Monthly CMS conversion readiness

report cycle, Monthly reconciliation reports, October 31 readiness / confirmation of 100% stable data, Tools, Sample for monitoring, Sample costing, Sample costing returned and changed spreadsheets, Sample costing returned annex A, Sample costing returned spreadsheets. **Program Record Number:** TBS HRB 120

Values & Ethics

Description: Centre of expertise, leadership and services for public service values and ethics. Secretariat to the co-champions on values and ethics in the federal public service. Information on values and ethics policy and program initiatives. **Topics:** Values and Ethics: Dialogue, Research, Education and Information Tools to Support, Web- site, Conflict of Interest and Post – Employment Code, Internal Disclosure of Information Concerning Wrongdoing in the Workplace, International Events and Foreign Delegations. Departments and Agencies, Ombudsmen, Canadian Centre for Management Development, Academics, Foreign Embassies. **Program Record Number:** TBS HRB 510

Workplace Improvement and HR Innovation Team

Description: Timely, practical and cost effective tools, products or change of management strategies for community-wide and HR Branch advantage, cost saving, and improvement, Active monitoring, Public Employee Survey, HR Planning and Workplace well-being. **Topics:** General information on Organization development and effectiveness; Active monitoring; HR Planning; Federal Public Service employee survey 1999 – analysis, communication, evaluation, planning administration and budget, survey follow-up, workplace well-being; Outsourcing human resources; Measuring the human resources function; Compendium of promising practices from departments agencies and Crown corporations. **Program Record Number:** TBS HRB 155

Chief Information Officer Branch

Architecture and Standards

Description: Information on the federal government's information and technology standards activities. **Topics:** Architecture and Infrastructure; Governance; Plans and Projects; Policy and Procedures; Policy development; Committees; Informatics Infrastructure Fund; Informatics Partnership Fund; IT Community Management Program; External Liaison with Portfolio; Treasury Board Information Technology Standards (TBITS); Addressing Standards, Character Sets and Coding, Common Reference Data Definitions, Dbase, Directory, Electronic Data Interchange, Electronic Document Standards, Ergonomics, Expert Systems Standards, Geomatics, Imaging Systems Standards, Information Systems Engineering, Information Technology Vocabulary, Integrated Services Digital Network, Keyboard Standard, Office Systems

Standards, OSI Implementation Committee/Profile, Programming Languages and Operating Systems, Single Business Registration Number, Smart Card, Software Engineering, Software Quality Assurance, Telecom Wiring System, Thesaurus Standards Working Groups. **Program Record Number:** TBS CIO 030

Business Transformation and Clustering

Description: Information on the investment strategy implementation and service transformation and integration, as well as portal and cluster management. **Topics:** Committees and meetings; reports and decks; cluster and portal information; contact lists; business transformation information; data banks on pathfinder projects. **Program Record Number:** TBS CIO 001

Chief Information Officer

Description: Information related to the mandate and functions of Chief Information Officer (CIO). **Topics:** Government On-Line; IM/IT Infrastructure; IT Security; Public Key Infrastructure; Information Management and Technology Policies; Interdepartmental Committees; Organizational Readiness; Briefing Notes; Liaison – Departments and Agencies; Presentations. **Program Record Number:** TBS CIO 040

Enhanced Management Framework for IM/IT (EMF)

Description: Information on the principles, best practices, methodologies, checklists, tools, templates, handbooks, guides and standards to help improve the government's capability to manage its IM/IT investments, successfully deliver IM/IT projects, and minimize risks. **Topics:** Framework; IM/IT Strategy; Business Strategy; IM/IT Alignment; IM/IT Assessment; Departmental EMF Implementation Plans; IM/IT Investment Management; E-Government Capacity Check; Business Case; Project Charter; Project Plan; Project Management; Risk Management; Performance Management; Procurement; Professional Services; Process Improvement. **Program Record Number:** TBS CIO 075

IM/IT Infrastructure and Architecture

Description: Information on developments of the federal government's common and shared IM/IT. **Topics:** Administration; Evaluation and Accountability Framework; Executive Committees and Meetings; Financial Monitoring; Governance; Guidelines; Operational Committees and Meetings; Policies and Standards; Program Framework Documentation; Project Management; Related Initiatives; Architecture, Architecture Teams, Consultations, Federated Architecture, IM Strategy, Planning, Policies Guidelines and Standards, Public Access Strategy, Public Key Infrastructure (PKI) Management; Back channel, Directory Strategies and Services, GENet, Messaging Systems, Public Key Infrastructure; Front Channel, Intrusion Detection Centre, Secure Channel; GoC

Portal, Building and Implementation, E-Branding, E-Clustering, Portal Requirements, Pathfinders, Projects. **Program Record Number:** TBS CIO 160

Information Management

Description: Information on the management of information in the Government of Canada including standards, guidelines; principles, best practices, and governance and accountability structures. **Topics:** Information management framework including guidelines on record keeping, content management, preservation, retention, disposition, portal content administration, metadata, business cases for information management; Information management shared systems; Information management awareness and capacity in the Government of Canada. **Program Record Number:** TBS CIO 005

Information Policy

Description: Information on the implementation and evaluation of policies and guidelines on the management of “public” information policy. **Topics:** Committees and meetings; Corporate information management; information banks; information collection; information inventory; information management, records management; common look and feel; management of information technology. **Program Record Number:** TBS CIO 055

Information Technology Procurement Reform

Description: Information about the review, development and implementation of policies, processes and best practices pertaining to the acquisition/procurement of IT/IM goods and services, including progress across federal government departments, agencies and working groups, and liaison with other domestic and international levels of government and with the private sector. **Topics:** Associations, and other non-governmental organizations – meetings and correspondence, Acquisition business operations and processes, Canadian International Trade Tribunal cases – procurement implications and issues, Commodity management, Committee meetings and correspondence, Consensus phase, Discovery phase, Electronic service delivery, General procurement reform, Government on-line, Information management, International federal, provincial/state and municipal procurement, Interdepartmental working groups, Office of the Auditor General liaison, Performance measures, Policy and issues management, Procurement strategies, Research sources, contacts, Solutions phase, Special reports, Tools and Methodologies, IT Procurement Reform web site development and management. Associations and Other Non-Governmental Organizations. **Program Record Number:** TBS CIO 045

IT Security

Description: Information about the development and implementation of policy and infrastructure for the

Government of Canada Public Key Infrastructure, including progress across the federal government departments and working groups, and liaison with other levels of government and the private sector. **Topics:** Certification Policies; Committees; Communications; Conferences and Trade Shows; Electronic Authorization and Authentication; Electronic Commerce; Information Management; Record and Archives Working Group; Liaison with International Countries; Liaison with Provinces; Liaison with Companies, Firms, Associations; Liaison with Departments and Agencies; Meetings; Policy Law; Project- Pathfinders Project - Secure Messaging Pilot; Technology Programs, Technology Directories, Standards of Technology, Vendors associated with Technology; Strategic Infrastructure Initiative; Policy Management Authority; Cross-Certification and Interoperability sub-Committee (XCIS), framework establishment and documentation sub-Committee (FEDS), Policy and Legal Sub-Committee (PALS), Security Domain Architecture, Senior Interdepartmental Lead Committee (SILC); Enterprise-Wide Entrust License; Human Resources Development Canada (HRDS), Public Works and Government Services (PWGSC), Treasury Board Secretariat, Policies; Directory Management Authority (DMA), Electronic Services Delivery (ESD), Policy Management Authority (PMA). **Program Record Number:** TBS CIO 110

Office for Government On-Line

Description: Information on the planning framework, investment strategy and overall management of Government On-Line, including the plans of government departments and agencies for reaching established targets. **Topics:** GOL Framework and Strategy, Governance; Investment Strategy, GOL Liaison with departments and agencies; Portals, Gateways and Clusters, GOL Reporting and Monitoring; Service Transformation; Information Management; Information Policy; GOL Privacy; Government On-Line; Contact Lists; Contracts; Division Administration; Outreach. **Program Record Number:** TBS CIO 020

Organizational Readiness Office

Description: The Organizational Readiness Office (ORO), in collaboration with other government departments and agencies, helps develop appropriate tools, business practices and approaches to help managers in the Information Technology, Information Management and Service communities prepare their workforces to achieve the goals of Government-on-Line and Improving Service for Canadians. ORO has a joint responsibility to the CIO Branch and Service and Innovation Sector of the Treasury Board of Canada Secretariat. **Topics:** Organizational Readiness Office; Committees of Community Champions; IT Learning and Professional Development project, Generic EX Competitions, IT Job Competency Profiles; CS Bridging

Program (CSBP); Demographics; Government On-Line (GOL); IM/IT Executive Development Program (EDP); IM/IT Management Development Program (MDP); Management Reports/Updates; Position – Work Descriptions for the IM/IT Community; Recruitment/Compensation for the IM/IT Community; **Program Record Number:** TBS CIO 070

Portfolio and Issues Management

Description: Information on all Departments' IM/IT initiatives. **Topics:** Portfolio Management; All Departments' IM/IT Projects, Business Case, Projects Plans, Project Charters, Risk Management Plans; Government On-Line; Horizontal Issues IM / IT Capital Rust-Out; Input for Memorandum to Cabinet (MC); Input for Treasury Board Submissions; Meetings; Perspectives; Profiles – Departmental Supportive Information; Reports. **Program Record Number:** TBS CIO 080

Shared Systems/Services

Description: Information on the Shared Systems/ Services initiative including the endorsed shared administrative systems in the finance and material, human resources and information management domains. Includes reports received from government departments and agencies outlining functional requirements for the domains. **Topics:** Committees, Conferences, Meetings, Seminars; Shared Systems Initiatives, Liaison, Software, Projects, User Group. Business Planning System (BPS). **Program Record Number:** TBS CIO 155

Smart Cards

Description: Electronic information about smart card technology and how it might be applied in the federal Public Sector. **Topics:** Background material and reports about Smart Cards, correspondence. **Program Record Number:** TBS CIO 060

Strategic Directions and Communications

Description: Information on various senior level Committees focussed on IM/IT and Electronic Service Delivery in which the CIOB participates. **Topics:** Strategic Directions for IM/IT: Government On-Line Communications; TIMS (TBSAC Information Management Subcommittee) Secretariat; Advisory Committee on Information Management (ACIM); IM/IT Management Board (IMB); Public Service Chief Information Officer Committee (PSCIOC); Government On-Line Advisory Panel; Conferences, Meetings, Symposia, Seminars; Speeches and Presentations related to IM/IT and Government On-Line. Electronic Service Delivery Committee (ESDC), Government On-Line (GOL) Leads, Government On-Line (GOL) Human Resources, Heads of IT for Small Departments and Agencies, Public Communication, General,

Departmental (Internal), Environmental Monitoring and Research, Media Lines, Question Period Cards, News Releases, Plans and Strategies, Public Products; Association of Public Sector Information Professionals (DPI), Government Technology (GTEC, Heads of IT Conference, Lac Carling; Internet, Intranet, Procedures, Publiservice, Reports and Statistics, Strategic Plans, WWW. **Program Record Number:** TBS CIO 125

Strategy and Planning

Description: Information on the GOL planning framework, funding strategy, implementation plans for the 28 core departments and international/provincial/municipal relations on GOL related topics. **Topics:** Departmental key services, GOL funding strategy, Liaison core-departments, non-core departments and agencies, GOL Help Desk, Reporting and monitoring, Benchmarking, International/Federal/Provincial Relations, Contact lists; **Program Record Number:** TBS CIO 065

Communications and Executive Services

Access to Information and Privacy

Description: Information on the administration of the Access to Information and Privacy legislation within the Treasury Board Secretariat. **Topics:** Policies and procedures governing access to and release of information, and the application of exemptions; investigation of complaints by the Information and Privacy Commissioners of Canada; statistics and activity reports; Access to Information and Privacy information bank files; updates to Info Source; and liaison with other government departments. **Program Record Number:** TBS CES 005

Corporate Communications

Description: Internal electronic correspondence from the Secretary and Associate Secretaries. Departmental lead for Government On-Line (Manages GOL and Common Look and Feel (CLF) project for TBS). Manages corporate Web site. Monitors and provides advice for other TBS Web sites. Manages electronic correspondence sent to corporate Web site. Produces TBS newsletter, Internal Strategic communications. Corporate Publishing and advertising. **Topics:** Corporate communications; corporate Website; TBS Talks; internal communications; Government On-Line; Common Look and Feel; publishing, advertising. **Program Record Number:** TBS CES 006

Media Relations and Public Environment Analysis

Description: Information on media clippings and broadcast synopses, transcripts, media analysis and public opinion surveys on a range of issues of direct interest to the Secretariat, advice on media relations issues, media request database. **Topics:** Media

relations, media clippings, media transcripts, media analysis, public environment research and analysis, and public opinion surveys. **Program Record Number:** TBS CES 035

Ministerial Correspondence

Description: Manages the Minister, Secretary and Associate Secretaries' correspondence process, administration on departmental procedures and corporate correspondence management systems for ministerial correspondence. **Topics:** Correspondence and electronic messages received from individuals and organizations. Incoming correspondence and replies are indexed by subjects and dates. **Program Record Number:** TBS CES 025

Parliamentary Affairs

Description: Information on Parliamentary affairs, co-ordination of briefing material for the President and liaison with parliamentary committees. **Topics:** Parliamentary Affairs, Administration, Briefing Notes, House Cards, Question Period cards, transcripts of Question Period proceedings; Parliamentary Returns, written questions, petitions; Responses to Parliamentary Committees; memoranda to the President, briefing notes, briefing books, procedures. **Program Record Number:** TBS CES 020

Strategic Communications

Description: Develops, implements and supports external communications and public relations activities. It provides strategic communications advice to the President, the Secretary and other Senior Managers as well as to departmental officials. The key functions carried out by the unit include strategic communications advice and planning, public environment research, advice on publication production, development of communications products for internal and external distribution, speechwriting for the Minister and the Secretary, French editing services, consults with the Privy Council Office and other Federal government departments on government-wide initiatives. **Topics:** Strategic communications and planning, public environment research; communications planning. **Program Record Number:** TBS CES 030

Submission and Cabinet Document Centre

Description: Submissions to the Treasury Board of Canada, Treasury Board submissions and related documents are confidences of the Queen's Privy Council and excluded from purview of the Access to Information and Privacy Acts. **Topics:** Procedures; analysis, general statistical indicators; submission; status report, Treasury Board meeting, Treasury Board Submission Tracking System. **Program Record Number:** TBS CES 015

Comptrollership Branch

Comptrollership Modernization Office

Description: To support the Comptroller General in leading modernization by implementing the recommendations of the Report of the Independent Review Panel on Modernization of Comptrollership in the Government of Canada from the Panel; develop integrated initiative along four main elements: financial and non-financial performance information, risk management, values and ethics, and appropriate control systems; provide support for modernization efforts of organizations and individuals; work with external parties to forge alliances; work with other central agencies to create meaningful incentives for excellence and remove unnecessary barriers and burdens; and support committees that will provide direction and stamina to the modernization efforts including: secretariat support for Modernization's governing bodies: DMs' Modernization Task Force (MTF); ADMs' Comptrollership Council (CC); Standards Advisory Board (SAB); and Pilot DGs' working group. **Topics:** Comptrollership modernization; Departmental liaison and partners; Governance structure and other committees; Key projects and initiatives; Presentations conferences, colloquiums, symposia and seminars; Directing and sustaining mechanisms; Initiatives; Key group/partners in modernization; Substance – capacity (common learning priorities for the Comptrollership community) and standards; key initiative documents: Modernization Assessment and Reporting Framework; Modernization Roadmap; Progress report on Fundamentals; Capacity Check; Modern comptrollership competency profiles. **Program Record Number:** TBS DCG 010

Deputy Comptroller General

Description: Responsible for co-ordinating organizational requirements for the Comptrollership Branch. **Topics:** General information relating to Comptrollership Branch; Active monitoring; Committees boards panels conferences, symposia, meetings and task forces – Comptrollership council, Interdepartmental review panel on comptrollership, Modernization Task Force, Standard advisory board, Standing committee on public accounts, Federal budget cut; Government on line (GOL); Liaison – Departments agencies and other countries; Presentations; Results for Canadians; Reviews audits and evaluation; Strategic planning (key activities); General information generated by the former Office of the Comptroller General; Auditor general – Study of Procedures In Cost Effectiveness (SPICE); Committees; Freeze on discretionary spending; Parliamentary matters. **Program Record Number:** TBS DCG 665

Expenditure Operations and Estimates

Description: Preparation of Annual Reference Level Updates; Main Estimates and Supplementary Estimates. Review and analysis of TB Submissions and recommendations to the Treasury Board. Co-ordination of the annual Public Accounts exercise with PWGSC. Recommendations for allocations from central government votes. **Topics:** Estimates Production Group; Expenditure Management Systems Group (EMSG), business case, Business Project Improvement (BPI), Project Plan, Proof of Concept (POC), software, system functionality; Allotments; Annual Reference Level Update (ARLU) and Main Estimates; Contribution to Employee Benefit Plan (CEBP); Full-Time Equivalents; (FTE'S); Grants and Contributions; Governor General Special Warrants; In Year Update; Messaging Document; Planning, Reporting and Accountability Structure (PRAS); Program Expenditures Detail; Report on Plans and Priorities (RPP); Supplementary Estimates, A, B, C, D, E; Supply; TB Vote 5, 10, 15; Training; Vote Wording; Year end and Operating Budget. Senate Committee on National Finance; Standing Committee on Public Accounts; Annual Reference Level Update; Main and Supplementary Estimates including Reports on Plans and Priorities as well as Departmental Performance Reports; Supply; Governor General Warrants and Special Warrants; Expenditure Status Report; Allotment Control System. **Program Record Number:** TBS DCG 575

Financial Information Strategy (FIS)

Description: FIS is a long-term, major project consisting of a series of phased initiatives to address the management and provision of corporate financial information. FIS will implement a new model of accounting in government. **Topics:** General information relating to Financial information strategy; Associations and organizations; Conferences, committees, councils, meetings, symposia; Departments, agencies and crown corporations; FIS forum working group; Reports and plans; Training and Development; Contracts; Departmental consultations; Functional requirements; Systems; Consultants; Projects. **Program Record Number:** TBS DCG 025

Financial Management Community Development

Description: Provides strategic directions and co-ordination of key initiatives for community development and capacity building across comptrollership. This includes UCS, Learning Advisory Panels, and training and development initiatives. The Division is broadening its services to extend to and integrate functional communities through recruitment activities, mobility, point-of-contact, and learning events. **Topics:** Community development; Advice and assistance; Classification organization and staffing – Universal classification standards, Staffing and selection; Committees and meetings – Branch management team; Materiel and procurement community; Real property community; Community initiatives –

Competency profile, FI 03/04 recruitment, PE/FI Standards, Program integrity; Community recruitment and development database (CRDD); Comptrollership learning requirements; Courses; Departmental performance report (DPR); Financial officers / internal auditors – Classification, Human resources planning, Recruitment and development (FORD/IARD) – classification and salaries, cycle of events, marketing and promotion, memorandum of understanding, protocols and procedures, reports and statistics, selection standards, special events, training and development; Internal audit community; Internal audit officers human resources planning; Learning advisory panels (LAP); Liaison – Universities; Point of contact assignment programs; Classification organization and staffing on benchmarks and classification; Committees – IACFAD; Courses on departmental programs, government expenditure management (GEM) and resourcing; Educational leave co-op replacement program; Financial officers –organization, training – development of new financial administration training; Conferences, meetings and seminars; Special studies; Professional Development Team and related conferences and meetings, portfolio by department, portfolio by region; projects – PE university recruitment, selection and recruitment and training and development. **Program Record Number:** TBS DCG 005

Financial Management Information and Systems

Description: Information on financial management systems currently operating in departments and agencies with proposed enhancements, improvements and changes to these systems; data on periodic performance measurement. **Topics:** Financial and information management – Committees; Conferences, meetings and seminars; Liaison – Corporations, companies and firms; Financial management information and systems; Auditor General reports; Budgets; Committees; Conferences, meetings, symposium; Crown corporations; Departmental Financial Reporting System (TIMAC); Electronic authorization project (SSC); Estimates – Departmental expenditure plan (Part III) of the Estimates; Financial administration evaluation; Financial management and systems (FMS) – Guidelines for cost-effectiveness; Increased Ministerial Authority and Accountability (IMAA); Information management; Information Technology and Systems Plan (ITSP); Joint Comptroller General services review of the expenditure process; Operational Plan Framework (OPF); Performance measurement – Development and implementation, Improvement of Management Practices and Control (IMPAC), Projects – Administrative Overhead, Reports, Reviews; Presentations; Publications; Reform of the estimates; Specifications for departmental systems; Systems inventory; long-range systems planning; Liaison on automated systems – Commercial suppliers, Departments, agencies and Crown corporations. **Program Record Number:** TBS DCG 077

Financial Management Policy and Analysis

Description: Provides the policy framework and advice to support modern comptrollership across the Government of Canada in the areas of financial management standards, Financial Information Strategy (FIS), government accounting policies and standards, management and collection of receivables, cost recovery. **Topics:** Financial management policy and analysis; Provinces and territories; Committees and Councils; Accounting and control of expenditures; Alternative service delivery; Banking; Cash management; Cheque issue security and bank losses; Comptrollership; Conferences, meetings and symposiums; Corporate credit cards; Cost-effective management control; Cost recovery; Crown corporations – acts, legislation and regulations; Departmental bank accounts; Departmental enquiries; Ex-gratia payments (up to October 1994) – damage and losses, remuneration, special cases; Grants and contributions; Guide on financial administration for departments and agencies of the Government of Canada; Improvement of management practices and controls; Increased Ministerial Authority and Accountability (IMAA); Liaison – accounting associations; Management of risk – compensation / restoration (up to October 1994) – underwriting; Pay; Payables at year end (PAYE); Petty cash; Public accounts – capital assets, Canadian Institute of Chartered Accountants / public sector accounting and auditing committee (CICA/PSAAC), Crown corporations, Fixed assets, Revolving and working capital advances, Standing Committee on Public Accounts, Superannuation, Valuation of recorded assets; Regulations – loss of money, public officers guarantee; Accounting and control of revenue and accounts receivable – collection of debts due the Crown – collection methods (revenue guidelines master agreements), deletion of debts due to the Crown – Standing Interdepartmental Committee on Uncollectable Debts, interdepartmental settlements, standing advances; Acts – Adjustments of Accounts Act, Financial Administration Act – amendments – sections 1-100 (prior to 1985); Review of collective agreements; Special Operating Agencies (SOA); Financial implications of ERI/EDI programs; special project to identify and propose solutions to irritants, obstacles and policy-related concerns in the government's funding role with the voluntary sector; Standard payment period and interest payment policies; Travel Cards; User fees; Treasury Board manual on financial management; Annual Canada / US Colloquium on financial management for national governments; Government accounting policy – Accounting standards policies and procedures, Accrual budgeting and appropriations, Chart of accounts, Communications and committees – senior management committee, Financial reporting, Professional accounting associations, Public accounts; Financial management standards; Accounting practices; Advisory services; Circular guides and

information bulletin maintenance; Claims and ex gratia payments; Committee management; Conference planning; FAA and regulations maintenance; Financial policy development and management; Grants and contributions; Special projects management; Training development; Travel. General information on Accounts receivable; National master standing offer; PCA's; Policy on receivables management – Advisory committee, Departmental consultations, Financial analysis, Information sharing, Legal authorities, Policy chapter; Practitioner's guide; Reports and studies. Cost Recovery – Business Plans, Committees, Departments and Agencies, Deputy Minister Task Forces, Estimates Production, Liaison, Presentations, User Fees; Voluntary Sector Project Office; Cost Recovery. **Program Record Number:** TBS DCG 585

Internal Audit

Description: To provide the policy framework and advice to support modern comptrollership across government and to serve as the interface with the Office of the Auditor General on issues related to their audit reports to Parliament. **Topics:** Policy on Internal Audit; Auditor General's reports to Parliament; Commissioner of the Environment and Sustainable Development yearly report to Parliament; Study of Internal Audit in the Federal Government; General information relating to Internal Audit; Audit frameworks; Audit reports; Certification of pension funds; Commissioner of the environment and sustainable development; Committees and meetings; Conferences workshops and seminars; Departmental audit operations – official languages; Grants and contributions; Liaison – companies corporations firms, foreign countries, societies institutes organizations; Office of the auditor general; Professional development – Liaison with departments agencies and teaching institutions (colleges, universities) including workshops; Recruitment tools; Transfer policy and practitioners guide; UCS reference tools. General information relating to Audit and review; Auditor General of Canada – financial management control study II (FMCS); Committees; Conferences, meetings, presentations, briefing. **Program Record Number:** TBS DCG 020

Internal Audit and Review (Prior to 1994)

Description: Information on internal auditing within the federal government and on policy statements, guidelines and standards by the Office of the Comptroller General of Canada to departments and agencies. **Topics:** Improvement of management practices and controls – action plans – implementation – by departments and agencies, survey II; Information exchange protocol – departmental audit reports; Information Technology Audit Development Centre (ITADC); Internal audit – audit and evaluation, committees, development and implementation of contribution audit policy and procedures, employment and staffing, Government Internal Audit Plan (GIAP) – by fiscal year, Increased Ministerial Authority and

Accountability (IMAA), liaison, research projects, study of internal audit – handbook, standard for internal audit, training and development; Liaison; Audit and review – departments and agencies. **Program Record Number:** TBS DCG 030

Materiel and Project Management

Description: Information on Treasury Board policies and guidelines in relation to the management of materiel including the planning, acquisition, use and disposal of materiel assets. Development and interpretation of project management policies and guidelines. Treasury Board policy and guidelines on the provision of central administrative services to federal departments and agencies by common service organizations. **Topics:** General information relating to materiel and project management; Alternative fuels; Committees, Common services; Disposal; Executive vehicle; Fleet management; Government interests in the private sector; Major crown projects; Materiel management; Motor vehicle; Procurement review; Professional development and certification; Assignment and guidance services; Special Operating Agencies; Major Crown projects – policy development; CF-18 system engineering support; Equipment – Armoured vehicle general purpose; Canadian patrol frigate program; Class VIII icebreaker (polar); Destroyer life extension project; Intelligence and security complex; Kenya energy program; Leopard tank; Long range patrol aircraft (cp-140); Medium logistic vehicle wheeled; Military and operational support trucks project; Mobile satellite program; New fighter aircraft (CF-18); North Atlantic Treaty Organization (NATO) airborne early warning and control systems; Purchase and use of solar heating program; Radar modernization program; Radar satellite; ‘R’ class icebreaker; Regional operations control centres; Remote Manipulator System (CANADARM) – National Research Council (NRC); Search and rescue satellite; Small Arms Replacement Program (SARP); Strategic Automated Message Switching Operational Network (SAMSON); Terminal Radar and Control Systems (TRACS); Tribal Class Update (TCUP) (TRUMP); Water bombers (CL-215); Facilities – inmate accommodation program; Maduru Oya reservoir complex; Mirabel; Montreal Major Area Postal Plant (MAPP); Place Guy Favreau; Prairie Branch Lines Rehabilitation Program; Rideau Centre; Ridley island – coal or grain terminal, Saint-Jean megaplex; Toronto Major Area Postal Plant (MAPP); Nato Flying Training in Canada (NFTC); Non-traditional MCP’s; Project leaders; Long term space plan; Project – equipment – Pan African Telecommunications network. **Program Record Number:** TBS DCG 075

Planning, Performance and Reporting

Description: Information on comptrollership modernization, performance measurement, results based management, use of performance evidence in

planning, improving results based accountability, inter-departmental and departmental reporting, evaluation; to account for sound management and stewardship of resources. **Topics:** Review and evaluation studies; evaluation frameworks and assessments; review and evaluation accountability frameworks; performance reporting; results and performance database; improved reporting to Parliament project; performance indicators; results aspects of Planning, Reporting and Accountability Structure (PRAS); inter-departmental, horizontal and corporate government review; stewardship; and policies, procedures and methods. Planning, performance and reporting; Corporate projects, planning and management; Departmental evaluation and audit operations; Departmental performance reports; Liaison – companies corporations firms, other government, societies institutes organizations; New expenditure management system (NEWS); Parliamentary affairs and committees; Planning programming and budgeting practices in other jurisdictions; Reports on plans and priorities; Sectors and projects – parliament and evaluation, sector operations – evaluation of science and technology; Task force on resources; Auditor General of Canada; Committees; Conferences and meetings; Departmental evaluation and audit operations; Departmental performance reports; Economic and Regional Development Agreements (ERDA) – Alberta, Manitoba, New Brunswick, Newfoundland, Prince Edward Island, Quebec, Saskatchewan; Evaluation and audit community development; Liaison – other governments, companies, corporations, firms, societies, institutes, organizations; Reports – Audit evaluation and review; Sectors and projects – parliament and evaluation, sector operations – evaluation of science and technology; Government-wide initiatives – work force adjustment (WFA); Corporate projects planning and management; Government-wide projects – breaking the barriers, Council for Administrative Renewal (CAR); Performance measurement; Public Account Committee; Special projects – Canadian Dairy Commission, international relations; Special studies. Program evaluation and operations; Committees; Community development; Conferences and meetings; Departmental program evaluation operations – frameworks, assessments and studies; Program evaluation operations; Community development; Departmental program evaluation operations – frameworks assessments and studies; General information relating to Economic and regional development; Economic and regional development; Increased ministerial authority and accountability; Liaison – departments and agencies, other governments, societies, institutes, organizations; Projects – corporate projects, sector operations, specific evaluation studies; Task force on program evaluability; Program evaluation methods; Training and development. **Program Record Number:** TBS DCG 110

Procurement Policy

Description: Development and interpretation of policies and guidelines on procurement acquisition approaches for goods, services and construction. **Topics:** General information relating to procurement policy; Contracting Policy and Regulations; Committees, councils, conferences, meetings, seminars and symposiums – Standing committee on National Defence and Veterans Affairs and Public Accounts; Consulting and professional services / architectural and engineering services contracts; Contracting – Advance Contract Award Notices (ACANS); bonds securities holdbacks, commission of inquiries and royal commissions, comprehensive land claims including British Columbia treaty commission, Yukon First Nations and self-government agreements; Contracting – construction – dredging, projects, repairs renovations and overhauls; Contract on claims and disputes; Indemnification in contracting; Intellectual property; Liaison with associations; Tenders; Treasury Board advisory committee on contracts (TBACC); Year 2000 compliance project; Contracting for goods – National Defence; Ownership of intellectual property arising from Crown procurement contracts; Exception to government contract policy study; Contracting for services – Advertising and public relations, Cleaning services, Education and training, Fee guidelines, Films, television and theatre, Former government officials, Health and medical services, Personal service contracts, Protection services, Reporting requirements (project headcount) and Transportation services; Increased Ministerial Authority and Accountability; Indemnification in contracting; Liaison with associations on contracting; Tenders for contracting; Procurement reform; Procurement review – Canadian Annual Procurement Strategy (CAPS), Procurement Policy Advisory Committee (PPAC), Procurement Review Committee (PRC), Procurement Strategy Committee (PSC); Temporary help services; Trade agreements (NAFTA, AIT, WTO-AGP; FTAA; APEC, including Working Groups, negotiating mandates and reporting requirements); Bid depositories; Consulting and professional services – architectural and engineering services contracts, central inventory of management consultants, consultants and consulting services contracts, reports. **Program Record Number:** TBS DCG 045

Real Property Management

Description: Information on holdings of individual departments and Crown corporations in Canada and around the world. **Topics:** General information relating to real property management; Committees; Information systems; Portfolio management – Custody assignment; Federal land management reviews; Federal land sales program; Inventory planning – Strategic studies, Area Screening Canada (ASC) studies; Managed disposals; Environmental program and initiatives; Crown corporations – Canada Lands Company Limited,

Canada Post Corporation; National Capital Commission; Port Authorities; Departments and agencies – (by departments); Departments and agencies – accommodation and utilization reports; Governance structure; Management reform – Phase I legislation and Phase II; Real property – Aboriginal issues; Conferences meetings and symposiums; Queen's land forum; Studies, surveys, evaluations and monitoring; information systems; Directory of real property management – FIS validation – contracts, custodians, information systems, meetings, reports and statistics, Office of the Auditor General; National Executive Forum on Public Property (NEFPP).

Program Record Number: TBS DCG 655

Real Property Management Policies and Regulations

Description: Information on central policies and regulations governing real property. **Topics:** General information on the policy of real property; Accessibility; Administration; Environment; Fire protection investigation and reporting; Heritage; Investment; Management framework; Monitoring guide; Open and fair transactions; Revenue; Transaction processes; Use of facilities. **Program Record Number:** TBS DCG 650

Results Management and Accountability

Description: The Results Management and Reporting Division is a key player in bringing the Results for Canadians agenda to ground. Government policy centre on results-based management. Provision of advice and assistance to departments and agencies on results-based management. **Topics:** Results-based management and accountability; Accountability theory and practices; Collective results; Departmental results accountability; Electronic performance information access; Federal provincial network; Improved reporting to parliament; Planning and accountability structure (PRAS) and charts of key results commitments (CKRC's); President's report (MFR); Quality of life; Societal indicators. Program evaluation and Review – Active monitoring, Community development, Evaluation community meetings, Evaluation policy development, Financial management institute, Good practices guide, Government on line (GOL), Government operations, Gun control, Internal audit, Professional development, Program integrity, Public consultations, Resource study, Results for Canadians, Results oriented government, Risk management, Societal indicators, Special projects and strategies, Standards for evaluation. **Program Record Number:** TBS DCG 055

Risk Management

Description: Information and interpretation of the Treasury Board's policy on risk management and its framework on integrated risk management including understanding, managing and communicating risk. Provides advice and guidance to government

departments and agencies on the application of an integrated approach to risk management. **Topics:** General information relating to risk management; Strategic Overview; Committees and councils; Risk management policy; Integrated risk management – framework development and implementation; Centre of expertise; Decks and presentations; TB policies and guidance; RMD initiatives projects and contracts; TBS initiatives and projects; Departments and agencies; Risk management training; Associations organizations and companies; Conferences seminars, workshops and symposiums; Countries; Provinces and Territories; Management of risk – Compensation / restoration, Interpretations, enquiries and studies, Underwriting.

Program Record Number: TBS DCG 670

Risk, Procurement and Asset Management Policy

Description: Provide strategic leadership to government departments, other central agencies and the Treasury Board Secretariat on all matters related to risk management, procurement and asset management, including real property and moveable assets. **Topics:** General information relating to Risk Management and Asset Management Policy; Conferences, meetings and symposiums. **Program Record Number:** TBS DCG 015

Economic Sector

Economic Sector

Description: Activities focussed on departments and agencies involved in Canada's economic union; advice on regulatory issues; liaison with the Special Committee of Cabinet; oversight and advice with respect to Crown Corporations; Industry, Science and Regional Development, Regulatory Affairs, Regulatory Unit, Environment and Transportation and Agriculture, Fisheries and Natural Resources issues. **Topics:** Administration; Policy, program and expenditure proposals from departments and agencies; financial management and comptrollership issues; integrity of the Expenditure Management System; regulatory proposals and issues; Annual Reference Level Updates (ARLU); Departmental Performance Report; Financial Reviews; Financial Services; Grants and Contributions; Long Term Capital Plans; Management Services; Planning, Reporting and Accountability Structure (PRAS); Program Integrity; Program Review; Report on Plans and Priorities; Year 2000; Corporate Plans for Crown Corporations, Supplementary Estimates; and Parliamentary matters, Classification of Accounts/Allotments, and Main Estimates; Regulatory policy; regulatory process action plan; regulations – statutory instruments; departments and agencies; federal-provincial-territorial relations; international affairs; interdepartmental committees; Federal Law Enforcement Under Review (FLEUR); parliamentary committees; interest groups, program evaluation, Business Plans. (MYOP). **Program Record Number:** TBS ECO 001

Program Branch

Description: (Old files from the obsolete Program Branch) General information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates. **Topics:** Agencies and departments; briefs from outside organizations; business plans, annual reference level update (ARLU) and main estimates; policy and expenditure management system pertaining to economic sector, foreign and defence policy sector, government operations sector, social and cultural sector; supplementary estimates; parliamentary matters; persons-years; capital plans and project analysis. **Program Record Number:** TBS PRB 275

Expenditure and Management Strategies Sector

Expenditure Strategies Division

Description: The Expenditure Strategies Division is responsible for developing effective strategies by which the Secretariat can support evolution of the management board concept through the approach it takes in fulfilling its expenditure management responsibilities. This role involves liaison with the Department of Finance in establishing and managing the expenditure framework. **Topics:** Expenditure Management System, Program Integrity. **Program Record Number:** TBS EAMS 010

Financial and Economic Analysis Division

Description: The Financial and Economic Analysis Division is responsible for carrying out research and analysis into medium and longer term expenditure trends to support expenditure planning, resource allocation and decision making. **Topics:** Factors affecting government costs; public service growth; methodological issues; longer-term direct program expenditure requirements; costs of downsizing. **Program Record Number:** TBS EAMS 015

Management Strategies Division

Description: The Management Strategies Division is primarily responsible for achieving, across the Secretariat, a greater and more effective integration of a government-as-a-whole view of issues. The division promotes the development and use of key tools to identify major risks to sound management of public expenditures and to the integrity of existing programs and activities. The division provides supports to the Results for Canadians policy committee; plays the role of TBS policy centre for active monitoring and is responsible for strategic planning within the Secretariat. **Topics:** Departmental Assessments, Management Board, Results for Canadians, Program Integrity, Strategic Planning. **Program Record Number:** TBS EAMS 005.

Infrastructure – National Office

Communications

Description: Information on communications activities for the Infrastructure Canada program. **Topics:** Communications protocols for each federal-provincial/territorial infrastructure agreement, national and regional communication plans, public environment analyses, media lines, information kits for Members of Parliament, press releases, speeches, other information products (brochures, ID-rom, community newspaper articles, web site text, advertisements), design concepts for infrastructure program signage, communications guidelines, TBS communications policies (Internet, publishing, web site management). Infrastructure – National Office and federal implementing agencies. **Program Record Number:** TBS INF 005

Infrastructure Canada

Description: Information related to the mandate and functions of Infrastructure Canada. **Topics:** briefing notes, deck presentations, meeting agenda, regional call agenda, project applications (large projects), project approvals (large projects), correspondence, federal-provincial agreements, agreement specific guidelines, application forms, National Co-chair guidelines, federal policies, audit reports, evaluation frameworks on program update reports from agencies, reports from the Auditor General, information packages for public and Members of Parliament, information packages for associations. **Program Record Number:** TBS INF 001

Public Web Site

Description: Infrastructure Canada sub-site of the TBS Web-site that contains an information module on all approved projects under the Infrastructure Canada program. Its main purpose is to allow the general public and other interested parties to access detailed project information under the Infrastructure Canada program. **Topics:** Federal Infrastructure Canada Program applicant and project information. Provides the name of the applicant, description of the project, type of municipality, total eligible costs and the shareholder (federal, provincial, applicant, other) contributions towards project costs, as well as project milestones and benefits. A link to the Federal Environmental Assessment Index is also available. **Program Record Number:** TBS INF 015

Shared Information Management System for Infrastructure (SIMSI)

Description: Is a shared web-based information management system that contains information on thousands of projects under the Infrastructure Canada program. Its main purpose is to allow project officers and other stakeholders from across the country to register, evaluate and track projects through their lifecycle using a customized system over the Internet.

Topics: Federal Infrastructure Canada Program applicant and project information. Project modules include registration, assessment, decision, tracking, claims, due diligence, closure, and audit. **Program Record Number:** TBS INF 010

Leadership Network (The)

(Please note that the majority of the documents produced by The Leadership Network is available to the public on this website leadership.gc.ca).

Assistant Deputy Minister (ADM) Resourcing

Description: General information relating to the administration of ADM resourcing such as, ADM resourcing procedures, DECKS, briefing notes, detailing procedures, policies, correspondence, reports, names of departments, position title, name of incumbents. **Topics:** ADM Resourcing – Closed Competition; Deployment within the ADM Pool; ADM Promotion Process; External Recruitment of ADM's; Open Competition; Without Competition; DM Visit (by department). **Program Record Number:** TBS TLN 010

ADM Collective Management

Description: Information relating to the administration of the ADM Collective Management System such as the ADM newsletter; Coaching practices and courses; DM visits and the COSO Review of Potential DM's briefing notes, DECKS and general memoranda to DM's, ADM's, DG's of Human Resources and EX Unit Heads in departments and the Central Agencies; Executive travel study program. **Topics:** ADM Collective Management. **Program Record Number:** TBS TLN 015

Government Wide Recruitment and Development Programs

Description: Information relating to the Government Wide Recruitment and Development Programs Accelerated Executive Development Program (AEXDP); ADM Pre-qualified Process (PQP); Career Assignment Program (CAP); EX Cadre; Management Trainee Program (MTP). **Topics:** Career Development; Cognitive Learning (AEXDP); Mentoring (AEXDP); CAP Steering Committee; EX Demographic Analysis; Ex Functional Community, EX Health Survey; EX Performance Management Program (PMP); EX Skills and Competencies; Interdepartmental Committee for EX Group (IDCEX). **Program Record Number:** TBS TLN 020

Major Public Service Wide Projects

Description: Information relating to the Public Servants and Organizational Health Survey; Public Service Human Resources Management Framework; Staffing. **Topics:** Public Service Employee Survey; Public Service Base Case Survey; Federal Public Service Employment Statistics; Public Management Research Centre Reports; Public Service Employee Survey

Organizational Health; Employee Wellness Initiative; Work and Family Balance; Framework for Good Human Resources Management in the Public Service; Human Resources Management Regime; Human Resources Management Working Group; Staffing Reform.

Program Record Number: TBS TLN 025

Partnerships

Description: Information relating to partnerships between The Leadership Network and outside organizations concerning public service renewal. May contain agreements with learning centres, universities and research organizations. **Topics:** Partnerships; Co-operation and Liaison. **Program**

Record Number: TBS TLN 030

Plans and Progress Reports for La Relève

Description: May contain copies of documents relating to the renewal of the Public Service and its Human Resource management. **Topics:** Action plans, progress reports and project funding on La Relève by central agencies, individual government departments, federal regional councils, and functional communities. People wishing to obtain information on the above should contact the appropriate specific department. **Program**

Record Number: TBS TLN 035

Public Service Renewal

Description: Information relating to the overall renewal of the Public Service and its human resources management. **Topics:** Public Service Renewal including demographics; Employment Equity; Learning and Development – Learning Advisory Panel; Orientation Program; Middle Managers – Forums; Pride and Recognition – Awards and Honours – National Public Service Week – Publication – Day in the Life Project – Rediscovering Public Service; Recruitment and Retention Strategy; Values and Ethics. **Program**

Record Number: TBS TLN 050

Technology and Innovation

Description: Information relating to the administration of the Technology and Innovation-General; Events; Fact Sheets; Reports of Technology and Innovation; The Leadership Network Web Site. **Topics:** Technology News; Web Cast; proposals of Web Cast; Network Intelligence System (NIS); Internet; Harnessing Technology for ADM Community Building; Calendars of events; Virtual Network; Web Site Statistics; ADM Network; Coaching Connection; Impact; Leadership Associates; The Tool Shed; Virtual Discussion Forums; Leadership.gc.ca. **Program Record Number:** TBS TLN 045

The Leadership Network – General

Description: Information relating to the creation, action plan and strategic planning of The Leadership Network, reports and information on management committee

meetings, La Relève Action Fund; general information on visiting international delegations; Annual Report to the Prime Minister; BTV-Business Television; listing of publications and CD-ROM produced by The Leadership Network; Videos; Speeches and Addresses; The Leadership Network/La Relève Task Force “DECKS”.

Topics: Action Plan, Creation and Strategic Planning of The Leadership Network; Introduction to La Relève; The Leadership Network Management Committee Meetings; DM Briefing; La Relève Task Force Agenda; Performance Management Program for the Executive Group; La Relève Action Fund Support; La Relève Action Fund Criteria; Provincial and International Delegations; Co-operation and Liaison with Outside Organizations, Federal Regional Councils, Functional Communities, Government Departments and Agencies, University and Colleges, etc. The Leadership Network Communications, Annual Report to the PM; BTV-Business Television; Listing Network; Videos; TLN/La Relève Task Force Speeches and Addresses and Decks. **Program Record Number:** TBS TLN 040

Government Operations Sector

Access to Information Act and Privacy Act (Policies)

Description: Information on policy development regarding the Access to Information Act and Privacy Act and activities by government institutions in fulfilling the requirements of this legislation. **Topics:** Briefings and presentations; bulletins; contracts; evaluation; institutions; printing production and distribution; provinces and other countries; reports; issues and legislation relating to access, issues and legislation relating to privacy; Information banks; Information collection; Information inventory; Info Source; training and development; ATIP Community Awards; interdepartmental committees. **Program Record Number:** TBS GOS 145

Government Operations

Description: Information on the analysis and recommendations provided to Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates; Year 2000 transition issues, Access to Information Act, the Privacy Act and the Security Policy. The Government Operations Sector includes the following divisions: Information and Security Policy Division, PWSCG Portfolio and Services, Foreign and Defence, Justice and Solicitor General, Government Operations and Immigration. **Topics:** Administration and Financial Management Issues, Classification of Accounts/ Allotments, Annual Reference Level Update (ARLU), Main Estimates (MYOP), Planning, Reporting and Accountability Structure (PRAS); Business plans / corporate, Financial pressures, Governor general warrants; Program integrity, Report on plans and priorities (RPP), Supplementary estimates, Human resources, Annual reports, Audits, Departmental

performance report (DPR), Departmental management assessment (DMA), Evaluations, Perspective documents; Year 2000. **Program Record Number:** TBS GOS 001

Program Branch

Description: (Old Files from the obsolete Program Branch) General information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental business plans, the main and supplementary estimates. **Topics:** Agencies and departments; briefs from outside organizations; business plans, annual reference level update (ARLU) and main estimates; policy and expenditure management system pertaining to economic sector, foreign and defence policy sector, government operations sector, social and cultural sector; supplementary estimates; parliamentary matters; persons-years; capital plans and project analysis. **Program Record Number:** TBS PRB 275

Security

Description: Information on security issues in the public service. **Topics:** Comprehensive security policy, standards and projects on security screening; protection of personnel from violence; physical security; information technology security; security in contracting; contingency planning and security training and awareness. **Program Record Number:** TBS GOS 120

Official Languages Branch

Information and Awareness for Institutions

Description: Informs the public and federal employees about language policies. The Official Languages Act requires the President of the Treasury Board to publish an annual report to Parliament on the status of official languages programs in federal institutions. **Topics:** Advertisement; Annual report / follow up report of PSC, Follow up report of the Commissioner of Official Language, Canadians Heritage, Preparation of TB President reports, TBS' action plan and results on section 41; Awareness – Course P714 – Official language orientation, session on language of work, session on service to the public, session for management trainee; Best practices; Events – Atlantic symposium 2001, Distinction award, Forum des gens d'affaires francophones, Forum of official languages, International day of the francophonie, Public Service Commission Week, Rendez-vous with our Francophone heritage; Publications. **Program Record Number:** TBS OLB 015

Legislations, Policies and Directives

Description: Develops and issues directives regarding communications and services to the public, language of work and participation. Provides policy interpretation

and guidance. **Topics:** Legislation policies and directives; Case in litigation – Contravention Act, Devinat, Lavigne; Monfort; Legal opinions (Legal services); Legislation – Official Languages Act, Official Languages Regulations, Acts and Federal Regulations, Acts and Provincial Regulations, Acts and Regulations on the employment in the public service, Exclusion Order, Financial Administration Act; Policy – development – Alternative Service Delivery Initiatives (Government transformations), Human resources management (2001), Language of communication (2001), Language of work ; Policy Review – grants and contributions. **Program Record Number:** TBS OLB 005

Committees, Consultations and Minority Communities

Description: Informs the public and federal employees about official languages policies and program, and consults with departments, official languages minority communities and other key players on these policies and programs. **Topics:** Ad Hoc meeting – key players (CFP / PCH / CCG / COL); Airport authority advisory committee, Assistant deputy minister committee in support of CDMOL, Crown corporations advisory committee on official languages (CCACOL), Departmental advisory committee on official languages (DACOL), Federal regional councils, Interdepartmental partnership with official languages communities (coord art.41), National committee for Canadian Francophone Human Resources Development, National Human Resources Development Committee for the English Linguistic Minority, National Joint Committee on Official Languages, Network of official languages champions – crown corporations, departmental, Official languages regional sub committee, Port authorities advisory committee, Research group, Standing committee on official languages, The language management site of Canada; Communities – Alberta, British Columbia, Fédération des communautés francophones et acadiennes du Canada (FCFA), Manitoba, National Francophone community, New Brunswick, Newfoundland and Labrador, Northwest Territories, Nova Scotia, Nunavut, Ontario, Prince Edward Island, Quebec, Saskatchewan, Yukon Territories; Consultation – French Language Bureau. **Program Record Number:** TBS OLB 010

Monitoring of Institutions

Description: Evaluates the effectiveness of federal institutions' official languages programs. Ensures that federal institutions comply with their obligations regarding official languages. **Topics:** Assessment report – British-Columbia service to the public; Audit – Language of work, Service to the public; Burolis – Directory of federal offices, Offices closed; Follow-up – Complaint from the Commissioner of official languages and Investigation report of the Commissioner of official languages, Special study of the COL (Commissioner of Official Languages); Monitoring – Analysis of

submissions to the Treasury Board, Annual report, Assessment of institutions, Performance measurement, Liaison with institutions, Statistics; Pilot project – Communications between Quebec and NRC (National Capital Region), British-Columbia service to the public; Special studies of TBS; Survey; Universe / institutions subject to the OLA. **Program Record Number:** TBS OLB 020

Official Languages

Description: Provides general direction to departments, crown corporations and other organisations subject to the Official Languages Act, as well as co-ordination of policies and programs relating to the implementation of the provisions on language of service to the public, language of work and the participation of English-speaking and French-speaking Canadian in all federal institutions. **Topics:** Air transportation industry restructuring; Anglophone participation in the federal public service in Quebec; Bilingualism bonus; Briefings on official languages; City of Ottawa; Communication in the federal administration; Communication with the public; Discussion papers; Equitable participation; French on the internet; Language of work; Language requirements of management group (CBC EX); Language training – PSC review (Public Service Commission), School accreditation; Memorandum of understanding between TBS and PCH; Program revitalisation; Staffing of bilingual positions; Using the official languages on electronic networks. **Program Record Number:** TBS OLB 001

Official Languages (Prior to 2001)

Description: Official Languages Act; Official Languages Regulations (Communications with and Services to the Public); general information on official languages policy. **Topics:** Official Languages and Employment Equity – liaison with Departments and Agencies; Official Languages; Audit – departments, agencies and Crown corporations, language of work, program management, service to the public; Bilingualism Bonus; Commissioner of Official Languages – complaints; Common services; Conferences, meetings and seminars – meeting of the Official Languages Champions; Crown corporations – payments under OLA log, privatization; Decentralization; Departmental official languages structures; Education allowances (children of federal public servants); Equitable participation; Evaluation; Federal Identity Program; Increased Ministerial Authority and Accountability (IMAA); Information programs – books and publications; Language of work objective; Language requirements of positions – identification; Liaison – by provinces and territories; Official Languages Act – regulations – consultations; Official languages minority groups – regional; Departments, Agencies and Crown Corporations; Privatization – transfer of responsibilities; Service to the public; Staffing; Studies and surveys; Translation and needs; Work Instruments. Annual

reports from all institutions subject to the Official Languages Act. Annual report on the status of programs relating to official languages tabled in Parliament by the President of the Treasury Board. Audit and evaluation activities concerning official languages. **Program Record Number:** TBS OLB 240

Official Languages: Burolis (Prior to 2001)

Description: Directory of offices and service points of federal institutions and privatized organizations subject to the provisions of the Official Languages Act and Regulations. **Topics:** This directory indicates where the service point is located and stipulates whether or not there is an obligation to communicate with the public in both official languages in accordance with the relevant provision of the Act or Regulations. Burolis allows its main users, the staff of the Official Languages Division and the institutions to obtain through its search function the addresses of all offices of a specific institution or of all federal offices in a specific municipality, region, province or territory. This directory is updated on a regular basis by the institutions and is also available on Internet and Publiservice. **Program Record Number:** TBS OLB 315

Official Languages Committees and Councils (Prior to 2001)

Description: Information on official languages policies and programs, and consultations with unions on these policies and programs. **Topics:** Committees and councils – National Joint Council – Official Languages Committee. **Program Record Number:** TBS OLB 255

Official Languages Systems (Prior to 2001)

Description: Information on administrative systems of official languages programs. **Topics:** Systems; Co-ordination of Personnel Data Systems; Data; Language training information; Language Training Module (LTM) – initial development 1980-1982; Liaison with Personnel Applications Centre (PAC); Liaison with Human Resources Branch; Liaison with Public Service Commission; Micro-Computers – user applications; Official Languages Information System (OLIS) – development, input forms, population, specifications; OLIS II; Reports – information and statistical output; Special Reports (AD HOC) – DLO reports, MIFL reports; liaison with Government Telecommunications and Informatics System (GTIS); Official Languages Information File (OLIF) extracted from the Position and Classification Information System (PCIS); Crown corporations the Burolis which collects information on offices and types of offices for the application of the Regulation on Services to the Public in Both Official Languages; reports, information and statistical outputs, special reports. **Program Record Number:** TBS OLB 047

Official Languages Systems

Description: Information on administrative systems of official languages programs. **Topics:** OLIS II (Official languages information system), PCIS (Position and classification information system (official languages component)). **Program Record Number:** TBS OLB 025

Official Languages Training (Prior to 2001)

Description: Information on language training in the Public Service and the programs undertaken to help public servants acquire second language skills. **Topics:** Training; Language – accreditation, Advanced Language Training Program (ALTP), departmental programs, exemptions from the parameters, extension and deferrals, review, testing, staff development. **Program Record Number:** TBS OLB 260

Service and Innovation Sector

Alternative Service Delivery

Description: Alternative Service Delivery (ASD) refers to the organizational dimension of government service delivery, i.e. the creation of appropriate organizational forms that improve service delivery to citizens and increase performance. It has two dimensions: one relating to the establishment of new organizational 'spaces', either within or outside the traditional departmental structure, or even outside the public sector, in order to improve service delivery and organizational performances. The second refers to the bringing together of organizations either across departments or between jurisdictions in partnerships, service clusters or other arrangements in order to provide seamless, citizen centered service for Canadians. The organizational options can include Special Operating Agencies, Crown Corporations, Intergovernmental arrangements, departmental corporations/legislated agencies, new governance arrangements, collaborative arrangements, service clusters, and partnerships. **Topics:** Alternative Service Delivery, Committees, Employee Take-overs; Initiatives Support Fund; Partnerships and Partnering; Service Agencies; Special Operating Agencies; delegated arrangements. Policy, Research, Submissions, Tools; Agencies, Departmental Service Organizations, Legislated Agencies, Research, Database and Website; Research; Tools; Service Clusters. **Program Record Number:** TBS S&I 005

Common Services Policy

Description: Treasury Board policy and guidelines on the provision of central administrative services to federal departments and agencies by common service organizations. **Topics:** Optional and mandatory common services, funding issues, competition, accountability framework, and assessment of mandatory services. **Program Record Number:** TBS S&I 585

Crown Corporation Policy and Information

Description: The President of the Treasury Board's "Annual Report to Parliament on Crown Corporations and Other Corporate Interests of Canada" is the government's annual reporting on all federal corporate holdings including Crown corporations, mixed and joint enterprises and other entities. This document fulfils statutory requirements under the Financial Administration Act for reporting on employment, expenditures and other operational information as well as records of tabling in Parliament of summaries of corporate plans, budgets and annual reports. **Topics:** Crown Corporation Policy – Accounting/Financial Issues; Auditing Issues; Board of Directors/Corporate Governance; Briefings to and from Financial Institutions and Associations, International, Provinces; Bylaws; Conferences and Seminars; Creation of New Entities; Departmental Corporations; Exempt Corporations; Mixed and Joint Enterprises; Corporate Plan Process; Corporation Issues; Crown Corporation Administrative Policies; Crown Corporations (Part X) Regulations; Environment; Financial Administration Act (FAA) Legislation; Guidelines; Housing; Legal Opinions; Official Languages; President's Annual Report to Parliament; Public Policy Purpose Mandate Review; Taxation of Crown Corporations; Trade Issues; Transportation. **Program Record Number:** TBS S&I 580

Delivery of Government Services

Description: (Old files from the obsolete Administrative Policy Branch (APB) "Stretching the Tax Dollar: Making the Organization More Efficient" and "Stretching the Tax dollar: Make or Buy?" are tools to help Public Service employees save taxpayers dollars in their every day activities. Managers and staff in many federal departments and agencies contributed to developing these guides and tested them on operational programs. Departments identified ways to increase efficiency and reduce costs. "Stretching the Tax Dollar – Make the Organization More Efficient" sets out an approach managers can use to determine how to deliver quality government services at least costs. The methodology involves conducting a preliminary assessment, specifying the results expected, assessing service delivery options, and designing the most efficient in-house approach. "Stretching the Tax Dollar similar services. **Topics:** Employee take-over; foreign; liaison with departments and agencies; make or buy; most efficient organization (MEO); Nielsen Task Force (ministerial task force on program review); Public Service 2000; restructuring. **Program Record Number:** TBS S&I 229

Federal Identity Program

Description: Information on the development, revision and implementation of government policy on the Federal Identity Program. **Topics:** Information on the Federal Identity Program and Policy Government of Canada Symbols, including the "Canada" wordmark;

application of the program to signage, stationery, forms, vehicles, publications and Websites. **Program Record Number:** TBS S&I 050

Federal Regional Councils Secretariat

Description: Ensures liaison among 10 Regional Councils of Senior Federal Officials, and between them and central agencies and departments in Ottawa. **Topics:** Federal Regional Councils, Committees and Meetings; Mandate and Terms of Reference; Planning; Reporting; Visits. **Program Record Number:** TBS S&I 015

Government Communications Policy

Description: Information on the development, revision, application and implementation of the Government Communications Policy and related guidelines. **Topics:** Communications policy; advertising; publishing, copyright; public opinion research; fair communications practices; media relations. **Program Record Number:** TBS S&I 035

Innovation and Quality Services

Description: Promote and support the Government of Canada in developing initiatives, tools, frameworks and policies to improve public access to government services and foster continuous improvement within government organizations. **Topics:** Innovation and Quality Services; InnoService-Service Improvement Initiative Web Site Management; Regions, Capacity Building, Network Building, Projects; Research, Citizens First, Client Feedback Strategies, Human Resources Dimension of Service Delivery, Innovation, Knowledge Transfer, Organizational Effectiveness, Service Standards; Service Improvement, Advisory Services, Awards and Recognition, Common Measurements Tool (CMT), Communications, Tools Development, Reporting, Capacity Building, Policies/Publications; Learning Events; Telephony, Blue Pages Redesign, Call Centres, Policy Framework. **Program Record Number:** TBS S&I 010

International Programs Unit

Description: Providing a window on the world of public sector reform and innovation by managing international agreements, memberships and networks to support policy priorities; developing and sharing knowledge of international public management innovations; and ensuring consistency and coherence to TBS international activities. **Topics:** Bilateral agreements; memberships in international organizations; visiting delegations; international public management innovations; International Programs, Bilateral Agreements, Visits; Corporate; Directed Research; International Institutions; International Perspectives/Picks; Liaison-Other Government Departments; Employee database. **Program Record Number:** TBS S&I 590

Planning and Integration

Description: On behalf of the Service and Innovation Sector, manages: the horizontal files; sector integration and planning activities; communications agenda and website; knowledge development; and secretariat support for internal, interdepartmental and intergovernmental committees. **Topics:** Overall planning and strategic framework; links with TBS strategic and business planning processes, and corporate agenda (e.g. results orientation/performance reporting); Internal Newsletter; Service & Innovation Newsletter; media development; Sector Website and Sector Intranet site; learning agenda; knowledge management strategy; human resource strategy; Sector desk officers and TBS portfolio teams; Management Committee; Assistant Deputy Ministers' Advisory Committee on Service and Innovation; Public Sector Service Delivery Council; staff meetings. **Program Record Number:** TBS S&I 020

Service Canada

Description: Service Canada is a collaborative inter-departmental initiative that is providing a multi-channel one-stop access to a wide range of Government of Canada information and services. This network is made-up of a toll-free number (1 800 O-Canada), the Government of Canada primary web site (www.Canada.gc.ca) and over 120 in-person access centres. These access centres have been established across the country in selected Human Resources Development Canada, Canada Post, Canadian Heritage, Industry Canada, and Canada Customs and Revenue Agency offices. Citizens are afforded the personal service of a qualified representative who can provide general information about programs, answers to questions and referral to specific services. Representatives also facilitate access to the Canada Site (Internet) and the Government Enquiry Centre (1 800 O-Canada). The most used Government of Canada forms and publications are also available at access centres. **Topics:** Community Networks; Federal-Provincial Initiatives partnerships; Canadian Consumer Information Gateway; Lost Wallet; Budget and Management; Strategic Planning and Policy; Management and Co-ordination, Committees, Governance, Memorandum of Understanding (MOU), partnerships; Service and Network Development, Core Contents, policy and standards, special projects; Communications, advertising and promotions, launching, promotional products, push promotions; Network Management, policy and standards, human resources, training and support; Network Management-Electronic; Network Management-Telephony; Network Management-in-Person; Performance Management and Evaluation – Management Information Systems; Performance Management and Evaluation – Monitoring and Assessment. **Program Record Number:** TBS S&I 595

Social and Cultural Sector

Program Branch

Description: (Old files from the obsolete Program Branch) General information on the analysis and recommendations provided to the Treasury Board to assist it in decisions on departmental business plans, the Main and Supplementary Estimates. **Topics:** Agencies and departments; briefs from outside organizations; business plans, Annual Reference Level Updates (ARLU) and Main Estimates; policy and expenditure management system pertaining to Economic Sector, Foreign and Defence Policy Sector, Government Operations Sector, Social and Cultural Sector; Supplementary Estimates; parliamentary matters; persons-years; capital plans and project analysis. **Program Record Number:** TBS PRB 275

Social and Cultural Sector

Description: Analysis and recommendations provided to the Treasury Board and Treasury Board President regarding new policy proposals, departmental business plans, the oversight of Crown corporation activities and the Main and Supplementary Estimates. The Social and Cultural Sector deals with departments, agencies and Crown corporations involved in Aboriginal issues, health, culture, heritage, human resources development, veterans and housing. **Topics:** Policy, program and expenditure proposals from departments and agencies; departmental business plans; Departmental Performance Report; financial reviews; financial services; grants and contributions; long term capital plans; management services; Planning, Reporting and Accountability Structure (PRAS); Program Integrity; Program Review; Report on Plans and Priorities; Year 2000; Corporate Plans of Crown corporations; administration and financial management issues, classification of accounts/allotments, Annual Reference Level Updates (ARLU); Supplementary Estimates (MYOP). **Program Record Number:** TBS SCS 001

Staff Ombudsman

Staff Ombudsman

Description: Information related to the responsibilities of the Ombudsman with transitory case files for dealing with the concerns of TBS employees. **Topics:** Generic reports to the Secretary of the Treasury Board concerning employee concerns and problems, such as systemic unfair practices or systems within TBS. **Program Record Number:** TBS OMB 001

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

Personal Information Banks

Access to Information Act Requests

Description: This bank contains the requests under the Access to Information Act submitted by individuals to access records under the control of the Treasury Board of Canada Secretariat; the replies to such requests; and any other information relevant to the processing of the requests. **Class of Individuals:** Individuals requesting access to certain documents or files of the Treasury Board Secretariat. **Purpose:** This bank was compiled to maintain records of requests for access to information and to facilitate processing of such requests. **Consistent Uses:** The information is used to process requests and for research and statistical purposes. **Retention and Disposal Standards:** Records are retained for a period of two years after the last administrative action has been taken, after which records are destroyed. **PAC Number:** 86-001 **Related to PR#:** TBS CES 005 **TBS Registration:** 001953 **Bank Number:** TBS PPU 005

Applications for Employment

Description: This bank serves to maintain an inventory of applications from individuals requesting employment with the Treasury Board Secretariat. These requests usually consist of a letter containing such information as name, address, education and experience.

These applications are screened if positions become available. **Class of Individuals:** Individuals requesting employment with the Treasury Board Secretariat.

Purpose: This bank holds applications of individuals requesting employment with the Treasury Board Secretariat. **Consistent Uses:** The bank is used to review applications of individuals requesting employment with the Treasury Board Secretariat when positions become available. **Retention and Disposal Standards:** Records are retained for two years and then destroyed.

PAC Number: 86-001 **Related to PR#:** TBS ADM 920 **TBS Registration:** 001956 **Bank Number:** TBS PPU 020

Educational Leave / Co-op Replacement Program (EDCO)

Description: This bank contains personal information such as name, address, telephone number, social insurance number, classification, department, employment and educational history, curriculum vitae, transcripts, letters of offer of employment, and salary.

Class of Individuals: A first group consists of federal government employees in finance, internal audit, human resources, and information technology who have been granted departmental full-time educational leave. A second group is made up of Co-op students from Canadian universities who are assigned to participating departments. **Purpose:** The bank maintains an inventory of participants and co-op students for general administration purposes. **Consistent Uses:** The bank is used for statistical purposes and human resources planning. **Retention and Disposal Standards:** Records disposition will be established by the next Authority of the National Archives of Canada. **TBS Registration:** 005047 **Bank Number:** TBS PPU 035

Financial Officer/Internal Auditor Recruitment and Development (FORD/IARD)

Description: This bank contains personal information such as name, address, telephone number, social insurance number, language, employment equity, employment history, classification, education, curriculum vitae and interview assessment. **Class of Individuals:** Recent university graduates applying as participants to the FORD/IARD Program through the Public Service Commission Post-Secondary Recruitment Campaign. **Purpose:** The bank maintains an inventory of qualified university graduates to fill entry-level financial officer and internal auditor positions in departments and agencies across the federal government. **Consistent Uses:** The bank is used for the recruitment, appointment, training and general

administration of the FORD/IARD program. It is also used for historical and statistical purposes. **Retention and Disposal Standards:** The records on participants are retained for three years and then destroyed. The disposition of records on recruitment, screening process and rejected applications will be established by the next Authority of the National Archives of Canada. **TBS Registration:** 005048 **Bank Number:** TBS PPU 030

Internet Mail

Description: This bank contains the names and/or e-mail addresses of individuals who have submitted comments or question using the feedback form on Treasury Board Secretariat of Canada's Intranet/Internet sites; the responses to such comments/questions and any other information relevant to the processing of these comments/questions. Only point of entry information will be maintained in this Bank. Information may exist in other Banks as the responses are processed, these responses will be retained according to the appropriate response Banks. **Class of Individuals:** General public and federal employees.

Purpose: This information is compiled in order to process the comments/questions received and to track the responses given. In addition, the information is made available to Treasury Board Secretariat personnel and other government Departments or Agencies as required in order to provide a response to the inquiry and for the purpose of improving service to our Website clientele. **Consistent Uses:** The information will be used by various members of the department who are responsible for maintaining pages on the Treasury Board Secretariat Web sites. **Retention and Disposal Standards:** 2 years and then disposed of. **Related to PR#:** TBS CES 006 **TBS Registration:** 005073 **Bank Number:** TBS PPU 050

Personal Service Contract

Description: This bank contains contracts placed, types of services rendered length of contracts and amount of money expended. The bank contains the contracts and supporting documents. **Class of Individuals:** Individuals hired under personal service contracts by the Treasury Board Secretariat. **Purpose:** The purpose of this bank is to provide data on the number of contracts and amount of money expended. **Consistent Uses:** This bank is used for internal reference. It may also be used for statistical research purposes and for planning, implementing and evaluating government policies. **Retention and Disposal Standards:** Records are generally retained for a period of six fiscal years and then destroyed. Personal Service Contracts on Procurement Policy are retained for a period of 10 years and then transferred to National Archives of Canada. **PAC Number:** 86-001 **TBS Registration:** 001955 **Bank Number:** TBS PPU 015

Privacy Act Requests

Description: This bank contains requests under the Privacy Act submitted by individuals to access records under the control of the Treasury Board Secretariat, the replies to such requests and any other information relevant to the processing of the requests. **Class of Individuals:** Individuals requesting access to certain documents or files of the Treasury Board Secretariat. **Purpose:** This bank was compiled to maintain records of requests for access to personal information and to facilitate the processing of such requests. **Consistent Uses:** The information is used to process requests and for research and statistical purposes. **Retention and Disposal Standards:** Records are retained for a period of two years after last administrative action has been taken, after which records are destroyed. **PAC Number:** 86-001 **Related to PR#:** TBS CES 005 **TBS Registration:** 001954 **Bank Number:** TBS PPU 010

Special Pension Plans

Description: This bank contains minimal information relating to appointment to positions, salary, length of service under the plan, and vital statistics on plan member and their survivors. **Class of Individuals:** Individuals who are subject to Governor General's Act, Lieutenant Governors Superannuation Act, the pension plans set up by the International Fisheries Commission Society, employees engaged by the Government outside Canada, certain senior public servants and certain Members of Parliament. **Purpose:** To calculate and authorize payment of pension benefits for both plan members and their survivors. The information is collected in fulfillment of Treasury Board's obligation to administer the pension statutes named in part 4. **Consistent Uses:** The information contained in the bank may be used by the Pension Division for statistical reports and information sheets for related systems, and for developing and evaluating government pension policies. This bank may be used as a source of information or for linking with the following systems: Incumbent System, the EDP Statistical System bank (PSC/P-CE-761) held by the Public Service Commission, the Superannuation Annuitant System Database (DSS/P-CE-701), and the Superannuation Hard Cover Files (DSS/P-CE-702) held by Public Works and Government Services Canada, the Pension File (DND/P-PE-859) held by National Defence, the RCMP Member Service Records (CMP/P-PE-802) held by the Royal Canadian Mounted Police. All linkages for the purpose of developing, administering human resources and pension plans are in compliance with the provisions of the Privacy Act. **Retention and Disposal Standards:** Non-historical records are retained for 75 years and then destroyed. Records deemed historical are transferred to the National Archives of Canada after 25 years. **PAC Number:** 93-031 **Related to PR#:** TBS HRB 380 **TBS Registration:** 002572 **Bank Number:** TBS PPU 025

Classes of Personal Information

Ministerial Correspondence and Enquiries

This class of information contains correspondence received by the Secretariat from external organizations or individuals in the form of requests for information, complaints, opinions and other similar submissions.

This information exists in a fragmented form throughout the subject files controlled by the Secretariat and is normally retrievable only if specifics are provided concerning the subject and the date of the correspondence. The retention period for this class of personal information is controlled by the retention period of the files in which they are stored.

Manuals

- Personnel Management Manual (PMM) 1982-1990 (28 Volumes)
- Treasury Board Manual (TBM) 1990-1997 (25 Volumes)

HR Connexions Web Site / TBS Web Site

The most recent version of Treasury Board policies and related information are available via the HR CONNEXIONS Web Site at the following addresses:

GENet Access: publisservice.tbs-sct.gc.ca/hr_connexions_rh

Internet Access: http://www.tbs-sct.gc.ca/hr_connexions_rh

Subjects include:

- Access to Information
- Capital Plans, Projects and Procurement
- Charts of Accounts (supplementary)
- Classification
- Communications
- Compensation
- Comptrollership
- Contracting
- Employee Services
- Executive Group
- Human Resources
- Information Management
- Insurance and Related Benefits
- Isolated Posts Directive
- Materiel, Risk and Common Services
- Occupational Safety and Health
- Official Languages
- Pay Administration (supplementary)

- Privacy and Data Protection
- Real Property
- Review, Internal Audit and Evaluation
- Security
- Staff Relations
- Training Guide (supplementary)
- Treasury Board Submissions Guide (supplementary)

Additional Information

Inquiries for general information about the Treasury Board of Canada Secretariat and its function may be directed to:

Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 8th Floor
Ottawa, Ontario
K1A 0R5

Tel.: (613) 957-2400

Web Site: www.tbs-sct.gc.ca

For information on HOW TO APPLY under the provisions of the Access to Information Act and the Privacy Act, please see introductory pages at the beginning of this publication.

Note: Communications and Executive Services (CES) is responsible for processing requests received under the Access to Information Act and Privacy Act only for records held by the Secretariat. These requests should be forwarded to the:

Access to Information and Privacy Coordinator
Communications and Executive Services
Treasury Board of Canada Secretariat
L'Esplanade Laurier, East Tower
140 O'Connor Street, 8th Floor
Ottawa, Ontario
K1A 0R5

Tel.: (613) 952-1666

Reading Room

The departmental library has been designated as a reading room in accordance with the Access to Information Act. The address is:

L'Esplanade Laurier, East Tower
140 O'Connor Street, 11th Floor
Ottawa, Ontario

Trois-Rivières Port Authority

Chapter 144

General Information

Background

The Trois-Rivières Port Authority was created on May 1, 1999 by letters patent issued on that date by the Minister of Transport pursuant to Section 8 of the Canada Marine Act. Therefore, the Trois-Rivières Port Authority is a Canadian Port Authority and an agent of Her Majesty in right of Canada within the framework of the Canada Marine Act.

Before May 1, 1999 the Trois-Rivières Port Authority was a non corporate port within the meaning of the Canada Ports Corporation Act and was called the « Port of Trois-Rivières ».

Responsibilities

The Port of Trois-Rivières contributes to the implementation of a National Marine Policy that provides Canada with the marine infrastructure that it needs and that offers effective support for the achievement of local, regional and national social and economic objectives and will promote and safeguard Canada's competitiveness and trade objectives.

Navigable waters under the jurisdiction of the Trois-Rivières Port Authority as well as federal real property under its management and other federal real property occupied or held by it are listed in Schedules « A » and « B » to its letters patent.

The Trois-Rivières Port Authority has the powers of a natural person and its authority to operate a port is limited to the power to engage in port activities related to shipping, navigation, transportation of passengers and goods and handling of storage of and goods, to the extent that those activities are specified in the letters patent and other activities that are deemed in the letters patent to be necessary to support port operations.

Among its rights and obligations the Trois-Rivières Port Authority must see to the management of federal real property and personal property and any rights related thereto. It may set the fees to be paid in respect of ships, vehicles, aircraft and persons coming into or using the port and the goods and services it provides or any privilege conferred by it. As for order and safety, the Trois-Rivières Port Authority shall take appropriate measures for the maintenance of order and the safety of persons and property in the port.

Legislation

- Canada Marine Act, S.C. 1998, chapter 10
- Port Authorities Management Regulations
- Letters Patent of the Trois-Rivières Port Authority
- Interim By-Law on works of Port Authorities
- Canada Ports Corporation Operating By-law, C.R.C. 1978 c. 1064 as amended.

Organization

◆ Chief Executive Officer

As the individual responsible for the institution, the Chief Executive Officer performs all the rights and duties related to this office pursuant to the Access to Information Act.

◆ Technical Services

The Manager of Technical Services plays a role in the planning, organization and control of the port. He must ensure the control, the completion and supervision of various port-related projects, prepare calls for tenders and review submissions for these projects and finally act as technical advisor to the CEO. He must also prepare, review and control regular maintenance schedules, select, assess and direct the technical staff under his supervision. He is also responsible for the Environment and Harbour Master Departments.

◆ Finance and Personnel

The Manager, Finance and Personnel, is responsible for financial and personnel operations; the preparation of the business plans and budgets, their administration and maintenance budgets in cooperation with the Manager, Technical Services. He is also responsible for personnel information.

Information Holdings

Program Records

Business Information

Description: Documentation on economic and business forecasts, cargo overview and other business information. **Topics:** Statistics; forecasts, cargo; rates.

Program Record Number: TRPA COM 005

Engineering

Description: Documentation on planning, design, construction and maintenance of facilities. **Topics:** Construction supervision; consultant management; research; plans; submissions; work authorizations; inspections; progress reports and payments. **Program Record Number:** TRPA ING 010

Marketing

Description: Documentation on the marketing plan and research in this field. Analysis of business and financial data required for the development of marketing plans. **Topics:** Research; studies; surveys; inquiries; reports; cost analysis; storage and packaging of cargo; traffic; statistics. **Program Record Number:** TRPA MAR 015

Corporate Plan

Description: Documentation on the corporate plan. **Topics:** Guidelines; assessment; research; forecasts; data and cost analysis. **Program Record Number:** TRPA ENT 020

Security

Description: Material and information on accidents and investigations. **Topics:** Incident reports, assessment of information and reports. **Program Record Number:** TRPA SEC 025

Tariffs

Description: Material on tariff setting and revision. **Topics:** Harbour dues; berthage and wharfage; remittals; notices. **Program Record Number:** TRPA TAR 030

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Administration and Management Services

Buildings

Budgets

Job Classification

Accounts and Accounting

Employment and Staffing

Finance

Training and Development

Occupational Health, Safety and Welfare

Official Languages

Acts and Legislation

Equipment and Supplies

Pensions and Insurance

Personnel

Human Resources

Utilities

Lands

Salaries and Wages

Audit

Personal Information Banks

Applications for Employment

Description: This bank contains applications received by the Trois-Rivières Port Authority. **Class of Individuals:** General public. **Purpose:** This bank is used to fill certain positions in the Port of Trois-Rivières Authority for which applicants have suitable qualifications. **Consistent Uses:** To provide a record of the information and documentation used in staffing positions. **Retention and Disposal Standards:** Records are retained for six months and then destroyed. **TBS Registration:** 004381 **Bank Number:** TRPA PPU 010

Access Request Data

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. **Class of Individuals:** General public. **Purpose:** This bank processes access requests and reports the total number of requests processed for statistical purposes. **Consistent Uses:** This bank is used to report on the administration of the Access to Information and Privacy Acts. **Retention and Disposal Standards:** Records are retained for two years and then destroyed. **TBS Registration:** 004382 **Bank Number:** TRPA PPU 015

Claims

Description: This bank contains information relating to settlements by and against the Authority. **Class of Individuals:** General public, companies and institutions of Canadian or foreign extraction. **Purpose:** This bank documents the settlement of claims by or against the Authority. **Consistent Uses:** This bank documents the legal settlements of all claims by or against the Authority. **Retention and Disposal Standards:** Records are retained for two years after the settlement and then destroyed. **TBS Registration:** 004383 **Bank Number:** TRPA PPU 020

Personal Service Contracts

Description: This bank contains the terms and conditions of contracts of employment between individuals and the Trois-Rivières Port Authority. **Class of Individuals:** General public **Purpose:** This bank is used to provide material and authority for personal service contracts. **Consistent Uses:** To record payment to individuals for income tax and budgetary purposes. **Retention and Disposal Standards:** Records are retained for six years after expiry of the contract and then destroyed. **TBS Registration:** 004380 **Bank Number:** TRPA PPU 005

Property Services

Description: This bank contains basic information on properties managed by the Trois-Rivières Port Authority or tenants of these properties. **Class of Individuals:** General public. **Purpose:** This bank is used to document property transactions such as leases, agreements, sales, exchanges or purchases of lands between Her Majesty, the Trois-Rivières Port Authority and the general public. **Consistent Uses:** This bank is used to document the decision-making process in property matters. **Retention and Disposal Standards:** Records are retained for an undetermined period of time. **TBS Registration:** 004384 **Bank Number:** TRPA PPU 025

Classes of Personal Information

In the course of conducting the programs and activities of the Trois-Rivières Port Authority, classes of personal information may be accumulated that are not included in the specific personal information banks described above. Such personal information may include: requests for information, expressions of public support, offers of services and complaints. This information is stored in the central registry files, where records are not normally retrieved by name or other identifier.

This form of personal information is normally retrievable if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Trois-Rivières Port Authority, and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules for the general subject files in which they are stored.

Manuals

- Directives and Standing Orders Manual
- Port Authorities Management Regulations
- Financial Management Policies and Directives
- Engineering Policies and Procedures
- Operating Bylaw

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Trois-Rivières Port Authority may be directed to:

Trois-Rivières Port Authority
1545 du Fleuve Street, Suite 300
Trois-Rivières, Quebec
G9A 5K2

Tel.: (819) 378-2887
Fax: (819) 378-2487
E-mail: adm_gen@prtr.com

Reading Room

The Trois-Rivières Port Authority has designated one of its offices as a reading room for the purposes of the Access to Information Act. The address is:

Trois-Rivières Port Authority
1545 du Fleuve Street, Suite 300
Trois-Rivières, Quebec
G9A 5K2

Vancouver Port Authority

Chapter 145

General Information

Background

The Vancouver Port Authority was established pursuant to the Canada Marine Act, which received Royal Assent on the 11th day of June 1998 and came into force with respect to Halifax, Montreal and Vancouver Port Authorities on the 1st day of March 1999. This Act repealed the Canada Ports Corporation Act of 1983, which amended the National Harbours Board Act of 1936, the Government Harbours and Piers Act and the 1964 Harbour Commissions Act.

The Canada Marine Act created 18 Port Authorities with their own specific Letters Patent and are responsible to Parliament through the Minister of Transport.

Responsibilities

The role of the Vancouver Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Vancouver; provide facilities, services and technologies that are competitive, safe, commercially viable, dependable and customer oriented and to operate with broad public support in the best interests of Canadians.

Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Management Regulations
- Operating Regulations

Organization

◆ President and Chief Executive Officer

The President and Chief Executive of the Vancouver Port Authority, who is the Head of the Institution for the purposes of the Access to Information Act, exercises all the powers and responsibilities pertaining to this function under the Act in question.

◆ Operations Division

This Division consists of the Engineering, Environmental Services, Operations & Harbour Master, Maintenance, and Security Departments.

◆ Business Development Division

This Division consists of the Business Development, Container Development, and Trade Development Departments.

◆ Finance and Administration Division

This Division consists of the Accounting, Administration, Finance, Information Services, and Internal Audit Departments.

◆ Property and Legal Services Division

This Division consists of the Property Administration, Port Development and Legal Services (includes Corporate Secretariat) Departments.

◆ Human Resources

This Department is responsible for developing and maintaining policies and procedures as well as providing advice and support within the entire area of human resources management. It includes labour relations, change management, professional development, human resource management and human resource programs.

◆ Public Affairs

This Department is responsible for the Authority's communications plan, government relations, community relations, media relations, business communications, and corporate communications.

Information Holdings

Program Records

Cargo Handling

Description: Information relating to storage, transfer, cargo commodities, transportation, and related subjects. **Topics:** Bulk cargo; cold storage cargo; container cargo; grain cargo; liquid cargo. **Program Record Number:** VPA CAH 005

Communications and Marketing

Description: Information relating to media relations, press releases, client relations, overseas missions, marketing analysis, advertising, promotional events, and community relations. **Topics:** Media clippings;

advertising; corporate identity; publications; speeches and presentations; promotions and events. **Program Record Number:** VPA COM 010

Engineering

Description: Information relating to buildings management, equipment and vehicles, maintenance of facilities and structures, projects design and construction, and utilities. **Topics:** Dredging & filling; hydrographics; inspection; railways; roads & overpasses; specifications & standards. **Program Record Number:** VPA ENG 015

Environmental Services

Description: Information relating to environmental assessment findings, issues and checklists, and projects. **Topics:** Environmental issues; audit; projects. **Program Record Number:** VPA ENS 020

Harbour Operations

Description: Information relating to traffic, vessels, safety, emergency planning, pollution, and related subjects. **Topics:** Accidents & incidents; aircraft; anchorage; berthage; dangerous goods; harbour headline; marinas; navigation; patrol boats; recreational waterway use. **Program Record Number:** VPA HAO 025

Information Systems

Description: Information relating to hardware, software, information systems, security and access, departmental requirements, and networks. **Topics:** Development projects; inventory; operations; security & integrity; standards; support. **Program Record Number:** VPA INS 030

Legal and Corporate Secretariat

Description: Information relating to agreements and contracts, acts and regulations, corporate by-laws, cases and opinions, litigation, and research. Includes Board of Directors and Committee minutes, and Orders in Council appointing Board members. **Topics:** Submissions; jurisdiction; patents, copyright, trademarks; legislation. **Program Record Number:** VPA LCS 035

Port Development

Description: Information relating to Vancouver Port Authority growth through capitalization, future planning, and overall policy development. Includes land use plans, development projects and inquiries. **Topics:** Land acquisition & disposition; municipal & regional land use; permits. **Program Record Number:** VPA POD 040

Properties

Description: Information relating to the administration of Authority properties, property leases, licences, easements, and title searches. **Topics:** Grants in lieu of taxes; title information; insurance; appraisals; casual use; commercial leases & agreements; recreational leases & agreements. **Program Record Number:** VPA PRO 045

Security

Description: Information relating to investigations, security systems, and liaison. **Topics:** security service; terminals security; investigation & incident summaries. **Program Record Number:** VPA SEC 050

Terminal Operations

Description: Information relating to cargo and cruise ship terminal operations. **Topics:** aircraft terminals; Canada Customs; cargo terminals; cruise terminals; operators. **Program Record Number:** VPA TEO 055

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classification of Positions

Employment and Staffing

Finance

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

Training and Development

Personal Information Banks

Access Request Data Bank

Description: This bank contains requests from individuals seeking information under the Access to Information Act and the Privacy Act. **Class of Individuals:** General public. **Purpose:** This bank processes access requests and reports the total number of requests processed. **Retention and Disposal Standards:** Records are retained for two years after resolution and then destroyed. **PAC Number:** 86-001 **TBS Registration:** 004272 **Bank Number:** VPA PPU 005

Applications for Employment

Description: This bank contains applications received from the general public for possible employment with the Vancouver Port Authority. **Class of Individuals:** General public. **Purpose:** Information may be used to fill vacancies in the Vancouver Port Authority for which applicants have suitable qualifications. **Retention and Disposal Standards:** Records are retained for one year then destroyed. **PAC Number:** 86-001 **TBS Registration:** 004273 **Bank Number:** VPA PPU 010

Board of Directors

Description: This bank contains correspondence relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications. **Class of Individuals:** Candidates for appointment and appointees to the Board of Directors. **Purpose:** The purpose of this bank is to assist in the appointment of individuals as directors of the Vancouver Port Authority. **Retention and Disposal Standards:** Records are retained for five years then transferred to National Archives. **PAC Number:** 86-001 **TBS Registration:** 004274 **Bank Number:** VPA PPU 015

Litigation Files

Description: This bank contains information on litigation cases and potential litigation against and by the Authority. Includes all types of claims such as dismissal, operations, etc. **Class of Individuals:** General public, complainants, respondents, and witnesses. **Purpose:** The information in this bank enables the Legal Department to carry out its mandate as legal advisor to the Authority and in proceedings before Tribunals and the Courts. **Retention and Disposal Standards:** Records are retained for six years after all action completed then destroyed. **PAC Number:** 86-001 **TBS Registration:** 004275 **Bank Number:** VPA PPU 020

Properties

Description: This bank contains information on owners or tenants of properties. **Class of Individuals:** General public. **Purpose:** This bank is used to document property transactions between the Authority and the general public such as leases, licences, sale, exchange or purchase of lands. **Retention and Disposal Standards:** Records are retained for five years then transferred to National Archives. **PAC Number:** 86-001 **TBS Registration:** 004276 **Bank Number:** VPA PPU 025

Security Investigations

Description: This bank contains records about security investigations of by-law and regulation enforcement, internal and external losses, threats and conflicts of interest. **Class of Individuals:** General public. **Purpose:**

This bank is to maintain investigative/administrative records as they pertain to the enforcement of by-laws and regulations. **Retention and Disposal Standards:** Records are retained for five years then transferred to National Archives. **PAC Number:** 86-001 **TBS Registration:** 004277 **Bank Number:** VPA PPU 030

Service Contracts

Description: This bank contains the terms and conditions of individuals or firms engaged under contract to the Authority. **Class of Individuals:** General public. **Purpose:** The purpose of this bank is to provide documentation relating to individuals and firms providing services to the Authority under contract. **Retention and Disposal Standards:** Records are retained for six years after completion then transferred to National Archives. **PAC Number:** 86-001 **TBS Registration:** 004278 **Bank Number:** VPA PPU 035

Classes of Personal Information

In the course of conducting the programs and activities of the Vancouver Port Authority, categories of personal information may be accumulated which are not contained in the specific personal information banks described above. Such personal information includes: requests for information, expressions of public support, offers of services, and complaints. This information is stored as part of the general subject files, where records are not normally retrieved by name of individual or other identifier.

This form of personal information is normally retrievable only if specifics are provided concerning the subject matter, related program activity, as well as the date on which the information was received by the Authority and the name of the person to whom it was addressed. The retention periods for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

Manuals

- Canadian Payroll Manual
- Corporate Planning Procedures Manual
- Corporate Policies and Directives Manual
- Emergency Planning Manual
- Grants in Lieu Procedures
- Harbour Master Office Operations Manual
- Marine Communications Traffic Services Manual of Operating Procedures
- Solutions for Government Reference Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Vancouver Port Authority and its various programs and functions may be directed to:

Public Affairs
Vancouver Port Authority
1900 Granville Square
200 Granville Street
Vancouver, British Columbia
V6C 2P9

Tel.: (604) 665-9070
Fax: (604) 665-9073
Web Site: www.portvancouver.com

Reading Room

Vancouver Port Authority's Legal Library has been designated under the Access to Information Act as a public reading room. The address is:

19th Floor
200 Granville Street
Vancouver, British Columbia

Veterans Affairs Canada

Chapter 146

General Information

Background

Nearly 1,750,000 men and women served in wartime for Canada. Approximately 116,000 died and 229,000 were wounded as a result of war. Canada has long recognized the hardship, suffering and sacrifice experienced by Veterans, Canadian Forces personnel, civilians and their families during our nation's periods of armed conflict and peacekeeping. The Veterans Affairs Portfolio exists to serve them. The Portfolio also carries out commemorative activities aimed at instilling in Canadians an appreciation for the sacrifices made by veterans and others during periods of conflict, and for assisting eligible persons who belong to any of the following groups:

- Armed Forces personnel and Merchant Navy Veterans who served in the First World War, Second World War or the Korean War;
- Former and, in certain cases, current members of the Canadian Forces including those who have served in Special Duty Areas;
- Certain civilians who are entitled to benefits because of their wartime service;
- Allied Veterans who had Canadian pre-war domicile;
- Former and, in certain cases, current members of the Royal Canadian Mounted Police; and
- Survivors and dependants of the above.

In March 2001, the Portfolio had 204,903 unique¹ clients. Over half (52.2%) of these were War Service clients, followed by survivors (33.8%), and Canadian Forces clients (13.9%). The average age of Veteran clients is 78 years, while the average age of Canadian Forces clients is 59 years.

Responsibilities

The Veterans Affairs (VA) Portfolio consists of:

- Veterans Affairs Canada (VAC)
- Veterans Review and Appeal Board (VRAB)

Veterans Affairs' Mission is to provide veterans, qualified civilians and their families with the benefits and services to which they are entitled; to promote their well-being and self-sufficiency as participating members of their communities; and, to keep the memory of their achievements and sacrifices alive for all Canadians.

¹ Combining clients from all programs, and removing duplicate clients, results in a total unique client count.

Veterans Affairs Canada's mandate is to provide benefits and services to eligible Canadians who served their country during periods of armed conflict and peacekeeping and to honour their sacrifice and achievements in the defence of freedom. Its legislative authorities are contained in the Department of Veterans Affairs Act, 15 other Acts of Parliament and 30 regulations and orders-in-council.

The Veterans Review and Appeal Board's mandate provides for full and exclusive jurisdiction to hear, determine and deal with all applications for review and appeal that may be made to the Board under the Pension Act, the War Veterans Allowance Act and other Acts of Parliament. All matters related to appeals under this legislation are authorized under the Veterans Review and Appeal Board Act.

Legislation

- The Minister has sole responsibility to Parliament for the following Acts:
- Army Benevolent Fund Act
- Children of Deceased Veterans Education Assistance Act
- Department of Veterans Affairs Act
- Civilian War-related Benefits Act (formerly Merchant Navy Veteran and Civilian War-related Benefits Act)
- Pension Act
- Returned Soldiers' Insurance Act, The
- Soldier Settlement Act
- Special Operators War Service Benefits Act
- Supervisors War Service Benefits Act
- Veterans Benefit Act
- Veterans Insurance Act
- Veterans' Land Act
- Veterans Review and Appeal Board Act
- War Service Grants Act
- War Veterans Allowance Act
- Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act

The Minister shares responsibility to Parliament for the following Acts:

- Aeronautics Act, section 9
- Appropriation Act No. 10, 1964, National Defence vote 58a
- Halifax Relief Commission Pension Continuation Act
- Indian (Soldier Settlement) Act

- Royal Canadian Mounted Police Pension Continuation Act, section 5
- Royal Canadian Mounted Police Superannuation Act, sections 32 to 34

The Minister has sole responsibility to Parliament for the following regulations and orders:

- Army Benevolent Fund Regulations
- Assistance Fund (WVA and CWA) Regulations
- Award Regulations
- Canadian Volunteer Service Medal Order
- Charlottetown, Prince Edward Island as Head Office of the Veterans Review and Appeal Board, Order Designating
- Children of Deceased Veterans Education Assistance Regulations
- Civilian Government Employees (War) Compensation Order
- Deceased or Former Members Dependents Payment Order
- Delegation of Powers (VLA) Regulations
- Execution of Purchase of Property Documents Regulations
- Gallantry Awards Order
- Guardianship of Veterans' Property Regulations
- Infant or Person of Unsound Mind Payment Order
- Last Post Fund Regulations, 1995
- Memorial Cross Order (World War I)
- Memorial Cross Order (World War II)
- Merchant Seamen Vocational Training Order, The
- Pension and Allowance Adjustment Regulations
- Pensioners Training Regulations
- Prescribed Persons and Organizations Regulations
- Returned Soldiers' Insurance Regulations
- Vetcraft Shops Regulations
- Veterans Allowance Regulations
- Veterans Burial Regulations, 1995
- Veterans Health Care Regulations
- Veterans Insurance Regulations
- Veterans Review and Appeal Board Regulations
- Veterans Treatment Regulations
- Veterans' Land Regulations
- War Service Grants Regulations

The Minister shares responsibility to Parliament for the following regulations and orders:

- Flying Accidents Compensation Regulations
- Special Duty Area Pension Order
- Special Forces Superannuation Regulations

Organization

The Deputy Minister of Veterans Affairs Canada reports to the Minister of Veterans Affairs who is accountable to Parliament. The Chair of the Veterans Review and Appeal Board reports to Parliament through the Minister and is accountable to the Minister for the use of the board's resources.

The Veterans Affairs Portfolio delivers two programs:

The Veterans Affairs Program, delivered by Veterans Affairs Canada, provides a wide range of benefits and services principally in the areas of health care, disability pensions and income support and commemoration programming. In 2000-2001, activities were delivered by a staff complement of 3,154 full-time equivalents from a decentralized organization consisting of a Head Office in Charlottetown, Prince Edward Island, the National Capital Office in Ottawa, Ontario, and a national service delivery network across Canada. The Department also operates a hospital in Sainte-Anne-de-Bellevue, Quebec, and maintains battlefield memorials in Europe.

The Veterans Review and Appeal Board Program is delivered by the Veterans Review and Appeal Board, a separate independent administrative tribunal. The Board adjudicates on the review and appeal aspects of Disability Pensions and hears final level appeals for War Veterans Allowance claims. The Board also has the authority to reconsider decisions at the review and appeal levels. It ensures due process through sound, timely and effective quasi-judicial adjudication in accordance with the governing legislation. The activities of the Board, delivered by 106 full-time equivalents in 2000-2001, included 17 full-time members in Charlottetown and 12 full-time members located in major cities across Canada. The Board holds review hearings in over 40 locations across Canada and appeal hearings primarily in Charlottetown.

The formal program structure of the Portfolio reflects the required independence between the Department and the Board as an administrative tribunal. It emphasizes the autonomy each has in representing the rights of clients and serving their needs.

Veterans Affairs Canada is made up of three branches (Veterans Services Branch, Public Affairs Branch, and the Corporate Services Branch), two divisions (Policy Coordination and Ottawa Headquarters and Corporate Planning Division) and five other organizations, two of which (Bureau of Pensions Advocates and Senior Legal Council) report to the Deputy Minister of Veterans Affairs, and four of which (Audit and Evaluation, Office of Early Conflict Resolution, Health Care Coordination Initiative Secretariat, and the Strategic Partnership Co-ordination Initiative) report to the Associate Deputy Minister.

Veterans Services (VS) Branch

The VS Branch is responsible for and maintains functional and line authority over program operations of the National Operations Division, as well as for the activities of regional and district offices, Ste. Anne's Hospital, and special project teams. The branch provides veterans and other eligible clients with disability pensions, emergency and ongoing income support as well as health and social services in the form of the Veterans Independence Program, Treatment Benefits and Long-term Care. The branch is also responsible for administration of property agreements with participating veterans and assisting veterans under the Veterans' Land Act. Funding is provided to eligible clients for housekeeping and grounds keeping services, ambulatory care, pharmacy supplies, audio equipment, home adaptations and residential care. Health care is provided to eligible veterans in the departmental hospital at Ste.-Anne-de-Bellevue, Quebec, in contract hospital beds, in community beds, and in veterans' homes. Client services provided by the Veterans Services Branch include: counseling and assisting in the preparation of disability pension applications; medical exams; adjudication; payment; account maintenance; responding to inquiries; screening; assessment; social counseling; care planning; referral services; and health promotion.

Public Affairs Branch

The Public Affairs Branch is responsible for policy direction and effective management of all domestic (internal and external to the Department) and international communication programs; for keeping the memory of our veterans' and peacekeepers' achievements and sacrifices alive for all Canadians through community partnering, national memorials and public information; and maintenance and restoration of Canada's and international memorials cemeteries.

Corporate Services (CS) Branch

The CS Branch is responsible for ensuring the effective and efficient use and protection of the Portfolio's financial, human, information, material and information technology resources; conducting internal audits, program evaluations and reviews for all Veterans Affairs operations; providing Portfolio support services, e.g. records and facilities management and video conferencing; planning and execution of business resumption, security and emergency preparedness measures; processing of requests and activities related to the Access to Information and Privacy Acts; employment equity and official languages programs; co-ordinating locally shared services initiatives; and providing corporate secretariat services for the Knowledge Economy Partnership.

◆ Policy Coordination and Ottawa Headquarters

This division is responsible for providing executive services to the Minister, the Deputy Minister and the Associate Deputy Minister. It is also responsible for ensuring policy consistency in internal and external policies, and liaising with veterans' organizations, Parliamentary committees, and central agencies. The division also ensures that government policy is reflected in legislation and regulations.

◆ Corporate Planning Division

The division supports the Portfolio by: carrying out long-term, strategic and operational planning; providing advice on resource management, planning methods and practices, and departmental issues; investigating options for alternative service delivery; and coordinating the development and implementation of Central Agency initiatives such as Quality Service (including service standards), Sustainable Development, and producing reports supporting the Expenditure Management System. It is also responsible for providing departmental statistics and other management information as well as for the ongoing development and maintenance of the Corporate Information System.

◆ Bureau of Pensions Advocates

The Bureau of Pensions Advocates provides free legal aid to persons who seek, through the review and appeal processes with the Veterans Review and Appeal Board, to establish claims under the Pension Act and related statutes.

◆ Senior Legal Counsel

Department of Justice lawyers, including the Senior Legal Advisor, provide legal advice to the Department.

◆ Audit and Evaluation Division

The mandate of the Audit and Evaluation Division is to review programs and operations and to recommend improvements. A seamless, single-window audit, evaluation and consultation service is provided.

◆ Office of Early Conflict Resolution

This office is responsible for helping Portfolio managers and employees create and maintain a workplace free from all forms of conflict and harassment.

◆ Health Care Coordination Initiative

The Health Care Coordination Initiative (HCCI) was established in 1994 to develop and implement a strategy to coordinate federal government purchasing of health care services and products for federal clients at the lowest possible cost through coordination of

effort among departments and agencies. Ten departments and agencies formed a partnership with a view to minimize inefficiency and duplication in their delivery of health care programs, while maintaining or improving the quality of the services they provide. Veterans Affairs Canada is the lead department for the Initiative and provides executive leadership through the HCCI Secretariat.

Information Holdings

Program Records

Veterans Affairs Canada

Acquisition, Sale or Other Disposition of Lands and Other Property

Description: Records relating to the purchase or acquisition by the Director of lands or other property for the settlement of veterans and the sale or disposition of all or parts of the land or other property being sold to veterans under agreement. **Topics:** Acquisitions settlement areas; land purchase; land costs; statement of property purchased; co-ordination of federal interest in land acquisition and use; surveys; sale and disposition — general; partial; surplus lands; refunds of surplus; release of securities; sale of livestock and equipment; continued establishments; leasing and renting pending sale; real estate commission; civilian purchase; unauthorized disposition of securities; and expropriations. **Program Record Number:** VAC MVA 070

Acts, Orders and Regulations

Description: Correspondence relating to bills, acts, statutory orders and regulations administered by the Department and former Canadian Pension Commission, as well as correspondence relating to other Canadian legislation the Department and former Canadian Pension Commission may use as reference material to assist in the delivery of its programs; correspondence relating to the Civilian War-related Benefits Act (Parts I and X), the preparation of amendments and interpretations; correspondence relating to the Pension Act and the preparation of amendments; and interpretations by the former Veterans Appeal Board and the new Veterans Review and Appeal Board. **Topics:** Former Canadian Pension Commission; Pensions; Expenses; Children; Pensions for disabilities; Pensions for death; Maintenance; Offences and Punishment; Supplementary Pensions – Allied Forces; Prisoners of War; Exceptional Incapacity Allowance; Annual Adjustment of Pensions and Allowances; Procedures and general. **Program Record Number:** VAC MVA 220

Agriculture, Farm Development and Operation

Description: Records relating to counseling, training courses, advisory and supervisory services on farm management operations for veterans. **Topics:** Farm management — general; training courses; farm equipment; farm management studies; farm accounting methods; farm building models; supervision and advice; requests for information; bull loaning policy; disease testing in animals; crops and crop conditions; Prairie Grain Advance Payments Regulations; production line farming; farm credit study committee; family farm operation; and statistics. **Program Record Number:** VAC MVA 115

Appraisals and Services for Other Departments

Description: Records relating to real estate appraisals for Property Management Directorate and real estate appraisals and services provided for other departments and agencies. **Topics:** Appraisals — general; schedule of appraisal fee; appraisals for other departments (individual files for departments and agencies); tendering; licences; collection of fees; management of Department of National Defence installations leased to the public for agricultural purposes; Indian economic development program; off-reserve housing program; and real estate data bank project. **Program Record Number:** VAC MVA 095

Armed Forces Pensions

Description: Correspondence relating to pensions for disabilities or death incurred by members of Canada's military forces during World War I, World War II, peacetime service, service in a Special Duty Area, service in a theatre of operations, reserve force service or special force service. **Topics:** Cadets; deserters; boards of inquiry regarding deceased or missing personnel; attestation and discharge procedures; Canadian Women's Auxiliary Services; National Defence documentation; Canadian Army — general; dual service; trainees; reserve force (militia); active force (World War II); soldier apprentices; special force (Interdepartmental Committee on re-establishment), Canadian Rangers; Royal Canadian Air Force — general; civilian flying instructors; refresher flying training ("Chipmunk Exercise"); members attached to air force; and Royal Canadian Navy — general. **Program Record Number:** VAC MVA 210

Briefs, Resolutions and Representations

Description: Correspondence relating to briefs, resolutions and representations made by veterans organizations such as the Royal Canadian Legion and others on pension matters. **Topics:** Army, Navy and Airborne Veterans; British Benevolent Society of Los Angeles; Federation of British Canadian Veterans of Canada; Canadian Legion of the British Empire Service League; Canadian Order of Empire Ex-Servicemen; Canadian Pensioners' Association of the Great War;

Canadian Soldiers' Non-pensioned Widows' Association; Canadian Combat Veterans Association; Canadian Corps Association; Canadian Battlefield Memorial Committee; Canadian National Institute for the Blind; Canadian Merchant Navy Prisoners of War Association; Dominion Corps of Legionnaires — Second World War; Disabled Veterans Association; Hong Kong Veterans Association of Canada; Imperial Veterans Social Club; Imperial War Graves Commission; Imperial Order Daughters of the Empire; Korea Veterans Association of Canada Inc.; National Council of Veterans Associations; North-east New Brunswick Veterans Association; National Indian Veterans Association Convenience; National Prisoners of War Association; Nursing Sisters Association of Canada; Sir Arthur Pearson Association; Royal Canadian Corps of Signal Auxiliaries; Royal Canadian Air Force Association; Royal Canadian Legion — resolutions; Soldier's Protection Association and Political Club of New Westminster; War Amputations of Canada — resolutions; War Pensioners of Canada; and World Veterans Federation. **Program Record Number:** VAC MVA 215

Bureau of Pensions Advocates – General

Description: Records relating to pension and War Veterans Allowance adjudication and to veterans organizations. **Topics:** Liaison with the Benefits Division of the Department of Veterans Affairs relating to pension applications and appeals; liaison with the Veterans Review and Appeal Board relating to pension reviews and appeals and allowance appeals; liaison with veterans organizations; liaison with the Department of Justice and the Federal Court of Appeal; and client representation in cases of adverse interest. **Program Record Number:** VAC MVA 295

Civilian War-related Benefits

Description: Correspondence relating to pensions and allowances awarded to the following groups of civilians for disabilities or death attributable to service during World War II in certain organizations or types of employment which were closely associated with the armed forces: Auxiliary Service Personnel, Canadian Civilian Air Crew, and Salt Water Fishermen. **Topics:** Air raid precaution workers; Corps of Canadian Firefighters (for service in the U.K.); injury during remedial treatment; overseas welfare workers; Voluntary Aid Detachment; list of supervisors; Ferry Command 504 list; American Red Cross; Silver Cross Mothers; detention allowance; section 13. **Program Record Number:** VAC MVA 225

Commemoration and Special Events

Description: Information on subjects relating to the commemoration of Canada's war dead; other related benefit programs; anniversary celebrations; and inspection tours. **Topics:** Commonwealth War Graves Commission — general; Canadian Battlefield

Memorials; European operations; funerals, burials and grave markers; Last Post Fund; memorials, cemeteries and graves — general; foreign countries; departmental cemeteries and plots; provincially owned cemeteries; Commemoration and special events — general; anniversary celebrations; Canada Remembers; public education and community outreach; archives and research; Canadian Virtual War Memorial website; Books of Remembrance; inspection tours — general, Central Europe; Korean War; Remembrance Day — general, Ottawa, Vimy Ridge; South African War; World War I — general, Somme, Vimy Ridge; World War II — general, D-Day/Normandy, Dieppe, Holland, Hong Kong, Italy, VE-Day. **Program Record Number:** VAC MVA 010

Compensation for Former Prisoners of War

Description: Correspondence relating to compensation provided under the Pension Act to members of the armed forces and certain civilians who were taken prisoner during and after World War II, and to their dependants. **Topics:** General; Hong Kong prisoners of war; Dieppe prisoners of war; list of names; statistics; internees of Vichy, France; Hermann Report; and Pensioners of Allied countries. **Program Record Number:** VAC MVA 230

Conveyance and Other Title Transactions

Description: Records relating to preparation and replacement of transfers of titles, deeds and other title documents in relation to the disposition of real estate or property. **Topics:** Preparation of conveyances and title transactions — general; delays; outstanding title cases; lost certificates of title; amendments; deeds in escrow; replacement deeds; agreements for sale; title searches; declaration of possession; joint tenancy; assignment of civilian or veteran agreements of sale; trespass and encroachment; surveys; administration fees; legal fees and disbursements; execution of documents by Director; restrictive covenants and titles. **Program Record Number:** VAC MVA 075

Debt-Free Settlement on Dominion or Provincial Lands

Description: Records relating to debt-free settlement and to non-repayable conditional grants for the establishment of veterans on provincial lands and similar grants to Indian veterans who settle on Indian reserve lands. **Topics:** Establishment of veterans on provincial or Dominion lands — general; debt-free settlement agreements with provinces (filed by province); federal Crown land in the Yukon and Northwest Territories; tax arrears on Dominion land; national parks; agreement of sale; non-repayable grant; additional farm credits; grants to Indian veterans for establishment within Indian Reserves; Métis veterans; land clearing and breaking; and other permanent improvements. **Program Record Number:** VAC MVA 065

Easements, Servitudes and Right of Way

Description: Records relating to the granting of easements, servitudes and right of way on properties to which title is held by the Director, Veterans' Land Act.

Topics: Easements — general; policies; hydro; oil and gas; telephone; railway and road; servitudes and right of way; Waterfowl Habitat Conservation Program; Provincial Woodland Improvement Program; and individual company easement files. **Program Record Number:** VAC MVA 105

Eligibility and Qualification

Description: Correspondence relating to eligibility to apply for benefits under the Veterans' Land Act and the Soldier Settlement Act, certificates of qualification and cancellation of certificates of qualification, termination date for acceptance of loan applications. **Topics:** Eligibility of recipients of War Veterans Allowance; aged veterans; dual service; medical fitness; re-establishment credits; duplication of benefits; Veterans Business and Professional Loans Act; Canadian Army Special Force; Firefighters; Ferry Command; Merchant Marine; members of His Majesty's Forces other than Canadian; Allied Forces; Special Duties Personnel; Regular Forces; Interim Forces; all categories of veterans; native veterans; and National Resources Mobilization Act personnel. **Program Record Number:** VAC MVA 055

Entitlement and Assessment Boards

Description: Correspondence relating to hearings of entitlement and assessment boards formerly authorized under the Pension Act. **Topics:** Entitlement and Assessment Boards — general and transcript of evidence and zones. **Program Record Number:** VAC MVA 235

Foreign Pensions, Gallantry Gratuities and Annuities

Description: Correspondence relating to foreign pension legislation and pensions payable to pensioners residing in other countries, including Great Britain. Also included is correspondence relating to the payment of gratuities and annuities which accompany certain gallantry awards granted to members of the armed forces of Canada during World War II and of the special force or other forces organized by Canada (UN, NATO). **Topics:** Australia; France; Italy; Japan; Germany; New Zealand; Poland; Russia; Union of South Africa and United States of America; India; Holland; Hungary; Mexico; Yugoslavia and United Nations. For Great Britain, other topics include British Income Tax; London District Office; Civilian Technical Corps; United Kingdom National Health Insurance and British Ministry of Pensions. Topics concerning gallantry gratuities and annuities include policy; Royal Warrants and King's Regulations and Orders; special force; statement and summary of cases; Victoria Cross recipients; George Cross annuities; and general. **Program Record Number:** VAC MVA 240

Health Care Facilities and Services

Description: Subject information on the administration and operation of departmental hospitals and homes; hospital services in both departmental and contract hospitals; transfer of hospitals to provincial or community jurisdiction; medical staff. **Topics:** Health care facilities and services — general; fact book; accreditation; standards; federal-provincial negotiations; institutional bed requirements; long-term care strategy and costs; accommodations; medical residencies; master agreement; operating agreements; memoranda of understanding; agreements with colleges and universities; environmental assessments; per diem rates; land use; transfer of hospitals; care and service; inquiries and complaints; capital contributions; transfer agreements; and redevelopment, (files by name of institution). **Program Record Number:** VAC MVA 025

Home Construction Assistance

Description: Records relating to loans under the National Housing Act to an eligible veteran in respect of the construction by him of a single-family home on suitable land and to furnish said veteran with financial, technical and other assistance. **Topics:** Construction assistance — general; construction financing; inspections; construction directives; construction courses; construction contracts; building standards; housing for handicapped and ageing veterans; sales taxes; deferred construction; lagging contracts; construction reports; recovery from contractors; hydro; interest rates; liaison with Canada Mortgage and Housing Corporation; service eligibility; and plans. **Program Record Number:** VAC MVA 085

Honours and Awards

Description: Information on the issue and replacement of First and Second World Wars and Korea campaign stars, medals, clasps, service buttons and Silver Memorial Crosses. **Topics:** General; policy; campaign stars and medals; non-Canadian awards and certificates; Queen's Scarf of Honour; correspondence regarding books on war medals and decorations of Canada; Victoria Cross — general; news clippings; statistics and statements; Korea Service Badge; Canadian Volunteer Service Medal; Hong Kong Bar; Dieppe Bar; Corps of Canadian Firefighters; Fenian Raids and Northwest Rebellion; Memorial Bar; Memorial Cross — general; Mercer Case; Naval Memorial Crosses; South Africa Medal; United Nations and Far East Medal; and war service badges. **Program Record Number:** VAC MVA 005

Insurance

Description: Records relating to insurance — group, life, fire, liability, and general policies to protect the veteran's and/or public equity in the property. **Topics:** Insurance — general; mortgage clause; liaison with insurance companies; group life insurance plan; fire

insurance fund; summary of application; fire loss recovery procedure; disposition of insurance recoveries; payment of taxes from insurance recoveries; recovery from tempest damage; liability insurance; and chattel insurance. **Program Record Number:** VAC MVA 125

Legal Matters – General and Prosecution

Description: Correspondence relating to legal matters, opinions and prosecutions at the Federal Court level.

Topics: General legal matters including Council to the former Canadian Pension Commission; Courts of Inquiry; litigation reports; legality of marriage and divorce; and the following prosecutions at the Federal Court level: G.H. Harris, W.H. Irvine, W.H. Woods, A. Poland, R.A. White and R.W. King. **Program Record Number:** VAC MVA 245

Loans/Grants

Description: Records relating to policies on lending operations and the administration of loans and grants to veterans, and provincial and private housing loan programs. **Topics:** Lending policy; loan termination; deadline for additional loans; interest rates; maximum loans; supplementary loans; repayment terms and procedures; conditional grants; preparation of agreements; crop share agreements; loans for full-time farming, fishing, and fur farming; co-operative farming; displaced persons land settlement; small family farm and off-farm enterprises such as tourist trade; provincial and private housing loan programs (by province or name of lender); and mortgages in escrow. **Program Record Number:** VAC MVA 060

Medical Advice

Description: Correspondence relating to advice regarding all medical matters of policy, precedent and usage relative to pensions. **Topics:** General medical advice including autopsy (exhumation); amputation; cancer; diagnosis; Mustard Gas cases; all cardiovascular conditions; influenza virus vaccine; deafness (hearing loss); phenoxy herbicides (Agent Orange); medical examinations; neurological conditions (includes ALS); peptic ulcer (including all gastrointestinal conditions) and tuberculosis; dental claims; alcoholism; arthritis; foot conditions; asbestos related problems; thoracoplasty; amyotrophic lateral sclerosis (ALS); arteriosclerosis; veterans of atomic warfare — medical assessments regarding radiation; medical categories (classifications); aggravation; X-rays; coronary thrombosis; and mentally ill — third party administration. **Program Record Number:** VAC MVA 250

Mines, Minerals and Surface Rights

Description: Records relating to mines, minerals and surface rights on lands on which veterans are settled and to which the Director holds title, or lands on which veterans had previously been settled. **Topics:** Mines and minerals — general (by province); acquisition of title

to mines and minerals by the Director; surface and subsurface rights; provincial legislation; titles with half minerals; lease disputes; native claims; sale of timber; and sale of gravel. **Program Record Number:** VAC MVA 110

Newfoundland Pensions

Description: Correspondence relating to pensions for death or disabilities attributable to service by Newfoundlanders prior to and after the union with Canada. **Topics:** Pensioners World War I (nominal roll); pensioners World War II (nominal roll); Newfoundland Regiment, forms and Special Appropriation Vote 538; organization; and administration. **Program Record Number:** VAC MVA 255

Part-time Farming (Small Holding)

Description: Records relating to the purchase and/or construction of homes for veterans on part-time farms (small holdings) where the major source of income comes from a non-farming enterprise. **Topics:** Qualification; minimum-size requirements; mobile houses and condominium units; subdivision projects (arranged by province); landscaping; summary or vacant land units; sewage and water systems; unsold properties; urban areas; change from part-time farm (small holdings) status to full-time farms or vice versa; monthly statements; municipal grants; tax concessions; drainage; and irrigation. **Program Record Number:** VAC MVA 090

Programs and Services – General

Description: Information on operational subjects relating to the social welfare of veterans, their dependants and other specified persons. **Topics:** Programs and Services – general; cost containment; continuum of service; aging veterans – general; Aging Veterans Program (existing); Aging Veterans Program (extension) – general, project, program delivery; Veterans Independence Program Review Project; benefit administration; chaplaincy services; client services; community health services — general, provincial; community housing; counselors and counseling services; geriatrics and gerontology; inquiries; nursing services; oaths and affidavits; reports and statistics – general, management information systems; social assistance programs; Veterans Independence Program – general, contracts, Canada Service veterans, improvements project. **Program Record Number:** VAC MVA 020

Property Management Directorate – General

Description: Records of a general nature relating to the operation of Property Management Directorate and the Soldier Settlement Board. **Topics:** Property Management Directorate — general; history of veterans land legislation; natural disasters; terms of agreement; absentee veterans; Committee on Demobilization and

Rehabilitation; projects related to the Home Repair Program and other special projects; veterans' spouses' rights to property of deceased veterans and devolution of estates; liens and other encumbrances while title to property is held by the Director. **Program Record Number:** VAC MVA 050

Reference, Research and Precedents

Description: Records relating to pension and allowance eligibility based on various medical conditions and/or military service. **Topics:** Copies of precedents (by year); records on appeals to the Veterans Review and Appeal Board; operational memoranda and directives; statistics related to productivity. **Program Record Number:** VAC MVA 300

Relocation to Charlottetown, Prince Edward Island

Description: Information on the co-ordination of the planning and implementation of all activities related to the relocation of the Portfolio Head Office from Ottawa to Charlottetown, Prince Edward Island. **Topics:** General; continuity of Veterans Services Head Office; operations; housing situation quarterly reports; relocation information bulletins; employee relocation decisions; relocation status and progress reports; relocation staffing plans; studies and surveys; accommodation — general; furniture and furnishings; and interim procedures. **Program Record Number:** VAC MVA 015

Rescission and Resale

Description: Records relating to rescissions, voluntary or involuntary, on contract agreements administered by the Director, Veterans' Land Act, and sale of reverted properties. **Topics:** Rescission of contract agreements — general; policy and procedures; quit claim deed; disposition of surplus; tax adjustments; reinstatement of account; unsold reverted properties; provincial advisory boards; evictions; repossession and sale of chattels; and submissions to council. **Program Record Number:** VAC MVA 120

Royal Canadian Mounted Police Pensions

Description: Correspondence relating to pensions for death or disabilities under the RCMP Pension Continuation Act or the RCMP Superannuation Act. **Topics:** General information and special constables. **Program Record Number:** VAC MVA 265

Special Housing Assistance for Veterans

Description: Correspondence relating to joint Veterans Affairs and Canada Mortgage and Housing Corporation programs (ended March 1980) which were extended to assist veterans on low or modest incomes to acquire housing accommodation. **Topics:** Eligibility; request for information; low-rental housing — general; low-rental housing projects (arranged by name of project);

co-operation and liaison with Canada Mortgage and Housing Corporation; statistical summaries; extension of benefits; and applications for assistance (arranged numerically). **Program Record Number:** VAC MVA 080

Special Operators War Service Benefits

Description: Correspondence relating to benefits provided to certain persons who were recruited in Canada by United Kingdom authorities for special duties in war areas. **Topics:** General information and policy. **Program Record Number:** VAC MVA 270

Special Programs

Description: Information on a wide range of special benefits designed to assist veterans, their dependants and other specified persons. **Topics:** Special programs — general; arts and crafts/Red Cross; Benevolent Fund — general; Royal Canadian Air Force; Royal Canadian Army; Royal Canadian Navy; bequests — general; Blinded Veterans Assistance Program; Commonwealth War Graves Commission — general; Canadian Battlefield Memorials; Disablement Fund; educational assistance — general; eligibility for educational institutions (reports, statistics and statements); estates; European operations; funerals, burials and grave markers; Hearing Assistance for Veterans Program; Last Post Fund; memorials, cemeteries and graves — general; foreign countries; departmental cemeteries and plots; provincially owned cemeteries; Paraplegic Assistance Program; pensioners training; post-discharge benefits; Royal Canadian Legion — grants; trust funds — general, Head Office, Newfoundland (sub-region), Atlantic, Quebec, Ontario, Prairie and Pacific Regions; Trust Management; and Vetcraft. **Program Record Number:** VAC MVA 035

Table of Disabilities

Description: Correspondence relating to the Table of Disabilities, its amendments, preparation and distribution. **Topics:** Policies and administration; tables by type of disability; and medical guidelines. **Program Record Number:** VAC MVA 251

Taxes

Description: Records relating to taxes as they affect veterans settled under provisions of the Veterans' Land Act and advising veterans of tax implications. **Topics:** Taxes — general; taxes on Crown-owned property; grants in lieu of taxes; payment of taxes; sales tax rebate instructions; gift tax; surface and mineral leases and taxable income; capital gains tax; tax sale procedures; tax limitation agreements; mortgage interest tax credit plans; provincial tax rebates; land transfer tax; land speculation tax; and real property tax deferment. **Program Record Number:** VAC MVA 100

Treatment and Treatment Services

Description: Information on the administration of veterans benefits related to medical, surgical and dental treatment, including the supply and maintenance of prosthetic and other appliances to eligible veterans and other qualified individuals. **Topics:** Treatment and treatment services — general; foreign countries; other authorized personnel; Acts and Regulations; Veterans Treatment Regulations; Veterans Health Care Regulations — general; Veterans Independence Program; allowances; dental services — general; dental care plans; hospitalization — general; care; insurance — general; provincial hospital and medicare plans; medical services; pharmacy services — general; agreements; special equipment — general; eyeglasses and other optical aids; home modifications; prosthetics and orthotics; reports and statistics. **Program Record Number:** VAC MVA 040

Treatment Entitlement

Description: Correspondence relating to treatment entitlement; pension payments during hospitalization; doctor of choice program; injury or death resulting from treatment. **Topics:** General; joint control of treatment services and pensions; medical activities; doctor of choice program; and injury or death resulting from treatment. **Program Record Number:** VAC MVA 275

Trust Funds

Description: Correspondence relating to trust funds consisting of private monies which have been donated by sympathetic individuals who wish to assist veterans and their families. **Topics:** General; statistics; donations; War Veterans Distress Fund; William Scott fund; Regimental fund — 230th Battalion; War Special Assistance Fund; Florence Martineau Fund; Sidney E. Lambert Fund; W.A. Black Benefit Fund; Soldiers' Aid Commission; Canadian Patriotic Fund and the Mennonite Fund; canteen funds, Last Post Fund; RCAF Benevolent Fund; and Army Benevolent Fund. **Program Record Number:** VAC MVA 280

Veterans Affairs – General

Description: Information on a wide variety of subjects relating to the operational responsibilities of the Veterans Affairs department. **Topics:** Veterans Affairs — general; Benefits Redesign Project; Pension Reform Project; Canadian Forces Project; evaluation studies; Veterans legislation — general, bills, consolidation project, legislative proposals, Merchant Navy Veterans, Pension Act, policy issues; subordinate legislation — general, regulatory projects, Veterans Health Care; War Veterans Allowance Act. **Program Record Number:** VAC MVA 130

Veterans Insurance

Description: Information on the administration of life insurance purchased by veterans and other eligible individuals. **Topics:** Returned Soldiers Insurance and

Veterans Insurance — general; reports; statistics; studies and surveys; acts; regulations and rulings. **Program Record Number:** VAC MVA 030

War Veterans Allowance and Civilian War-related Benefits

Description: Information on the administration of War Veterans Allowance and Civilian War-related Benefits to eligible veterans and other qualified individuals, including eligibility requirements; rates of allowance; payments and overpayments; authorities; adjudication and decisions. **Topics:** War Veterans Allowance and Civilian War-related Benefits — general; acts and regulations; adjudication decisions — general; regular board decisions; Assistance Fund; cheques; eligibility — general; age; residence; medical; service requirements; foreign countries allowances; harmonization with Health and Welfare Canada and with Canada Customs and Revenue Agency, Taxation; other income — general; casual earnings and interest; social assistance — general; Old Age Security; provincial programs; payment of allowances — general; excesses; overpayment of allowances — general; remissions; reports, statistics and statements. **Program Record Number:** VAC MVA 045

Veterans Review and Appeal Board

Disability Pension Appeals

Description: Records relating to the adjudication of reviews of decisions rendered by the Minister and of appeals of decisions rendered by the Veterans Review and Appeal Board under the Pension Act and other related statutes. **Topics:** Procedures — general; reviews of decisions of the Minister and appeals of decisions of the Veterans Review and Appeal Board; reviewers'/editors' procedures; precedent decisions; interpretations; legal opinions; rules of procedure and medical opinions. **Program Record Number:** VAC VRAB 202

Veterans Review Appeal Board – General

Description: Information relating to the former Veterans Appeal Board and Canadian Pension Commission and the new Veterans Review and Appeal Board, including historical background, operational functions and responsibilities of the Board. **Topics:** Veterans Review and Appeal Board — general; liaison — veterans organizations, other federal departments and other levels of government; meetings; audits; appointments; statistics; finance; policy development; correspondence; and plans. **Program Record Number:** VAC VRAB 201

War Veterans Allowance and Civilian War-related Benefits Appeals

Description: Records relating to the adjudication of appeals of decisions rendered by the Department of Veterans Affairs under the War Veterans Allowance Act

and the Civilian War-related Benefits Act, and other related statutes. **Topics:** Allowances — general; spousal separation; overpayments; eligibility — general; Allied Forces; military service; theatre of war; income — general; casual earnings; interest; social assistance; procedures — general; regional offices of the Department of Veterans Affairs; precedent decisions; interpretations; legal opinions; and rules of procedure. **Program Record Number:** VAC VRAB 203

Common Records

Access to Information and Privacy (ATIP) Co-ordination

Description: Information on the Portfolio's ATIP policies, implementation procedures and liaison network. **Topics:** ATIP policies; exemption procedures; briefing and training material; sharing of personal information with other government institutions; collection, use, disclosure and protection of personal information; correction requests/notations; complaints to Information/Privacy Commissioners; compliance; co-operation and liaison within the Portfolio and with other government institutions; manuals; reports and statistics; and requests for access to information. **Program Record Number:** VAC MVA 475

Accounts and Accounting

Description: Records relating to the Portfolio's accounting activities. **Topics:** Accounts and accounting generally; cash accounts; accounts payable; accounts receivable; and standing advances. **Program Record Number:** VAC MVA 555

Acts and Legislation

Description: Correspondence relating to the preparation, amendment, etc. of acts and regulations. **Topics:** Acts and legislation generally; departmental, federal, foreign and provincial. **Program Record Number:** VAC MVA 490

Administration

Description: Information on a wide variety of subjects relating to administrative matters. **Topics:** Administration generally; accidents generally; motor vehicle accidents; agreements; appreciation; complaints and enquiries; associations, clubs and societies; campaigns and canvassing; ceremonies and celebrations; circulars, directives and orders; committees; conferences, meetings and symposia; corporations, companies and firms; emergency preparedness; environment/energy conservation; Federal Identity Program; legal matters; inventions, patents and copyrights; licences and permits; parliamentary matters; plans and programs; reports and statistics; social/special events; visits and tours; and studies and surveys. **Program Record Number:** VAC MVA 485

Administrative and Management Services

Description: Records relating to the services which support the administration and operational components of the organization. **Topics:** Administrative and management services generally; correspondence management; data processing services; duplication services; forms management; library services; mail, messenger and postal services; management consulting services; records management; telecommunications services; travel and transportation services; secretarial, typing and word-processing services; translation services; and micrographics. **Program Record Number:** VAC MVA 495

Budgets

Description: Records concerning budgetary activities within the Portfolio. **Topics:** Budgets generally; estimates and supplementary estimates; and program forecasts. **Program Record Number:** VAC MVA 565

Buildings

Description: Records relating to tenant services. **Topics:** Buildings generally; acquisition; alterations and repairs; construction; contracts; damages; fire prevention; disposal and maintenance. **Program Record Number:** VAC MVA 510

Buildings and Properties

Description: Correspondence of a general nature relating to buildings, properties and accommodations. **Topics:** Buildings and properties generally; accommodation; accounting and inventories; planning and requirements; reports and statistics; and parking. **Program Record Number:** VAC MVA 505

Classification of Positions

Description: Correspondence relating to policies and procedures on classification of positions; delegation of classification authority; Special Assignment Pay Plan (SAPP); monitoring of classification and classification grievances. **Topics:** Classification generally; audits; category and group; individual positions; standards; reclassification; holding classification (red circling); classification committee reports; organization charts; SAPP; and classification grievances. **Program Record Number:** VAC MVA 425

Conflict of Interest and Post-employment Code

Description: Correspondence relating to the implementation of the Conflict of Interest and Post-employment Code. **Topics:** Code of the Public Service; amendment; interpretation; delegation authority; reports and statistics. **Program Record Number:** VAC MVA 430

Co-operation and Liaison

Description: Correspondence relating to co-operation and liaison activities. **Topics:** Co-operation and liaison

generally and at the federal, international, provincial, university, college and school levels. **Program Record Number:** VAC MVA 500

Employment and Staffing

Description: Correspondence relating to employment and staffing of positions, certification, delegation of staffing authority, policy development, employment and staffing selection standards and monitoring of staffing.

Topics: Employment and staffing generally; statistics on applications; casual and term employees and temporary services; competitions; lateral transfers; Priority Administration Tracking System; program recruitment; two-year guarantee policy and procedures; requests for staffing action; summer students; secondment agreements; and employee exchange between Veterans Affairs Canada and provincial departments. **Program Record Number:** VAC MVA 435

Employment Equity

Description: Correspondence relating to equal opportunities for women; program initiatives to increase the employment of women in senior positions; correspondence on new initiatives leading to increased participation in the work force of aboriginal people, visible minorities and disabled people. **Topics:** Employment Equity generally; program initiatives for disabled persons; aboriginal people; visible minorities; disabled people and women; reports; plans; statistics; studies and surveys; and Employment Equity plan. **Program Record Number:** VAC MVA 420

Equipment and Supplies

Description: Records relating to the procurement of equipment and supplies. **Topics:** Equipment and supplies generally; accountability and inventories; catalogues; clothing; disposal and surplus; food; forms; fuels; laboratory; loans; maintenance and repairs; price lists and stationery; equipment for the handicapped. **Program Record Number:** VAC MVA 525

Finance

Description: Records relating to the Portfolio's financial activities. **Topics:** Finance generally; agreements and arrangements; allotments and transfers; allowances; banks and banking; cheques; claims; contracts; currency; encumbrances; expenditures; fees; funds; revolving funds and working capital advances; grants; signing authorities; taxes and travel allowances; and expenses. **Program Record Number:** VAC MVA 550

Furniture and Furnishings

Description: Records relating to the procurement, accountability and issuing of furniture and furnishings. **Topics:** Furniture and furnishing generally; beds and bedding; chesterfields and sofas; drapes; filing cabinets; household and office furniture and furnishings;

pictures; inventories; and furniture for the handicapped and for orthopaedic uses. **Program Record Number:** VAC MVA 530

Government On-line

Description: Records relating to creation, maintenance, and other functions associated to providing services for clients via the internet. **Topics:** Government On-line (GOL) generally; business to business; business to client; communications; funding; infrastructure; legal issues; planning; reporting; security issues; Treasury Board material. **Program Record Number:** VAC MVA 625

Human Resources

Description: Correspondence relating to all aspects of human resource management, planning and development. **Topics:** Human resources generally; career movement; inventories; performance appraisal; reports and statistics; Career Assignment Program (CAP); succession planning; and incentive award programs. **Program Record Number:** VAC MVA 440

Individuals Deceased More than 20 Years

Description: Records and correspondence on veterans and their dependants, deceased more than 20 years, who contacted and/or received benefits from the Portfolio during their lifetimes. **Topics:** Applications for benefits; medical, financial and domestic information; military service information; decisions on applications and appeals; and general correspondence. **Program Record Number:** VAC MVA 480

Information Services

Description: Records relating to the general administration of public affairs and relations (information services); media relations, news and press releases, films, advertising, photographs and photography, publications, speeches, inquiries, etc. **Topics:** Information services, generally; addresses, mailing and distribution lists; advertising and publicity; inquiries; news releases, newsletters and bulletins, photography, press clippings, publications; and speeches. **Program Record Number:** VAC MVA 635

Information Technology (IT)

Description: Records on the procurement, purchase, rental of IT equipment and the management of IT through policies, plans and standards. **Topics:** IT generally; Year 2000 Project; business resumption planning; committees; corporate database; data-processing hardware & software; IT security; information holdings; inventories; plans; policies (telecommunications, IT); standards; system development; maintenance and support to production systems; Internet infrastructure and application development; Internet; Intranet; and wide and local area networks. **Program Record Number:** VAC MVA 405

Internal Audit, Program Evaluation and Review

Description: Correspondence relating to Auditor General reports, internal audits and evaluation of the Portfolio's programs. **Topics:** Auditor General reports and reports on various types of internal audits including comprehensive, compliance, systems, special request audits and special study assessments. Files of project-oriented program evaluation work relating to framework/assessment/evaluation studies; to assistance to other parts of the Portfolio; and to establishment of the program evaluation function. **Program Record Number:** VAC MVA 560

Lands

Description: Information of a general nature on land administration. **Topics:** Lands generally; acquisition; concessions; development; disposal; fencing; flood control; landscaping; parking areas; roads; streets and sidewalks. **Program Record Number:** VAC MVA 515

Occupational Health, Safety and Welfare

Description: Correspondence relating to the administration of occupational health, safety and welfare matters. **Topics:** Occupational health; safety and welfare generally; health units; nursing services; and surveys. **Program Record Number:** VAC MVA 445

Office Appliances

Description: Records relating to the procurement, purchase and rental of non-EDP equipment. **Topics:** Office appliances generally; calculators; duplicating equipment; facsimile machines; photographic and microfilming equipment; recorders; and typewriters. **Program Record Number:** VAC MVA 535

Official Languages

Description: Correspondence and reports relating to policies, procedures and guidelines relating to the Official Languages activities of the Portfolio. **Topics:** Official Languages generally; identification and designation of bilingual positions; bilingual bonus; Official Languages action plans; complaints; recruitment; replacements; work instruments; language training module data; second-language evaluation; letters of understanding; and reports and statistics. **Program Record Number:** VAC MVA 450

Pensions and Insurance

Description: Correspondence relating to the administration of employee contribution and coverage under the various pension and insurance plans. **Topics:** Pensions and insurance generally; superannuation plans; Canada Pension Plan; the Public Service Dental Care Plan; reciprocal transfer agreements; federal, provincial and private hospital and medical insurance plans; death benefit plan; disability insurance; unemployment insurance plans; Health Insurance Remuneration Supplement; Public Service Management

Insurance Plan (PSMIP); and Public Service Health Care Plan (PSHCP) formerly known as Group Surgical-Medical Insurance Plan (GSMIP). **Program Record Number:** VAC MVA 455

Personnel

Description: Correspondence relating to the general administration of personnel management activities. **Topics:** Personnel generally; accidents and injuries; Governor in Council appointments and others; attendance; awards and honours; establishment; hours of work and overtime; leave and holidays; promotions and reclassification; regulations and directives; reports and statistics; retirements; separations; telework; transfers; workforce adjustments; and the Human Resources Information Management System (People Soft) formerly known as Veterans Affairs Personnel System (VAPS). **Program Record Number:** VAC MVA 415

Procurement

Description: Information on various procurement functions. **Topics:** Procurement generally; contracts; local purchase orders; procedures and regulations; and requisitions and standing offer agreements. **Program Record Number:** VAC MVA 540

Salaries and Wages

Description: Correspondence relating to subject matter within the employee pay administration activity. **Topics:** Salaries and wages generally; acting pay; deductions; pay rates; pay system; performance and senior merit pay; regulations on salary revisions; severance pay; direct pay deposit service; and garnishments. **Program Record Number:** VAC MVA 460

Security

Description: Correspondence relating to general security matters and physical security of buildings and grounds. **Topics:** Security generally; policies; Corps of Commissionaires; fires and fire prevention; emergency measures; building security and access control; security checks; security sweeps; and equipment. **Program Record Number:** VAC MVA 410

Staff Relations

Description: Correspondence relating to topics concerning the administration of labour relations activities, collective bargaining, employee complaints and employee assistance programs. **Topics:** Staff relations generally; counseling and employee assistance programs; bargaining agents; collective agreements and interpretations; designated employees; discipline; grievances; adjudications; complaints; managerial and confidential exclusions; union relations; and union-management consultations. **Program Record Number:** VAC MVA 465

Training and Development

Description: Correspondence relating to the general administration of training programs, participation and activities, and their costs. **Topics:** Training and development generally; attendance; course content; course evaluations; individual courses; Middle Management Orientation Program; plans, schedules and directives; supervisory orientation program; and types of courses. **Program Record Number:** VAC MVA 470

Utilities

Description: Correspondence relating to the installation, operation and maintenance of utility systems and facilities. **Topics:** Utilities generally; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation. **Program Record Number:** VAC MVA 520

Vehicles

Description: Records relating to the purchase, lease, operational standards and costs of vehicles. **Topics:** Vehicles generally; air, land and water vehicles; insurance; maintenance and repairs; operating standards; registration and licences; and inventories. **Program Record Number:** VAC MVA 545

Personal Information Banks

Veterans Affairs Canada

Access to Information Requests

Description: This bank contains the Access to Information Request Forms sent by individuals requesting access to departmental files, the replies to such requests and information related to their processing. Information on exemptions or exclusions claimed, on complaints handled, or on fee waivers may also be included. **Class of Individuals:** Canadian citizens/permanent residents of Canada. **Purpose:** To administer access requests in accordance with the Access to Information Act. **Consistent Uses:** The bank is used to record the processing of requests under the Access to Information Act, to report to Treasury Board and to Parliament on requests received and completed, and for the purposes of consultations with other government institutions. **Retention and Disposal Standards:** Files will be kept for two years. **PAC Number:** 86-001 **Related to PR#:** VAC MVA 475 **TBS Registration:** 003468 **Bank Number:** VAC PPU 115

Assistance Fund

Description: This bank contains information on the provision of single cash grants to persons who meet the eligibility criteria and who require a grant to meet an extreme emergency situation. **Class of Individuals:** This information relates only to those persons who are

recipients in accordance with the War Veterans Allowance Act. **Purpose:** The purpose of this bank is to provide information concerning the payment of single cash grants and is authorized under the Department of Veterans Affairs Act, Assistance Fund Regulations and War Veterans Allowance Act. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the last eligible dependant. **PAC Number:** 91/006 **Related to PR#:** VAC.MVA.045 **TBS Registration:** 003476 **Bank Number:** VAC PPU 045

Client Database

Description: This is a computerized data bank containing information relating to veterans, their spouses and dependants, and other clients who were or are now in receipt of benefits. The Bank also contains information relating to veterans, their spouses and dependants who applied for benefits and were denied. Data may include names, addresses, social insurance numbers, service numbers, benefits received and additional information required to provide service to the client. Information in this bank is also shared with the Royal Canadian Legion, with a client's consent, to assist in the preparation of applications for services and benefits from Veterans Affairs. The information is also shared with the Last Post Fund to assist in determining eligibility to benefits under the Veterans Burial Regulations. **Class of Individuals:** The information relates to veterans, their spouses and dependants who were or are now in receipt of benefits payable under the War Veterans Allowance Act, the Civilian War-Related Benefits Act, the Pension Act, the Flying Accidents Compensation Regulations, the Gallantry Gratuities and Annuities Order and the Halifax Relief Commission Pension Continuation Act. **Purpose:** The databases are maintained to assist Veterans Affairs in responding effectively to client needs. **Consistent Uses:** Information in this bank is shared with Public Works and Government Services Canada for cheque issuance purposes; with Human Resources Development Canada to determine the veteran's Old Age Security benefits; and with Canada Customs and Revenue Agency (Taxation) to verify the veteran's income. Information in this bank is also shared with the health claims administrator, who processes veteran's medical claims on behalf of the Department of Veterans Affairs. **Retention and Disposal Standards:** An annual snapshot of the databases for the Canadian Pension Commission and the Veterans Services Benefit Delivery Systems is released to the National Archives at the end of November each year. **PAC Number:** 91-006 **Related to PR#:** VAC MVA 035; VAC MVA 045 **TBS Registration:** 003481 **Bank Number:** VAC PPU 085

Contractual Obligations

Description: Data in this bank include correspondence, internal memoranda and reports, as well as absentee and rescission documentation. **Class of Individuals:**

The information relates to veterans established under the Veterans' Land Act. **Purpose:** The purpose of this bank is to monitor, under the Veterans' Land Act and Regulations, payments, taxes, insurance, property maintenance and the residence or operation, as per the contractual agreement made between the veteran and the Director. **Consistent Uses:** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit. **Retention and Disposal Standards:** Records are transferred to National Archives of Canada sixty years from the date of final loan payment. **PAC Number:** 93-013 **Related to PR#:** VAC MVA 060; VAC MVA 065; VAC MVA 070 **TBS Registration:** 003464 **Bank Number:** VAC PPU 070

Counseling, Rehabilitation, Sheltered Employment, Burial and Trust Fund Benefits, Estates Information

Description: This bank contains information on counseling, rehabilitation, sheltered opportunities, burial benefits, trust fund and Benevolent Fund assistance, and estate information. **Class of Individuals:** Certain former and still serving members of the armed forces, and others, who served in World Wars I, II, the United Nations peacekeeping operations in Korea and in peacetime. **Purpose:** The purpose of this bank is to provide, under the Department of Veterans Affairs Act, the Pension Act, the Veterans Review and Appeal Board Act, the Civilian War-related Benefits Act, the Veterans Burial Regulations, 1995, Veterans Treatment Regulations, the Guardianship of Veterans Property Regulations, the Veterans Estates Regulations, the Army Benevolent Fund Act, Last Post Fund Regulations, 1995, the Veterans' Rehabilitation Act (repealed 1990), and Veterans Rehabilitation Regulations (repealed), details concerning the counseling, rehabilitation, sheltered employment opportunities, burial benefits, trust fund and Benevolent Fund assistance, and estate information. **Consistent Uses:** Information in this bank is occasionally provided to the Public Trustee Estate Administrator and/or third party administrators for administration of estates or to funeral directors for payment purposes. Details of departmental benefit status, service particulars and date of birth may be given to Last Post Fund representatives in order that funeral and burial assistance may be provided. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the veteran or the last eligible dependant, whichever is applicable. **PAC Number:** 91-006 **Related to PR#:** VAC MVA 020; VAC MVA 035 **TBS Registration:** 003469 **Bank Number:** VAC PPU 005

Devolution of Estates

Description: Data in this bank include legal and other correspondence, inter-office memoranda and reports,

as well as Surrogate or Probate Court documents.

Class of Individuals: Information relates to the estates of deceased veterans who were established under the Soldier Settlement Act and the Veterans' Land Act.

Purpose: The purpose of this bank is to identify, under the Veterans' Land Act and Regulations, those individuals entitled to inherit the agreement of sale of the deceased veteran. **Consistent Uses:** Information in this bank may be given to the public trustee or estate administrator for the purposes of estate administration.

Retention and Disposal Standards: Records are transferred to Archives Canada sixty years from the date of final loan payment. **PAC Number:** 93-013

Related to PR#: VAC MVA 060; VAC MVA 065; VAC MVA 070 **TBS Registration:** 003465 **Bank Number:** VAC PPU 075

Educational Assistance

Description: The information in this bank concerns educational assistance available to eligible veterans and their dependants. **Class of Individuals:** This assistance was available to persons who served in the armed forces and their dependants. **Purpose:** The purpose of this bank is to provide, under the Veterans Rehabilitation Act, Children of Deceased Veterans Education Assistance Act and the Pensioners Training Regulations, details relating to educational assistance.

Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit. **Retention and Disposal Standards:** These records are retained for six years after the youngest dependent child reaches the age of 30 years. **PAC Number:** 91-006 **Related to PR#:** VAC MVA 035 **TBS Registration:** 003470 **Bank Number:** VAC PPU 010

Eligibility, Property Purchase and Sale, and Construction

Description: Data in this bank include veterans applications, inter-office memoranda, owners' offers to sell, legal documentation and correspondence regarding acquisition of title, veterans agreements of sale, construction contracts and related documentation, and acquisition of stock and equipment. **Class of Individuals:** The information relates to veterans established under the Soldier Settlement Act and the Veterans' Land Act. **Purpose:** The purpose of this bank is to provide, under the Soldier Settlement Act and the Veterans' Land Act and Regulations, details concerning the eligibility of a veteran for financial assistance, the appraisal and acquisition of property and the improvement thereon of existing buildings and/or construction of new buildings, the agreements of sale covering resale of such properties and the acquisition of stock and equipment to the veteran purchaser.

Consistent Uses: Information in this bank is provided to federal government institutions or departments or

agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit. **Retention and Disposal Standards:** Records are transferred to Archives Canada sixty years from the date of final loan payment. **PAC Number:** 93-013 **Related to PR#:** VAC MVA 060; VAC MVA 065; VAC MVA 070 **TBS Registration:** 003462 **Bank Number:** VAC PPU 060

Health Care Programs (Non-pension Related)

Description: This bank contains information on health care benefits and treatments provided to veterans and other qualified individuals for illness or non-pensioned disability. **Class of Individuals:** This information relates to persons who served in the armed forces or in the Merchant Navy during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II, former and still serving members of the Canadian Forces and RCMP, and other persons who have received departmentally sponsored treatment and health care benefits.

Purpose: The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information on health care benefits and services and care provided to war veterans and other qualified persons for illness or disability not related to any pensioned disability.

Consistent Uses: Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial/health benefit; to qualified health professionals, or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; Information may also be shared with the health claims administrator, who processes veteran's medical claims on behalf of the Department of Veterans Affairs. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the last eligible dependant. **PAC Number:** 91-006 **Related to PR#:** VAC MVA 040 **TBS Registration:** 003473 **Bank Number:** VAC PPU 020

Honours and Awards

Description: This bank contains ships ledgers, World War I and World War II badge ledgers and nominal rolls for Newfoundland veterans. **Class of Individuals:** Persons who served in the armed forces during the First and Second World Wars and Newfoundland veterans who served in the Royal Navy, Royal Air Force or the Merchant Marine during World War II or the Korean Conflict. **Purpose:** The purpose of the bank is to identify those individuals who have applied for and/or received medals or copies of medals. **Retention and Disposal Standards:** For veterans or others who have made a claim for medals, all information including

correspondence is retained for a period of six months, at which time the records are forwarded to the National Archives of Canada for inclusion in the veteran's service record. **Related to PR#:** VAC MVA 495 **TBS Registration:** 002280 **Bank Number:** VAC PPU 110

Immediate Post-Discharge Benefits

Description: This bank contains information about post-discharge benefits paid to qualifying persons. **Class of Individuals:** These benefits were available to persons who served in the armed forces and paramilitary bodies in World War II and/or the Korean War. Also Newfoundland veterans eligible for re-establishment credits. **Purpose:** The purpose of this bank is to provide, under the War Service Grants Act and the Veterans Benefit Act and respective Regulations, information on war service gratuities, re-establishment credits and other immediate post-discharge benefits. **Consistent Uses:** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the veteran. **PAC Number:** 91-006 **Related to PR#:** VAC MVA 035 **TBS Registration:** 003471 **Bank Number:** VAC PPU 015

Institutional Care

Description: This bank contains information on health care benefits provided to veterans and other qualified individuals who are or have been patients in departmental hospitals or contract beds in provincial and private facilities. Some of this information may have been copied to Head Office and regional office files. This bank, however, represents a complete account of treatment received which is organized by and must be accessed by the institution. **Class of Individuals:** This information relates to persons who served in the armed forces or in the Merchant Navy during World Wars I, II and/or the U.N. operations in Korea, members of certain civilian organizations during World War II and other persons (such as federal prisoners and RCMP officers) who have received treatment in a present or former departmental facility or contract bed. **Purpose:** The purpose of this bank is to provide, under the Department of Veterans Affairs Act, and Veterans Health Care Regulations, information on health care benefits provided to war veterans and other qualified persons who receive institutional care. **Consistent Uses:** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefits; to qualified medical practitioners, health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual; As well, information

provided may be shared with the health claims administrator, who processes veteran's medical claims on behalf of the Department of Veterans Affairs.

Retention and Disposal Standards: Records are retained for a period of six years after the date of death of the last eligible dependant. **PAC Number:** 91-006 **Related to PR#:** VAC MVA 040 **TBS Registration:** 003472 **Bank Number:** VAC PPU 016

Legal Services for Pension Applicants and Allowance Appellants

Description: The bank contains correspondence, notices, documentary evidence, submissions, forms relating to the initiation of claims, the searching of records, the identification of evidence, the counseling of applicants and the preparation and presentation of assessment and entitlement claims before review and appeal panels of the Veterans Review and Appeal Board. Some items of information in this bank are subject to solicitor-client privilege, under subsection 20(2) of the Pension Act. The material is used for the preparation and presentation of claims. **Class of Individuals:** The class of individuals to whom the personal information bank relates is: veterans of World War I, World War II, the Korean War, members of the Royal Canadian Mounted Police, members of the Canadian Armed Forces and their widows and dependants. **Purpose:** The purpose of this bank is to provide information used by the Bureau in providing free legal service to persons seeking to establish claims under the Pension Act, the Civilian War-related Benefits Act, War Veterans Allowance Act, Flying Accidents Compensation Regulations, Gallantry Gratuities and Annuities Order, the Royal Canadian Mounted Police Superannuation Act and the Royal Canadian Mounted Police Pension Continuation Act. **Consistent Uses:** Information in this bank is provided to qualified medical practitioners in order to obtain medical opinions in support of claims. The information is also used occasionally to support other claims of a similar nature. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the last eligible dependant. **PAC Number:** 91-006 **Related to PR#:** VAC MVA 295; VAC MVA 300 **TBS Registration:** 003482 **Bank Number:** VAC PPU 090

Nursing Assistants' Transcripts

Description: This bank contains personal information concerning participants in a departmental training course for nursing assistants. **Class of Individuals:** Individuals who participated in departmental training courses at Camp Hill Hospital, Sunnybrook Hospital or Queen Mary Veterans Hospital for accreditation as a nursing assistant. **Purpose:** The purpose of this bank is to provide proof of accreditation for nursing assistants who participated in training courses in some departmental institutions. This training took place prior to the transfer of control of the institutions to the provinces in which they are located. **Retention and**

Disposal Standards: The information is destroyed when the individual reaches the age of 80, or two years after the death of the individual, provided two years have elapsed since the last administrative action concerning the information. **Related to PR#:** VAC MVA 495 **TBS Registration:** 002281 **Bank Number:** VAC PPU 105

Payment of Short-Term Allowances

Description: This bank contains information about short-term allowances that were payable to eligible veterans. **Class of Individuals:** Certain former members of the Armed Forces, and others, who served in World Wars I, II, and the Korean War. **Purpose:** The purpose of this bank is to provide, under the Department of Veterans Affairs Act, information concerning the payment of short-term allowances for service in World War II and/or the Korean War, during periods of unemployment, temporary incapacity and while awaiting returns from business. **Consistent Uses:** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit. **Retention and Disposal Standards:** Presently under review. **Related to PR#:** VAC MVA 035 **TBS Registration:** 003460 **Bank Number:** VAC PPU 025

Pensions and Compensation

Description: The data in this bank may be held in written or recorded form and include addresses, personal characteristics, regimental numbers, pension numbers, summaries of service, medical records, information on dependants, applications for benefits, records of hearings, decisions at all levels of adjudication, benefits awarded, pension payment inquiries and related correspondence of the individuals concerned. **Class of Individuals:** Former and still serving members of any of the Canadian Forces (or, in some cases, Allied Forces), the Royal Canadian mounted Police, certain civilians and their dependants. Also, for Newfoundland veterans who, prior to 1949, received a pension from the British Government, this information is maintained in entitlement ledgers, medical registers and nominal rolls. **Purpose:** The purpose of the bank is to retain the documents required for making decisions and maintaining accounts on pensions, compensation and grants for applicants under the Pension Act, Flying Accidents Compensation Regulations, Civilian War-related Benefits Act, Gallantry Awards Order, the Royal Canadian Mounted Police Superannuation Act, the Royal Canadian Mounted Police Pension Continuation Act, the Special Operators War Service Benefits Act, the Supervisors War Service Benefits Act, the Penitentiary Inmates Accident Compensation Regulations, the Special Indemnities Plan for Dependants of Canadian Forces Attachés, the Defence Services Pension Continuation Act, the Women's Royal Naval Services and the South African

Military Nursing Service (Benefits) Act. **Consistent Uses:** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information to determine the entitlement of the individual to any social or financial benefits. The bank's information is also provided to qualified medical practitioners, health professionals or social agencies (established or accredited by federal or provincial law) in order that they may adequately provide a health or social service needed by the individual. Information may also be shared with authorized parties to assist the Department in the collection of overpayments. Where a pension recipient is residing in a foreign country, the information in this bank may also be given to the administration of foreign governments for the purpose of administering pensions. In addition, it is used occasionally to support other claims of a similar nature. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the last eligible dependant. **PAC Number:** 91-006 **Related to PR#:** VAC MVA 045; VAC MVA 230; VAC MVA 240 **TBS Registration:** 003478 **Bank Number:** VAC PPU 055

Pensions Under the Halifax Relief Commission Pension Continuation Act

Description: This bank contains personal, medical and social characteristics of those individuals whose injuries were registered with the Halifax Relief Commission following the explosion of December 6, 1917. **Class of Individuals:** Individuals injured in the Halifax explosion. **Purpose:** The purpose is to maintain a record of persons injured in the Halifax explosion in order to administer pension payments and consider claims for pensions under the Halifax Relief Commission Pension Continuation Act. **Consistent Uses:** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information to determine the entitlement of the individual to any social or financial benefits. The bank's information is also provided to qualified medical practitioners, health professionals or social agencies (established or accredited by federal or provincial law) in order that they may adequately provide a health or social service needed by the individual. Information may also be shared with authorized parties to assist the Department in the collection of overpayments. Where a pension recipient is residing in a foreign country, the information in this bank may also be given to the administration of foreign governments for the purpose of administering pensions. In addition, it is used occasionally to support other claims of a similar nature. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the recipient. **PAC Number:** 91-006 **Related to PR#:** VAC MVA 220 **TBS Registration:** 003477 **Bank Number:** VAC PPU 050

Personal Information Disclosed to Federal Investigative Bodies

Description: This bank has been established to retain copies of requests for personal information received from authorized federal investigative bodies pursuant to paragraph 8(2)(e) of the Privacy Act, for the purpose of enforcing a law of Canada or a province, or carrying out a lawful investigation. **Class of Individuals:** Individuals about whom requests for personal information have been received from federal investigative bodies. **Purpose:** The purpose of this bank is to permit the Privacy Commissioner to review disclosures made under paragraph 8(2)(e) of the Privacy Act to federal investigative bodies for the purpose of enforcing a law of Canada or a province, or for carrying out a lawful investigation. **Retention and Disposal Standards:** Records are retained for a period of two years after last action. **PAC Number:** 86-001 **TBS Registration:** 002756 **Bank Number:** VAC PPU 101

Personal Information Requests

Description: This bank contains personal information request forms and letters sent by individuals requesting access to their files under the Privacy Act, as well as correspondence, requests for extensions and advisory notes concerning exemptions under the Act. **Class of Individuals:** The information relates to Canadians who have applied to Veterans Affairs under the Privacy Act during the past two years to receive copies of or to view their personal records. **Purpose:** The purpose of this bank is to process personal information requests and to make such statistical reports as are required by the legislation. In addition, the Access to Information and Privacy Coordinator maintains files containing requests for access under paragraphs 8(2)(a)-(e), 8(2)(g)-(i) and 8(2)(m) of the Privacy Act for the use of the Privacy Commissioner. **Consistent Uses:** The information is used to process requests and for research and statistical purposes. **Retention and Disposal Standards:** The records are retained for two years and are destroyed upon resolution, as stated in the General Records Disposal Schedules of the Government of Canada. **PAC Number:** 86/001 **Related to PR#:** VAC MVA 475 **TBS Registration:** 003467 **Bank Number:** VAC PPU 100

Property Sales and Other Dispositions

Description: Data in this bank include legal documents, survey plans and descriptions, authority for dispositions such as Orders-in-Council or ministerial approval and, where applicable, tendering documentation as well as correspondence and inter-office memoranda. **Class of Individuals:** The information relates to veterans established under the Soldier Settlement Act and the Veterans' Land Act. **Purpose:** The purpose of this bank is to provide information on sales, granting of easements, gas and oil leases, right of way, etc., related to properties acquired by the Director under the Veterans' Land Act and Regulations. **Consistent Uses:** Information in this

bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; **Retention and Disposal Standards:** Records are transferred to Archives Canada sixty years from the date of final loan payment. **PAC Number:** 93-013 **Related to PR#:** VAC MVA 060; VAC MVA 065; VAC MVA 070 **TBS Registration:** 003463 **Bank Number:** VAC PPU 065

Records of Sea Service for Canadian Merchant Seaman

Description: This bank contains individuals' names, dates and places of birth, record of vessels and periods of service for Merchant Seamen in the Canadian Merchant Navy and seamen killed or injured on certain vessels. The records maintained cover World War II, 1939 to 1947 and a limited number of ships which operated in the Korean Conflict, 1950 to 1953. **Class of Individuals:** Canadian Merchant Seamen. **Purpose:** The purpose of this bank is to provide statements of sea service to support applications for service medals and veterans' benefits to individual merchant seamen. The primary identifiers are name, date of birth and name of ship. **Retention and Disposal Standards:** Presently under review. **TBS Registration:** 003736 **Bank Number:** VAC PPU 120

Treatment of a Pensioned Condition

Description: This bank contains information on health care benefits and treatment for a pensioned disability. **Class of Individuals:** This information relates to those persons who hold entitlement to a disability pension as a result of a decision of the Department of Veterans Affairs or the Veterans' Review and Appeal Board (formerly the Canadian Pension Commission and or the Veterans' Appeal Board). **Purpose:** The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information concerning medical treatment and related benefits for a pensioned disability resulting from service in the armed forces, in specified civilian organizations and, in the case of a federal government employee, for a disability resulting from an accident during a non-scheduled air flight. **Consistent Uses:** Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individual for any social/financial benefit; to qualified health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual. Some information may be given to the administration of foreign governments for the purpose of administering treatment for a pensioned condition, if the individual concerned resides in a foreign country. Information may also be shared with the health claims administrator,

who processes medical claims on behalf of the Department of Veterans Affairs. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the last eligible dependant. **PAC Number:** 91/006 **Related to PR#:** VAC.MVA.040 **TBS Registration:** 003474 **Bank Number:** VAC PPU 030

Veterans Independence Program

Description: This bank contains information about the services relating to healthy, independent living provided to individual veterans and other eligible clients through the Veterans Independence Program. **Class of Individuals:** This information relates to persons who served in the armed forces during the First and Second World Wars, the United Nations operations in Korea, former and still-serving members of the Canadian Forces, and Merchant Navy veterans and others who are eligible for services and benefits under the Veterans Independence Program. **Purpose:** The purpose of this bank is to provide, under the Department of Veterans Affairs Act and Veterans Health Care Regulations, information on benefits and services provided to veterans and other eligible clients in order to assist them to remain healthy and independent in their own homes or communities. **Consistent Uses:** Information in this bank is provided to federal government institutions, or departments or agencies of provincial or municipal governments that require the information in the determination of the entitlement of the individuals for any social/financial benefit; to qualified health professionals or social agencies established or accredited by federal or provincial law to adequately provide a health or social service needed by the individual and to provide for proper care planning of the individual; Information may also be shared with Blue Cross for the administration of health care benefits. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the last eligible dependant. **PAC Number:** 91-006 **Related to PR#:** VAC MVA 020; VAC MVA 040 **TBS Registration:** 003479 **Bank Number:** VAC PPU 056

Veterans Life Insurance

Description: This bank contains information required for the provision and administration of veterans life insurance programs. **Class of Individuals:** Veterans, widows(ers) of veterans, and qualified civilians. **Purpose:** The purpose of this bank is to provide, under the Veterans Insurance Act, the Veterans Insurance Regulations, The Returned Soldiers' Insurance Act and The Returned Soldiers' Insurance Regulations, information required in identifying eligible veterans, certain civilian personnel or widows of veterans who contracted for life insurance under the provisions of the Acts listed above. **Consistent Uses:** Information in this bank is shared with beneficiaries of policy holders and with the administrator/executor of the estate of a deceased policy holder or beneficiary for the purpose of

administering his/her estate. It may also be shared with the Office of the Superintendent of Financial Institutions and with Canada Customs and Revenue Agency for taxation purposes. **Retention and Disposal Standards:** Presently under review. **Related to PR#:** VAC MVA 030 **TBS Registration:** 003461 **Bank Number:** VAC PPU 035

War Veterans Allowance

Description: This bank contains written or recorded information concerning the payment of War Veterans Allowance. **Class of Individuals:** This information relates to those qualified persons who served in, or were in close support of, the armed forces during World Wars I, II, and/or the Korean War. **Purpose:** The purpose of this bank is to provide information about the payment of allowances to qualified persons under the War Veterans Allowance Act, the Veterans Allowance Regulations and the Civilian War-related Benefits Act. Authorization for the collection of Social Insurance Numbers comes under the War Veterans Allowance Act. **Consistent Uses:** Information in this bank is provided to federal government institutions or departments or agencies of provincial or municipal governments that require the information to determine the entitlement of the individual to any social or financial benefits. Information may also be shared with authorized parties to assist the Department in the collection of War Veterans Allowance overpayments. Information is also data-matched with Human Resources Development Canada and Canada Customs and Revenue Agency for income verification purposes. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the last eligible dependant. **PAC Number:** 91/006 **Related to PR#:** VAC MVA 040; VAC MVA 045 **TBS Registration:** 003475 **Bank Number:** VAC PPU 040

◆ Veterans Review and Appeal Board

Individual Case Summaries

Description: Data in this bank include a person's name, service number, reason for application to the former War Veterans Allowance Board and a summary of the pertinent facts of the case, including options for the Board's consideration. **Class of Individuals:** The personal information contained in this bank relates to individuals who were dissatisfied with the decisions of the departmental adjudicators made under the War Veterans Allowance Act and the Civilian War-related Benefits Act. **Purpose:** The purpose of this bank is to retain all case summaries prepared by the staff of the Board to summarize the facts of each appeal for reference purposes. These summaries date from 1981 to September 1987, when the War Veterans Allowance Board amalgamated with the Pension Review Board to form the Veterans Appeal Board. **Consistent Uses:** The

information is shared with the Department of Veterans Affairs and Bureau of Pensions Advocates for purposes of administering the individual's eligibility for veterans' benefits. The information is also used occasionally to support similar claims. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the last eligible dependant. **PAC Number:** 91-006 **Related to PR#:** VAC VRAB 201; VAC VRAB 202; VAC VRAB 203 **TBS Registration:** 003466 **Bank Number:** VAC PPU 095

Veterans Review and Appeal Board Reviews and Appeals

Description: This bank was established to store material relating to reviews and appeals made to the Veterans Review and Appeal Board, appeals made to the former Veterans Appeal Board and reviews made to the former Canadian Pension Commission and the disposition thereof. It contains correspondence, notices, case summaries, documentary evidence, submission, medical information and decisions, all related to the consideration and disposition of reviews and appeals filed before the Veterans Review and Appeal Board, and of the former Canadian Pension Commission and Veterans Appeal Board. **Class of Individuals:** The information relates to individuals who have served in any of the Canadian Forces (or, in some cases, Allied Forces), certain civilians defined in the Acts mentioned below and their dependants. **Purpose:** The purpose of this bank is to provide the Veterans Review and Appeal Board with pertinent information to assist in the disposition of appeals against review decisions of the Veterans Review and Appeal Board, the former Canadian Pension Commission, the former Veterans Appeal Board, and the Department of Veterans Affairs, made under the Pension Act, the War Veterans Allowance Act, the Civilian War-related Benefits Act, Flying Accidents Compensation Regulations, Gallantry Gratuities and Annuities Order, the Royal Canadian Mounted Police Superannuation Act and the Royal Canadian Mounted Police Pension Continuation Act. **Consistent Uses:** The information is shared with the Department of Veterans Affairs and Bureau of Pensions Advocates for purposes of administering the individual's eligibility for veterans' benefits. The information is also used occasionally to support similar claims. The bank's information is also occasionally disclosed to qualified medical practitioners for the purpose of obtaining independent medical advice. **Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the last eligible dependant. **PAC Number:** 91-006 **Related to PR#:** VAC VRAB 201; VAC VRAB 202; VAC VRAB 203 **TBS Registration:** 003480 **Bank Number:** VAC PPU 080

Classes of Personal Information

In the course of conducting the programs and activities of the Department of Veterans Affairs and the associated agency, the Veterans Review Appeal Board, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes enquires, complaint and general correspondence stored as part of the general subject files and not retrievable by any personal identifier. This form of personal information is normally retrievable by means of specific information such as subject and/or date of communication.

The retention periods associated with this information are consistent with those associated with the general subject files wherein they are stored.

Manuals

- Administrative Information Manual
- Departmental Instructions
- Financial Policy & Procedures Manual
- Human Resources Policy Manual
- Lexicon
- Pension Policy Manual
- Personnel Communiqués
- Table of Disabilities
- Veterans Affairs Canada Security Manual
- Veterans Affairs Electronic Mail Policy
- Veterans Affairs Information Management Plan
- Veterans Affairs Information Technology Security Handbook
- Veterans Affairs Information Technology Standards
- Veterans Affairs Master Subject File Classification
- Veterans Affairs Technology Strategy/Architecture
- Veterans Legislation – Volumes I-II
- Veterans Programs Policy Manual – Volume I-III
- Veterans Review and Appeal Board Interpretations
- Veterans Services Boundary Book
- Veterans Services Operations Manual – Volumes I-V, VII-IX
- War Veterans Allowance Board – Precedent Decision Manual

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

General information enquiries that do not require access to records should be addressed to the Communications Division in Ottawa or Charlottetown and to regional offices throughout Canada. Contact may be made in person, by telephone, or by writing to one of the following addresses.

Charlottetown

Communications Division
Daniel J. MacDonald Building
P.O. Box 7700
Charlottetown, Prince Edward Island
C1A 8M9

Tel.: (902) 566-8195

Dartmouth/Halifax

Atlantic Regional Office
33 Alderney Drive
Dartmouth, Nova Scotia
B2Y 2N4

Tel.: (902) 426-8936

Kirkland Lake

Ontario Regional Office
145 Government Rd. W.
Kirkland Lake, Ontario
P2N 2E8

Tel.: (705) 568-4203

Montreal

Quebec Regional Office
4545 Queen Mary Road
Montreal, Quebec
H3W 1W4

Tel.: (514) 496-6415

Ottawa

Communications Division
66 Slater Street
Ottawa, Ontario
K1A 0P4

Tel.: (613) 992-7467

Vancouver

Pacific Regional Office
900 – 605 Robson Street
Vancouver, British Columbia
V6B 5G4

Tel.: (604) 666-3878

Winnipeg

Prairie Regional Office
610-234 Donald Street
P.O. Box 6050
Winnipeg, Manitoba
R3C 4G5

Tel.: (204) 983-1893

Reading Room

An area within the Portfolio's library at Head Office in Charlottetown has been designated under the Access to Information Act as a public reading room. The address is:

Daniel J. MacDonald Building
161 Grafton Street
Charlottetown, Prince Edward Island

Arrangements can be made for viewing documents in any of our field offices as well.

Western Economic Diversification Canada

Chapter 147

General Information

Background

The Department of Western Economic Diversification (WD) was established by the Western Economic Diversification Act (S.C. 1988, c. 17) on June 28, 1988. Some of the programs now under the Department's mandate were transferred from the Department of Regional Industrial Expansion.

Responsibilities

The Department is responsible for federal economic development activities in Western Canada and works in partnership with provinces, business, industry associations and communities to stimulate and diversify the economy in the West. In pursuit of this mandate, WD administers eight core programs:

- Advocacy
- National Programs
- Targeted Business Services
- Service Partnerships
- Capital Services
- Legacy Programs
- Strategic Initiatives
- Information Services

These programs are then grouped into three main focus areas:

Representation

To represent western interest in national decision-making, WD administers a two-tiered advocacy program – the first one focus on federal procurements and the other on policies and programs affecting economic development in western Canada. Advocacy is central to the mandate of WD and integral to the delivery of all its program. WD also takes a leadership role in federal-provincial relations in the field of economic development and provides advice to the Ministers on western business issues and relevant provincial government concerns and priorities;

Coordination

WD coordinates federal economic activities in the West through the following:

Service Partnerships: alternative service delivery arrangements to meet the needs of small business; including the development of the Western Canada Business Service Network: an alliance of Community Futures Development Corporations, Women's Enterprise Centres, Canada Business Service Centres and WD offices;

Strategic Initiatives: public-private partnerships, federal-provincial and tripartite economic development initiatives to address key competitiveness challenges;

National Programs: delivery of national economic development programs, including the Infrastructure Works Program and special community economic adjustment initiatives such as military base closures; and

Legacy Programs: administration and recovery of the portfolio of outstanding loans.

Development and Diversification

To develop and diversify the western economy, WD delivers three groups of direct services to clients:

Capital Services: targeted innovative loan/investment programs, offered in cooperation with private and public sector financial institutions and other assistance in accessing conventional loan financing and equity investment for SMEs. Currently, the loans funds offered are for nine different sectors: advanced materials and advanced manufacturing technology, advanced technology, agriculture, biotechnology, environmental technology, health, information technology, knowledge-based and tourism.

Targeted Business Services: assistance to SMEs to develop business plans, access exports and public sector markets and initiatives to streamline small business regulations. WD and its partners also offer four programs to provide assistance to entrepreneurs with their business goals. They are:

- Entrepreneurs with Disabilities Program – focused on providing entrepreneurs with disabilities the services they require to pursue their business goals;
- Western Youth Entrepreneur Program – assist youth between the ages of 18 and 35 who have a creative business idea or plan with access to loans up to \$10,000;
- First Jobs in Science and Technology – provides SMEs with funding to hire recent science and technology graduates to help companies adopt new technologies;

- International Trade Personnel Program (ITPP) – provides SMEs with qualified post-secondary graduates to work on international trade development projects.

Information Services: information products and services tailored to the needs of small business in western Canada.

Legislation

- Industrial and Regional Development Act
- Small Businesses Loans Act
- Special Areas Act
- Western Economic Diversification Act, S.C. 1988, c. 17

Organization

The Department's Head Office is located in Edmonton, Alberta and is under the leadership of a Deputy Minister. The Head Office is co-located with the Regional Office for Alberta. There are also Regional Offices located in each of the other western provinces, in Winnipeg, Saskatoon and Vancouver, and a Corporate Office is located in Ottawa.

Under the direction of an Assistant Deputy Minister, supported by a dedicated secretariat, each Office has functional leadership of one or more of the business lines/program delivery areas, as follows:

Assistant Deputy Minister, Alberta

- Service Partnership
- Strategic Initiatives

Assistant Deputy Minister, Manitoba

- Capital Services

Assistant Deputy Minister, Saskatchewan

- Information Services

Assistant Deputy Minister, British Columbia

- Targeted Business Services

Assistant Deputy Minister, Ottawa

- National Programs
- Legacy Programs

In addition, Regional Assistant Deputy Ministers are responsible for the regional delivery of all WD programs and services, and for line management of all regional administrative and support services. The Assistant Deputy Minister (Ottawa) has responsibility for Policy, Planning and Industrial Regional Benefits,

Consultations, Marketing and Communications, Executive Services, and Finance-Information Management-Access to Information. The Human Resources Management, Legal Services and Audit and Evaluation branches report directly to the Deputy Minister.

The Department reports to the Minister of Industry, who is assisted by the Secretary of State (Western Economic Diversification).

Information Holdings

Program Records

Access to Information and Privacy

Description: Subjects relating to the operation of the Access to Information and Privacy office. **Topics:** Records access. **Access:** Files arranged by subject. **Program Record Number:** WED FPS 050

Communications

Description: Subjects relating to discussions, recommendations, and documentation on issues as well as publicity and promotional planning activities of the Department. **Topics:** Communications generally; publications; news clippings; news releases; speeches. **Access:** Files arranged by subject. **Program Record Number:** WED COM 045

Economic and Regional Development Agreements and Sub-Agreements

Description: Subjects relating to economic and regional development initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies and the resulting agreements and sub-agreements. **Topics:** Economic and Regional Development Agreements (ERDA) and related sub-agreements (Manitoba, Saskatchewan, Alberta, British Columbia). **Access:** Files arranged by province and by subject. **Program Record Number:** WED PDC 015

Economic and Regional Development Agreements and Sub-Agreements – Sub-Agreement Projects

Description: Subjects relating to economic and regional development sub-agreement projects carried out by the Department in Western Canada including project documents; requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. **(Note:** Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act.) **Topics:** Sub-agreement projects generally; agricultural

processing and marketing; Winnipeg core area; industrial development; small business incentives.

Access: Files arranged by project name and by subject. **Program Record Number:** WED REG 020

Industrial Regional Development Program and Projects

Description: Subjects relating to industrial regional development initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (**Note:** Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act.

Topics: Industrial Regional Development Program (IRDP) and related provincial projects (Manitoba, Saskatchewan, Alberta, British Columbia). **Access:** Files arranged by province, project and by subject. **Program Record Number:** WED REG 025

Sectoral Analysis and Planning – Agriculture

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian agriculture sector and outlook. **Topics:** Meat industry; malting plants; starch plants; agri-food industry; aquaculture industry; fertilizer industry; agri-forest technologies; ethanol production and marketing program; alfalfa industry; grain industry; game farming; canola industry; peat moss; diversification strategies.

Access: By subject matter. **Program Record Number:** WED SEC 055

Sectoral Analysis and Planning – Energy

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian energy sector and outlook. **Topics:** Oil; gas; uranium; ethanol; hydrogen; coal; Hydro; energy upgrading.

Access: By subject matter. **Program Record Number:** WED SEC 060

Sectoral Analysis and Planning – Forestry

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian forestry sector and outlook. **Topics:** Research and development salmonoid enhancement program; aquaculture; shakes and shingles. **Access:** By subject matter. **Program Record Number:** WED SEC 065

Sectoral Analysis and Planning – General

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian economy and outlook. **Topics:** Sectors generally; communications; community; environment; labour; natives. **Access:** By subject matter. **Program Record Number:** WED SEC 040

Sectoral Analysis and Planning – Manufacturing

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian manufacturing sector and outlook. **Topics:** Health products; shipbuilding and repair industry; textile and clothing industry; carpet, mat and rug industry. **Access:** By subject matter. **Program Record Number:** WED SEC 070

Sectoral Analysis and Planning – Mining

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian mining sector and outlook. **Topics:** Potash; coal; structural materials; sulphur; phosphate; gold; acid mine waste; base metals; offshore mining; exploration/investment. **Access:** By subject matter. **Program Record Number:** WED SEC 075

Sectoral Analysis and Planning – Services

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian services sector and outlook. **Topics:** Telecommunications; films and the arts; environmental industries; publishing; printing; business and financial services; engineering consulting and industrial services. **Access:** By subject matter. **Program Record Number:** WED SEC 080

Sectoral Analysis and Planning – Taxation and Fiscal Policy

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian taxation and fiscal sector and outlook. **Topics:** Taxation and fiscal policy issues. **Access:** By subject matter. **Program Record Number:** WED SEC 090

Sectoral Analysis and Planning – Technology

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian technological sector and outlook. **Topics:** Microelectronics; bio-technology; computer software and services; medical and biological sciences; high technology; Canadian space program; aerospace industry; air parts industry; comprehensive annual science and technology plans; industrial research assistance program; university research programs; provincial research organizations and councils; advanced industrial materials; scientific research and experimental development tax incentive program; Canadian innovation fund. **Access:** By subject matter. **Program Record Number:** WED SEC 085

Sectoral Analysis and Planning – Tourism

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian tourism sector and outlook. **Topics:** Data/statistics; tourism marketing; tourism associations and schools; tourism industry. **Access:** By subject matter. **Program Record Number:** WED SEC 095

Sectoral Analysis and Planning – Trade

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian trade sector and outlook. **Topics:** Canada/U.S. Trade Agreement; multilateral trade negotiations; subsidy and countervail program; trade shows and events; world trade centres. **Access:** By subject matter. **Program Record Number:** WED SEC 105

Sectoral Analysis and Planning – Transportation

Description: Subjects relating to the sectoral profiles, intelligence, and current conditions of the Canadian transportation sector and outlook. **Topics:** Rail; air; marine; cruise ship industry; grain transportation. **Access:** By subject matter. **Program Record Number:** WED SEC 100

Western Diversification Program and Projects

Description: Subjects relating to western diversification initiatives undertaken by the Department (and other departments responsible for Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (**Note:** Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act. **Topics:** Western Diversification Program (WDP) and related provincial projects (Manitoba, Saskatchewan, Alberta, British Columbia). **Access:** Files arranged by province, by project and by subject. **Program Record Number:** WED REG 030

Western Economic Diversification – General

Description: Subjects relating to the Department's involvement with various associations, memberships in committees, procurement initiatives, and other topics of a general nature. **Topics:** Committees and councils; task forces and working groups; conferences and seminars; liaison; meetings; procurement initiatives. **Access:** Files arranged by subject. **Program Record Number:** WED PPB 005

Western Economic Diversification – Projects

Description: Subjects relating to the overall administration of the Department's projects in Manitoba, Saskatchewan, Alberta and British Columbia; related reports, summaries, briefing notes and documents, and inquiries. **Topics:** Projects administration; projects reports; briefings; provinces (Manitoba, Saskatchewan, Alberta, British Columbia). **Access:** Files arranged by subject. **Program Record Number:** WED PPB 010

Western Transportation Industrial Development Program and Projects

Description: Subjects relating to western transportation industrial development initiatives undertaken by the Department (and other departments responsible for

Western economic and regional development). Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation. (**Note:** Individual projects are normally treated as exempt under sub-section 20 (1) of the Access to Information Act. **Topics:** Western Transportation Industrial Development Program (WTIDP) and related provincial projects (Manitoba, Saskatchewan, Alberta, British Columbia). **Access:** Files arranged by province, by project and by subject. **Program Record Number:** WED REG 035

Standard Program Records

Please see the INTRODUCTION to this publication for the definition of Standard Program Records and a description of their contents.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Salaries and Wages

Staff Relations

Training and Development

Vehicles

Personal Information Banks

Access and Privacy Requests Data Bank

Description: This bank contains the access request forms sent by individuals requesting access to the Department's records under the Access to Information Act, and the Privacy Act, the replies to such requests, and information related to their processing. This bank also contains requests made by third parties for disclosure of personal information under the categories of permitted disclosures to third parties outlined in

subsection 8(2) of the Privacy Act, the replies to such requests, and information relating to their processing. Information on exemptions claimed or on complaints handled may also be included. **Class of Individuals:** Individuals requesting access to the Department's records under the Access to information Act, or under the Privacy Act. **Purpose:** The purpose of this bank is to process and retain access and privacy requests, and to report on the number of requests received annually. **Consistent Uses:** Contents of this bank may be disclosed to the Privacy Commissioner or the Access to Information Commissioner during the investigation of complaints from requesters of information. **Retention and Disposal Standards:** Records are retained for two years from the date of the last administrative action, after which they are destroyed. **PAC Number:** 86-001 **TBS Registration:** 002456 **Bank Number:** WED PPU 005

Agricultural Processing and Marketing (APMA) Program Projects

Description: This bank contains project applications for funding assistance under the Agricultural Processing and Marketing (APMA) Program. The applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation. **Class of Individuals:** Individuals and groups submitting applications for funding assistance from the Department. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Agricultural Processing and Marketing (APMA) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. **TBS Registration:** 002462 **Bank Number:** WED PPU 035

Applications for Employment

Description: This bank contains the applications received from individuals seeking employment from the Department. This information usually consists of letters to which curricula vitae are attached. **Class of Individuals:** Individuals seeking employment with the Department. **Purpose:** The purpose of this bank is to provide reference data as positions become vacant. **Retention and Disposal Standards:** Records are retained for two years, after which they are destroyed. **PAC Number:** 86-001 **TBS Registration:** 002457 **Bank Number:** WED PPU 010

Committees, Councils, Task Forces and Working Groups

Description: This bank contains the terms of reference; work plans; agendas; briefs and analyses from individuals and groups; minutes; press releases; etc., of committees, councils, task forces, and working groups administered by the Department or in which the Department is a major participant. This bank also contains the names and addresses of participating groups and individuals. **Class of Individuals:** Individuals presenting briefs and other material at the meetings. **Purpose:** The purpose of this bank is to retain all the minutes of meetings for reference and historical purposes. **Retention and Disposal Standards:** Records are retained for five years, after which they are transferred to the National Archives of Canada for selective retention. **TBS Registration:** 002460 **Bank Number:** WED PPU 025

Consulting and Professional Services Contracts

Description: This bank contains the contract proposals, contracts awarded, types of services rendered, length of contracts, money expended, and the actual contracts with supporting documentation. **Class of Individuals:** Individuals hired under consulting and professional services contracts by the Department. **Purpose:** The purpose of this bank is to provide accounting, reference, and statistical data. **Retention and Disposal Standards:** Records are retained for six years, after which they are destroyed. **PAC Number:** 86-001 **TBS Registration:** 002458 **Bank Number:** WED PPU 015

Industrial Development (IDA) Program Projects

Description: This bank contains project applications for funding assistance under the Industrial Development (IDA) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. **Class of Individuals:** Individuals and groups submitting applications for funding assistance from the Department. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Industrial Development (IDA) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. **TBS Registration:** 002463 **Bank Number:** WED PPU 040

Industrial Regional Development (IRD)

Program Projects

Description: This bank contains project applications for funding assistance under the Industrial Regional Development (IRD) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. **Class of Individuals:** Individuals and groups submitting applications for funding assistance from the Department. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Industrial Regional Development (IRD) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. **TBS Registration:** 002464 **Bank Number:** WED PPU 045

Mailing Lists

Description: This bank contains mailing lists with the names and addresses of individuals, firms, groups, etc. **Class of Individuals:** Individuals, firms, groups, government officials, etc. **Purpose:** The purpose of this bank is to maintain a standard list of individuals, groups, associations, and businesses for the purpose of mailing press releases, publications, and other documentation on departmental activities and programs. **Retention and Disposal Standards:** Records are updated continuously, as information changes. **PAC Number:** 86-001 **TBS Registration:** 002459 **Bank Number:** WED PPU 020

Proposals and Inquiries

Description: This bank contains proposals for funding assistance under a departmental program. The proposals may consist of very informal requests for information, a letter or a formal application requesting funding. It does not contain approved proposals. These are part of the specific funding projects (i.e., the APMA projects). The bank also contains inquiries into the status of proposals. **Class of Individuals:** Individuals, associations, and groups requesting information and/or submitting proposals for funding assistance from the Department. **Purpose:** The purpose of this bank is to retain in-progress proposals for funding assistance and requests for information. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for two years, after which they are destroyed. **TBS Registration:** 002461 **Bank Number:** WED PPU 030

Small Business Incentives (SBISA)

Program Projects

Description: This bank contains project applications for funding assistance under the Small Business Incentives (SBISA) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. **Class of Individuals:** Individuals and groups submitting applications for funding assistance from the Department. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Small Business Incentives (SBISA) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. **TBS Registration:** 002465 **Bank Number:** WED PPU 050

Western Diversification Program (WDP) Projects

Description: This bank contains project applications for funding assistance under the Western Diversification Program (WDP). These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. **Class of Individuals:** Individuals and groups submitting applications for funding assistance from the Department. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Western Diversification Program (WDP), for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. **TBS Registration:** 002466 **Bank Number:** WED PPU 055

Western Transportation Industrial Development (WTID) Program Projects

Description: This bank contains project applications for funding assistance under the Western Transportation Industrial Development (WTID) Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. **Class of Individuals:** Individuals and groups submitting applications for funding assistance from the Department. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Western

Transportation Industrial Development (WTID) Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. **TBS Registration:** 002467 **Bank Number:** WED PPU 060

Winnipeg Core Area Program Projects

Description: This bank contains project applications for funding assistance under the Winnipeg Core Area Program. These applications consist of the applicant's profile and supporting documentation; the project's description, costs, financing, and analysis; and the Department's project recommendation and implementation documentation. **Class of Individuals:** Individuals and groups submitting applications for funding assistance from the Department. **Purpose:** The purpose of this bank is to retain a record of all requests for and inquiries about funding assistance under the Winnipeg Core Area Program, for assessment, recommendation and implementation by departmental officials. The bank also provides reference and statistical data. **Retention and Disposal Standards:** Records are retained for six years, after which they are transferred to the National Archives of Canada for selective retention. **TBS Registration:** 002468 **Bank Number:** WED PPU 065

Classes of Personal Information

In the course of conducting the programs and activities of the Department, personal information may be accumulated which is not contained in the specific information banks described in this entry. This information exists in a fragmented form throughout the subject files of the Department. This information is stored as part of the general subject files, where records are not normally retrieved by the name of the individual or other personal identifier. This form of information is retrievable only if specifics are provided concerning the subject matter, the related departmental activity, as well as the date at which the information was received by the Department and the name of the person to whom it was addressed. The personal information contained in these files is retained for the same period of time as the related subject information and disposed of according to the appropriate records schedules.

Manuals

- Evaluation and approval of projects
- Finance and Professional Services Manual
- Human Resources Policies and Procedures Manual
- Precedent Project Casebook
- Program Policy Manual
- Records Classification Manual
- WDP Operations Handbook – Project Assessment and Approval

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Department and its various programs and functions may be directed to a toll-free number which will direct your call to the nearest office 1-888-338-WEST (9378) or to:

Headquarters

Consultations, Marketing and Communications
Edmonton, Alberta

Tel.: (403) 495-4304

Alberta Regional Offices

Consultations, Marketing and Communications
Edmonton, Alberta

Tel.: (403) 495-4304

Consultations, Marketing and Communications
Calgary, Alberta

Tel.: (403) 292-5458

British Columbia Regional Office

Consultations, Marketing and Communications
Vancouver, British Columbia

Tel.: (604) 666-8569

Manitoba Regional Office

Consultations, Marketing and Communications
Winnipeg, Manitoba

Tel.: (204) 983-4472

Ottawa Liaison Office

Consultations, Marketing and Communications
Ottawa, Ontario

Tel.: (613) 952-9378

Saskatchewan Regional Offices

Consultations, Marketing and Communications
Saskatoon, Saskatchewan

Tel.: (306) 975-4373

Consultations, Marketing and Communications
Regina, Saskatchewan

Tel.: (306) 780-8080

Reading Room

The Library of the Department has been designated under the Access to Information Act as a public reading room. The address is:

Room 8285
8th Floor
Centennial Towers
200 Kent Street
Ottawa, Ontario

Windsor Port Authority

Chapter 148

The Windsor Port Authority was established pursuant to the Canada Marine Act which received Royal Assent on the 11th day of June 1998. As a consequential amendment, the port authority was added to Schedule I of the Access to Information Act and the Schedule of the Privacy Act.

Yukon Surface Rights Board

Chapter 149

General Information

Background

The Yukon Surface Rights Board (the 'Board') was established in 1995 under Chapter 8 of the Umbrella Final Agreement for the Council of Yukon First Nations via federal legislation, the Yukon Surface Rights Board Act c.43.

Responsibilities

The Board is a quasi-judicial tribunal that hears disputes between surface and sub-surface rights holders as well as other related matters in the Yukon.

Legislation

- Yukon Surface Rights Board Act
- Yukon Quartz Mining Act
- Yukon Placer Mining Act

Organization

Chapter 8 of the Umbrella Final Agreement allows for up to 10 members on the Board, half of which are nominated by the Council of Yukon First Nations and the other half by the federal government. The Chair of the Board is appointed by the Minister of the Department of Indian and Northern Development on the recommendation of the Board members. The Board is presently comprised of 4 members and a chair.

Information Holdings

Program Records

Dispute Application File

Description: Application forms describing the issue(s) in the dispute(s), correspondence between the Board and the applicant, and decisions of the Board.

Program Record Number: YSR DAF 005

Yukon Territory Water Board

Chapter 150

General Information

Background

The Yukon Territory Water Board was established by the Northern Inland Waters Act in 1970, which was replaced by the Yukon Waters Act in 1993.

Responsibilities

The responsibility of the Yukon Territory Water Board is to manage and protect the Yukon's surface and sub-surface water resources. Water Use Licences are issued for Type A and Type B projects. Type A projects have a greater potential for adverse environmental impacts. Project undertakings include quartz and placer mining hydropower generation, municipal use, agriculture, conservation, recreation and several miscellaneous projects such as culvert installation. Public hearings are mandatory for Type A applications and optional for Type B.

A licence issued by the Board generally contains terms and conditions which reflect a balance between protection of the water resources and their exploitation as proposed by the applicant. Type A licences require the approval of the Minister of Indian Affairs and Northern Development.

The Department of Indian Affairs and Northern Development enforces the terms and conditions of Water Use Licences.

Legislation

- Regulations approved by Governor in Council in 1993
- Yukon Waters Act

Organization

The Yukon Territory Water Board has a maximum of nine members, who are appointed by the Minister of Indian Affairs and Northern Development. The Government of Yukon and Yukon First Nations nominate up to three members each. The Board includes a Secretariat, consisting of six employees of the Department of Indian Affairs and Northern Development.

Information Holdings

Program Records

Licence Files

Description: Correspondence and other information on licences issued, such as documentation on monitoring programs and compliance with licence terms, in addition to that contained in the Water Use Register.

Program Record Number: YTW YTW 015

Water Use Application File

Description: Application forms describing the project, proposed water use, correspondence between the Board and applicant. **Program Record Number:** YTW YTW 010

Water Use Register

Description: Official Water Use Register. **Topics:** Water Use Licences and related documents; applications for licences; supporting documents, including engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant; reasons for decisions, and terms and conditions of the issued licence. **Program Record Number:** YTW YTW 005

Additional Information

Please see the INTRODUCTION to this publication for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

Requests for further information about the Board's programs and functions may be directed to:

Manager, Water Board Secretariat
Yukon Territory Water Board
Suite 106, 419 Range Road
Whitehorse, Yukon
Y1A 3V1

Tel.: (867) 667-3980
Fax: (867) 668-3628

Reading Room

The Board's Register Room has been designated under the Access to Information Act as a public reading room. It is located at:

Suite 106, 419 Range Road
Whitehorse, Yukon