



Government  
of Canada

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du Canada

# Info Source

## Sources of Federal Government Information 2005–2006

Volume 2  
(I to Z)

Canada 

# SInfo Source

## **Sources of Federal Government Information 2005–2006**

Volume 2  
(I to Z)

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[www.infosource.gc.ca](http://www.infosource.gc.ca)

This document is available in alternate formats on request.

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

## INTRODUCTION

### A. Foreword

**Info Source: Sources of Federal Government Information** will make it easier 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 publication is one of a series of four reference tools to assist you and other members of the public in exercising your rights under two Canadian laws - the *Access to Information Act* and the *Privacy Act*. The **Info Source** publications support the government's policy to explain and promote open and accessible information regarding its activities.

**Info Source** is comprised of the following publications:

#### **Info Source: Sources of Federal Government Information:**

- provides information about the Government of Canada, its organization and its information holdings.
- helps individuals determine which institution to contact about requesting information formally or informally.
- provides individuals who are not, and who have never been employees of the federal government, with relevant information to facilitate access to personal information about them held by a federal government institution subject to the *Privacy Act*.

#### **Info Source: Sources of Federal Employee Information:**

- contains information to help current and former federal government employees to locate personal information held by the government.
- is intended to help former and current government employees to exercise their rights under the *Privacy Act*.

**Info Source: The *Access to Information Act* and *Privacy Act* Bulletin:**

- provides statistical information about the number of Access to Information and Privacy requests on an annual basis and cumulative statistics since 1983.
- contains a summary of federal court cases related to Access to Information.

**Info Source: Directory of Federal Government Enquiry Points:**

- contains addresses and telephone numbers for federal departments and agencies subject to the *Access to Information Act* and/or the *Privacy Act*.
- other institutions associated with the federal government are included to facilitate access.

**Info Source** is distributed to libraries, municipal offices and federal government offices across Canada.

It is helpful to understand the basic differences between the *Access to Information Act* and the *Privacy Act*. The information accessible under each *Act* is different and there are different procedures to obtain it. The following pages describe the essential details.

**B. Inside Info Source**

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

**1) Introduction**

The Introduction includes:

- Section A - the Foreword
- Section B - a description of the contents of Info Source
- Section C - guidance on how to use Info Source effectively
- Section D - a summary of the roles and responsibilities of the federal government institutions that are either responsible for the production of **Info Source** or are responsible for the provision of input to the **Info Source** publications
- Sections E, F and G - 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*;
- Section H - contact information if you wish to obtain a copy of any of the Info Source publications

- Section I - a listing of those institutions for which Access to Information Requests must be accompanied by cheques or money orders made out to the institution itself and not to the Receiver General of Canada; and
- Section J – a glossary of terms used throughout the book.

## 2) **Standard Program Records and Personal Information Banks**

**Standard Program Records:** There is some information that is almost universally collected and maintained by federal institutions in support of common functions and activities, such as Human Resources, Material Management, Corporate Services, etc.

A number of standard program record descriptions have been established by Treasury Board Secretariat and are included in this publication. Institutions may declare one or more of these standard records, rather than develop institution-specific record descriptions.

**Standard Personal Information Banks (PIB):** Standardized descriptions of personal information have been developed by Treasury Board to describe personal information that may be found in records commonly maintained by federal institutions. These descriptions are included in this publication. Institutions may choose to register and declare one or more of these standard Personal Information Banks rather than develop institution-specific PIBs.

## 3) **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. Chapters are arranged in alphabetical order by the commonly used name of the institution. Each chapter contains the following (please note that institutions that are not subject to the *Access to Information Act* do not have to include these elements. Their reporting requirements are limited to Personal Information Banks):

**General Information** about the institution, including:

- Background
- Responsibilities
- Legislation
- Organization

**Information Holdings** including:

- Program Records
- Standard Program Records
- Personal Information Banks



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

**Additional Information** including:

- The name of the institution to which any payment should be made if the institution does not have an account with the Receiver General of Canada;
- The address of a central information source, as well as regional locations, if any; and
- The address(es) of Reading Room(s).

## **C. Using Info Source 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 don't know if you have 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.

## **D. Roles and Responsibilities**

### **Treasury Board**

In accordance with the *Access to Information Act*, Treasury Board is responsible for the annual creation and dissemination of a publication that provides a description of government organizations, program responsibilities and descriptions of records with sufficient clarity and detail to enable the public to exercise its rights under the *Access to Information Act*.

Treasury Board is also responsible for the annual publication of an index of personal information that will both serve to keep the public informed of how the government handles personal information, as well as facilitating the public's ability to exercise its rights under the *Privacy Act*. Treasury Board Secretariat fulfils these requirements through the annual publication of **Info Source**.

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## **Library and Archives Canada (LAC)**

Under the *Library and Archives Canada Act*, the Library and Archives Canada is charged with various responsibilities regarding the disposition of information created by federal institutions in support of public policy, administration of government and program delivery. These responsibilities include the authorization of records destruction by government institutions and the preservation of records for their historical or archival importance.

Questions concerning these responsibilities may be addressed to the Information Management Centre of the Library and Archives Canada (LAC) at (613) 944-IMGI (4644) or by e-mailing [imgi@lac-bac.gc.ca](mailto:imgi@lac-bac.gc.ca).

## **Individual Institutions**

Government institutions are required to provide descriptions of their organization and information holdings to Treasury Board Secretariat on an annual basis. These descriptions are utilized in the production of the publications required by the *Access to Information Act* and *Privacy Act*. Each department and agency is responsible for the information it submits.

Government institutions are also responsible for ensuring that all information/records are managed within an established life cycle. It is incumbent upon each government institution to understand and apply any legislation regarding the retention of information and more specifically, its own legislation. Each government institution is required to determine the appropriate retention periods for its records, including those common administrative records covered by a MIDA. Accountability regarding the decision to destroy records, once a Records Disposition Authority (RDA) has been established, and the timing of records destruction rests with individual government institutions.

Each federal institution has an Access to Information and Privacy Coordinator or a Privacy Coordinator. The Coordinators' offices are staffed by people whose role it is to answer questions and help identify the records or information you wish to see.

Coordinators may be contacted in person, by telephone, e-mail, letter or through the submission of a completed Access to Information and/or Privacy Request Form.

## **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, Tower B  
112 Kent Street, 22<sup>nd</sup> Floor  
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 Commissioner**

The Privacy Commissioner is an ombudsman with the power to look into complaints of improper collection, use, storage, disclosure or disposition of personal information. The Privacy Commissioner may also help if you are dissatisfied with the response to your formal application or the time it has taken to obtain your response. If the Privacy Commissioner recommends that you be given access to records and the institution still refuses, an appeal may be made to the Federal Court.

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 may write or call the Privacy Commissioner's office at:

### **Office of the Privacy Commissioner**

Place de Ville, Tower B  
112 Kent Street, 3<sup>rd</sup> Floor  
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

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

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:** 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 have legislation similar to the *Access to Information Act*, but may be referred to as a *Freedom of Information Act*. Consult the provincial government listings in the blue pages of your local telephone book.

## **F. 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**

Most of your personal information is available to you at your request. This **Info Source** publication 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 Social Development Canada.

There is personal information that the federal government may not release under the *Privacy Act*. For example, some personal information may relate to individuals other than the person requesting the information, or it may be about sensitive national security matters or law enforcement investigations.

**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.

**Safeguarding personal information**

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

**Giving out information**

The government may 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. Such disclosures are discretionary and are subject to any other Act of Parliament.

## Personal Information Banks

Personal Information Banks provide a summary of the type of information about individuals that 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 that has been or is being used, or is available for use for an administrative purpose.

Please see the glossary in Section J for definitions of the various types of PIBs.

## G. How to Apply

### ***Access to Information Act***

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](http://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; and
- 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 with some exceptions. Please refer to **Section I — Institutions Without Receiver General Accounts** for a list of institutions to which Access to Information Requests must be accompanied by cheques or money orders made out to the institution itself and not to the Receiver General of Canada.

## **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 may submit a complaint to the Office of the Information Commissioner (**See Section D – Roles and Responsibilities**).

## ***Privacy Act***

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](http://www.tbs-sct.gc.ca/tbsf-fsct_e.html)).

Fill out the form and identify yourself in such a way that the government may 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 that a federal institution has on file about you is untrue or misleading, you may 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.

## 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.

## H. 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, East Tower  
140 O'Connor Street, 8<sup>th</sup> Floor  
Ottawa, Ontario K1A 0R5

General Enquiries	.....(613) 957-2400
Publications	.....(613) 995-2855
Fax	.....(613) 996-0518
TTY	.....(613) 957-9090
General Library Reference	.....(613) 996-5494
E-Mail	.....infosource@tbs-sct.gc.ca
Web Site	.....www.tbs-sct.gc.ca

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

### Treasury Board Distribution Centre

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

Telephone	.....(613) 995-2855
Fax	.....(613) 996-0518
E-Mail	.....Services-Distribution@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:



**Publishing and Depository Services**

Public Works and Government Services Canada  
Ottawa, Ontario K1A 0S5

E-Mail . . . . .publications@pwgsc.gc.ca  
Telephone . . . . .(613) 941-5995  
Telephone Toll-free . . . . .1-800-635-7943 (Canada & US)  
Fax . . . . .(613) 954-5779  
Fax Toll-free . . . . .1-800-565-7757 (Canada & US)  
Web Site . . . . .<http://publications.gc.ca>

All four Info Source publications are also available free of charge on the Internet at: [www.infosource.gc.ca](http://www.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 that follow.

**I. Institutions without Receiver General Accounts**

Access to Information Requests being sent to the following institutions must be accompanied by cheques or money orders made out to the institution itself and not to the Receiver General of Canada:

Atlantic Pilotage Authority Canada  
Bank of Canada  
Blue Water Bridge Authority  
Business Development Bank of Canada  
Canada Council for the Arts  
Canada Deposit Insurance Corporation  
Canada Mortgage and Housing Corporation  
Canada Science and Technology Museum Corporation  
Canadian Air Transport Security Authority  
Canadian Commercial Corporation  
Canadian Cultural Property Export Review Board  
Canadian Museum of Civilization Corporation  
Canadian Polar Commission  
Canadian Tourism Commission  
Farm Credit Canada  
Federal Bridge Corporation Limited  
Fraser River Port Authority

International Development Research Centre  
 Jacques Cartier and Champlain Bridges Incorporated, The  
 Laurentian Pilotage Authority Canada  
 Mackenzie Valley Environmental Impact Review Board  
 Montreal Port Authority  
 National Capital Commission  
 North Fraser Port Authority  
 Office of the Chief Electoral Officer  
 Port Alberni Port Authority  
 Prince Rupert Port Authority  
 Royal Canadian Mint  
 Saguenay Port Authority  
 Saint John Port Authority  
 Seaway International Bridge Corporation, Ltd.  
 Standards Council of Canada  
 Toronto Port Authority  
 Trois-Rivières Port Authority  
 Vancouver Port Authority  
 Windsor Port Authority  
 Yukon Surface Rights Board

## J. Useful Terms

GLOSSARY OF TERMS	
TERM	DEFINITION
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 to answer questions and help identify the records or information you wish to see.
Administrative Purpose	The use of personal information in a decision making process that directly affects the individual(s) to whom the information relates.

GLOSSARY OF TERMS	
TERM	DEFINITION
Bank (PIB) Number	A unique identifying number created for each Personal Information Bank. This number is assigned by each institution as a finding tool to link the PIB to the records and information maintained in their information management system.
Classes of Personal Information	<p>Personal information not used administratively or not retrievable by personal identifier, for instance unsolicited opinions or general correspondence may be described under “Classes of Personal Information”.</p> <ul style="list-style-type: none"> <li>• This category was created to ensure that government departments and agencies account for all personal information that they hold.</li> </ul>
Data Matching	An activity that involves comparing personal data obtained from a variety of sources, including personal information banks, for the purpose of making decisions about the individuals to whom the data pertains.
Information Life Cycle	The life cycle of information encompasses the stages of the planning, collection, creation, receipt, and capture of information by an institution. The life cycle includes the organization, retrieval, use, accessibility, dissemination and transmission; storage, maintenance and protection; and disposition and preservation of information.
Manuals	Directives, instructions, guidelines or procedures that are used by the employees of a department or agency to carry out its operations, activities or programs.

GLOSSARY OF TERMS	
TERM	DEFINITION
Multi-Institutional Disposition Authority (MIDA)	<p>A Records Disposition Authority granted by the Librarian and Archivist of Canada to government institutions on a multi-institutional basis. A MIDA relates to records managed by all or a multiple number of government institutions, and which allows the institutions empowered to use the authority to dispose of records under certain terms and conditions.</p>
Personal Information Bank (PIB)	<p>Personal Information Banks provide a summary of the type of information about individuals that is held by federal departments and agencies.</p> <ul style="list-style-type: none"> <li>• The <i>Privacy Act</i> 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.</li> <li>• Personal Information Banks must include personal information that has been or is being used, or is available for use for an administrative purpose.</li> </ul>
Personal Information Bank – Central Banks	<p>These records and their related PIBs are maintained by central agencies such as the Public Service Commission, Public Works and Government Services Canada, and the Treasury Board of Canada Secretariat.</p> <ul style="list-style-type: none"> <li>• Central PIBs that describe information about federal employees (current and former) from all or several government institutions and are identified with the unique identifier "PCE".</li> <li>• Central PIBs that describe information about the general public, plus federal employees (current and former) are identified by the unique identifier "PCU"</li> </ul>

GLOSSARY OF TERMS	
TERM	DEFINITION
Personal Information Bank – Particular Banks	<p>Personal Information Banks that describe personal information about members of the general public, plus federal employees (current and former) that is contained in the records of the particular institution.</p> <ul style="list-style-type: none"> <li>• These PIBs are identified with the unique identifier “PPU”.</li> </ul>
Personal Information Bank – Employee Particular Banks	<p>PIBs that describe personal information about current and former Government of Canada employees only, and are specific to the requirements of the particular institution. These PIBs are contained the complementary volume to this publication — <b>Info Source: Sources of Federal Employee Information.</b></p> <ul style="list-style-type: none"> <li>• These PIBs are identified with the unique identifier “PPE”.</li> </ul>
Personal Information Bank – Standard PIBs	<p>There are a number of Standard Personal Information Banks (Standard Banks) that describe personal information contained in records commonly maintained by most government institutions. Institutions may require one or all of these Standard PIBs. Standard PIBs describe information about such activities as Access to Information and Privacy Requests, Executive Correspondence Management Systems, etc.</p> <ul style="list-style-type: none"> <li>• Standard PIBs are identified with the unique identifier “PSU”</li> </ul>
Personal Information Bank – Standard Employee PIBs	<p>There are a number of Employee Related Standard Personal Information Banks (Standard Employee Banks) that describe personal information contained in records commonly</p>

GLOSSARY OF TERMS	
TERM	DEFINITION
	<p>maintained by most government institutions about their employees. Institutions may require one or all of these Standard PIBs. Standard Employee PIBs describe information about such activities as pay and benefits, training and development, performance, etc.,</p> <ul style="list-style-type: none"> <li>• Standard Employee PIBs are identified with the unique identifier “PSE”.</li> </ul>
Program Records	<p>Descriptions of the records and information created, captured and used by each federal government institution in support of its mandate. Program Records provide pointers to information usually held by federal government departments or agencies in their record keeping system. The Program Record descriptions identify the subject areas covered by an institution’s functions, programs and activities.</p>
Program Record Number	<p>A unique identifying number created for each Program Record description.</p> <ul style="list-style-type: none"> <li>• This number is assigned by each institution as a finding tool to access the information contained in their records.</li> </ul>
Reading Room	<p>The <i>Access to Information Act</i> requires all government institutions to provide facilities where their information and/or manuals can be reviewed. One or more location may be provided by an institution.</p>
Records Disposition Authority (RDA)	<p>The instrument that the Librarian and Archivist of Canada issues to enable government institutions to dispose of records which no longer have operational or other utility. There are three</p>

GLOSSARY OF TERMS	
TERM	DEFINITION
	disposition methods – destroying the records (at the discretion of institutions), transferring historical records to the control of the Library and Archives of Canada or the removal of records from the control of the Government of Canada, i.e. transferring them to a Special Operating Agency or other level of government.
Retention and Disposal Standards	A timetable for the length of time institutional information/record is maintained under the control of the institution. These standards also indicate the disposition method to be applied to institutional records when no longer required to meet operational, legal or other requirements, and when the RDA may be applied for final disposition.
Standard Program Records	<p>Descriptions of records/information commonly created, collected and used by federal institutions, such as Human Resources, Physical Security, etc.</p> <p>Federal departments and agencies may declare one or all of the Standard Program Records within their chapters instead of developing institution-specific program record descriptions.</p>

## Access to Information and Privacy Coordinators

### **Agriculture and Agri-Food Canada**

Amanda Coderre  
 Access to Information and Privacy  
 Coordinator  
 930 Carling Avenue, Room 801  
 Ottawa, Ontario K1A 0C5  
 Tel.: (613) 694-2496  
 Fax: (613) 759-6728  
 coderream@agr.gc.ca

### **Atlantic Canada Opportunities Agency**

Claudia Gaudet  
 Access to Information and Privacy  
 Coordinator  
 Blue Cross Centre  
 644 Main Street  
 P.O. Box 6051  
 Moncton, New Brunswick E1C 9J8  
 Tel.: (506) 851-3845  
 Other Tel.: (1-800) 561- 7862  
 Fax: (506) 851-7403  
 claudia.gaudet@acoa-apeca.gc.ca

### **Atlantic Pilotage Authority Canada**

Peter MacArthur  
 Access to Information and Privacy  
 Coordinator  
 Cogswell Tower  
 2000 Barrington Street, Suite 910  
 Halifax, Nova Scotia B3J 3K1  
 Tel.: (902) 426-8657  
 Other Tel.: (902) 426- 2550  
 Fax: (902) 426-4004  
 pmacarthur@atlanticpilotage.com

### **Bank of Canada**

Colleen Leighton  
 Access to Information and Privacy  
 Coordinator  
 West Tower  
 234 Wellington Street, 4th Floor  
 Ottawa, Ontario K1A 0G9  
 Tel.: (613) 782-7104  
 Fax: (613) 782-7317  
 cleighton@bankofcanada.ca

### **Belledune Port Authority**

Rayburn Doucett  
 Access to Information and Privacy  
 Coordinator  
 112 Shannon Drive  
 Belledune, New Brunswick E8G 2W2  
 Tel.: (506) 522-1200  
 Fax: (506) 522-0803  
 doucett@portofbelledune.ca

### **Blue Water Bridge Authority**

Mary Teft  
 Access to Information and Privacy  
 Coordinator  
 1 Bridge Street  
 Point Edward, Ontario N7V 4J5  
 Tel.: (519) 336-2720  
 Fax: (519) 336-7622  
 mteft@bwba.org

### **British Columbia Treaty Commission**

Mark Smith  
 Access to Information and Privacy  
 Coordinator  
 1155 West Penser Street, Suite 203  
 Vancouver, British Columbia V6E 2P4  
 Tel.: (604) 482-9213  
 Other Tel.: (604) 803- 2240  
 Fax: (604) 482-9222  
 mark\_smith@bctreatycommission.bc.ca



**Business Development Bank of Canada**

Robert D. Annett  
Access to Information and Privacy  
Coordinator  
5 Place Ville-Marie, Suite 400  
Montreal, Quebec H3B 5E7  
Tel.: (514) 283-3554  
Fax: (514) 283-9731  
Bob.annett@bdc.ca

**Canada Border Services Agency**

Paul Colpitts  
Access to Information and Privacy  
Coordinator  
Leima Building  
410 Laurier Avenue West, 11th Floor  
Ottawa, Ontario K1A 0L8  
Tel.: (613) 941-7431  
Fax: (613) 957-6408  
Paul.Colpitts@CBSA-ASFC.gc.ca

**Canada Council for the Arts**

Irène Boilard  
Access to Information and Privacy  
Coordinator  
350 Albert Street, 9th Floor  
P.O. Box 1047  
Ottawa, Ontario K1P 5V8  
Tel.: (613) 566-4414 Ext. 4261  
Other Tel.: (1-800) 263-5588  
Fax: (613) 566-4430  
irene.boilard@canadacouncil.ca

**Canada Deposit Insurance Corporation**

Chantal M. Richer  
Access to Information and Privacy  
Coordinator  
50 O'Connor Street, 17th Floor  
Ottawa, Ontario K1P 5W5  
Tel.: (613) 996-2082  
Fax: (613) 996-6095  
cricher@cdic.ca

**Canada Economic Development for  
Quebec Regions**

Andrée Narbonne  
Access to Information and Privacy  
Coordinator  
800 Victoria Square, Suite 3800  
P.O. Box 247  
Montreal, Quebec H4Z 1E8  
Tel.: (514) 283-8418  
Fax: (514) 283-9679  
andree.narbonne@dec-qed.gc.ca

**Canada Firearms Centre**

James Deacon  
Access to Information and Privacy  
Coordinator  
50 O'Connor Street, 10th Floor  
Ottawa, Ontario K1A 1M6  
Tel.: (613) 952-5082  
Fax: (613) 954-9426  
James.deacon@cfc-cafc.gc.ca

**Canada Industrial Relations Board**

Christine Brûlé-Charron  
Access to Information and Privacy  
Coordinator  
C.D. Howe Building  
240 Sparks Street, 4th Floor West  
Ottawa, Ontario K1A 0X8  
Tel.: (613) 947-5421  
Fax: (613) 947-5407  
cbrulecharron@cirb-ccri.gc.ca

**Canada Lands Company Limited**

Fiorina Guido  
Access to Information and Privacy  
Coordinator  
200 King Street West, Suite 1500  
Toronto, Ontario M5H 3T4  
Tel.: (416) 952-6194  
Fax: (416) 952-6200  
fguido@clc.ca

**Canada Mortgage and Housing Corporation**

D.V. Tyler  
Access to Information and Privacy  
Coordinator  
700 Montreal Road, Room C2-218  
Ottawa, Ontario K1A 0P7  
Tel.: (613) 748-2892  
Fax: (613) 748-4098  
dvtyler@cmhc-schl.gc.ca

**Canada Post Corporation**

Suzanne Bouchard  
Privacy Coordinator  
2701 Riverside Drive, Suite N0870  
Ottawa, Ontario K1A 0B1  
Tel.: (613) 734-8561  
Fax: (613) 734-7329  
suzanne.bouchard@canadapost.ca

**Canada Revenue Agency**

Danielle Jean-Venne  
Access to Information and Privacy  
Coordinator  
25 Nicholas Street, 11th Floor  
Ottawa, Ontario K1A 0L5  
Tel.: (613) 688-9065  
Fax: (613) 941-9395  
danielle.jean-venne@ccra-adrc.gc.ca

**Canada School of Public Service**

Andrée LaRose  
Access to Information and Privacy  
Coordinator  
373 Sussex Drive, Room B-3  
Ottawa, Ontario K1N 6Z2  
Tel.: (613) 995-6004  
Fax: (613) 995-0331  
andree.larose@cspc-efpc.gc.ca

**Canada Science and Technology Museum Corporation**

Ian MacLeod  
Access to Information and Privacy  
Coordinator  
2380 Lancaster Road  
P.O. Box 9724, Station T  
Ottawa, Ontario K1G 5A3  
Tel.: (613) 991-6390  
Fax: (613) 998-7759  
imacleod@technomuses.ca

**Canada-Newfoundland Offshore Petroleum Board**

Mike Baker  
Access to Information and Privacy  
Coordinator  
140 Water Street, 5th Floor  
St. John's, Newfoundland and Labrador  
A1C 6H6  
Tel.: (709) 778-1464  
Fax: (709) 778-1473  
mbaker@cnopb.nf.ca

**Canada-Nova Scotia Offshore Petroleum Board**

Michael S. McPhee  
Access to Information and Privacy  
Coordinator  
TD Centre  
1791 Barrington Street, 6th Floor  
Halifax, Nova Scotia B3J 3K9  
Tel.: (902) 422-5588  
Fax: (902) 422-1799  
mmcphée@cnsopb.ns.ca

**Canadian Air Transport Security Authority**

Lise Patry  
Access to Information and Privacy  
Coordinator  
99 Bank Street, 13th Floor  
Ottawa, Ontario K1P 6B9  
Tel.: (613) 990-7703  
Fax: (613) 993-7626  
lise.patry@catsa-acsta.gc.ca

**Canadian Artists and Producers Professional Relations Tribunal**

Diane Chartrand  
Access to Information and Privacy  
Coordinator  
240 Sparks Street, 1st Floor West  
Ottawa, Ontario K1A 1A1  
Tel.: (613) 947-4263  
Fax: (613) 947-4125  
chartrand.diane@capprt-tcrpap.gc.ca

**Canadian Centre for Occupational Health and Safety**

Bonnie Easterbrook  
Access to Information and Privacy  
Coordinator  
135 Hunter Street East  
Hamilton, Ontario L8N 1M5  
Tel.: (905) 572-2981 Ext. 4401  
Fax: (905) 572-2206  
bonnie@ccohs.ca

**Canadian Commercial Corporation**

Sharon Fleming  
Access to Information and Privacy  
Coordinator  
50 O'Connor Street, Suite 1100  
Ottawa, Ontario K1A 0S6  
Tel.: (613) 943-0953  
Fax: (613) 995-2121  
Sfleming@ccc.ca

**Canadian Cultural Property Export Review Board**

Catherine Jensen  
Access to Information and Privacy  
Coordinator  
15 Eddy Street, 3rd Floor  
Gatineau, Quebec K1A 0M5  
Tel.: (819) 997-8933  
Fax: (819) 997-7757  
Catherine\_Jensen@pch.gc.ca

**Canadian Dairy Commission**

Amanda Coderre  
Access to Information and Privacy  
Coordinator  
930 Carling Avenue, Room 801  
Ottawa, Ontario K1A 0C5  
Tel.: (613) 694-2496  
Fax: (613) 759-6728  
coderream@agr.gc.ca

**Canadian Environmental Assessment Agency**

Ann Amyot  
Access to Information and Privacy  
Coordinator  
Place Bell Canada  
160 Elgin Street, 22nd Floor  
Ottawa, Ontario K1A 0H3  
Tel.: (613) 957-0179  
Fax: (613) 957-0946  
ann.amyot@ceaa-acee.gc.ca

**Canadian Food Inspection Agency**

Debbie Taylor  
Access to Information and Privacy  
Coordinator  
59 Camelot Drive, Room 211 East  
Ottawa, Ontario K1A 0Y9  
Tel.: (613) 225-2342 Ext. 4728  
Fax: (613) 228-6639  
taylorda@inspection.gc.ca

**Canadian Forces Grievance Board**

Christian Vianda  
 Access to Information and Privacy  
 Coordinator  
 60 Queen Street, 10th Floor  
 Ottawa, Ontario K1P 5Y7  
 Tel.: (613) 995-7986  
 Fax: (613) 996-6491  
 viandac@cfgb-cgfc.gc.ca

**Canadian Grain Commission**

Amanda Coderre  
 Access to Information and Privacy  
 Coordinator  
 930 Carling Avenue, Room 801  
 Ottawa, Ontario K1A 0C5  
 Tel.: (613) 694-2496  
 Fax: (613) 759-6728  
 coderream@agr.gc.ca

**Canadian Heritage**

E.W. Aumand  
 Access to Information and Privacy  
 Coordinator  
 Les Terrasses de la Chaudière  
 25 Eddy Street, 3rd Floor  
 Gatineau, Quebec K1A 0M5  
 Tel.: (819) 997-2894  
 Fax: (819) 953-9524  
 Ernie\_aumand@pch.gc.ca

**Canadian Human Rights Commission**

Lucie Veillette  
 Access to Information and Privacy  
 Coordinator  
 Canada Place  
 344 Slater Street, 8th Floor  
 Ottawa, Ontario K1A 1E1  
 Tel.: (613) 943-9008  
 Fax: (613) 941-6810  
 LUCIE.VEILLETTE@chrc-ccdp.ca

**Canadian Human Rights Tribunal**

Bernard Fournier  
 Access to Information and Privacy  
 Coordinator  
 160 Elgin Street, 11th Floor  
 Ottawa, Ontario K1A 1J4  
 Tel.: (613) 995-1707 Ext. 321  
 Fax: (613) 995-3484  
 bfournier@chrt-tcdp.gc.ca

**Canadian Institutes of Health Research**

Guy D'Aloisio  
 Access to Information and Privacy  
 Coordinator  
 160 Elgin Street, Room 97  
 Address Locator 4809A  
 Ottawa, Ontario K1A 0W9  
 Tel.: (613) 954-1946  
 Fax: (613) 954-1800  
 gdaloisio@cihr-irsc.gc.ca

**Canadian International Development Agency**

Andrée Miller  
 Access to Information and Privacy  
 Coordinator  
 Place du Centre  
 200 Promenade du Portage, 12th Floor  
 Gatineau, Quebec K1A 0G4  
 Tel.: (819) 997-0846  
 Fax: (819) 953-3352  
 andree\_miller@acdi-cida.gc.ca

**Canadian International Trade Tribunal**

Susanne Grimes  
 Access to Information and Privacy  
 Coordinator  
 333 Laurier Avenue West  
 Ottawa, Ontario K1A 0G7  
 Tel.: (613) 993-4717  
 Fax: (613) 998-1322  
 sgrimes@citt-tcce.gc.ca

**Canadian Museum of Civilization Corporation**

Mark O'Neill  
Access to Information and Privacy  
Coordinator  
100 Laurier Street  
P.O. Box 3100, Station B  
Gatineau, Quebec J8X 4H2  
Tel.: (819) 776-7115  
Fax: (819) 776-7196  
mark.oneill@civilization.ca

**Canadian Museum of Nature**

Greg Smith  
Access to Information and Privacy  
Coordinator  
P.O. Box 3443, Station D  
Ottawa, Ontario K1P 6P4  
Tel.: (613) 566-4214  
Fax: (613) 364-4021  
gsmith@mus-nature.ca

**Canadian Nuclear Safety Commission**

Philip Dubuc  
Access to Information and Privacy  
Coordinator  
280 Slater Street  
P.O. Box 1046, Station B  
Ottawa, Ontario K1P 5S9  
Tel.: (613) 947-3709  
Fax: (613) 995-5086  
dubucp@cnsccsn.gc.ca

**Canadian Polar Commission**

John Bennett  
Access to Information and Privacy  
Coordinator  
Constitution Square  
360 Albert Street, Suite 1710  
Ottawa, Ontario K1R 7X7  
Tel.: (613) 943-0716  
Fax: (613) 943-8607  
bennettj@polarcom.gc.ca

**Canadian Radio-television and Telecommunications Commission**

Sylvie Locas  
Access to Information and Privacy  
Coordinator  
Les Terrasses de la Chaudière  
1 Promenade du Portage, 5th Floor  
Gatineau, Quebec K1A 0N2  
Tel.: (819) 997-4274  
Fax: (819) 994-0218  
sylvie.locas@crtc.gc.ca

**Canadian Security Intelligence Service**

Nicole Jalbert  
Acting/Access to Information and Privacy  
Coordinator  
P.O. Box 9732 Station T  
Ottawa, Ontario K1G 4G4  
Tel.: (613) 231-0121  
Fax: (613) 842-1271  
jalbertn@smtp.gc.ca

**Canadian Space Agency**

Danielle Bourgie  
Access to Information and Privacy  
Coordinator  
6767 Airport Road  
Saint-Hubert, Quebec J3Y 8Y9  
Tel.: (450) 926-4866  
Fax: (450) 926-4878  
danielle.bourgie@space.gc.ca

**Canadian Tourism Commission**

Paula Brennan  
Access to Information and Privacy  
Coordinator  
55 Metcalfe Street, Suite 600  
Ottawa, Ontario K1P 6L5  
Tel.: (613) 946-1369  
Fax: (613) 560-2923  
brennan.paula@ctc-cct.ca

**Canadian Transportation Agency**

John Parkman  
Access to Information and Privacy  
Coordinator  
Jules Léger Building  
15 Eddy Street  
Gatineau, Quebec K1A 0N9  
Tel.: (819) 994-2564  
Fax: (819) 997-6727  
john.parkman@cta-otc.gc.ca

**Canadian Wheat Board**

Deborah Harri  
Privacy Coordinator  
423 Main Street  
P.O. Box 816 Station Main  
Winnipeg, Manitoba R3C 2P5  
Tel.: (204) 983-1752  
Fax: (204) 984-7815  
deborah\_harri@cwbc.ca

**Citizenship and Immigration Canada**

Heather Primeau  
Access to Information and Privacy  
Coordinator  
Narono Building  
360 Laurier Avenue West, 10th Floor  
Ottawa, Ontario K1A 1L1  
Tel.: (613) 957-6512  
Fax: (613) 957-6517  
heather.primeau@cic.gc.ca

**Commission for Public Complaints  
Against the Royal Canadian Mounted  
Police**

Michelle Tewsley  
Access to Information and Privacy  
Coordinator  
60 Queen Street, 3rd Floor  
P.O. Box 3423 Station D  
Ottawa, Ontario K1P 6L4  
Tel.: (613) 952-1280  
Fax: (613) 957-6117  
tewslem@cpc-cpp.gc.ca

**Copyright Board Canada**

Ivy Lai  
Access to Information and Privacy  
Coordinator  
56 Sparks Street, Suite 800  
Ottawa, Ontario K1A 0C9  
Tel.: (613) 952-8628  
Fax: (613) 946-4451  
lai.ivy@cb-cda.gc.ca

**Correctional Service of Canada**

Todd Sloan  
Access to Information and Privacy  
Coordinator  
Sir Wilfrid Laurier Building  
340 Laurier Avenue West  
Ottawa, Ontario K1A 0P9  
Tel.: (613) 943-5054  
Fax: (613) 995-4412  
sloantj@csc-scc.gc.ca

**Defence Construction Canada**

Danielle Richer  
Access to Information and Privacy  
Coordinator  
Constitution Square  
350 Albert Street, 19th Floor  
Ottawa, Ontario K1A 0K3  
Tel.: (613) 998-9534  
Fax: (613) 998-1218  
danielle.richer@dcc-cdc.gc.ca

**Department of Finance Canada**

Diane Manseau  
Access to Information and Privacy  
Coordinator  
L'Esplanade Laurier, East Tower  
140 O'Connor Street, 21st Floor  
Ottawa, Ontario K1A 0G5  
Tel.: (613) 992-1915  
Fax: (613) 947-8331  
Manseau.Diane@fin.gc.ca

**Department of Justice Canada**

Kerri Clark  
Access to Information and Privacy  
Coordinator  
284 Wellington Street, Room 1329  
Ottawa, Ontario K1A 0H8  
Tel.: (613) 954-0617  
Fax: (613) 957-2303  
keclark@justice.gc.ca

**Environment Canada**

Helen Ryan  
Access to Information and Privacy  
Coordinator  
Les Terrasses de la Chaudiere  
10 Wellington Street, 27th Floor  
Gatineau, Quebec K1A 0H3  
Tel.: (819) 953-2743  
Fax: (819) 953-0749  
Helen.ryan@ec.gc.ca

**Export Development Canada**

Serge Picard  
Privacy Coordinator  
151 O'Connor Street, 7th Floor  
Ottawa, Ontario K1A 1K3  
Tel.: (613) 598-2899  
Fax: (613) 598-3113  
spicard@edc.ca

**Farm Credit Canada**

Veronica Bosche  
Access to Information and Privacy  
Coordinator  
1800 Hamilton Street  
P.O. Box 4320  
Regina, Saskatchewan S4P 4L3  
Tel.: (306) 780-8668  
Fax: (306) 780-6704  
veronica.bosche@fcc-fac.ca

**Federal Bridge Corporation Limited**

Norman B. Willans  
Access to Information and Privacy  
Coordinator  
55 Metcalfe Street, Suite 1210  
Ottawa, Ontario K1P 6L5  
Tel.: (613) 993-5345  
Fax: (613) 993-6945  
nwillans@federalbridge.ca

**Financial Consumer Agency of Canada**

Jocelyne Charette  
Access to Information and Privacy  
Coordinator  
Enterprise Building  
427 Laurier Avenue West, 6th Floor  
Ottawa, Ontario K1R 1B9  
Tel.: (613) 941-1425  
Fax: (613) 941-1436  
Charette.Jocelyne@fcac-acfc.gc.ca

**Financial Transaction and Reports  
Analysis Centre of Canada**

Joanna Leslie  
Access to Information and Privacy  
Coordinator  
234 Laurier Avenue West  
Ottawa, Ontario K1P 1H7  
Tel.: (613) 943-1347  
Fax: (613) 943-7931  
lesliej@fintrac.gc.ca

**Fisheries and Oceans Canada**

Gary Lacey  
Access to Information and Privacy  
Coordinator  
200 Kent Street, 8th Floor  
Ottawa, Ontario K1A 0E6  
Tel.: (613) 993-2937  
Fax: (613) 998-1173  
laceygar@dfo-mpo.gc.ca

**Foreign Affairs Canada**

Jocelyne Sabourin  
Access to Information and Privacy  
Coordinator  
Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, Ontario K1A 0G2  
Tel.: (613) 992-1487  
Fax: (613) 995-0116  
jocelyne.sabourin@dfait-maeci.gc.ca

**Fraser River Port Authority**

Sarb Dhut  
Access to Information and Privacy  
Coordinator  
713 Columbia Street, Suite 500  
New Westminster, British Columbia V3M  
1B2  
Tel.: (604) 524-6655  
Fax: (604) 524-1127  
sarbd@frpa.com

**Freshwater Fish Marketing Corporation**

Bruce Syme  
Access to Information and Privacy  
Coordinator  
1199 Plessis Road  
Winnipeg, Manitoba R2C 3L4  
Tel.: (204) 983-6461  
Fax: (204) 983-6497  
bruce.syme@freshwaterfish.com

**Great Lakes Pilotage Authority Canada**

Christine Doherty  
Access to Information and Privacy  
Coordinator  
202 Pitt Street  
P.O. Box 95  
Cornwall, Ontario K6H 5R9  
Tel.: (613) 933-2991 Ext. 208  
Fax: (613) 932-3793  
cdoherty@cnwl.igs.net

**Gwich'in Land and Water Board**

Marie Dauray Chartrand  
Access to Information and Privacy  
Coordinator  
Les Terrasses de la Chaudière  
10 Wellington Street, Room 517  
Gatineau, Quebec K1A 0H4  
Tel.: (819) 953-2049  
Fax: (819) 953-5492  
dauraychartrandm@ainc-inac.gc.ca

**Gwich'in Land Use Planning Board**

Marie Dauray Chartrand  
Access to Information and Privacy  
Coordinator  
Les Terrasses de la Chaudière  
10 Wellington Street, Room 517  
Gatineau, Quebec K1A 0H4  
Tel.: (819) 953-2049  
Fax: (819) 953-5492  
dauraychartrandm@ainc-inac.gc.ca

**Halifax Port Authority**

Joan Macleod  
Access to Information and Privacy  
Coordinator  
Ocean Terminals  
1215 Marginal Road  
P.O. Box 336  
Halifax, Nova Scotia B3J 2P6  
Tel.: (902) 426-6536  
Fax: (902) 426-7335  
jmacleod@portofhalifax.ca

**Hamilton Port Authority**

Michele Drake  
Access to Information and Privacy  
Coordinator  
605 James Street North, 6th Floor  
Hamilton, Ontario L8L 1K1  
Tel.: (905) 525-4330 Ext. 254  
Fax: (905) 528-6282  
mdrake@hamiltonport.ca



**Hazardous Materials Information Review Commission**

Josée Potvin  
Access to Information and Privacy  
Coordinator  
427 Laurier Avenue West, Room 717  
Ottawa, Ontario K1A 1M3  
Tel.: (613) 993-4429  
Fax: (613) 993-5016  
josee\_potvin@hc-sc.gc.ca

**Health Canada**

Ross Hodgins  
Access to Information and Privacy  
Coordinator  
4th Floor, Room 481-D, AL-1904  
Jeanne Mance Building, Tunney's Pasture  
Ottawa, Ontario K1A 0K9  
Tel.: (613) 946-3179  
Fax: (613) 941-4541  
ross\_hodgins@hc-sc.gc.ca

**Historic Sites and Monuments Board of Canada**

Michel Audy  
Access to Information and Privacy  
Coordinator  
Jules Léger Building  
Les Terrasses de la Chaudière  
25 Eddy Street, 5th Floor  
Gatineau, Quebec K1A 0M5  
Tel.: (819) 997-0129  
Fax: (819) 953-4909  
Michel\_audy@pc.gc.ca

**Human Resources and Skills Development Canada**

Sylvie Chaput-Soumis  
Acting/Access to Information and Privacy  
Coordinator  
Phase IV, Level 1  
140 Promenade du Portage  
Box 112  
Gatineau, Quebec K1A 0J9  
Tel.: (819) 953-2000  
Fax: (819) 953-0659  
sylvie.chaput@hrsdc-rhdcc.gc.ca

**Immigration and Refugee Board**

Sergio Poggione  
Access to Information and Privacy  
Coordinator  
344 Slater Street, 14th Floor  
Ottawa, Ontario K1A 0K1  
Tel.: (613) 995-3514  
Fax: (613) 996-9305  
Sergio.Poggione@cisr-irb.gc.ca

**Indian and Northern Affairs Canada**

Marie Dauray Chartrand  
Access to Information and Privacy  
Coordinator  
Les Terrasses de la Chaudière  
10 Wellington Street, Room 517  
Gatineau, Quebec K1A 0H4  
Tel.: (819) 953-2049  
Fax: (819) 953-5492  
dauraychartrandm@ainc-inac.gc.ca

**Indian Residential Schools Resolution Canada**

Margaret Kirkland  
Access to Information and Privacy  
Coordinator  
90 Sparks Street, Room 341  
Ottawa, Ontario K1A 0H4  
Tel.: (613) 947-4148  
Fax: (613) 996-2808  
kirklandm@irsr-rqpi.gc.ca

**Industry Canada**

Kimberly Eadie  
 Access to Information and Privacy  
 Coordinator  
 255 Albert Street, 11th Floor  
 Ottawa, Ontario K1A 0H5  
 Tel.: (613) 952-5766  
 Fax: (613) 941-3085  
 Eadie.Kimberly@ic.gc.ca

**Infrastructure Canada**

Carole Larocque  
 Access to Information and Privacy  
 Coordinator  
 90 Sparks Street, Suite 605  
 Ottawa, Ontario K1P 5B4  
 Tel.: (613) 946-4980  
 Fax: (613) 948-2965  
 Larocque.carole@infrastructure.gc.ca

**International Centre for Human Rights  
and Democratic Development**

Anne-Marie Lavoie  
 Access to Information and Privacy  
 Coordinator  
 1001 de Maisonneuve East, Suite 1100  
 Montreal, Quebec H2L 4P9  
 Tel.: (514) 283-6073  
 Fax: (514) 283-3792  
 AMLavoie@ichrdd.ca

**International Development Research  
Centre**

Diane Ryerson  
 Access to Information and Privacy  
 Coordinator  
 250 Albert Street  
 P.O. Box 8500  
 Ottawa, Ontario K1G 3H9  
 Tel.: (613) 236-6163 Ext. 2112  
 Fax: (613) 235-6391  
 dryerson@idrc.ca

**International Trade Canada**

Jocelyne Sabourin  
 Access to Information and Privacy  
 Coordinator  
 Lester B. Pearson Building  
 125 Sussex Drive  
 Ottawa, Ontario K1A 0G2  
 Tel.: (613) 992-1487  
 Fax: (613) 995-0116  
 jocelyne.sabourin@dfait-maeci.gc.ca

**Jacques Cartier and Champlain Bridges  
Incorporated, The**

Sylvie Lefebvre  
 Access to Information and Privacy  
 Coordinator  
 West Tower  
 1111 St-Charles Street West, Suite 600  
 Longueuil, Quebec J4K 5G4  
 Tel.: (450) 651-8771 Ext. 229  
 Fax: (450) 651-3249  
 slefebvre@pjcci.ca

**Laurentian Pilotage Authority Canada**

Nicole Sabourin  
 Access to Information and Privacy  
 Coordinator  
 555 René-Lévesque Blvd West, Suite 1501  
 Montreal, Quebec H2Z 1B1  
 Tel.: (514) 283-6320 Ext. 213  
 Fax: (514) 496-2409  
 nicole.sabourin@apl.gc.ca

**Law Commission of Canada**

Suzanne Schryer-Belair  
 Access to Information and Privacy  
 Coordinator  
 222 Queen, Room 1124  
 Ottawa, Ontario K1A 0H8  
 Tel.: (613) 946-8979  
 Other Tel.: (613) 946-8980  
 Fax: (613) 946-8988  
 sschryer-belair@lcc.gc.ca

**Library and Archives Canada**

Gillian Cantello  
Access to Information and Privacy  
Coordinator  
395 Wellington Street, Room 206B  
Ottawa, Ontario K1A 0N3  
Tel.: (613) 992-0655  
Fax: (613) 992-9350  
gillian.cantello@lac-bac.gc.ca

**Mackenzie Valley Environmental Impact  
Review Board**

Marie Dauray Chartrand  
Access to Information and Privacy  
Coordinator  
Les Terrasses de la Chaudière  
10 Wellington Street, Room 517  
Gatineau, Quebec X1A 2N7  
Tel.: (819) 953-2049  
Fax: (819) 953-5492  
dauraychartrandm@ainc-inac.gc.ca

**Mackenzie Valley Land and Water Board**

Marie Dauray Chartrand  
Access to Information and Privacy  
Coordinator  
Les Terrasses de la Chaudière  
10 Wellington Street, Room 517  
Gatineau, Quebec K1A 0H4  
Tel.: (819) 953-2049  
Fax: (819) 953-5492  
dauraychartrandm@ainc-inac.gc.ca

**Military Police Complaints Commission**

Suzan Fraser  
Access to Information and Privacy  
Coordinator  
270 Albert, 10th Floor  
Ottawa, Ontario K1P 5G8  
Tel.: (613) 947-5750  
Fax: (613) 947-5713  
frasers@mpcc-cppm.gc.ca

**Montreal Port Authority**

Sylvie Vachon  
Access to Information and Privacy  
Coordinator  
Port of Montreal Building  
Cité du Havre, Wing N0. 1  
Montreal, Quebec H3C 3R5  
Tel.: (514) 283-2735  
Fax: (514) 496-9121  
vachons@port-montreal.com

**Nanaimo Port Authority**

Bill Mills  
Access to Information and Privacy  
Coordinator  
104 Front Street  
P.O. Box 131  
Nanaimo, British Columbia V9R 5K4  
Tel.: (250) 753-4146  
Fax: (250) 753-4899  
wmills@npa.ca

**National Arts Centre**

Jayne Watson  
Privacy Coordinator  
P.O. Box 1534, Station B  
Ottawa, Ontario K1P 5W1  
Tel.: (613) 947-7000 Ext. 260  
Fax: (613) 996-9578  
jwatson@nac-cna.ca

**National Battlefields Commission**

Michel Leullier  
Access to Information and Privacy  
Coordinator  
390 de Bernières Avenue  
Quebec, Quebec G1R 2L7  
Tel.: (418) 648-3506  
Fax: (418) 648-3638  
michel.leullier@ccbn-nbc.gc.ca

**National Capital Commission**

Gilles Gaignery  
 Access to Information and Privacy  
 Coordinator  
 40 Elgin Street, Suite 202  
 Ottawa, Ontario K1P 1C7  
 Tel.: (613) 239-5198  
 Fax: (613) 239-5361  
 ggaigner@ncc-ccn.ca

**National Defence**

Julie Hallée  
 Access to Information and Privacy  
 Coordinator  
 North Tower  
 101 Colonel By Drive, 8th Floor  
 Ottawa, Ontario K1A 0K2  
 Tel.: (613) 944-7225  
 Other Tel.: (1-888) 272- 8207  
 Fax: (613) 995-5777  
 hallee.jm@forces.gc.ca

**National Energy Board**

Michel Mantha  
 Access to Information and Privacy  
 Coordinator  
 444 Seventh Avenue S.W.  
 Calgary, Alberta T2P 0X8  
 Tel.: (403) 299-2714  
 Fax: (403) 292-5503  
 mmantha@neb-one.gc.ca

**National Farm Products Council**

Amanda Coderre  
 Access to Information and Privacy  
 Coordinator  
 930 Carling Avenue, Room 801  
 Ottawa, Ontario K1A 0C5  
 Tel.: (613) 694-2496  
 Fax: (613) 759-6728  
 coderream@agr.gc.ca

**National Film Board of Canada**

Dominique Aubry  
 Access to Information and Privacy  
 Coordinator  
 3155 Côte de Liesse  
 St-Laurent, Quebec H4N 2N4  
 Tel.: (514) 283-9163  
 Fax: (514) 496-1646  
 d.aubry@onf.ca

**National Gallery of Canada**

Frances Cameron  
 Access to Information and Privacy  
 Coordinator  
 380 Sussex Drive  
 P.O. Box 427, Station A  
 Ottawa, Ontario K1N 9N4  
 Tel.: (613) 991-0040  
 Fax: (613) 993-9163  
 fcameron@gallery.ca

**National Parole Board**

John Vandoremalen  
 Access to Information and Privacy  
 Coordinator  
 410 Laurier Avenue West, 7th Floor  
 Ottawa, Ontario K1A 0R1  
 Tel.: (613) 954-6547  
 Fax: (613) 957-3241  
 vandoremalenjm@npb-cnlc.gc.ca

**National Research Council Canada**

Huguette Brunet  
 Access to Information and Privacy  
 Coordinator  
 Building M-58  
 Montreal Road Campus, Room W314  
 Ottawa, Ontario K1A 0R6  
 Tel.: (613) 990-6111  
 Fax: (613) 991-0398  
 Huguette.brunet@nrc.ca

### **National Round Table on the Environment and the Economy**

Phyllis Leonardi  
 Access to Information and Privacy  
 Coordinator  
 344 Slater Street, Suite 200  
 Ottawa, Ontario K1R 7Y3  
 Tel.: (613) 996-0492  
 Fax: (613) 992-7385  
 leonardip@nrtee-trnee.ca

### **Natural Resources Canada**

Jean Boulais  
 Access to Information and Privacy  
 Coordinator  
 580 Booth Street, 11th Floor  
 Ottawa, Ontario K1A 0E4  
 Tel.: (613) 995-1305  
 Fax: (613) 995-0693  
 Jean.Boulais@nrcan.gc.ca

### **Natural Sciences and Engineering Research Council of Canada**

Victor Wallwork  
 Access to Information and Privacy  
 Coordinator  
 350 Albert Street, 13th Floor  
 Ottawa, Ontario K1A 1H5  
 Tel.: (613) 995-6214  
 Fax: (613) 943-1222  
 Victor.wallwork@nserc.ca

### **North Fraser Port Authority**

Marie Dauray Chartrand  
 Access to Information and Privacy  
 Coordinator  
 Les Terrasses de la Chaudière  
 10 Wellington Street, Room 517  
 Gatineau, Quebec V7B 1N4  
 Tel.: (819) 953-1866  
 Fax: (819) 953-3772  
 dauraychartrandm@ainc-inac.gc.ca

### **Northern Pipeline Agency Canada**

Jean Boulais  
 Access to Information and Privacy  
 Coordinator  
 580 Booth Street, 11th Floor  
 Ottawa, Ontario K1A 0E4  
 Tel.: (613) 995-1305  
 Fax: (613) 995-0693  
 Jean.Boulais@nrcan.gc.ca

### **Northwest Territories Water Board**

Vicki Losier  
 Access to Information and Privacy  
 Coordinator  
 Goga Cho Building  
 47 Street, 2nd Floor, Suite 4916  
 P.O. Box 1326  
 Yellowknife, Northwest Territories  
 X1A 2N9  
 Tel.: (867) 765-0106  
 Fax: (867) 765-0114  
 losierv@inac-ainc.gc.ca

### **Nunavut Surface Rights Tribunal**

Marie-Dauray Chartand  
 Access to Information and Privacy  
 Coordinator  
 P.O. Box 820  
 Rankin Inlet, Nunavut X0C 0G0  
 Tel.: (819) 953-2049  
 Fax: (819) 953-5492  
 dauraychartrandm@ainc-inac.gc.ca

### **Nunavut Water Board**

Philippe di Pizzo  
 Access to Information and Privacy  
 Coordinator  
 P.O. Box 119  
 Gjoa Haven, Nunavut X0B 1J0  
 Tel.: (867) 360-6338  
 Other Tel.: (867) 669-1238  
 Fax: (867) 360-6369  
 exec@nwb.nunavut.ca

**Office of the Auditor General of Canada**

Beth Stewart  
 Privacy Coordinator  
 240 Sparks Street  
 Ottawa, Ontario K1A 0G6  
 Tel.: (613) 995-3708  
 Fax: (613) 947-9556  
 stewartej@oag-bvg.gc.ca

**Office of the Chief Electoral Officer**

Diane Davidson  
 Privacy Coordinator  
 257 Slater Street, Room 9-106  
 Ottawa, Ontario K1A 0M6  
 Tel.: (613) 990-5596  
 Fax: (613) 993-5880  
 diane.davidson@elections.ca

**Office of the Commissioner of Official Languages**

Carol White  
 Privacy Coordinator  
 344 Slater Street, 3rd Floor  
 Ottawa, Ontario K1A 0T8  
 Tel.: (613) 996-9017  
 Fax: (613) 947-4751  
 carol.white@ocol-clo.gc.ca

**Office of the Correctional Investigator**

Maurice Gervais  
 Access to Information and Privacy  
 Coordinator  
 P.O. Box 3421, Station D  
 Ottawa, Ontario K1P 6L4  
 Tel.: (613) 990-2694  
 Fax: (613) 990-9091  
 gervaismu@oci-bec.gc.ca

**Office of the Inspector General of the Canadian Security Intelligence Service**

Scott Shaver  
 Access to Information and Privacy  
 Coordinator  
 340 Laurier Avenue West, 11th Floor  
 Ottawa, Ontario K1A 0P8  
 Tel.: (613) 990-2729  
 Fax: (613) 990-8303  
 scott.shaver@psepc-sppcc.gc.ca

**Office of the Ombudsman National Defence and Canadian Forces**

Mary McFadyen  
 Access to Information and Privacy  
 Coordinator  
 100 Metcalfe Street, 12th Floor  
 Ottawa, Ontario K1P 5M1  
 Tel.: (613) 996-8068  
 Fax: (613) 996-6730  
 McFadyen.M@forces.gc.ca

**Office of the Superintendent of Financial Institutions Canada**

Luc Morin  
 Access to Information and Privacy  
 Coordinator  
 255 Albert Street, 15th Floor  
 Ottawa, Ontario K1A 0H2  
 Tel.: (613) 990-7495  
 Fax: (613) 952-5031  
 luc.morin@osfi-bsif.gc.ca

**Pacific Pilotage Authority Canada**

Bruce Chadwick  
 Access to Information and Privacy  
 Coordinator  
 1130 West Pender Street, Suite 1000  
 Vancouver, British Columbia V6E 4A4  
 Tel.: (604) 666-6771  
 Fax: (604) 666-1647  
 admins@ppa.gc.ca

**Parks Canada Agency**

E.W. Aumand  
 Access to Information and Privacy  
 Coordinator  
 Les Terrasses de la Chaudière  
 25 Eddy Street, 3rd Floor  
 Gatineau, Quebec K1A 0M5  
 Tel.: (819) 997-2894  
 Fax: (819) 953-9524  
 Ernie\_aumand@pch.gc.ca

**Patented Medicines Prices Review Board**

Sylvie Dupont  
 Access to Information and Privacy  
 Coordinator  
 Standard Life Centre  
 333 Laurier Avenue West, Suite 1400  
 P.O. Box L40  
 Ottawa, Ontario K1P 1C1  
 Tel.: (613) 954-8299  
 Fax: (613) 952-7626  
 sdupont@pmprb-cepmb.gc.ca

**Pensions Appeal Board**

Mina McNamee  
 Access to Information and Privacy  
 Coordinator  
 P.O. Box 8567, Station T  
 Ottawa, Ontario K1G 3H9  
 Tel.: (613) 995-0612  
 Fax: (613) 995-6834  
 Mina.mcnamee@pab-cap.gc.ca

**Port Alberni Port Authority**

Linda Kelsall  
 Access to Information and Privacy  
 Coordinator  
 2750 Harbour Road  
 Port Alberni, British Columbia V9Y 7X2  
 Tel.: (250) 723-5312  
 Fax: (250) 723-1114  
 Lkelsall.papa@telus.net

**Prince Rupert Port Authority**

Diane Copperthwaite  
 Access to Information and Privacy  
 Coordinator  
 215 Cow Bay Road, Suite 200  
 Prince Rupert, British Columbia V8J 1A2  
 Tel.: (250) 627-8899  
 Other Tel.: (250) 627-2510  
 Fax: (250) 627-8980  
 dcopperthwaite@rupertport.com

**Privy Council Office**

Ciuneas Boyle  
 Access to Information and Privacy  
 Coordinator  
 85 Sparks Street, Room 400  
 Ottawa, Ontario K1A 0A3  
 Tel.: (613) 957-5210  
 Fax: (613) 991-4706  
 csboyle@pco-bcp.gc.ca

**Public Safety and Emergency  
Preparedness Canada**

Duncan Roberts  
 Access to Information and Privacy  
 Coordinator  
 Sir Wilfrid Laurier Building  
 340 Laurier Avenue West  
 Ottawa, Ontario K1A 0P8  
 Tel.: (613) 991-2931  
 Fax: (613) 990-9077  
 RobertD@sgc.gc.ca

**Public Service Commission of Canada**

Bernard Miquelon  
 Access to Information and Privacy  
 Coordinator  
 L'Esplanade Laurier, West Tower  
 300 Laurier Avenue West, 19th Floor  
 Ottawa, Ontario K1A 0M7  
 Tel.: (613) 995-5316  
 Fax: (613) 992-7519  
 bernard.miquelon@psc-cfp.gc.ca

**Public Service Human Resources  
Management Agency**

Mario Perrier  
Access to Information and Privacy  
Coordinator  
L'Esplanade Laurier, West Tower  
300 Laurier Avenue, 6th Floor  
Ottawa, Ontario K1A 0R5  
Tel.: (613) 946-5015  
Fax: (613) 954-1018  
perrier.mario@hrma-agrh.gc.ca

**Public Service Integrity Office**

Pierre Martel  
Access to Information and Privacy  
Coordinator  
60 Queen Street, Suite 605  
Ottawa, Ontario K1P 5Y7  
Tel.: (613) 941-6304  
Fax: (613) 941-6535  
Martel.pierre@psio-bifp.gc.ca

**Public Service Staff Relations Board**

Monique Montgomery  
Access to Information and Privacy  
Coordinator  
C.D. Howe Building, West Tower  
240 Sparks Street, 6th Floor  
P.O. Box 1525, Station B  
Ottawa, Ontario K1P 5V2  
Tel.: (613) 990-1804  
Fax: (613) 990-1849  
monique.montgomery@pslrp-crtfp.gc.ca

**Public Works and Government Services  
Canada**

Anita Lloyd  
Access to Information and Privacy  
Coordinator  
Place du Portage, Phase III  
11 Laurier Street, Room 5C1  
Gatineau, Quebec K1A 0S5  
Tel.: (819) 956-1816  
Fax: (819) 994-2119  
Anita.c.Lloyd@pwgsc.gc.ca

**Quebec Port Authority**

Pascal Raby  
Access to Information and Privacy  
Coordinator  
150 Dalhousie Street  
P.O. Box 2268  
Quebec, Quebec G1K 7P7  
Tel.: (418) 648-3640  
Fax: (418) 648-4186  
Pascal.raby@portquebec.ca

**Royal Canadian Mint**

Marguerite Nadeau  
Access to Information and Privacy  
Coordinator  
320 Sussex Drive  
Ottawa, Ontario K1A 0G8  
Tel.: (613) 993-1732  
Fax: (613) 990-4665  
nadeau@rcmint.ca

**Royal Canadian Mounted Police**

Pierre Lavoie  
Access to Information and Privacy  
Coordinator  
1200 Vanier Parkway  
Ottawa, Ontario K1A 0R2  
Tel.: (613) 993-5162  
Fax: (613) 993-5080  
Pierre.Lavoie@rcmp-grc.gc.ca

**Royal Canadian Mounted Police External  
Review Committee**

Virginia Adamson  
Access to Information and Privacy  
Coordinator  
60 Queen Street, Room 513  
P.O. Box 1159, Station B  
Ottawa, Ontario K1P 5R2  
Tel.: (613) 998-2874  
Fax: (613) 990-8969  
AdamsOV@erc-cee.gc.ca



**Saguenay Port Authority**

Pierre Paquin  
Access to Information and Privacy  
Coordinator  
6600 Terminal Road  
Ville de La Baie, Quebec G7B 3N9  
Tel.: (418) 697-0250  
Fax: (418) 697-0243  
apc@portsaguenay.ca

**Sahtu Land and Water Board**

Marie Dauray Chartrand  
Access to Information and Privacy  
Coordinator  
Les Terrasses de la Chaudière  
10 Wellington Street, Room 517  
Gatineau, Quebec X0E 0H0  
Tel.: (819) 953-2049  
Fax: (819) 953-5492  
dauraychartrandm@ainc-inac.gc.ca

**Sahtu Land Use Planning Board**

Marie Dauray Chartrand  
Access to Information and Privacy  
Coordinator  
Les Terrasses de la Chaudière  
10 Wellington Street, Room 517  
Gatineau, Quebec K1A 0H4  
Tel.: (819) 953-2049  
Fax: (819) 953-5492  
dauraychartrandm@ainc-inac.gc.ca

**Saint John Port Authority**

Pam Flemming  
Access to Information and Privacy  
Coordinator  
133 Prince William Street, 5th Floor  
Saint John, New Brunswick E2L 2B5  
Tel.: (506) 636-4982  
Fax: (506) 636-4443  
pflemming@sjport.com

**Seaway International Bridge Corporation, Ltd.**

Norman B. Willans  
Access to Information and Privacy  
Coordinator  
55 Metcalfe Street, Suite 1210  
Ottawa, Ontario K1P 6L5  
Tel.: (613) 993-5345  
Fax: (613) 993-6945  
nwillans@federalbridge.ca

**Security Intelligence Review Committee**

Alain Desaulniers  
Access to Information and Privacy  
Coordinator  
122 Bank Street, 4th Floor  
P.O. Box 2430, Station D  
Ottawa, Ontario K1P 5W5  
Tel.: (613) 990-6319  
Fax: (613) 990-5230  
desaulniea@sirc-csars.gc.ca

**Sept-Îles Port Authority**

Diane Morin  
Access to Information and Privacy  
Coordinator  
1 Quai Mgr-Blanche  
Sept-Îles, Quebec G4R 5P3  
Tel.: (418) 961-1227  
Fax: (418) 962-4445  
dmorin@portsi.com

**Social Development Canada**

Marlene Rody  
Access to Information and Privacy  
Coordinator  
Tower B, 6th Floor  
355 North River Road  
Ottawa, Ontario K1A 0L1  
Tel.: (613) 957-2784  
Fax: (613) 957-4343  
marlene.rody@sdsc-dsc.gc.ca

**Social Science and Humanities Research  
Council of Canada**

Andrea Budgell  
Acting Manager  
350 Albert Street, Room 1192  
Ottawa, Ontario K1P 6G4  
Tel.: (613) 992-0562  
Fax: (613) 947-4010  
andrea.budgell@sshrc.ca

**St. John's Port Authority**

Sean Hanrahan  
Access to Information and Privacy  
Coordinator  
1 Water Street  
P.O. Box 6178  
St. John's, Newfoundland and Labrador  
A1C 5X8  
Tel.: (709) 738-4780  
Fax: (709) 738-4769  
shanrahan@sjpa.com

**Standards Council of Canada**

Pilar Castro  
Access to Information and Privacy  
Coordinator  
270 Albert Street, Suite 200  
Ottawa, Ontario K1P 6N7  
Tel.: (613) 238-3222 Ext. 405  
Fax: (613) 569-7808  
pcastro@scc.ca

**Statistics Canada**

Philip Giles  
Access to Information and Privacy  
Coordinator  
R.H. Coats Building  
120 Parkdale Avenue, 25th Floor, Section B  
Ottawa, Ontario K1A 0T6  
Tel.: (613) 951-2891  
Fax: (613) 951-3825  
phil.giles@statcan.ca

**Status of Women Canada**

Hélène Archambault  
Access to Information and Privacy  
Coordinator  
123 Slater Street, 10th Floor  
Ottawa, Ontario K1P 1H9  
Tel.: (613) 947-9239  
Fax: (613) 957-3359  
Helene.archambault@swc-cfc.gc.ca

**Telefilm Canada**

Stéphane Odesse  
Access to Information and Privacy  
Coordinator  
360 Saint-Jacques Street, Suite 700  
Montreal, Quebec H2Y 4A9  
Tel.: (514) 283-6363  
Fax: (514) 283-2365  
odesses@telefilm.gc.ca

**Thunder Bay Port Authority**

Tim V. Heney  
Access to Information and Privacy  
Coordinator  
100 Main Street  
Thunder Bay, Ontario P7B 6R9  
Tel.: (807) 346-7387  
Fax: (807) 345-9058  
tim@tbport.on.ca

**Toronto Port Authority**

Lisa Raitt  
Access to Information and Privacy  
Coordinator  
60 Harbour Street  
Toronto, Ontario M5J 1B7  
Tel.: (416) 863-2016  
Fax: (416) 863-0495  
lraitt@torontoport.com

**Transport Canada**

Ginette Pilon  
Access to Information and Privacy  
Coordinator  
Place de Ville, Tower C  
330 Sparks Street, 26th Floor  
Ottawa, Ontario K1A 0N5  
Tel.: (613) 993-6162  
Fax: (613) 991-6594  
pilong@tc.gc.ca

**Transportation Safety Board of Canada**

Manon van Riel  
A/Access to Information and Privacy  
Coordinator  
Place du Centre  
200 Promenade du Portage, 4th Floor  
Gatineau, Quebec K1A 1K8  
Tel.: (819) 953-4460  
Fax: (819) 953-2160  
manon.vanriel@tsb.gc.ca

**Treasury Board of Canada Secretariat**

Denise Brennan  
Access to Information and Privacy  
Coordinator  
L'Esplanade Laurier, East Tower  
140 O'Connor Street, 8th Floor  
Ottawa, Ontario K1A 0R5  
Tel.: (613) 957-7154  
Fax: (613) 946-6256  
brennan.denise@tbs-sct.gc.ca

**Trois-Rivières Port Authority**

Luc Forcier  
Access to Information and Privacy  
Coordinator  
1545 du Fleuve Street, Suite 300  
Trois-Rivières, Quebec G9A 5K2  
Tel.: (819) 378-2887 Ext. 26  
Fax: (819) 378-2487  
forcier@porttr.com

**Vancouver Port Authority**

Wendy Petruk  
Access to Information and Privacy  
Coordinator  
100 The Pointe  
999 Canada Place  
Vancouver, British Columbia V6C 3T4  
Tel.: (604) 665-9054  
Fax: (604) 665-9062  
Wendy.petruk@portvancouver.com

**Veterans Affairs Canada**

Ms. Bunty Albert  
Access to Information and Privacy  
Coordinator  
P.O. Box 7700  
Charlottetown, Prince Edward Island  
C1A 8M9  
Tel.: (902) 566-7060  
Fax: (902) 368-0496  
bunty.albert@vac-acc.gc.ca

**Western Economic Diversification  
Canada**

Tim Earle  
Access to Information and Privacy  
Coordinator  
Canada Place  
9700 Jasper Avenue, Suite 1500  
Edmonton, Alberta T5J 4H7  
Tel.: (780) 495-3194  
Fax: (780) 495-7618  
Tim.earle@wd.gc.ca

**Windsor Port Authority**

David Cree  
Access to Information and Privacy  
Coordinator  
251 Goyeau Street, Suite 502  
Windsor, Ontario N9A 6V2  
Tel.: (519) 258-5741  
Fax: (519) 258-5905  
wpa@portwindsor.com

---

**Yukon Environmental Socio-Economic  
Assessment Board**

Marie Dauray Chartrand  
Access to Information and Privacy  
Coordinator  
Les Terrasses de la Chaudière  
10 Wellington Street, Room 517  
Gatineau, Quebec K1A 0H4  
Tel.: (819) 953-2049  
Fax: (819) 953-5492  
dauraychartrandm@ainc-inac.gc.ca

**Yukon Surface Rights Board**

Marie-Dauray Chartand  
Access to Information and Privacy  
Coordinator  
Les Terrasses de la Chaudière  
10 Wellington Street, Room 517  
Gatineau, Quebec Y1A 5P7  
Tel.: (8189) 953-2049  
Fax: (819) 953-5492  
dauraychartrandm@ainc-inac.gc.ca

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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:** PRN 915

### Acts and Legislation

**Description:** Acts and legislation - general, departmental, federal, foreign and provincial.

**Program Record Number:** PRN 902

### Access to Information and Privacy Requests

**Description:** Includes material related to the administration of and internal procedures for the processing of formal and informal requests, in accordance with the Access to Information Act and/or the Privacy Act.

These records may contain the requests made by individuals to obtain access to information under the control of the institution in accordance with the Access to Information Act and/or the Privacy Act, related replies and information related to their processing, such as the software systems used within institutions to manage the administration of access and privacy requests, i.e. ATIP Flow, ATIP Image software, Coordination of Access to Information Requests (CAIR) System, etc. These records may include requests for correction of personal information; informal requests; complaints, investigations and requests for judicial review; consultations received from or sent to other institutions; requests for advice received from institutional officials that raise privacy and/or access to information concerns, etc.

**Topics:** These records may include material related to cases leading to a change of policy or procedure, material related to reports to Parliament on the administration of the Acts; conference material; committee information; copies of relevant legislation, and related policies, as well as information related to the interpretation and application of these laws and policies.

**Program Record Number:** PRN 930

### 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:** PRN 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:** PRN 903

### Audits

**Description:** Auditor General reports and internal audit reports.

**Program Record Number:** PRN 916

### Automated Document, Records, Information Management Systems

**Description:** Automated document, records and information management systems are used to manage the full life cycle, from creation/collection to final disposition, of electronic documents (e-mail, word processing documents, spreadsheets, graphics, images, etc.), as well as non-electronic records (hard copy, posters, photographs, video tapes, audio tapes, maps, etc.). Information contained within the automated system may be

entered in an electronic format, i.e. the capture of an electronic object or the creation of an electronic object through scanning (OCR), or a summary (profile) of the non-electronic information that is manually entered into the automated system.

This document/records/information life cycle management is done to facilitate compliance with the existing legislative and policy framework for the federal government.

Automated systems of this type normally allow for the integration of records and document management, imaging, and optical character recognition (OCR). Other features include the ability to search the information repositories for any word or string of words (full-text index searching and retrieval) and reporting capabilities. The automated system may also be electronically integrated with the institution's correspondence tracking system that is used to manage the tracking of incoming correspondence to ensure that responses about departmental policies, programs, initiatives and issues are prepared in a consistent and time-efficient manner.

**Topics:** The records related to Automated Document, Records and Information Management Systems may contain information about the institution's functional requirements, system specifications, the Treasury Board shared systems initiative, training information, procedures for the use of the system, implementation plans, maintenance procedures, migration strategies, technical support mechanisms, etc.

**Program Record Number:** PRN 929

### **Business Continuity Plans (BCP)**

**Description:** In compliance with the 2004 Operational Security Standard - Business Continuity Planning (BCP) Program, institutions must establish a Business Continuity Planning (BCP) Program. This program provides for the continued availability of services and associated assets that are critical to the health, safety, security or economic well-being of Canadians or the effective functioning of government. The BCP Program complements emergency preparedness that is mandated by legislation or government policy (e.g. fire and building evacuation plans; civil emergency plans). It also supports planning that is necessary to restore other-than-critical services and their associated assets and resources; departments should use

this program to incorporate their planning for other-than-critical services.

The types of incidences for which the BCP may be initiated may vary from a minor incident, such as a building-specific power outage or an equipment or system failure, to one of provincial or national proportions. The BCP outlines and coordinates: the efforts of institutional staff; and the implementation of advance arrangements and procedures to ensure that the institution can continue or restart critical business operations within a reasonable timeframe.

**Topics:** The records related to Business Continuity Plans (BCP) may contain information about: Recovery plans; network and/or data backup procedures; emergency and recovery resources; service level agreements (including Memorandums of Understanding with other federal institutions); time-sensitive business functions; recovery or emergency response team members; essential records; plan escalation procedures; notification procedures for emergency response teams, institutional staff, Minister's staff, federal, provincial and municipal bodies; plan activation procedures; Command, Control and Emergency Centre Operations; Delegation/Designation of Authority; detailed business resumption, recovery and restoration procedures; software tools to create, and maintain the BCP; media handling procedures; etc..

**Program Record Number:** PRN 928

### **Budgets**

**Description:** Budgets generally; estimates and supplementary estimates; and program forecasts.

**Program Record Number:** PRN 917

### **Buildings**

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

**Program Record Number:** PRN 906

### **Buildings and Properties**

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

**Program Record Number:** PRN 905

### **Classification of Positions**

**Description:** Classification generally; audits; category and group; individual positions; and

standards.

**Program Record Number:** PRN 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:** PRN 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:** PRN 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:** PRN 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:** PRN 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:** PRN 910

### **Hospitality**

**Description:** Hospitality is the provision of a reception, meal or entertainment to guests of government institutions, including social events or ceremonies in accordance with established policies and guidelines. Records related to hospitality events may contain information about the circumstances of the function, including any event requiring special authority; the form of hospitality; cost; location; number of attendees listed by category, i.e. guests, government employees; and approvals by the appropriate delegated officials.

**Topics:** The records may contain information about the function nature and scope, function

type, i.e. dinner, reception, etc.; function location, i.e. private residence, restaurant, conference; financial limitations, who provided services related to the function, hospitality event protocols, etc. The records may also contain information about Hospitality Policies and Guidelines, financial signing authorities, the publication of hospitality information posted online, etc.

**Program Record Number:** PRN 933

### **Human Resources**

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

**Program Record Number:** PRN 921

### **Information Technology Services**

**Description:** This includes records related to the computer equipment and associated software for both institutional computer networks and employees workstations, electronic systems development and maintenance, technical assistant and support for networks, office systems and databases. May also include material related to the institution's technology architecture, standards and infrastructure; electronic mail systems and platforms, software and hardware acquisition, the annual planning process for the development of computer systems; and the business case process for application development and system acquisitions.

**Topics:** Includes material related to network systems, hardware and/or software – including peripheral equipment, i.e. printers, Personal Digital Assistants (PDA), Wireless Handholds, system user manuals or guides, change management processes, IT training courses, personal computer or desktop support (Help Centre), computer maintenance, etc.

**Program Record Number:** PRN 932

### **Lands**

**Description:** Lands - general; acquisition; concessions; development; disposal; fencing; flood control; landscaping parking areas; roads; streets and sidewalks.

**Program Record Number:** PRN 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:** PRN 922

### Office Appliances

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

**Program Record Number:** PRN 911

### Official Languages

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

**Program Record Number:** PRN 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:** PRN 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:** PRN 918

### Physical Security

**Description:** In accordance with the Physical Security Standard issued under the Government Security Policy, federal institutions are responsible for the establishment and maintenance of appropriate measures (physical, procedural and psychological) to prevent, detect and respond to unauthorized access and other threats. Related to this is the establishment and use of detection devices and methods to identify attempted or actual unauthorized access as well as procedures and tools to activate effective and appropriate responses.

**Topics:** Includes material related to physical security design; physical safeguards, monitoring devices, security access procedures and tools (pass/identity cards), access to restricted zones; storage, transportation and transmittal of

information and goods; destruction of information and goods; and the protection of personnel and the public at large.

**Program Record Number:** PRN 931

### Proactive Disclosure

**Description:** These records include information about the mandatory publication on institutional web sites of specifically identified government information. The purpose of making these specific information elements available on the Internet is to promote transparency, facilitate public access, and provide relevant and timely information so that Canadians are better able to hold their Government and public sector officials to account. The intent of the proactive disclosure initiative is to ensure that this information is provided in a consistent manner across government and that information is regularly updated according to established timeframes and guidelines.

Federal institutions are required to update information identified for the purpose of proactive disclosure every three months and post it on-line within 30 days of the end of each period.

**Topics:** These records include information related to tools and guidance from the Treasury Board Secretariat (TBS) and other lead agencies about proactive disclosure; the maintenance of web sites related to proactive disclosure; etc.

**Program Record Number:** PRN 935

### Procurement

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

**Program Record Number:** PRN 912

### Relocation

**Description:** These records are used to document and administer the relocation of individuals and their families.

**Topics:** Includes material related to employee entitlements and obligations, employer obligations, third party service providers, relocation claims, etc. May also include information about rental accommodations; travel to new locations; searching for new accommodation, i.e. house hunting; hotel/motel accommodation; copies of departmental policies and procedures pertaining to relocation; moving and storage company information; etc.

**Program Record Number:** PRN 936

**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:** PRN 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:** PRN 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:** PRN 927

**Travel**

**Description:** These records are used to document and manage the travel activities of individuals who travel in support of their institution's mandate. These records may also include information related to the proactive disclosure of relevant travel expenses as specified in the Guidance Document: Proactive Disclosure of Travel and Hospitality Expenses issued by the Treasury Board Secretariat.

**Topics:** Includes material related to travel allowances, or per diem rates, travel expense claims, hotel directories, airline directories, etc. May also include copies of institutional policies and procedures pertaining to travel including the employee entitlements and obligations, employer obligations, payment for official institutional travel; etc.

**Program Record Number:** PRN 934

**Utilities**

**Description:** Utilities - general; air conditioning; electric power; water and sewage; garbage disposal; gas and oil; heating; lighting; plumbing and ventilation.

**Program Record Number:** PRN 908

**Vehicles**

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

**Program Record Number:** PRN 913

**Index of Main Book Standard Personal Information Banks**

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PSU 902	Executive Correspondence Management Systems
PSU 903	Business Continuity Planning (BCP)
PSU 904	Automated Document, Records, Information Management Systems
PSU 905	Electronic Network Monitoring Logs
PSU 906	Internal Disclosure of Wrongdoing in the Workplace
PSU 907	Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes
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## Main Book Standard Personal Information Bank Descriptions

Standard Personal Information Bank (PIBs) descriptions have been developed to describe personal information that may be found in types of records commonly maintained by federal institutions. These records document internal administrative functions, systems and procedures that are common to or shared by all federal government institutions.

These information banks are identified with the unique identifier “PSU” as part of the bank number contained within the PIB.

### Retention and Disposal Standards for Standard PIBs:

The following Retention and Disposal Standards statement applies to all Standard PIBs unless otherwise noted within a specific PIB.

- The records containing the personal information described in the standard banks may be retained for different periods of time as decided by each government institution, unless otherwise specified.
- *At a minimum*, personal information used for an administrative purpose must be retained for at least two years unless the individual consents to its earlier disposal. Any disposal of such records must be in accordance with Records Disposition Authorities issued by the Librarian and Archivist of Canada.
  - The *Privacy Act* defines administrative purpose to mean the use of that information in a decision making process that directly affects an individual.
- For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution’s ATIP Co-ordinator.

### Access to Information and Privacy Requests

**Description:** The records containing the information described in this bank include requests made by individuals to obtain access to information under the control of the institution in accordance with the Access to Information Act and/or the Privacy Act, the replies to such requests, and information related to their processing. These records may include requests for correction of personal information; informal requests; records related to complaints, investigations and requests for judicial review; consultations received from other institutions; and requests for advice received from institutional officials that raise privacy or access to information concerns. Personal information may include the name of the requester, mailing address, telephone and facsimile numbers, e-mail address and other processing information related to the request, as well as personal information contained in institutional records that are relevant to the request.

**Note:** Personal information contained in institutional records relevant to the request is not used for administrative purposes.

**Class of Individuals:** Individuals who exercised

their rights under the Access to Information Act and/or the Privacy Act, including individuals who made informal requests to obtain information under the control of the institution.

**Purpose:** The information described by this bank is used to administer the Access to Information Act and/or the Privacy Act as well as processing and responding to informal requests. This information may also be used during consultations with other government institutions, during investigations by the Offices of the Information and Privacy Commissioners and during court reviews. Aggregate information (does not identify individuals) is used to report to Parliament on the administration of the Acts.

**Consistent Uses:** Non-personal information may be used to provide reports on ATIP activities to management and to the Treasury Board Secretariat and other institutions, i.e. through CAIRS. The information may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact

that institution's ATIP Coordinator.

**RDA Number:** 98/001

**Related PR#:** PRN 930

**Bank Number:** PSU 901

### **Automated Document, Records, Information Management Systems**

**Description:** The automated system described by this bank is used to capture and manage documents, records (including email) and information received and/or created by the institution in support of the institution's functions and activities. Documents and email received by the institution may be entered into the automated system in an electronic format or summarized (profiled) and entered manually into the system.

**Class of Individuals:** Any individual about whom the institution may collect information in support of a function, program or activity. All employees of an institution, including contractors, agency employees and students, as well as any individual corresponding with the institution.

**Purpose:** This type of an automated system is used to manage the life cycle of the institution's document, records and information collections, as well as facilitating access thereto. The automated system is used to ensure the information is available to support the operations of the institution, and then disposed of appropriately. The automated system also makes searching and retrieving information from the institution's information collections faster and easier.

**Consistent Uses:** The information may be used in an aggregate format to report on system use, growth of the information collection, etc. The automated system may also be electronically integrated with the institution's correspondence tracking system that is used to manage the tracking of incoming correspondence to ensure that responses about departmental policies, programs, initiatives and issues are prepared in a consistent and time-efficient manner. The information may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/001

**Related PR#:** PRN 929

**Bank Number:** PSU 904

### **Business Continuity Planning (BCP)**

**Description:** The information described by this bank includes personal information that is

contained in institutional Business Continuity Plans (BCP). A BCP is established by a federal institution to provide for the continued availability of services and associated assets that are critical to the health, safety, security or economic well-being of Canadians, or the effective functioning of government.

The personal information contained within a BCP may include the names, home addresses, home telephone, pager and cellular phone numbers of employees and officers who are part of the institution's BCP response team, as well as similar emergency contact information for Ministers, exempt staff, senior officials. Also included are the names, emergency contact numbers (including cellular phone and pager numbers) of disaster response and/or recovery vendors and other service providers, in addition to federal, provincial and municipal officials who may have to be contacted to assist the institution as the result of an emergency situation.

**Class of Individuals:** Employees and officers who are members of the institution's response team, as well as Ministers, exempt staff, senior institutional officials and emergency response officials and recovery vendors/service providers.

**Purpose:** The purpose of the collection and use of the personal information described in this Bank is to ensure that the institution can contact appropriate and responsible individuals to respond in the event of an interruption in normal business operations.

**Consistent Uses:** Personal information described in this Bank may be shared with other federal institutions, police, fire and other emergency response agencies on an "as required" basis. Non-personal information may be used to provide reports to senior management about the execution of institutional Business Continuity Plans. This information may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

**RDA Number:** 98/001

**Related PR#:** PRN 928

**Bank Number:** PSU 903

### **Electronic Network Monitoring Logs**

**Description:** The records containing the information described in this bank relate to the use by individuals of federal government electronic networks. Logs containing details of network use by individuals are compiled and are reviewed by appropriate officials of the institution when there is

suspected misuse of a federal government electronic network, as defined by institutional policies or the Treasury Board Policy on the Use of Electronic Networks. Examples of information that may be in the records include network logs that may link an employee's workstation to an IP address, listings of sites visited and information on any transactions conducted, including date, time, duration and nature of the visit or transaction. The records may also include information on the use of authorization codes assigned to particular individuals, including successful or unsuccessful use of the codes, date, time and frequency.

**Class of Individuals:** Employees of the institution and other individuals using federal government electronic networks, including student employees, contract staff and agency personnel. Members of the public, Ministerial staff, Members of Parliament that send e-mail to the institution or to specific individuals within the institution.

**Purpose:** The information contained in the records is compiled to support the investigation of suspected or alleged misuse, or deliberate impairment of government electronic networks by persons employed by the institution or by other individuals from outside the institution.

**Consistent Uses:** The information may be used to substantiate any disciplinary action taken where violation of institutional policies or the Treasury Board Policy on the Use of Electronic Networks is determined. If an internal investigation determines that criminal actions may have taken place, the information may be shared with appropriate police authorities. This information may be used to provide reports to management. The information may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/001

**Related PR#:** PRN 932

**Bank Number:** PSU 905

### Employee Assistance

**Description:** The records containing the information described in this bank are treated in a confidential fashion that is relative to an employee's involvement in an Employee Assistance Program (EAP). These records may include notice of voluntary or mandatory (supervisory workperformance related) referral; records of reference to, or reports and correspondence from a health professional or

rehabilitation agency; and only nonmedical interpretations concerning an employee's work capability or limitations. All personal medical data shall be maintained in a medical protected status under the control of the Workplace Health and Public Safety Program within Health Canada. Records relating to work performance deficiencies, absenteeism and disciplinary matters are to be held in the appropriate institutional record (with its related personal information bank) and not held with EAP files.

**Class of Individuals:** Individuals (Employees, contractors, volunteers and family members, etc.) who seek and/or receive services under the federal Employee Assistance Program

**Purpose:** The purpose of these records are to document information necessary for the administration of the Employee Assistance Program. To determine the need for employee assistance counselling, referrals for medical evaluations and participation in rehabilitation programs.

**Consistent Uses:** To support decisions regarding employee assistance measures.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related PR#:** PRN 921

**Bank Number:** PSE 916

### Executive Correspondence Management Systems

**Description:** The records containing the information described in this bank include general correspondence to the Minister or Secretary of State, their Staff and other senior executives within the institution. Records used in preparation of responses to incoming correspondence may also contain personal information about individuals that is sometimes provided by institutional officials to address issues and concerns raised in the incoming correspondence. Personal information may include the name of the correspondent, mailing address, telephone and facsimile numbers, e-mail address and other personal information that may be included by the originator and/or respondent within the content of the correspondence.

**Class of Individuals:** General public, Members of Parliament, and officials representing other levels of government or international governments and agencies, external organizations and/or businesses.

**Purpose:** To manage, in a consistent and time-

efficient manner, the receipt of, and responses to, correspondence or inquiries received from outside the institution that require replies from senior executives of the institution.

**Consistent Uses:** Incoming correspondence may be forwarded to other federal or provincial institutions for a full or partial response if it is determined by the receiving institution that the issue(s) contained within the correspondence fall under the jurisdiction of, and should be addressed by, the other institution(s). In some cases, incoming correspondence and the response may be copied to another federal or provincial institution where the correspondence impacts on their roles and responsibilities. The information may be used in an aggregate format to report on system use, growth of the information collection, etc. The Executive Correspondence Management System may be integrated with the institution's Automated Document, Records and Information Management System (see Standard Personal Information Bank Number PSU 929 for more details).

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/001

**Related PR#:** PRN 903

**Bank Number:** PSU 902

### Hospitality

**Description:** This information is collected to document hospitality-related activities and the circumstances in which they are incurred. The personal information collected may include the name and job title of government employees as well as the name and title of guests of the government (e.g. individuals from other governments, the private sector, etc). It may also include the names of their spouses or accompanying companions; and the name of the establishment where the hospitality function occurred and/or the name of caterer.

**Class of Individuals:** Deputy Ministers, Associate Deputy Ministers, Assistant Deputy Ministers, and their equivalents, including those individuals who incur hospitality expenses while acting in these positions, and their spouses or accompanying companions. May also include Ministers, Ministers of State, Parliamentary Secretaries, and their office staff (also known as political or exempt staff because they are outside of the official Public Service) as well as Members of Parliament representing a Minister or Minister of State for official business purposes.

**Purpose:** Hospitality information is maintained to ensure that the provision of hospitality functions are done appropriately.

Proactive disclosure on government websites of hospitality expense-related information promotes transparency, facilitates public access to government information, and provides relevant and timely information to Canadians. The specific elements that may be made available are: Hospitality activity description and date, attendees, location and total amount.

**Consistent Uses:** This information may be used to provide reports on hospitality-related expenses to management. The information may also be used for research, planning, budget, audit and evaluation purposes.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

**RDA Number:** 99/004

**Related PR#:** PRN 933 and PRN 935

**Bank Number:** PSU 908

### Internal Disclosure of Wrongdoing in the Workplace

**Description:** The records containing the personal information described by this bank include general inquiries, advice, as well as formal and informal complaints of wrongdoing. Personal information may include the date and nature of the alleged wrongdoing, name of the individual alleged to have committed the wrongdoing and other pertinent information including name of individual(s) reporting or impacted as a result of the alleged wrongdoing, records of interviews, investigations and analyses of events and records of decision taken.

**Class of Individuals:** Employees reporting to all departments and organizations of the Public Service listed in Part I, Schedule I, of the Public Service Staff Relations Act. Any individual reporting an alleged wrongdoing or about whom the institution may collect information in support of a function, program or activity and who may be impacted upon as a result of the investigation of an alleged wrongdoing.

**Purpose:** This information is collected to investigate and resolve complaints submitted in accordance with the Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace. In well-founded cases, personal information may be used to determine appropriate remedial action, including administrative, disciplinary or legal action. Information is also used to develop an annual

report that provides statistics, issues, challenges and recommendations for the deputy head of the institution.

**Consistent Uses:** The information may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.

**RDA Number:** 98/005

**Related PR#:** PRN 921

**Bank Number:** PSU 906

### Relocation

**Description:** This information is used to document the processes involved in the relocation of employees and their families. The personal information collected includes the individuals' name and job title, organization name, work telephone, work address, job classification and level, Personal Record Identifier (PRI), name of delegated departmental officer or manager, signatures, name of spouse or common-law partner, names of children and/or extended family members, special medical needs that may need to be accommodated, monthly statement of credit card expenses, personal declarations of expenses when receipts are not obtainable or have been inadvertently destroyed, mortgage or rental cost information, legal fees and real estate fees.

**Class of Individuals:** Employees who relocate and their spouses or common-law partners, their children and/or extended family members. Also includes individuals representing third party suppliers, such as moving and storage companies.

**Purpose:** The purpose of this information is to document and administer the relocation of individuals and their family members. This includes information related to relocation planning, the selection of new accommodations, the shipment of personal and household effects, move authorizations and claims.

**Consistent Uses:** Non-personal information may be used to provide reports on employee relocations to management. The information may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

**RDA Number:** 98/001 and 99/004

**Related PR#:** PRN 936

**Bank Number:** PSU 910

### Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

**Description:** This information relates to video surveillance recordings generated by closed circuit television (CCTV) cameras located on the perimeters of, or within institutionally operated buildings and facilities. Additionally, in support of employee and visitor access control, the records related to these subjects contain the actual access logs/registers used to issue temporary employee passes and temporary visitor passes. Personal information collected may include recorded visual images, data logs, signatures, surnames, given names, telephone numbers, temporary pass control numbers and visitor company/organization information related to the issuance of temporary visitor passes.

**Class of Individuals:** Employees, and those on assignment or contract and visitors who require access to a federal institution or any other person within proximity of video surveillance recording capabilities.

**Purpose:** This information is used to enhance the security of government facilities and of individuals and assets present in such facilities. Video surveillance is sometimes conducted in real time or recordings can be used to investigate past occurrences, security incidents or emergency situations. Access logs/registers, temporary passes and any other records related to employee and visitor access control may also be used to monitor or investigate current or past security incidents.

**Consistent Uses:** To assist security officials in the monitoring of activities and/or the issuance of temporary access passes. Additionally, records and recordings may record entry and exit times from facilities and may be used in the event of security-related incidents such as thefts or emergency situations. In such cases, this information may be shared with appropriate law enforcement agencies and emergency workers. 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.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Co-ordinator.



**RDA Number:** 98/001  
**Related PR#:** PRN 931  
**Bank Number:** PSU 907

### Travel

**Description:** This information is used to document travel activities and expenses related to official institutional business. The personal information collected includes the individuals' name and job title, organization name, work telephone, work address, job classification and level, Personal Record Identifier (PRI), name of delegated departmental officer or manager, signatures, name of spouse or common-law partner, name of children, monthly expense statements, personal declarations of expenses when receipts are not obtainable or have been inadvertently destroyed.

**Class of Individuals:** Employees and travellers (including term or casual employees, temporary agency staff, volunteers, students, consultants and contractors, and witnesses) ,who travel on behalf of an institution and their spouses or common-law partners and/or dependants. This includes Deputy Ministers, Associate Deputy Ministers, Assistant Deputy Ministers, and their equivalents, including those individuals who travel while acting in these positions, and their spouses and/or dependents. May also include Ministers, Ministers of State, Parliamentary Secretaries, and their office staff (also known as political or exempt staff because they are outside of the official Public Service) as well as Members of Parliament representing a Minister or Minister of State or accompanying them as a guest for official business purposes.

**Purpose:** The purpose of this information is to document and administer the travel of individuals in support of the institution's mandate. This includes information related to employee entitlements and obligations, travel advances and related claims. Proactive disclosure on government websites of travel expense-related information promotes transparency, facilitates public access to government information, and provides relevant and timely information to Canadians. The specific elements that may be made available are: the purpose of travel; date(s) and destination(s); air fare and other transportation costs; accommodation, meals and incidentals; other expenses (all other expenses incurred that are not reflected in the information fields above, such as cost of a special passport, visas, and associated photos, calls to the office or home, dependant care where applicable, etc.); and the total amount.

**Consistent Uses:** This information may be used to provide reports on travel activities and costs to

management. The information may also be used for research, planning, budget, audit and evaluation purposes.

**Retention and Disposal Standards:** For the specific amount of time that different types of common administrative documents are retained by a given government institution, please contact that institution's ATIP Coordinator.

**RDA Number:** 98/001 and 99/004  
**Related PR#:** PRN 934  
**Bank Number:** PSU 909

# Immigration and Refugee Board

## Chapter 75

### General Information

#### Background

The IRB is an independent tribunal established by the Parliament of Canada. It is Canada's largest independent administrative tribunal. Its mission, on behalf of Canadians, is to make well-reasoned decisions on immigration and refugee matters, efficiently, fairly and in accordance with the law.

#### Responsibilities

Decision making is carried out by three tribunals whose functions are quite distinct: the Immigration Division (ID), the Immigration Appeal Division (IAD) and the Refugee Protection Division (RPD).

#### Legislation

- Immigration Division Rules, SOR/2002-229
- Refugee Protection Division Rules, SOR/2002-228
- Immigration Appeal Division Rules, SOR/2002-230
- Immigration and Refugee Protection Act, .S.C. 2001, c.27, as amended
- Immigration and Refugee Protection Regulations, SOR/2002-227, as amended

#### Organization

##### Immigration Division

The Immigration Division conducts admissibility hearings for foreign nationals or permanent residents believed to be inadmissible to, or removable from, Canada. It also conducts detention reviews for people detained by Canadian Border Services Agency (CBSA) for Immigration reasons.

##### Refugee Protection Division

The Refugee Protection Division determines claims for refugee protection made by persons inside Canada. Decisions are made based on whether a person has a well-founded fear of persecution within the meaning of the United Nations definition of a "Convention refugee" or

whether the person faces a danger of torture or a risk to life or a risk of cruel and unusual treatment or punishment if returned to their country.

##### Immigration Appeal Division

The Immigration Appeal Division hears appeals by Canadian citizens or permanent residents whose applications to sponsor close family members have been refused; appeals by permanent residents, foreign nationals with a permanent resident visa, and protected persons who have been ordered removed; and appeals by permanent residents determined outside of Canada by an officer of Citizenship and Immigration Canada (CIC) not to have fulfilled their residency obligation. It also hears appeals made by the Minister responsible for the Canada Border Services Agency against decisions of the Immigration Division at an admissibility hearing.

##### Legal Services

The Legal Services Branch is responsible for providing a full range of legal and policy advice to the IRB executive, management, decision-makers and staff. Legal Services manages all litigation on behalf of the Board. Legal Services coordinates the Board's intervention in appeals and applications before the higher courts in appropriate cases. Legal Services produces regularly updated legal reference papers. Legal Services coordinates the Board's regulatory initiatives, including drafting the Rules of practice and procedure of the Board's three tribunals. 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 selected decisions of the Board and maintains electronic reference material for decision-makers and staff internally and for the wider public on the Board's internet site.

##### GIC Secretariat Services Directorate

The Directorate provides strategic advice and support to the Ministerial Advisory Committee on the screening of members of the IRB and Citizenship Judges, as well as to senior management of the IRB concerning GIC issues. Secretariat Services also manages the relationship with the Minister's Office, the Privy Council Office

and the Office of the Ethics Counsellor. It also provides executive support services to the Office of the Chairperson of the IRB.

### **Communications and Executive Services Branch**

The Communications and Executive Services Branch is responsible for the following Directorates:

#### **Access to Information and Privacy Directorate**

The ATIP Directorate administrators 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.

#### **Communications 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.

#### **Editing and Translation Services Directorate**

The Directorate manages the editing and translation services for the IRB, both for headquarters and the regions. This includes establishing quality standards and guidelines and providing editing and translation in both official languages, as well as multilingual translation services. The Directorate is also responsible for coordinating interpretation services, other than those for hearings, for the IRB.

#### **Corporate Planning & Services Branch**

The Corporate Planning & Services Branch is responsible for the following Directorates:

#### **Corporate Planning & Management Practices Directorate**

The Corporate Planning and Management Practices Directorate is responsible for: strategic and corporate planning; improved management practices; the implementation of the Management Accountability Framework; Risk Management; Internal Audit and Program Evaluation functions; liaison with the Office of the Auditor General and

the Secretariat of the Audit and Evaluation Committee; awareness and compliance with the values and ethics codes; ; and, in addition, the Director of CPMP is the Senior Officer, Disclosure (Internal Disclosure of Information Concerning Wrongdoing in the Workplace).

### **Finance, Security and Administration Directorate**

#### **Corporate Finance**

Finance is responsible for providing strategic advice and support to senior management on financial management matters including business and financial planning, policy interpretation, and cost accounting. It also develops and implements financial policies and procedures, manages the accounting operations, and is responsible for ensuring the integrity of the IRB's financial systems.

Finance administers expenditure management within the IRB and prepares reports for internal and external purposes. It is the liaison with central agencies, including the Treasury Board Secretariat, the Receiver General and the Auditor General of Canada on financial policy, regulation, reporting and funding issues.

#### **Corporate Administration**

Administration is responsible for the planning, management, direction and delivery of national administrative services including the development of policies and procedures and specialist advisory services in the areas of accommodation, forms analysis and design, procurement and contracting, telecommunications and occupational health and safety. It also manages the monitoring and reporting for all administrative policies, procedures and systems to ensure compliance throughout the Board.

Administration liaises with PWGSC (on accommodation matters and the management of the Board's National Space Envelope Program, as well as contracting and procurement activities) TBS and HRSDC.

Administration also provides the following operational services to Headquarters and a portion of the Eastern region office: accommodation (facilities management, parking, signage, etc.); telecommunications (line installations, repairs, voicemail, calling cards etc.); and occupational health and safety (training, inspections, investigations).

## **Corporate Security**

Corporate Security manages the National Security Program, which encompasses Physical Security, Business Continuity Planning and Security Awareness training. Regional security assessment visits, emergency response planning, performing threat and risk assessments, security screening of personnel and interpreters and monitoring of regional security programs.

Included in the delivery of national security services is the development of policies and procedures and provision of specialized advice. Corporate Security also liaises with the RCMP, TBS and CSIS on security matters.

Corporate Security also monitors and maintains security access control passes, investigates incidents and manages security issues as they arise in Headquarters and a portion of the Eastern Region office.

## **Recorded Information Management**

Recorded Information Management (RIM) is responsible for developing policies and guidance related to Information Management, maintenance of the Subject Classification guides, retention and disposal program and to provide awareness training on certain Information Management practices. Recorded Information Management section has functional authority of IRB records.

## **Accounting Operations and Administration Services**

The Accounting Operations and Administration Services Unit is responsible for providing advice, guidance and support services to Head Office managers and staff in the following areas: accounts payable, commitment, contracting, procurement, reporting, banking, cheque distribution (salary and supplementary cheques, traveller's cheques), printing, stock-room supply and mail and courier services.

Within the "corporate portfolio" the Accounting Operations and Administration Services Unit is responsible for the management, direction and delivery of the IRB's Travel, Relocation and Salary Management programs. This includes providing specialist advice, developing policies and procedures and delivering ongoing training sessions. The unit is also responsible for the inventory, printing and distribution of the IRB's hearing room forms and office stationery.

## **Information Systems Directorate**

Information Systems (IS) provides an umbrella of technical services to the IRB on a local (Ottawa) and national basis. Along with conducting the majority of the Board's IT acquisitions, IS is responsible for supporting all IRB computers and servers, maintaining the network and telecommunication services, issuing IT policies and procedures and for all the aspects of IT security. IS is also responsible for the development, acquisition, testing and maintenance of automated systems in support of the Board's requirements, which includes the evaluation of new technological tools and approaches, and interdepartmental interfaces. In pursuit of these objectives, IS maintains relationships with various Central Agencies, including PWGSC, CIC, CBSA, RCMP, CSE, and the TBS.

## **Human Resources and Professional Development Branch**

The Branch provides Human Resources direction, services and strategic advice to support the Board's programs, activities and initiatives. Human Resources services are delivered to Public Service employees and members across the Board, through four regional human resources offices. Services are provided in the areas of staffing and resourcing, employment equity/diversity, official languages, strategic human resources planning, human resources information systems, classification and organizational design, learning and professional development, employee relations and compensation.

## **Operations Branch**

The Operations Branch (OPS) is responsible for providing advice on strategic, policy and operational issues to the Chairperson and the Executive Director. It is accountable for developing and promoting the IRB's corporate policy positions with IRB's division heads, regional directors and with officials of PCO, CIC and other public, private and non-governmental organizations involved in the immigration and refugee portfolio. It provides functional expertise and oversight for the IRB national programs and operations and directs an international renowned research program.. 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 Research Program exists to meet the information requirements of those involved in Canada's refugee protection 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 protection 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

#### Immigration Division Operation – Members' Schedules

**Description:** Link many variables including availability of facilities, counsel, interpreter, calendar errata and members assigned.

**Topics:** Hearings scheduled.

**Access:** Records arranged in alpha-numeric order.

**Program Record Number:** IRB INF 155

#### Immigration Division Operation – Member 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

#### Immigration Division Operation – Immigration 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

#### Immigration Appeals Process

**Description:** Information on the conduct of hearings into appeals and related matters before the Immigration 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 protection 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

#### Refugee Protection Claims

**Description:** The record of personal, individual claims to refugee protection status made before the Board's Refugee Protection 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

#### Refugee Protection Division Positive Decisions Infobase

**Description:** Indexed digests of selected reasons for positive decisions from the Refugee Protection Division of the Board in application of its Policy on Reasons for Positive Decisions.

**Topics:** Abstracts of Refugee Protection Division decisions and reasons with keywords.

**Access:** File number, keywords, etc. through SHARENet.

**Program Record Number:** IRB CRD 150

#### Detention – Immigration Division

**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 member 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 Division Case Files

**Description:** The record of individual appeals; this also includes applications for redeterminations of claims 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

### **Admissibility Hearings – Immigration Division**

**Description:** Guidelines and procedures with respect to conducting admissibility hearings, presentation of evidence and decisions under the Immigration and Refugee Protection Act and Regulations.

**Topics:** Correspondence and other documents relating to policies and procedures with respect to conducting personal, individual admissibility hearings, presentation of evidence and decisions under the Act and Regulations; correspondence and other documents relating to procedures concerning the adjournment and resumption of admissibility hearings, the nature and form of evidence at admissibility hearings, the appointment of representatives pursuant to of the Immigration and Refugee Protection Act and their role at admissibility hearings; correspondence and other documents relating to substantive and procedural issues concerning a member's jurisdiction; permanent resident issues and ordering the removal of persons found at admissibility hearings to be in violation of the Immigration and Refugee Protection 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 Protection Division, the Immigration Appeals Division and the Immigration 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 tribunals on the application of the Immigration and Refugee Protection Act, its subordinate legislation, and related legislation; interpretation of decisions of the Federal Court and Supreme Court of Canada, 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 staff on substantive and procedural legal issues.

**Topics:** Acts of Parliament; subordinate legislation; hearings, admissibility hearings, detention reviews and other proceedings; federal tribunals; administrative law; interpretation of decisions of the IRB and of the Federal Court and Supreme Court of Canada.

**Program Record Number:** IRB LEG 045

### **Legislation and Application – Immigration Division**

**Description:** Information on the Immigration and Refugee Protection Act and Regulations and related legislation, and on Immigration Division functions and activities.

**Topics:** General correspondence and other documents relating to the Act and Regulations and related legislation, and to Immigration Division 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 and Refugee Protection Act; correspondence and other documents relating to natural justice, bias, fairness, the role of the member; 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 selected jurisprudence of the IRB.

**Topics:** Reflex contains digests of selected decisions of the IRB's three tribunals.

**Access:** IRB web site and public access computer in Documentation Centres by random access.

**Program Record Number:** IRB LEG 145

### **Refugee Protection Determination Process**

**Description:** Information on the refugee protection determination process that is carried out before the Refugee Protection Division of the Board.

**Topics:** Practices and procedures for hearing room administration including expedited process monitoring reports focussing on the review of Refugee Protection Officers (RPO) reports and recording of interviews; practices and procedures for interpreters and RPO; practices and procedures Related Preparing cases for hearings; decisions and reasons; detained persons; transcripts.

**Access:** Records arranged by subject.

**Program Record Number:** IRB OPS 020

### **Refugee Protection Division Reasons for Decisions**

**Description:** Selected reasons from the Refugee Protection Division of the Board.

**Topics:** Refugee Protection Division decisions and reasons.

**Access:** Records arranged in numeric order.

**Program Record Number:** IRB DOC 060

### **Refugee Protection 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 Protection 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 Protection 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 Protection 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 Protection Operations – System to Track Appeals and Refugees (STAR)**

**Description:** Information is tracked on the applications for redetermination of refugees claims, claims for refugee protection, and appeals. Administrative data is also recorded on each case.

**Topics:** Refugee, persons in need of protection 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.

Access to Information and Privacy Requests

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  
 Hospitality  
 Human Resources  
 Occupational Health, Safety and Welfare  
 Office Appliances  
 Official Languages  
 Pensions and Insurance  
 Personnel  
 Physical Security  
 Proactive Disclosure  
 Procurement  
 Relocation  
 Salaries and Wages  
 Staff Relations  
 Training and Development  
 Travel

## Particular Personal Information Banks

### Immigration Division Case Files

**Description:** The files contain documents presented at an admissibility hearing, 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 a member is called upon to conduct either an admissibility hearing or a detention review.

**Purpose:** The purpose of this bank is to record information used in the conduct of admissibility hearings and detention reviews pursuant to the Immigration and Refugee Protection Act, the Regulations and the Immigration Division Rules. The material on file, which is adduced at the proceeding, is used by the member 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 and Canadian Border Services Agency.

**Retention and Disposal Standards:** The retention period for standard case files is ten years after the conclusion of the proceeding, after which they are destroyed. Certain case files for Archival or Historical purposes are retained for 65 years.

**RDA Number:** 96/037

**Related PR#:** IRB ADJ 120 /125 /130 /155 /160 /165

**TBS Registration:** 003312

**Bank Number:** IRB PPU 140

### Refugee Protection Division Records

**Description:** The records contain all the documentation related to the processing of any action before the Refugee Protection Division of the Board, including all of the submissions, evidence and documents 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 for refugee protection has been referred to the Refugee Protection Division.

**Purpose:** This bank contains, in hardcopy and by audio tape recordings, the documentation and proceedings before the Refugee Protection Division of the Board.

**Consistent Uses:** Information is used to schedule and track cases before the Refugee Protection 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 claim for refugee protection of the person concerned, but may be used, when reasonable, to determine the claim(s) for refugee protection of any other person(s) concerned.

**Retention and Disposal Standards:** The standard case file is maintained in the regional office 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, after which it is destroyed. Certain case files for Archival or Historical purposes are retained for 65 years.



**RDA Number:** 96/037

**Related PR#:** IRB OPS 015 /065 /070 /080 /140

**TBS Registration:** 003971

**Bank Number:** IRB PPU 115

#### **RPD Reasons for Decisions**

**Description:** The records contain selected reasons for decisions from the Refugee Protection Division of the Board.

**Class of Individuals:** Persons whose claims for refugee protection have been referred to the Refugee Protection Division.

**Purpose:** To provide precedent cases from the Refugee Protection Division of the Board.

**Consistent Uses:** Tracking precedent cases from the Refugee Protection Division available through the Board's Regional Documentation Centres. Selected sanitized decisions are available through QuickLaw (Q.L.)

**Retention and Disposal Standards:** Upon approval of retention schedules the standard 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, after which they are destroyed.

**RDA Number:** 96/037

**Related PR#:** IRB DOC 060

**TBS Registration:** 002786

**Bank Number:** IRB PPU 120

#### **Immigration Appeal Board (IAB) 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, 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 of claims 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) was used in the Immigration Appeal Board proceedings.

**Retention and Disposal Standards:** The standard case file is maintained in the regional office 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 ten years, after which it is destroyed. Certain case files for Archival or Historical purposes are retained for 65 years. All IAD decisions are kept forever as "Court of Record".

**RDA Number:** 96/037

**Related PR#:** IRB OPS 005

**TBS Registration:** 002340

**Bank Number:** IRB PPU 105

#### **Immigration Appeal Division (IAD) 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 appeal 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, Refugees and protected persons, and persons holding a valid permanent resident visa who have been ordered removed from Canada; Canadian citizens and permanent residents who have sponsored an application for permanent residence in Canada of a close family member, after that application is refused; Permanent residents of Canada who have been determined outside of Canada by an officer of Citizenship and Immigration Canada (CIC) not to have fulfilled their residency obligation.

**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 Immigration Appeal Division and to report statistics on cases being processed by the Immigration Appeal Division. Information is shared with counsel for appellants, Citizenship and Immigration Canada and Canada Border Services Agency. Information from Citizenship and Immigration Canada and the Canada Border Services Agency is used in the Immigration Appeal Division proceedings.

**Retention and Disposal Standards:** The standard

case file is maintained in the regional office 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 ten years, after which it is destroyed. Certain case files for Archival or Historical purposes are retained for 65 years. All IAD decisions are kept forever as "Court of Record".

**RDA Number:** 96/037

**Related 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 Protection Division, the Immigration Appeal Division and the Immigration 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, after which the records are destroyed.

**RDA Number:** 98/005

**Related 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 Refugees or Protected Persons and who have been referred to the Refugee Protection Division.

**Purpose:** To confirm claimants' religious and/or political status, nationality, and residency in third countries for use in Refugee Protection 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 and Refugee Protection Act).

**Retention and Disposal Standards:** Currently under review.

**RDA Number:** 2004/009

**Related 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.

**Consistent Uses:** The information in this bank is used only for the purpose for which the information was collected.

**Retention and Disposal Standards:** Unsolicited résumés are retained in an inventory for 6 months. They are then purged and destroyed in classified waste. If they have been considered in any staffing action the résumé or application must be retained for two years, after which they are destroyed.

**RDA Number:** 98/005

**Related PR#:** IRB ADM 920

**TBS Registration:** 003179

**Bank Number:** IRB PPU 130

#### **Complaints about the Conduct of Members**

**Description:** This bank contains records related to complaints made by the public concerning alleged improper behaviour of a member pursuant to the "Protocol Addressing Member Conduct Issues". Personal information includes the name of the member and the allegations made; testimony of witnesses; legal opinions; inquiries into alleged improper behaviour; and analysis reports of the inquiries. The bank may also contain personal information about the complainant, such as the fact that he/she is a refugee claimant, or counsel and the circumstances leading to the complaint.

**Class of Individuals:** Members of the Immigration Appeal Division and the Refugee Protection Division of the IRB. (Persons who make decisions on cases heard by the IRB are called members.)

**Purpose:** The purpose of this bank is to maintain

information concerning complaints made under the “Protocol Addressing Member Conduct Issues”.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Information is maintained for three years after the last administrative use in the case of founded complaints, and for two years after the last administrative use in the case of unfounded complaints. Once the Record Disposition Authority (RDA) has been approved, records will be destroyed after the retention period has expired.

**RDA Number:** 98/005.

**Related PR#:** IRB OPS 020/025

**TBS Registration:** 005502

**Bank Number:** IRB PPU 155

## Standard Personal Information Banks

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

Hospitality

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

## Manuals

- “ATS” (Adjudication Tracking System) User Manual
- “STAR” (System for Tracking Appeals and Refugees) User Manual
- IAD Procedures Manual
- CRDD Case Processing Procedures Manual
- Adjudication Division Procedures Manual
- CRDD Handbook
- Immigration Division Case Management Manual
- Backlog Subdivision Procedures
- Briefing Book for Members
- RPD: Case Management Manual
- IAD Case Management Manual
- RPD Member’s Handbook
- Policy and Procedures for Security Screening

- Instructions for the Acquisition and Disclosure of Information
- 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 Protection Officers
- Quick Reference Book for RPOs
- RPO 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

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

308 Highfield Place  
10010 106th Street  
Edmonton, Alberta T5J 3L2

### Manitoba

391 York Avenue, Suite 220  
Winnipeg, Manitoba R3C 0P4

**British Columbia**

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

**Headquarters**

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

**Ontario**

74 Victoria Street, Suite 400  
Toronto, Ontario M5C 3C7

**Quebec**

Guy Favreau Complex  
200 René Lévesque Boulevard West, Suite 001  
Montréal, Quebec H2Z 1X4

# Indian and Northern Affairs Canada

## Chapter 76

### 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, as it pertained 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 British North America Act, which gives the federal government the exclusive authority to pass laws relating to "Indians". 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. The Department derives many of its responsibilities for the North from the Department of Indian Affairs and Northern Development Act.

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 is on negotiating First Nations governance, settling land claims, supporting the development of communities to improve on-reserve economic opportunities and living conditions, including their environmental health and safety situations, 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
- Claim Settlement (Alberta and Saskatchewan) Implementation 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 and Federal Immovables Act
- Financial Management Act
- First Nations Fiscal and Statistical Management Act
- First Nations Land Management Act
- Fort Nelson Indian Reserve Minerals Revenue Sharing Act
- Grassy Narrows and Islington Indian Bands Mercury Pollution Claims Settlement Act
- Gwich'in Land Claim Settlement Act
- Indian Act
- Indian Lands Agreement (1986) Act
- Indian Lands Settlement of Differences Act (B.C.)
- Indian Oil and Gas Act
- Indian (Soldier Settlement) 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
- Northwest Territories Act
- Northwest Territories Waters Act
- Nunavut Act
- Nunavut Land Claims Agreement Act
- Nunavut Waters and Nunavut Surface Rights Tribunal Act
- Pictou Landing Indian Band Agreement Act
- Railway Belt Act
- Railway Belt and Peace River Block Act
- Railway Belt Water Act
- Saskatchewan Natural Resources Act
- Saskatchewan Treaty Land Entitlement Act
- Sechelt Indian Band Self-Government Act
- Split Lake Cree First Nation Flooded Land Act
- St. Peter's Reserve Act
- St. Regis Islands Act
- Territorial Lands Act
- Victims of Domestic Violence Act
- Westbank First Nation Self-Government Act
- Western Arctic (Inuvialuit) Claims Settlement Act
- York Factory First Nation Flooded Land Act
- Yukon Act
- Yukon Environmental and Socio-economic Assessment Act
- Yukon First Nations Land Claims Settlement Act

## Organization

### Administration Program

#### Corporate Services

Corporate Services is responsible for integrated management processes of the Department, including financial administration and management, frameworks for funding arrangements with First Nations, security emergency management to First Nations, 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**

This Office 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**

This Sector is responsible for managing the negotiation and settlement of comprehensive, specific and special claims with respect to Aboriginal rights and 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 the regions. The Sector has the federal lead for developing the self-government policy framework to guide negotiations, managing the federal approval process for mandates and agreements, and developing the policy basis for 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 that is reached.

### **Lands and Trust Services Sector**

This Sector works to fulfill 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, environment revenues, and trusts. It exists to protect and administer reserve lands and their resources, to create new reserves and to add land to existing reserves, 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 to maintain the Indian Register and departmentally administered band lists. It is also responsible for the administration of elections conducted and election

appeals submitted in accordance to the election provisions of the Indian Act and the Indian Band Election Regulations, the provision of advisory services to First Nations regarding law-making under the Indian Act, and the review of bylaws enacted associated with sections 81 and 85.1 of the Indian Act. Additional activities include liaising with enforcement agencies regarding the enforcement of enacted bylaws, recording/inputting election events and bylaws that have come into force or have been disallowed by the Minister, and providing training in the areas of elections, bylaws, the Band Governance Management System and Estates Reporting System, and the Crown's treaty obligations. It also exists to assist First Nations in addressing environmental concerns affecting the health and safety and economic and social well-being of Indian people.

### **National Operations Branch, Regional Operations Support and Services Sector**

The Regional Operations Support and Services (ROSS) Sector is comprised of the seven regions located south of the 60th parallel and the National Operations Branch, which is located in Headquarters. The ROSS Sector's mandate is to deliver consistent and coherent programs and services across the Department. The seven regions provide the "delivery of services" component of the Sector and the National Operations Branch provides the "support" component for the delivery of the services.

### **Policy and Strategic Direction**

This group is responsible for coordinating and integrating departmental priorities, managing the related policy analysis and development, strategic research, and legislative initiatives, 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, developing and implementing a departmental policy on gender equality analysis, and providing a departmental focal point for Aboriginal women's issues. It also manages departmental-level relations with First Nation and Inuit organizations, other federal departments, the provinces and territories, foreign governments, and international organizations. In addition, it is responsible for the strategic management of Aboriginal and other litigation where Indian and Northern Affairs Canada (INAC) is the lead department and for the test-case funding program.

## Socio-Economic Policy Programs Sector

This sector is responsible for developing policy and program frameworks in the areas of First Nations social development, education, community infrastructure and economic development. Funding is currently provided for the following programs and initiatives: Income Assistance, Assisted Living (formerly Adult Care), First Nations Child and Family Services, Family Violence Prevention Program, National Child Benefit Reinvestment Initiative, Elementary and Secondary Education, Post-Secondary Education, Special Education, First Nations and Inuit Youth Employment Strategy, Cultural Education Centres, Housing, Capital Facilities and Maintenance Program, Community Economic Development Program, Community Support Services Program, Community Economic Opportunities Program, Community Developmental Equity Program, Procurement Strategy for Aboriginal Business, and the Aboriginal Workforce Participation Initiative.

## Northern Affairs Program

The Northern Affairs Program (NAP) manages ongoing federal interests in the North, including federal northern policy, federal-territorial relations, aspects of claims and self-government implementation, and federal circumpolar activities. In the Northwest Territories and Nunavut, NAP is tasked with managing the sustainable development of the North's natural resources in preparation for devolution to the northern governments and with preserving, maintaining, protecting and rehabilitating the northern environment. In addition, NAP is responsible for assisting Northerners, including Aboriginal groups, to develop political and economic institutions that will enable them to assume increasing responsibility within the Canadian federation. For example, NAP is participating in the development of a Northern Strategy. In addition, the Program delivers national programs in the area of science and technology and food security and it fosters 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 Nation 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 that have not yet been taken over by the First Nations. Regional staff works closely with the local client groups, their representatives and representatives of provincial/territorial governments.

In addition, Northwest Territories and Nunavut regional officials are responsible for the management of minerals, water and the majority of lands. They have responsibility for the environmental assessment of proposals for the use of these resources. These environmental assessments are carried out in conjunction with resource management functions. In addition, they are responsible for the management of orphaned and abandoned contaminated sites on Crown land. The Nunavut Regional Office also provides support for the negotiation and implementation of the Nunavut Land Claim Agreement.

For the next seven years, the Yukon Regional Office will continue new remediation at a number of sites identified in the Devolution Transfer Agreement through the Waste and Contaminants office and the new Type II Mine Sites Project office. The Development Assessment Process (DAP) unit will work to implement the new Yukon Environmental and Socio-economic Assessment Act (YESAA), which came into force on May 13, 2003. The YESAA is a made-in-Yukon process for assessing the potential impacts of proposed development activities.

Indian Oil and Gas Canada, located in Tsuu T'ina, Alberta, is responsible for managing the oil and gas rights on Indian reserve lands across Canada.

## Information Holdings

### Program Records

#### Administration Program

##### Allegations and Complaints

**Description:** A database that captures allegations and complaints processed under the Department's Corporate Manuals System, Financial Management Manual (Volume 3), Financial Policies and Procedures, Transfer Payments, and (Part 5, Chapter 5.15) "Dealing with Allegations and Complaints" relating to recipients funded by the Government of Canada. It records allegations and complaints in relation to compliance with the terms and conditions of funding arrangements and



the delivery of programs and services such as Social Assistance, Education, Youth, and First Nation Child and Family Services. It also records allegations and complaints about recipients' non-compliance to Indian Act provisions such as elections, lands, resources and Indian monies.

**Topics:** Information on allegations (criminal wrongdoing) and complaints (non-criminal concerns).

**Program Record Number:** INA CSS 151

#### **Audit and Evaluation**

**Description:** Audit - The Departmental Audit and Evaluation Branch (DAEB) provides objective and informative services to departmental senior management in order to improve the accountability of the Department for spending wisely and achieving concrete and measurable results. These services include independent internal audits, evidence-based program evaluations, integrated risk management advice and various other management advisory services.

**Topics:** Audit - internal audit reports of departmental activities, Evaluation - evaluation reports of programs, initiatives and policies

**Program Record Number:** INA CSS 400

#### **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

#### **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

#### **Cultural Contribution**

**Description:** Contributions to Inuit organizations and individuals for the advancement of Inuit culture.

**Topics:** Exhibit openings and catalogues, arts and crafts, study tours and workshops, arts, music, theatre, dance, films, literature, languages, newspapers, and anthropological and sociological studies and tours

**Program Record Number:** INA CSS 044

#### **Cultures and Customs**

**Description:** The cultures and customs of Inuit people are outlined.

**Topics:** Arts and crafts - production, trademarks and Inuit artists' biographies

**Program Record Number:** INA CSS 171

#### **Emergency Management to First Nations Communities**

**Description:** Information related to Public Safety and Emergency Preparedness Canada (PSEPC) and emergency management, including forest fire suppression and search and recovery based on compassionate grounds.

**Topics:** Requests for reimbursement of expenses for emergency management, including forest fire suppression and search and recovery based on compassionate grounds; Emergency Management and Forest Fire Suppression agreements with provinces or other emergency management organizations

**Program Record Number:** INA CSS 090

#### **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

#### **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 and management systems

**Program Record Number:** INA CSS 376

#### **Labour Force**

**Description:** Records are kept on federal employment, training, literacy and adult basic education programs.

**Topics:** Employment-related training and mobility and labour force development

**Program Record Number:** INA CSS 071

#### **Management Development Training**

**Description:** Provides support for management training and the 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 LTS 399

### **Non-Registered On-Reserve Population (Closed)**

**Description:** Statistical information concerning the non-registered population residing on Indian reserves designated lands and surrendered lands.

**Topics:** Profiles of First Nation communities

**Program Record Number:** INA CSS 204

### **Northern Expenditure System**

**Description:** Expenditure and full-time equivalents (FTEs) data on programs and activities in, or for the area north of the 60th parallel, by 26 federal departments and agencies and the three territorial governments.

**Topics:** Summary data on expenditures and FTEs are published annually in the Northern Expenditures publication

**Program Record Number:** INA CSS 085

### **Ombudsman**

**Description:** Information on difficult situations raised by departmental employees and approaches taken to solve situations. Statistics are kept on the subject, sector involved, resolution and whether the employee is Aboriginal or non-Aboriginal.

**Topics:** These include but are not limited to 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

**Program Record Number:** INA DMO 100

### **Public Enquiries Contact Centre call-tracking system**

**Description:** The INAC Public Enquiries Contact Centre serves as the point of first contact for the department. The Centre is responsible for providing timely information services to the public in response to enquiries received about Indians and Northern Affairs Canada's programs, services and operations. Requests for information are received in both official languages and from various sources, including the general public, public institutions, other government departments, members of Parliament and the news media. Enquiries arrive by phone, e-mail, regular mail, fax and in person.

**Topics:** Includes information about the request, the requestor and a brief description of the subject matter of the enquiry and the action taken by the Public Enquiries officer. Threatening calls are

documented and the security and/or other law enforcement bodies are immediately alerted.

**Program Record Number:** INA CSS 250

### **Records Management**

**Description:** Information relating to the management of corporate records.

**Topics:** File classification system, essential records, records information management system, retention and disposition, and 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, and authority for removal and access restriction

**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, credit checks, criminal records, security questionnaires and fingerprints that contain personal information

**Program Record Number:** INA CSS 201

### **Services and Goods Contracts**

**Description:** Information is included on services and goods contracts and the selection of suppliers.

**Topics:** Includes all aspects of services and goods contracts, including temporary help services, requests for proposals, contract awards and amendments

**Program Record Number:** INA CSS 366

### **Territorial 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, enrolment projections and community profiles

**Program Record Number:** INA CSS 372

### **Territorial 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 then 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 benefit of Indian/Inuit/Innu communities and to secure accountability.

**Topics:** Funding arrangements and recipient audits

**Program Record Number:** INA CSS 040

### **Indian and Inuit Affairs Program**

#### **Aboriginal Workforce Participation Initiative**

**Description:** The Initiative aims to increase the participation of Aboriginal peoples in the Canadian labour market by raising awareness, building employers' capacity and networking. The types of records kept include stakeholder information, studies, statistical data and research designed to promote Aboriginal workforce participation.

**Topics:** Aboriginal employment, Aboriginal workforce participation, communications, advocacy, partnerships and capacity building.

**Program Record Number:** INA SEP 085

#### **Assisted Living (formerly Adult Care)**

**Description:** Social support programs which meet the special needs of the infirm, chronically ill and disabled persons on reserves. Records kept include research and discussion papers, policy analysis, funding arrangements with provincial governments, performance measurement and evaluation strategies and program directives.

**Topics:** Assisted Living, Adult Care, Institutional Care, In-home Care.

**Program Record Number:** INA SEP 031

#### **Band Governance Management**

**Description:** The records include the implementation and maintenance of election events, elected Council profiles by-laws, and law enforcement by giving advice, training; helping draft process development, appeal processes and procedures; the appointment of Justices of the

peace under the Indian Act.

**Topics:** By-laws, Elections, Estates, appeals, custom code.

**Program Record Number:** INA LTS 500

#### **Capital Facilities and Maintenance Program**

**Description:** Assistance to First Nations for the planning, design, construction, acquisition, and operation and maintenance of basic infrastructure and capital facilities on reserves. This includes water and sewer, roads, electrification, fire protection services, schools, and community buildings. Databases include the Capital Asset Inventory System (CAIS), the Asset Condition Reporting System (ACRS), and the Housing and Infrastructure Asset (H&IA) System. Records kept include related policies, level of service standards and correspondence.

**Topics:** Property and infrastructure, capital facilities, maintenance, roads, water, sewer, electrification, fire protection services, schools, and community buildings

**Program Record Number:** INA SEP 087

#### **Children's Programs**

**Description:** Children's Programs aim to ensure that First Nation children receive the best possible opportunity to fully develop their potential as healthy, active and contributing members of First Nation communities. Records are kept on the expenditure of National Child Benefit Reinvestment (NCBR) dollars, number and type of projects undertaken by communities, impact (anecdotal) of projects, and number of families and children benefiting from the NCBR projects.

**Topics:** Child care, child nutrition, support for parents, home-to-work transition and cultural enrichment

**Program Record Number:** INA SEP 083

#### **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, and briefings

**Program Record Number:** INA CIG 226

## **Communications**

**Description:** Public (including media), inter-program, interdepartmental and intergovernmental information and briefing materials, communications planning, evaluation, polling, strategy development, and programming.

**Topics:** Communications plans, policies, studies, evaluations, programs, meetings and contracts, publications/newsletter, 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, and information on departmental mandates, objectives, programs and activities

**Program Record Number:** INA PSD 381

## **Community Economic Development**

**Description:** Provides core funding to First Nation and Inuit community organizations and organizations they mandate or designate for community economic development planning and capacity development initiatives, development of proposals and leveraging of financial resources, and the provision of public services with regard to economic development. Types of records kept include information related to project proposals, their assessment, and the development and management of funding arrangements for approved projects.

**Topics:** Community Economic Development Program and program management

**Program Record Number:** INA SEP 081

## **Community Economic Opportunities Program (Resource Access Negotiations Program, Resource Partnerships Program, Regional Partnerships Fund)**

**Description:** The Community Economic Opportunities Program provides project-based support to First Nation and Inuit community organizations and the organizations they mandate or designate for public services with regard to economic development. Public services include getting community members into employment, developing community-owned and community-member businesses, developing community land and resources, accessing opportunities from land and resources beyond community control, promoting investment, and undertaking research and advocacy. Introduced in 2005-2006, the Community Economic Opportunities Program replaces the Resource Access Negotiations Program, Resource Partnerships Program and Regional Partnerships Fund. The types of records

kept include project proposals, their assessment, and the development and management of funding arrangements.

**Topics:** Community Economic Opportunities Program, Resource Access Negotiations Program, Resource Partnerships Program, Regional Partnerships Fund, program management, project proposals, funding arrangements and reports.

**Program Record Number:** INA SEP 066

## **Comprehensive Claims**

**Description:** Records relating to the negotiation and settlement of modern comprehensive land claims and the government process of managing these activities.

**Topics:** Claim issues and negotiations, policy positions, the claims negotiations and governmental approval processes, government obligations, precedents, statistics related to comprehensive claims, and various studies related to modern treaties

**Program Record Number:** INA CIG 016

## **Cultural Education Centres Program**

**Description:** Provision of grants and contributions to First Nations, Inuit and Innu communities to support the expression, preservation, development and promotion of their cultural heritage and language through 105 cultural centres. Records kept include information on the grants and contributions for the Cultural Education Centre Program, activity and financial reports, correspondence, program evaluations and audits.

**Topics:** cultural education centres, heritage, language, culture.

**Program Record Number:** INA SEP 507

## **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, and info-structure needs with regard to First Nations and First Nation-centred indicator and performance measurement frameworks

**Program Record Number:** INA SEP 084

## **Devolution and Major Programs**

**Description:** Files pertaining to the negotiation of a transfer of administration and control of lands

and resources to the government of the Northwest Territories. Files pertaining to previous federal transfers of responsibility for health and forests are included.

**Topics:** Devolution Framework Agreement, Main Table Negotiations, Draft Agreement in Principle Chapters, human resources, oil and gas, property and assets, and financial issues

**Program Record Number:** INA NWT 100

### **Economic Development Policy**

**Description:** INAC's role in First Nations, Inuit and Innu economic development is to develop a strategic policy framework, reduce obstacles and increase access to opportunities in order to increase participation in local and national economic growth. Records are kept on surveys, studies, statistical data, research, policy frameworks and strategies designed to advance economic development in First Nation and Inuit communities.

**Topics:** Income, businesses and co-operatives, traditional access to lands and resources, business and market development, access to capital and infrastructure economic partnerships.

**Program Record Number:** INA SEP 086

### **Education Policy**

**Description:** Information regarding the coordination of programs relevant to the education of First Nation and Inuit students. Records kept relate to research projects, studies, policy positions, evaluations, and performance measurement and policy frameworks. A database on high-cost special needs services has been developed, with aggregate information only that includes information on total number of students requiring and receiving services/assessments, number of Individual Education Plans, special education policies, training and developmental opportunities, linkages with other programs and services, and organizational capacity and infrastructure.

**Topics:** Elementary, secondary, special education, post-secondary education, cultural/educational centres, and First Nations and Inuit youth employment.

**Program Record Number:** INA SEP 041

### **Elementary/Secondary Education Program**

**Description:** Provides funding to ensure students who reside on reserve have access to elementary/secondary education programs comparable to those provided in the province in which the reserve is located. Records kept include program guidelines, research, correspondence,

project proposals and reports, program terms and conditions, program evaluations and audits.

**Topics:** education, instructional services, band-operated schools, student support services, school board type services.

**Program Record Number:** INA SEP 501

### **Environmental Management Information**

**Description:** Records are kept relating to the Contaminated Sites Management Program on reserve lands and the Indian Environmental Assistance Fund (IEAF). The associated data system is the Environmental Stewardship Strategy Information Management System (ESSIMS), a Web-based relational data management system.

**Topics:** Identification, assessment and remediation of environmental issues and associated costs through contributions, contribution funds toward First Nations' representation, and intervention in environmental panel hearings

**Program Record Number:** INA LTS 131

### **Family Violence Prevention Program**

**Description:** Records of funding to First Nation communities for Family Violence Prevention Projects and operational funding to 35 family violence shelters. Provides core funding to the National Aboriginal Circle Against Family Violence. Records kept pertain to program guidelines, performance indicators, research and policy papers, and project proposals.

**Topics:** Family violence, transition, second stage, emergency shelters and prevention projects.

**Program Record Number:** INA SEP 402

### **First Nations Child and Family Services**

**Description:** Support for culturally appropriate child welfare services for registered Indian children and their families, resident on reserve. Records kept include policy analysis and frameworks, performance measurement, evaluation strategies, funding, research and discussion papers, program directives and program terms and conditions, budget and planning information, particular case files and program review.

**Topics:** child and family services, child welfare, operations.

**Program Record Number:** INA SEP 502

### **First Nation Land Management Initiative**

**Description:** Information concerning the Framework Agreement on First Nation Land Management Act (FNLMA) implementation, transfer process and requirements relating to the transfer of land management and resources to signatory First Nations.

**Topics:** Documents related to correspondence with First Nations, presentations, First Nations' land codes, First Nations' Individual Agreements, and other issues such as registry regulations, environment, surveys, legislative amendments to the FNLMA, and the Framework Agreement and litigation

**Program Record Number:** INA LTS 100

#### **First Nations and Inuit Veterans**

**Description:** Veterans' Land Act (VLA) (records relating to INAC'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 Nation veterans' contributions to support Canada during the wars and to address First Nation 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 and 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 four programs, including number of participants, program guidelines, promotional material, conference reports and resource materials.

**Topics:** First Nations and Inuit Student Summer Employment Opportunities, First Nations and Inuit Youth Work Experience Program, First Nations and Inuit Science and Technology Program, and First Nations and Inuit Career Promotion and Awareness Program

**Program Record Number:** INA SEP 005

#### **First Nations Component of the Infrastructure Canada Program**

**Description:** The First Nations Component of the Infrastructure Canada Program provides additional funding to First Nation communities that need improvements to physical infrastructure such as better roads, water and sewer services. Records are kept on policy frameworks, project proposals, program guidelines and reporting requirements.

**Topics:** Community infrastructure and water and sewer services

**Program Record Number:** INA SEP 006

#### **First Nations Water Management Strategy (FNWMS)**

**Description:** A seven-part Water Management Strategy aims at improving the safety of water supplies in First Nation communities. Records are kept on information relating to water and wastewater services, research and policy analysis, program guidelines, operation and maintenance of facilities, and training of operators.

**Topics:** Water and wastewater systems, training and certification of operators, classification of waste and wastewater facilities, and water quality.

**Program Record Number:** INA SEP 403

#### **Fiscal Policy**

**Description:** Records relating to fiscal transfer programs in Canada and some other countries and description and analyses of new fiscal relationships involving Canada, Aboriginal groups, provinces and territories and of 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 INAC policies and programs, fiscal relations policies and issues, fiscal relations negotiation tables, taxation issues, administrative, financial and personnel matters, workshops, meetings, conferences, and 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 INAC's gender equality analysis policy and its role in promoting INAC's policy to other government departments as well as outside the government.

**Topics:** INAC's Gender Equality Analysis Policy, INAC'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, and training tools

**Program Record Number:** INA PSD 434

#### **Income Assistance**

**Description:** Provision of basic and special needs assistance to on-reserve residents in need based upon provincial standards, eligibility criteria and benefit rates. Records are kept on funding information, reform initiatives, program management and information related to the criteria

for funding, provincial and territorial standards.

**Topics:** Income assistance, income support, social assistance, basic needs, special needs.

**Program Record Number:** INA SEP 504

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

**Description:** Information concerning the JBNQA, the NEQA and 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

**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 establishment of Indian reserves across Canada.

**Topics:** Agreements, individual land holdings, leases, permits, right-of-ways, surveys and other interests granted in Indian reserves or designated or surrendered lands; the Indian Lands Registry System is the authoritative source for reserve names

**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.

**Note:** The name of the band concerned should be included with each request.

**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

**Program Record Number:** INA LTS 121

**Information Disclosed to Federal Investigative Bodies**

**Description:** Records on the requests for disclosure and the disclosure of personal information to federal investigative bodies pursuant to subsection 8(2)(e) of the Privacy Act.

**Topics:** Requests for disclosure from and disclosure to Federal Investigative Bodies under subsection 8(2)(e) of the Privacy Act

**Program Record Number:** INA OCS 100

**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 meetings, 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, policies and approaches to funding national and regional Aboriginal associations, committees, meetings, policy advice, correspondence, and briefing notes

**Program Record Number:** INA PSD 500

**International**

**Description:** Records relating to Aboriginal issues in international fora, primarily developments on human rights, environment, trade issues, United Nations' organizations, 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 Decade of the World's Indigenous People

**Program Record Number:** INA PSD 395

**Justice Programs**

**Description:** Various justice programs being delivered in First Nation communities by other departments. Records are kept on meetings and policy and research papers.

**Topics:** Aboriginal Justice Strategy, crime prevention, youth justice, Aboriginal policing, Aboriginal corrections, section 89: Enforcement of

Child Support On-Reserve, firearms, gaming and special needs offenders.

**Program Record Number:** INA SEP 082

#### **Land Management Training Program**

**Description:** Intended for First Nations wishing to assume responsibility for the management of land transactions under the delegated authorities set out in sections 53 and 60 of the Indian Act or operating under the Regional Land Administration Program (RLAP). Funding provided for travel and living expenses is designed to enable the training (10 compulsory modules) of First Nation personnel to perform land administration functions of Lands and Trust Services.

**Topics:** Land transactions and RLAP

**Program Record Number:** INA LTS 050

#### **Legislation: Institutional Development**

**Description:** Information on the creation of the First Nations Tax Commission, First Nations Finance Authority, First Nations Financial Management Board and First Nations Statistics.

**Topics:** First Nations Tax Commission, First Nations Finance Authority, First Nations Financial Management Board and First Nations Statistics

**Program Record Number:** INA LTS 040

#### **Legislation, Policy and Program Development Information**

**Description:** Resource data and relevant federal, provincial and private sector program and policy information that might affect or influence the administration and management of natural resources on Indian lands.

**Topics:** Federal, provincial and private sector program and policy information

**Program Record Number:** INA LTS 106

#### **Litigation Management and Resolution Branch**

**Description:** Information on specific issues related to litigation involving or of interest to the Department and files related to the Aboriginal Healing Foundation, an independent, Aboriginal-operated non-profit corporation for which responsibility was transferred to Indian Residential Schools Resolution Canada in October 2004.

**Topics:** Documents related to litigation, research reports, policy and legal positions, litigation management and resolution processes, test-case funding, case summaries, court rulings, correspondence, copies of statement of claims, statement of defence, personnel records and detailed invoices for legal representation.

**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, and negotiations

**Program Record Number:** INA LTS 136

#### **National Child Benefit Reinvestment (NCBR) Projects**

**Description:** Information related to the range of programs and services that have been developed by First Nation communities for low-income families and children.

**Topics:** Number of families and children who benefited from NCBR programs, types of reinvestment programs, and program funding

**Program Record Number:** INA SEP 940

#### **Natural Resources Development**

**Description:** Renewable and non-renewable resource development activities on and off reserves.

**Topics:** Mineral inventories, contribution funding for resource development initiatives, and resource development policies and procedures

**Program Record Number:** INA LTS 076

#### **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

#### **On-Reserve Housing Policy**

**Description:** Housing assistance for First Nations and training and integration with related programs such as economic development and community infrastructure. Records are kept on housing policy, program directives, project proposals, program reporting and community case studies.

**Topics:** Housing, house maintenance and insurance, ministerial loan guarantee for housing, renovations, construction, and economic development community infrastructure; Innovative Housing Fund, House Training Fund, Long-Term Capital Plan.

**Program Record Number:** INA SEP 404

#### **Operations Management**

**Description:** Establishes and manages an issues-tracking system and provides feedback and coordination of remedial measures between and among regions. Establishes and manages and integrated crisis management service coordination



the development's response among sectors and regions. Commissions and/or conducts research on various operational issues, makes recommendations for change, and assists regional officials through the creation and management of regional desks. Advises the sector on opportunities for business process streamlining and service transformation. Monitors the national operations program to ensure adherence to the Department's Modern Comptrollership Framework.

**Topics:** Modern comptrollership, business systems, reconciliation of program authorities and business practices, and incident and crisis management

**Program Record Number:** INA ROS 100

### **Operations Policy**

**Description:** Directs and coordinates the development, management and evaluation of operational policies, ensuring consistency of application across regions. Directs the Sector's participation in task forces, committees and work groups to ensure that operational realities are an integral part of departmental policy and program design implementation. Acts as an interlocutor, establishing operational linkages with north of the 60th parallel individuals and issues to coordinate initiatives and exchanges of information. Provides advice to departmental executives and officials respecting operational policies and programs.

**Topics:** Operations policy, operational realities, operational policies and programs, and operational linkages

**Program Record Number:** INA ROS 200

### **Planning and Reporting**

**Description:** Coordinates the development of a national operations strategy and plans, and ensures their integration with the Department's strategic objectives and corporate planning initiatives. Directs the development of operational planning procedures, tools, processes and instruments, coordinates their standardized application across all regions, and ensures consistency with departmental planning instruments and processes. Coordinates with regional officials the development, introduction and management, including evaluation of program and project performance measurement systems, accountability reporting and return-on-investment issues. Manages ROSS Dashboard and data/systems. Provides business planning direction and advice to the regions to align regional business plans with corporate priorities and sector objectives.

**Topics:** National operations strategy and plans and operational planning procedures

**Program Record Number:** INA ROS 300

### **Policy**

**Description:** Coordination of operational and policy issues pertaining to Indian monies (per capita distributions, incompetents, minors), estates, band elections, election appeals, removals from office, resignations from office, orders bringing First Nations under the application of the election provisions of the Indian Act, orders removing First Nations from the applications of the election provisions of the Indian Act, bylaw reviews, bylaw disallowances, bylaw enforcement, Indian band lists, and band membership and registration, appointment of the Justices of the Peace.

**Topics:** Indian Act revision and First Nation government legislation

**Program Record Number:** INA LTS 126

### **Post- Secondary Education Program**

**Description:** Support for increased participation and success of First Nation and Inuit students in recognized PSE programs; support for the improvement of participant employability; and support to eligible students with the cost of tuition fees, books and travel, and living expenses when applicable. Records capture information on students including age, gender, region of study, band of financial responsibility, administering organization, institution they are attending, area of study, qualification sought, program length, part-time or full-time status. As well, information on funding First Nation education organizations, post-secondary institutions and other eligible Canadian post-secondary institutions to develop and deliver special programs for students who are registered as Indians is collected.

**Topics:** Post-Secondary Education, funding, education support.

**Program Record Number:** INA SEP 505

### **Procurement Strategy for Aboriginal Business**

**Description:** The Procurement Strategy for Aboriginal Business (PSAB) aims to increase the number of Aboriginal suppliers bidding for and winning federal government contracts. Types of records kept include stakeholder information, studies, statistical data and research designed to promote Aboriginal procurement within the federal government.

**Topics:** Procurement strategy, communications, advocacy, supplier development and sector studies

**Program Record Number:** INA SEP 132

### **Program Governance**

**Description:** Programs aim to strengthen the capacity of First Nation administrative institutions.

**Topics:** Information pertaining to Band Support Funding (BSF), including the Indian and Inuit Career Development Program, Tribal Council Funding (TCF), Band Advisory Services (BAS), Band Employee Benefits (BEB), and Indian and Inuit Management Development (IIMD)

**Program Record Number:** INA LTS 401

### **Public-Private Partnerships**

**Description:** Records relating to policy development and pilot projects for public-private partnerships between First Nations, the private sector and INAC.

**Topics:** Background investigations and policy reviews, presentation materials, financial modelling, discussions with First Nations and other Aboriginal organizations, discussions with the private sector, and the development and testing of ideas at the project level

**Program Record Number:** INA SEP 001

### **Registration of Petroleum Storage Tanks**

**Description:** Information is included on above-ground and underground storage tank systems registered with INAC in accordance with Schedule I of the Registration of Storage Tank Systems for Petroleum Products on Federal Lands.

**Topics:** Above-ground and underground storage tank systems registered with INAC

**Program Record Number:** INA LTS 602

### **Self-Government**

**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, health, wildlife management, agriculture, environment, succession, culture, traffic and transportation, implementation plans, policy development, and process and machinery for the 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

**Program Record Number:** INA CIG 006

### **Service Transformation**

**Description:** Conceptualizes and activates service improvement strategies and management frameworks to strengthen operational cohesion among INAC business lines. Builds and sustains linkages with INAC's policies and programs partners, First Nation and Inuit organizations, and other stakeholders to assess business needs and ensure continued relevance of service improvement strategies. Develops, implements, evaluates and continuously improves the Department's results management and accountability framework approaches and the Department's active monitoring frameworks and modern management policies and strategies. Leads support to front-line operations strategies.

**Topics:** Strengthening front-line operations, service improvement, modern comptrollership and innovation

**Program Record Number:** INA ROS 400

### **Social Development Policy**

**Description:** Records covering subjects related to Income Assistance, First Nations Child and Family Services, Assisted Living (formerly Adult Care), the Family Violence Prevention Program, and the National Child Benefit Reinvestment initiative. Records are kept on performance measurement strategies, performance indicators, evaluation frameworks, research, and policy analysis.

**Topics:** Income assistance, First Nations Child and Family Services, Assisted Living, Adult Care, Family Violence Prevention Program and the National Child Benefit Reinvestment initiative.

**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.

**Topics:** Information on the analysis and negotiation of special claims, research projects, research services, and information on claims or special historical situations

**Program Record Number:** INA CIG 392

### **Special Education program**

**Description:** Provides services to improve the achievement levels of First Nation special education students on reserve, by providing funding and access to special education programs

and services that are culturally sensitive and meet the provincial standards in the locality of the First Nation. Records include summary information on teacher training, student testing, funding protocols and allocations, accountability, individual educational plans, correspondence, integrated services information, statistical data, and program development.

**Topics:** Special education, specialized training, teaching materials, elder services, counsellors, and professional services.

**Program Record Number:** INA SEP 510

#### **Specific Claims**

**Description:** Information records are kept on the specific claims process and negotiations and outcomes.

**Topics:** Claims-related research and negotiations, policy positions, compensation of claims, and the specific 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 and business licensing on reserve lands are handled 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, policy positions and 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.

**Topics:** Provision of annual treaty annuity payments, hunting and fishing allowances, and triennial clothing

**Program Record Number:** INA LTS 999

#### **Treaty Policy Directorate**

**Description:** The Directorate serves as a centre of expertise for the understanding of historic treaties with Indians and works to affirm the importance of the treaty relationship and to build and develop bridges between the historic treaties and modern relationships. The Directorate conducts research, discusses treaty issues with First Nations to achieve common understandings, provides information and advice to federal departments, promotes public understanding of historic treaty issues, and develops policy.

**Topics:** Exploratory treaty discussions, Office of the Treaty Commissioner in Saskatchewan, treaty issues and claims, historic treaty-related litigation and legal issues, and individual treaty files

**Program Record Number:** INA PSD 855

#### **Trust Moneys and Estates**

**Description:** Records are kept on monies held in the Consolidated Revenue Fund on behalf of Indian bands and certain individuals.

**Topics:** Trust accounting information, per capita distributions, and monies 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 Nation women's issues within the Department and acts as an advocate across the government.

**Topics:** First Nation 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, and Special Representative on the protection of First Nation women's rights

**Program Record Number:** INA PSD 955

#### **Northern Affairs Program**

##### **Advisory Committee on Northern Development**

**Description:** 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, and minutes  
**Program Record Number:** INA NAP 156

#### **Circumpolar**

**Description:** Promotion and coordination of multilateral circumpolar co-operation by hosting the secretariat to Canada's Arctic Council, Senior Arctic Official (SAO), providing policy advice to other government departments with respect to the Arctic Council and other matters relating to circumpolar issues, and, bilaterally, through co-operating with Russia under the framework of the Canada-Russia Agreement on Cooperation in the Arctic and the North. Activities in this area are focused on sharing Canadian best practices in federalism, institution building, governance and northern development with the Russian Federation.

**Topics:** Circumpolar co-operation, Arctic Council, Canada-Russia Arctic co-operation and sustainable development

**Program Record Number:** INA NAP 396

#### **Devolution and Major Programs**

**Description:** Records pertaining to the devolution of health services in the territories.

**Topics:** Devolution of health services in the territories

**Program Record Number:** INA NAP 203

#### **Economic Development**

**Description:** Records 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 Aboriginal employment and relocation, and the social aspects of employment

**Program Record Number:** INA NAP 266

#### **Employment**

**Description:** The information includes workforce information on northern projects, employers and the socio-economic aspects of northern development.

**Topics:** Employment and recruiting, counselling, unions, studies, surveys, reports, statistics, and memoranda of understanding

**Program Record Number:** INA NAP 276

#### **Environmental Studies Revolving Fund (ESRF) Studies**

**Description:** Records relating to 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, and bottom sediment transport

**Program Record Number:** INA NAP 241

#### **Exploration and Geological Services**

**Description:** Production and dissemination of geological information for the Northwest Territories.

**Topics:** Published maps and reports and 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.

**Topics:** Agreements and arrangements with the Yukon, Nunavut and Northwest Territories

**Program Record Number:** INA NAP 166

#### **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 cost of the territorial government's 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

#### **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, and environmental co-operation

**Program Record Number:** INA NAP 191

## **Lands**

**Description:** The protection, conservation, management and administration of territorial lands under the control of the Department are described.

**Note:** Claims arranged by individual claims; Arctic land use projects arranged by project name.

**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, and harbours

**Program Record Number:** INA NAP 246

## **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/Aboriginal/industry liaison, agreements, commissions, and planning areas

**Program Record Number:** INA NAP 261

## **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, Aboriginal issues, regulatory review, fiscal regime, mineral tax incentives, mineral potential, project assessment and project monitoring, and further processing and smelter feasibility studies

**Program Record Number:** INA NAP 281

## **Mining**

**Description:** The filing and recording of mineral rights in the North.

**Topics:** Claims, coal, companies, exploration, exports, geology, inspections, maps and charts, prospecting and prospectors, quartz mining, recorders and agents, regulations, research, studies and surveys, reports and statistics, mining leases, coal exploratory licences, mining royalties, and technical exploratory work reports (Published up-to-date claim reference maps are available to the public at nominal cost)

**Program Record Number:** INA NAP 286

## **Northern Air Stage Program (Food Mail 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 INAC and Canada Post Corporation, public consultations, food price surveys, northern food baskets, nutrition surveys, food security, air stage volumes, revenues and costs, and 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.

**Topics:** Political and constitutional development

**Program Record Number:** INA NAP 202

## **Northern Regulatory Review**

**Description:** Reports, articles and correspondence about regulatory and approval processes north of the 60th degrees.

**Topics:** Regulatory and approval processes north of the 60th degrees.

**Program Record Number:** INA NAP 321

## **Northern Scientific Training Grants**

**Description:** All applications made since 1963 by the various Canadian universities in the Northern Scientific Training Grants Program.

**Topics:** Training grants and northern research

**Program Record Number:** INA NAP 211

## **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 and federal funding support

**Program Record Number:** INA NAP 501

### **Northwest Territories Devolution**

**Description:** Records relating to devolution negotiations to transfer administration and control of public lands and resources in the Northwest Territories.

**Topics:** Devolution negotiations

**Program Record Number:** INA NAP 100

### **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, heraldry, information technology, celebrations, federal coordination, Interim Commissioner's role and responsibilities, minutes of meetings, statutes revisions, Nunavut Implementation Commission, Partnering Arrangement with Nunavut Tunngavik Incorporated, Commissioner of Nunavut, INAC Nunavut Regional Office staffing and infrastructure, and resource management shared service agreements

**Program Record Number:** INA NAP 140

### **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, benefits plans and annual benefits report, 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 coordination of federal departments to ensure that the Government of Canada is prepared to respond to pipeline proposals in the Northwest Territories and/or Yukon.

**Topics:** Pipeline proposals, Polar Gas Project, Arctic Pilot Project, Norman Wells Project and 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 1980s and early 1990s

**Access:** Arranged by road or highway title and subdivided according to construction sub-activity or consideration

**Program Record Number:** INA NAP 301

### **Territorial Government Administration**

**Description:** Plans and policies for the development of the Northwest Territories and Nunavut governments.

**Topics:** Councils of the Northwest Territories and Nunavut - debates, elections, members, rules, territorial ordinances, legislative programs, devolution, and division of Northwest Territories, Nunavut and constitutional development

**Access:** 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

### **Yukon Northern Affairs Program Devolution**

**Description:** Files pertaining to the devolution of administration and control of most public land and mineral rights in respect of waters to the Yukon Government, including responsibilities transferred human resources, NAP properties, assets and contracts, forest resources, fire suppression, environmental matters, and financial transfers.

**Topics:** Yukon Northern Affairs Program Devolution Transfer Agreement

**Program Record Number:** INA NAP 110

## Standard Program Records

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

Access to Information and Privacy Requests

Administration and Management Services

Automated Document, Records, Information Management Systems

Business Continuity Plans (BCP)

Finance

Hospitality

Human Resources

Information Technology Services

Internal Disclosure of Wrong Doing in the Work-Place

Physical Security

Proactive Disclosure

Relocation

Training and Development

Travel

## Particular Personal Information Banks

### Administration Program

#### Consulting, Professional and Other Services Inventory

**Description:** This bank is an inactive electronic 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 their field of expertise and type of service.

**Class of Individuals:** Firms and individual consultants

**Purpose:** The inventory was sometimes consulted by procurement officials on behalf of departmental managers when a need arose for consulting, professional or other services from the private sector.

**Consistent Uses:** There are no consistent uses

**Retention and Disposal Standards:** Records are retained for two years and are then transferred to Library and Archives Canada for selective retention.

**RDA Number:** 99/003

**Related PR#:** INA CSS 366

**TBS Registration:** 002538

**Bank Number:** INA PPU 181

### Indian (First Nations) Artists Files

**Description:** This bank consists of files in the Indian Art Centre relating to artists' biographies and information on exhibitions, the artists and their work.

**Class of Individuals:** Indian (First Nation) artists and artisans

**Purpose:** The purpose of this bank is to provide information on Indian (First Nation) artists and artisans in order to promote and support Indian (First Nation) artists and to enhance their economic and social well-being, in particular through the Department's Indian art collection.

**Consistent Uses:** The information is available to departmental and government staff as well as the general public at the Documentation Library at the Indian Art Centre. In addition, the Indian Art Centre has visual documentation (slides, photos, digital images and videos) of the art of Indian (First Nation) artists and artisans.

**Retention and Disposal Standards:** Records are kept for 30 years and are then transferred to Library and Archives Canada.

**RDA Number:** 76/009 & 88/003

**Related PR#:** INA CSS 171

**TBS Registration:** 002540

**Bank Number:** INA PPU 200

### Inuit Artists Files

**Description:** This bank describes information and files relating to artists' biographies and 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 and artisans in order to promote and support Inuit artists and to enhance their economic and social well-being, in particular through the Department's Inuit Art Collection.

**Consistent Uses:** The information is available to departmental and government staff as well as the general public at the Documentation Library at the Inuit Art Centre. In addition, the Inuit Art Centre has visual documentation (slides, photos, digital images and videos) of the art of Inuit artists and artisans.

**Retention and Disposal Standards:** Records are kept for 30 years and are then transferred to Library and Archives Canada.

**RDA Number:** 76/009 & 88/003

**Related PR#:** INA CSS 171

**TBS Registration:** 002531

**Bank Number:** INA PPU 146

#### **Non-Registered On-Reserve Population**

**Description:** This bank describes 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 and gender.

**Note:** Data are no longer collected as of November 26, 2004.

**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.

**Retention and Disposal Standards:** Records are retained for 10 years and are then transferred to Library and Archives Canada.

**RDA Number:** 76/009

**Related PR#:** INA CSS 204

**TBS Registration:** 005327

**Bank Number:** INA PPU 015

#### **Public Enquiries Contact Centre Call-tracking System**

**Description:** This database contains records of requests from clients wishing to obtain departmental publications and information about Indian and Northern Affairs Canada's programs and services and related responses. Personal information collected may include the individual's full name, name of organisation represented, work and/or personal mailing address, work and/or personal telephone, fax number and e-mail address, computer network userid, gender and language.

**Class of Individuals:** Individuals who contact Indian and Northern Affairs Canada to obtain information on programs and services and to request departmental publications. Also includes departmental Public Enquiries Assistant and program contacts.

**Purpose:** The system is used to track enquiries and to process product order requests (publications). The system also serves as a knowledge base that provides access to program information which is used by staff to respond to enquiries.

**Consistent Uses:** The system produces statistical reports showing aggregate data in which no individual identifiers (i.e., personal information) appear. The database may also be used to compile statistics related to the performance of the Public Enquiries Assistant staff (number of calls handled, etc.) Information may be shared with internal security or law enforcement agencies, such as the RCMP (PIB number CMP PPU 005) if threatening calls are received so that appropriate action may be taken if required.

**Retention and Disposal Standards:** TBD

**RDA Number:** TBD

**Related PR#:** INA CSS 250

**TBS Registration:** 006445

**Bank Number:** INA PPU 250

#### **Records of Allegation and Complaint System (RACS)**

**Description:** This bank describes 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 that 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 five years after the file is closed.

**RDA Number:** 76/009

**Related PR#:** INA CSS 151

**TBS Registration:** 004454

**Bank Number:** INA PPU 151

#### **Security Services Information System**

**Description:** This bank describes 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 for limited use by departmental records office and human resources officials (e.g. read-only access).

**Retention and Disposal Standards:** Records are destroyed two years after the expiry of the security clearance or reliability check.

**RDA Number:** 98/001

**Related PR#:** INA CSS 101

**TBS Registration:** 004455

**Bank Number:** INA PPU 196

#### Survey Data for Program Evaluations

**Description:** This bank describes socio-demographic characteristics, attitudes and opinions of the Department's clientele as well as data on how the clientele have used and plan 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 and are then transferred to Library and Archives Canada.

**RDA Number:** 76/009

**Related PR#:** INA CSS 372

**TBS Registration:** 002666

**Bank Number:** INA PPU 205

#### Transfer Payments

**Description:** Financial information related to funding agreements and the processing of payments for grants to individuals.

**Class of Individuals:** Aboriginal people

**Purpose:** Processing of payments for grants to individuals

**Consistent Uses:** The information is used solely for the purpose of processing payments for grants to individuals.

**Retention and Disposal Standards:** Records are retained for 30 years and are then transferred to Library and Archives Canada.

**RDA Number:** 76/009

**Related PR#:** INA CSS 040

**TBS Registration:** 005291

**Bank Number:** INA PPU 300

#### Indian and Inuit Affairs Program

##### Applicant Inventory for Boards and Committees

**Description:** This inventory contains resumes and applications.

**Note:** Inventory is held at Headquarters

**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 30 years and are then destroyed.

**RDA Number:** 76/009

**Related PR#:** INA CIG 016

**TBS Registration:** 003431

**Bank Number:** INA PPU 010

##### Assisted Living (formerly Adults Care)

**Description:** The bank describes information on numbers of eligible on-reserve Indian children and adults receiving institutional, foster and in-home services and for whom the Department accepts financial responsibility.

**Class of Individuals:** This information is related to Indian children and adults on reserve eligible for Assisted Living Services.

**Purpose:** To record information on the 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 children and adults.

**Consistent Uses:** Statistical purposes within the Department for measuring performance indicators and updating ongoing policy papers. It is also used for the 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 are then transferred to Library and Archives

Canada.

**RDA Number:** 76/009

**Related PR#:** INA SEP 031

**TBS Registration:** 002715

**Bank Number:** INA PPU 215

### **Band Trust Funds and Trust Fund Suspense Accounts**

**Description:** This bank describes 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 it 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 30 years from date of issuance and are then transferred to Library and Archives Canada.

**RDA Number:** 96/006

**Related PR#:** INA LTS 300

**TBS Registration:** 002525

**Bank Number:** INA PPU 120

### **Child and Family Services**

**Description:** The bank describes financial data related to services provided to Indian children for whom the Department accepts financial responsibility.

**Class of Individuals:** This information relates to Indian children resident on reserves who are receiving institutional, group home and foster care services.

**Purpose:** The purpose of this bank is to record information on Child and Family Services and other social services agencies 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. It is also used for the 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 are then transferred to Library and Archives Canada.

**RDA Number:** 76/009

**Related PR#:** INA SEP 031

**TBS Registration:** 002714

**Bank Number:** INA PPU 210

### **Elementary/Secondary Data (Nominal Roll)**

**Description:** This bank describes demographic, general and personal information on students.

**Class of Individuals:** Elementary and secondary student resident on reserves and attending First Nation, provincial, private or federal schools

**Purpose:** The purpose of the Nominal Roll system is to provide educational statistics of a non-financial nature. Information is used for obtaining funding for elementary and secondary education and educational programs for First Nations, as justification for the expenditure of capital funds, and to derive indicators of program achievement.

**Consistent Uses:** The information is used as a source for education statistics.

**Retention and Disposal Standards:** Records are retained for 30 years and are then transferred to Library and Archives Canada.

**RDA Number:** 76/009

**Related PR#:** INA SEP 041

**TBS Registration:** 005324

**Bank Number:** INA PPU 045

### **Farm Credit Corporation Guaranteed Loans**

**Description:** This bank describes personal and financial information on Indians eligible for Farm Credit Corporation (FCC) loans guaranteed by INAC. Effective November 14, 1989, the Department has terminated the 1969 Agreement with the 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 FCC 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 Headquarters-defaulted FCC loan files are transferred to Library and Archives Canada.

**RDA Number:** 76/009

**Related PR#:** INA PSD 081

**TBS Registration:** 002520

**Bank Number:** INA PPU 085

### **Income Assistance**

**Description:** This bank describes personal and financial information on eligible recipients and/or

dependents of income assistance benefits.

**Class of Individuals:** This personal information relates to beneficiaries ordinarily resident on reserves who are receiving income assistance benefits as well as certain categories of non-status recipients on reserves and off reserves.

**Purpose:** The bank is used to record operational and accounting information pertaining to income 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. It is also used for the 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 are then transferred to Library and Archives Canada for selective retention.

**RDA Number:** 76/009

**Related PR#:** INA SEP 046

**TBS Registration:** 002713

**Bank Number:** INA PPU 240

#### **Indian and Inuit Off-Reserve Housing Assistance Program**

**Description:** This bank describes 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 and Inuit off-reserve 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 are then transferred to Library and Archives Canada.

**RDA Number:** 76/009

**Related PR#:** INA SEP 404

**TBS Registration:** 002508

**Bank Number:** INA PPU 005

#### **Indian Community Human Resource Strategy (ICHRS)**

**Description:** This bank describes 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 are used to monitor individuals' progress and for evaluation purposes.

**Consistent Uses:** No consistent uses

**Retention and Disposal Standards:** Records are retained for six fiscal years after the date that each case file is closed and are transferred to Library and Archives Canada.

**RDA Number:** 76/009

**Related PR#:** INA SEP 081

**TBS Registration:** 002719

**Bank Number:** INA PPU 235

#### **Indian Economic Development Fund (Direct and Guaranteed Loans)**

**Description:** This bank describes 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 INAC. 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 destroyed.

**RDA Number:** 2000/001

**Related PR#:** INA PSD 066

**TBS Registration:** 002519

**Bank Number:** INA PPU 075

#### **Indian Estates**

**Description:** This bank describes personal information related to the estates of deceased Indians.

**Class of Individuals:** Deceased Indians who were ordinarily resident on reserves 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 30 years after files are closed and are then transferred to Library and Archives Canada.

**RDA Number:** 96/006

**Related PR#:** INA LTS 300

**TBS Registration:** 002523

**Bank Number:** INA PPU 105

### Indian Genealogy

**Description:** This bank describes records treaty and interest distribution payments made to Indians. Depending upon the treaty, the earliest records available will range from 1850 to the early 1900s. As well, the bank contains census lists dating from the 1920s for a number of bands in British Columbia and elsewhere in Canada.

**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 interest 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 in 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 indefinitely.

**RDA Number:** 96/006

**Related PR#:** INA LTS 121

**TBS Registration:** 002716

**Bank Number:** INA PPU 220

### Indian Lands Registry

**Description:** This bank describes instruments and documents that grant or change interests in Indian reserves and designated and surrendered lands, including information about title or status of lands.

**Class of Individuals:** Individuals with interests in Indian reserves and 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.

**Consistent Uses:** No consistent uses

**Retention and Disposal Standards:** Records are retained indefinitely by the Department.

**RDA Number:** 99/026

**Related PR#:** INA LTS 111

**TBS Registration:** 002521

**Bank Number:** INA PPU 090

### Indian Register and Departmentally Administered Band Lists

**Description:** This bank describes the Indian Register and departmentally administered band lists as well as paper and electronic files pertaining to applications for registration.

**Class of Individuals:** Registered Indians and Indian band members (for those bands that have departmentally administered band lists) and individuals who have applied for registration under the Indian Act

**Purpose:** As required by the Indian Act, the purpose of the information in this bank is to maintain an official centralized record of all persons who are registered as Indians and as members of bands (for those bands with departmentally administered band lists). This information is used for the purposes of verifying the eligibility of individuals to rights accorded to Registered Indians under federal legislation (such as the right to tax exemption on personal property situated on a reserve under the Indian Act and the right to enter and remain in Canada under the Immigration and Refugee Protection Act) and to rights under treaties, and to verify entitlement to federal programs and services provided to Registered Indians (such as services to on-reserve residents by INAC, post-secondary education assistance provided to eligible candidates by INAC, and certain non-insured health benefits and services provided by Health Canada.

**Consistent Uses:** The information in this bank may be used in very limited circumstances by provincial governments for the purposes of administering or enforcing provincial laws, the applicability of which depends upon whether individuals are registered as Indians or not. INAC has entered into Memoranda of Understanding with Alberta Revenue, Saskatchewan Finance, the Ontario Ministry of Natural Resources and the Métis Lands Settlement Registry of Alberta to provide those authorities with limited information about individuals who are registered as Indians. INAC has also entered into a Memorandum of Understanding with the Office of Indian Residential Schools Resolution of Canada, granting that Office access to personal information held by the

Registrar to assist the Crown in responding to litigation relating to Indian Residential Schools by verifying Indian status under the Indian Act.

**Retention and Disposal Standards:** Records are retained indefinitely.

**RDA Number:** 96/006

**Related PR#:** INA LTS 121

**TBS Registration:** 005326

**Bank Number:** INA PPU 110

#### **Individual Trust Fund Accounts**

**Description:** This bank describes 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.

**Consistent Uses:** No consistent uses

**Retention and Disposal Standards:** Records are retained for 30 years from date of issuance and are then transferred to Library and Archives Canada for an indefinite retention period.

**RDA Number:** 96/006

**Related PR#:** INA LTS 300

**TBS Registration:** 002526

**Bank Number:** INA PPU 125

#### **Information Disclosed to Federal Investigative Bodies**

**Description:** This bank describes copies of access requests for disclosure to federal investigative bodies forwarded by investigative bodies as listed in Schedule II of the Privacy Act to INAC 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 that are met under section 8(2)(e) of the Privacy Act and to account to the Privacy Commissioner as required by the Privacy Act.

**Consistent Uses:** No consistent uses

**Retention and Disposal Standards:** Records are retained for a minimum of two years after the last administrative action and are then destroyed.

**RDA Number:** 98/001

**Related PR#:** INA OCS 100

**TBS Registration:** 001739

**Bank Number:** INA PPU 195

#### **Legal Assistance Related to Indian Residential Schools and Day Schools Litigation**

**Description:** This bank describes information about individuals who have sought and are seeking legal assistance from Indian and Northern Affairs Canada in the context of Indian residential schools and day schools. It includes information such as the individual's full name, date of birth, home or work mailing address and telephone number as provided, e-mail address facsimile number, and hourly rates.

**Class of Individuals:** Applicants who allege status as a current or former INAC employee involved in a non-plaintiff capacity in a legal proceeding associated with an Indian residential school or a day school, legal counsel and other individuals (e.g. son or daughter), who are representing or acting on behalf of, applicants.

**Purpose:** The purpose of this information is to determine applicant eligibility for legal assistance, provide funding recommendations to INAC's Senior Management and monitor continued eligibility. The information is used to provide statistical reports to Senior Management, make resource forecasts, and assist in research on and evaluation of the program.

**Consistent Uses:** Consistent with the notice given to potential applicants in the Request for Legal Assistance form, applicant information may be shared with the Office of Indian Residential Schools Resolution Canada. In addition, certain information from the paper records is entered into a database specific to legal assistance. The system provides an automated tracking system of those having applied for legal assistance. The database helps to manage case loads, highlight backlogs and situations demanding intervention.

**Retention and Disposal Standards:** Information contained in the database is retained permanently. The retention and disposal standards for the paper records is still under development, although a standard of thirty years from file closure is anticipated.

**RDA Number:** 76/009

**Related PR#:** INA PSD 393

**TBS Registration:** 006442

**Bank Number:** INA PPU 135

#### **Netlands**

**Description:** Netlands is a Web-enabled application that can be used in the management of

land transactions on reserve lands.

**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 fulfill the Department's responsibilities under the Indian Act.

**Consistent Uses:** As a tracking system, Netlands can assist the user to schedule activities and track revenues, documents, correspondence and significant events. It allows the user to prepare status reports relevant to all aspects of the land management. It also allows the user to monitor compliance with the terms and conditions set out in land instruments such as leases and permits as well as environmental requirements, breaches and disputes related to land management.

**Retention and Disposal Standards:** Records are retained for five years after the lease expires and are then transferred to Library and Archives Canada.

**RDA Number:** 99/026

**Related PR#:** INA LTS 111

**TBS Registration:** 002522

**Bank Number:** INA PPU 096

#### **On-Reserve Housing Program**

**Description:** This bank describes personal information on subsidies and loan details for which a Ministerial Guarantee has been provided.

Recipients are as defined in the Order in Council P.C. 1999-2000, dated November 4, 1999.

**Class of Individuals:** Persons registered under the Indian Act

**Purpose:** The purpose of this bank is to establish records of loans for housing from the Canada Mortgage and Housing Corporation (CMHC), a lender approved pursuant to the National Housing Act (NHA), made to applicants 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 are then transferred to Library and Archives Canada.

**RDA Number:** 76/009 & 88/003

**Related PR#:** INA SEP 404

**TBS Registration:** 002509

**Bank Number:** INA PPU 011

#### **Per Capita Distributions**

**Description:** This bank describes personal and financial information concerning per capita distribution payments made to Indians in accordance with those sections of the Indian Act and Regulations as well as departmental policies and directives that 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.

**Consistent Uses:** No consistent uses

**Retention and Disposal Standards:** Records are retained for 30 years and are then transferred to Library and Archives Canada.

**RDA Number:** 96/006

**Related PR#:** INA LTS 300

**TBS Registration:** 002718

**Bank Number:** INA PPU 230

#### **Post-secondary Education Data**

**Description:** This bank describes 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. It is also used to validate information against other departmental data sources.

**Consistent Uses:** No consistent uses

**Retention and Disposal Standards:** Records are kept for 30 years and are then transferred to Library and Archives Canada.

**RDA Number:** 76/009

**Related PR#:** INA SEP 041

**TBS Registration:** 005325

**Bank Number:** INA PPU 050

#### **Treaty Payment System**

**Description:** This bank describes 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.

**Class of Individuals:** Persons registered under the Indian Act with First Nations that signed treaties

**Purpose:** This bank keeps a record of eligible recipients, their registration number, monies owed

(current and arrears) and payments made.

**Consistent Uses:** No consistent uses

**Retention and Disposal Standards:** These records are kept for 30 years and are then transferred to Library and Archives Canada.

**RDA Number:** 76/009 & 96/006

**Related PR#:** INA LTS 999

**TBS Registration:** 004259

**Bank Number:** INA PPU 009

#### **“Update” Newsletter reply cards**

**Description:** This bank describes information about ‘Update’ reply cards including an individual’s name, work and/or personal mailing address and personal opinions or comments. ‘Update’ is a quarterly newsletter published by Indian and Northern Affairs Canada that provides information about federal programs and services to Aboriginal people in Canada.

**Note:** Newsletter is generally distributed by postal code. On request individuals may have their name and address placed on the mailing list.

**Class of Individuals:** Members of the public, specifically First Nations, Inuit and Metis that have responded to the Update Newsletter ‘reply’ cards and/or subscribed to Update.

**Purpose:** The reply cards are used by readers to communicate with the Update editor, to provide their feedback and story ideas for the publication. This information allows the editor to evaluate the publication and build a subscription list.

**Consistent Uses:** Address information is used to generate mailing labels.

**Retention and Disposal Standards:** TBD

**RDA Number:** TBD

**Related PR#:** INA PSD 381

**TBS Registration:** 006443

**Bank Number:** INA PPU 245

### **Northern Affairs Program**

#### **Inuit Cultural Grants Program**

**Description:** This bank describes information on Inuit individuals and organizations applying for cultural grants. The information recorded is limited to project descriptions. Records in the bank relate exclusively to 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.

**Consistent Uses:** No consistent use.

**Retention and Disposal Standards:** Records are retained for 10 years after the completion of the

cultural project and are then transferred to Library and Archives Canada.

**RDA Number:** 78/032

**Related PR#:** INA NAP 196

**TBS Registration:** 002530

**Bank Number:** INA PPU 145

#### **Inuit Loan Fund**

**Description:** This bank describes personal and financial information about individual applicants. Records in the bank relate exclusively to 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 are then transferred to Library and Archives Canada.

**RDA Number:** 78/032

**Related PR#:** INA NAP 226

**TBS Registration:** 002528

**Bank Number:** INA PPU 136

#### **Northern Science Award**

**Description:** The Northern Science Award is presented annually to either an individual or a group of indigenous people who have made a significant contribution to meritorious knowledge and understanding of the Canadian north over a number of years. In order to select the Award winner, nominations are made annually in writing. These nominations will contain the c.v. of the person being nominated; this often will contain personal information such as age, gender, marital status, address and telephone number. Letters in support of the nomination may include further personal information about the nominee’s academic or professional career as well as information about the person who has prepared the nomination (name, address, telephone number and academic or professional credentials).

**Class of Individuals:** Individuals or groups of indigenous people who have been nominated for the Northern Science Award and individuals that have submitted nominations.

**Purpose:** The purpose of collecting personal information is to allow the Award Selection Committee to make a determination for the best candidate for the Award given that the Award is based on merit and contributions to knowledge.

**Consistent Uses:** The personal information collected is used solely for the purpose of selection of the annual winner of the price.

**Retention and Disposal Standards:** The records are retained for 20 years and are then transferred to Library and Archives Canada as historical records.

**RDA Number:** 2003/012

**Related PR#:** INA NAP 156

**TBS Registration:** 006319

**Bank Number:** INA PPU 130

### **Nunavut Training**

**Description:** This bank describes personal information on Inuit attending training programs. It includes their names, addresses, telephone numbers, age, gender, marital status, education, social insurance number and 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.

**Consistent Uses:** No consistent uses

**Retention and Disposal Standards:** Records are retained for five years from end of training and are then transferred to Library and Archives Canada.

**RDA Number:** 78/032

**Related PR#:** INA NAP 140

**TBS Registration:** 003921

**Bank Number:** INA PPU 020

### **On-the-Job Training**

**Description:** This bank describes information on the training period, the individual's monthly allowances and a monthly evaluation by the training agency.

**Class of Individuals:** Northern Aboriginal peoples

**Purpose:** The purpose of this bank is to maintain training agreements between northern Aboriginal peoples 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 five years and are then transferred to Library and Archives Canada.

**RDA Number:** 78/032

**Related PR#:** INA NAP 276

**TBS Registration:** 002536

**Bank Number:** INA PPU 170

### **Prospectors' Assistance**

**Description:** This bank describes information about applicants that is supplied according to the Prospectors' Assistance Program Regulations.

**Class of Individuals:** Individuals applying for the Prospectors' Assistance Program

**Purpose:** The purpose of this bank is to record and maintain applications for the 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 are then transferred to Library and Archives Canada.

**RDA Number:** 2000/015

**Related PR#:** INA NAP 286

**TBS Registration:** 002533

**Bank Number:** INA PPU 155

### **Small Business Loan Fund**

**Description:** This bank describes 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 are then transferred to Library and Archives Canada for selective retention.

**RDA Number:** 2003/012

**Related PR#:** INA NAP 226

**TBS Registration:** 002529

**Bank Number:** INA PPU 140

### **Territorial Lands and Land Use Records**

**Description:** This bank describes Application for Federal Crown Land forms and supporting documentation and they are 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:** Records are retained indefinitely.

**RDA Number:** 2000/015

**Related PR#:** INA NAP 246

**TBS Registration:** 002532

**Bank Number:** INA PPU 150

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Automated Document, Records and Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrong Doing in the Work-Place

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

## Manuals

- Band Advisory Funding Program Procedures (Band Management, Part 7 – Chapter 2)
- Band Classification Manual
- Band Code Implementation Manual
- Band Employee Benefits Program Directive (Band Management, Chapter 7 – PD 7.4)
- Band Employee Benefits Program Procedures (Band Management, Part 7 – Chapter 7.4)
- Band Governance By-Law Manual
- Band Governance Management Systems - By-law
- Band Governance Management Systems - Elections
- Band Support Funding Program Directive (Band Management, Part 7 – Chapter 2)
- Band Support Funding Program Procedures (Band Management, Part 7 – Chapter 7.1)
- Canada at the 2004 Permanent Forum
- Capital Management Procedures Manual (Manitoba)
- Child and Family Services - National Manual
- Communications Products, Practices and Procedures Manual
- Cultural Education Centres: National Program Guidelines
- Data Submission Regimes for Regions
- Delivery of Technical Services - Departmental Directive
- Economic Development Programs Operating Manual
- Election Appeal Investigation Manual
- Elementary Secondary: National Program Guidelines
- Eligibility for Aboriginal Procurement Set-Aside
- Environmental Screening Guidelines
- ESRF Guidelines for Applications for Payment
- ESRF Guidelines for Levies
- ESRF Guidelines for Study Proposals
- Estates Reporting System User Guide
- Aboriginal Workforce Participation Initiative (AWPI) Employer Toolkit
- Aboriginal Workforce Participation Initiative (AWPI) Partnership Strategy Promotional Kit
- Actions for Change
- Administration Manual
- A Guide for Electoral Officers
- A Guide to Federal Government Procurement
- Approval and Management of Ministerial Loan Guarantees for Housing
- A Practical Guide to Implementing Aboriginal Employment Partnerships
- Assisted Living - National Manual
- Band Administration Regulations
- Band Advisory Funding Program Directive (Band Management, Chapter 7 – PD 7.2)

- Family Violence - National Manual
- File Classification Manual
- First Nations and Inuit Summer Student Career Placement Program Guidelines
- First Nations and Inuit Youth Work Experience Program Guidelines
- First Nations Component of the Infrastructure Canada Program - Terms and Conditions
- First Nations National Reporting Guide
- First Nations Schools Co-operative Education Program Guidelines
- Gender Equality Analysis Policy
- Guidelines for Funding under the Resource Partnerships Program
- Headquarters Indian Registration System User Manual
- How Population Data Can Benefit Your First Nation
- How to Prepare a Specific Claim
- Human Resources Manual
- Income Assistance - National Manual
- Indian Economic Development Fund-Direct Loan Operating Manual
- Indian Moneys Directive - 1A: Administration of Moneys Belonging to Indian Minors
- Indian Oil and Gas Canada Reporting Guidelines
- Indian Programs Manual
- Indian Registry Reporting Manual
- Information Management Strategic Vision
- Land Management Manual
- Lands Registry Guide
- Long-Term Capital Plan 2002-2003 to 2006-2007
- 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 Assessment of Water and Wastewater Systems in First Nations Communities (Summary Report)
- National Child Benefit Reinvestment - National Manual
- National Standards for Child Welfare
- National Standards for the Income Assistance Program
- Negotiation Preparedness Initiative
- New Paths for Education: National Program Guidelines
- Northern Scientific Training Program: Chairperson Manual
- Northern Scientific Training Program: Student's Manual
- On-Reserve Housing Operating
- On Reserve Services Handbook
- Outstanding Business - A Native Claims Policy
- Parental and Community Engagement Strategy National Program Guidelines
- Partnerships at Work (Video)
- Policies on Indian Registration
- Post-Secondary Education: National Program Guidelines
- Preparation of Treasury Board Capital Submissions
- Program Directive - Chapter 5 (Social Development)
- Program Directive – Income Assistance On-Site Compliance Review Process
- PSAB Annual Performance Reports
- PSAB Promotional Kit
- Public Information Status Report
- Regional Indian Registration System User Manual
- Resolving Aboriginal Claims
- Selection and Review Guidelines for Federal Negotiators Appointed Pursuant to Exceptional Contracting Limits Authority
- Social Development Policy and Procedures Manual

- Special Education: National Program Guidelines
- Specific Claims Branch: Process Manual
- Teacher Recruitment and Retention: Professional Development National Program Guidelines
- 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
- The Administration of Property Belonging to Mentally Incompetent Indians
- The Use of Spokespersons at Indian and Northern Affairs Canada: Policy and Practice
- Tribal Council Funding Program Directive (Band Management, Chapter 7 – PD 7.3)
- Tribal Council Funding Program Procedures (Band Management, Part 7 – Chapter 3)
- Web-Based Guide to Doing Business with the Federal Government
- Year-end Reporting Handbook for First Nations, Tribal Councils and First Nations Political Organizations – November 2002

## 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 the regional offices.

### Headquarters

Terrasses de la Chaudière, North Tower  
10 Wellington Street  
Gatineau, Quebec

Postal Address:

Ottawa, Ontario K1A 0H4

Tel.: 1-800-567-9604

Fax: 1-866-817-3977

TTY: 1-866-553-0554

E-Mail: infopubs@inac-ainc.gc.ca

### Atlantic

40 Havelock Street

P.O. Box 160

Amherst, Nova Scotia B4H 3Z3

Tel.: (902) 661-6200

Fax: (902) 661-6237

### Quebec

320 St. Joseph Street East, Suite 400

Québec, Quebec G1K 9J2

Tel.: (418) 648-7551

Fax: (418) 648-2266

### Ontario

Sir Arthur Meighen Building

25 St. Clair Avenue East, 5th Floor

Toronto, Ontario M4T 1M2

Tel.: (416) 973-6234

Fax: (416) 954-6329

### Manitoba

365 Hargrave Street, Room 200

Winnipeg, Manitoba R3B 3A3

Tel.: (204) 983-4928

Fax: (204) 983-7820

### Saskatchewan

1 First Nations Way, Room 200

Regina, Saskatchewan S4S 7K5

Tel.: (306) 780-5945

Fax: (306) 780-5733

### Alberta

630 Canada Place

9700 Jasper Avenue

Edmonton, Alberta T5J 4G2

Tel.: (780) 495-2773

Fax: (780) 495-4088

Indian Oil and Gas Canada  
9911 Chula Boulevard, Suite 100  
Tsuu T'ina (Sarcee), Alberta T2W 6H6

Tel.: (403) 292-5625

Fax: (403) 292-5618

**British Columbia**

1138 Melville Street, Suite 600  
Vancouver, British Columbia V6E 4S3

Tel.: (604) 775-5100

Fax: (604) 775-7149

**Yukon**

300 Main Street, Suite 300  
Whitehorse, Yukon Y1A 2B5

Tel.: (867) 667-3838

Fax: (867) 667-3801

**Nunavut**

P.O. Box 2200  
Iqaluit, Nunavut X0A 0H0

Tel.: (867) 975-4500

Fax: (867) 975-4560

**Northwest Territories**

P.O. Box 1500  
Yellowknife, Northwest Territories X1A 2R3

Tel.: (867) 669-2500

Fax: (867) 669-2709

**Reading Room**

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

Terrasses de la Chaudière  
10 Wellington Street, Room 1400  
Gatineau, Quebec

Tel.: (819) 997-0811

# Indian Residential Schools Resolution Canada

## Chapter 77

### General Information

#### Background

The department of Indian Residential Schools Resolution Canada was created by Order-In-Council P.C. 2001-994 on June 4, 2001. At the same time an order was executed, pursuant to section 77(2) of the Access to Information Act, to amend Schedule I of the Act to include this department. Another order was executed, pursuant to section 77(2) of the Privacy Act, to amend the Schedule of that Act. The Heads of Government Institutions Designation Order was amended accordingly. Prior to June 4, 2001, this Department was known as the Residential Schools Unit and was part of the Department of Indian Affairs and Northern Development.

#### Responsibilities

The role of the department of Indian Residential Schools Resolution Canada (IRSRC) is to address and resolve issues arising from the legacy of Indian residential schools. As part of the process, we are committed to strengthening partnerships within government and with Aboriginal people, religious denominations, and other citizens. We work with Aboriginal people and other Canadians in initiatives that explore and acknowledge our history; build programs and projects which address the needs of people today; and strengthen our future.

#### Legislation

- Indian Act
- Public Service Rearrangement and Transfer of Duties Act

#### Organization

##### Deputy Minister's Office

The Office provides essential support services to the Deputy Minister. It ensures appropriate communication and liaison on policy and operational issues between the Deputy Minister and the Minister's Office, the Department and other government departments and agencies.

#### Operations

The office oversees the following sectors: Resolution East, Resolution West, and National Research and Analysis.

##### Resolution East

Resolution East, located in Ottawa, is responsible for managing the federal government's response to the legacy of Indian residential schools for Saskatchewan and eastward. The Program is responsible for resolving litigation claims out of court in an expedited and sensitive manner. The Alternative Dispute Resolution (ADR) is an on-going process allowing former students, the federal government and church organizations to move away from the court and work together to build a process for resolving claims.

##### Resolution West

Resolution West, located in Vancouver, is responsible for managing the federal government's response to the legacy of Indian residential schools for British Columbia, Alberta, Yukon, NWT and Nunavut. The Program is responsible for resolving litigation claims out of court in an expedited and sensitive manner. The Alternative Dispute Resolution (ADR) is also used to help resolve claims. National Research & Analysis

##### National Research and Analysis

The National Research and Analysis Directorate, located in Ottawa, is responsible for managing the Department's national research program in support of litigation and Alternative Dispute Resolution claims and the work being carried out by the Department's Resolution East and West Directorates. It is also responsible for managing the Department's statistics and statistical analysis activities related to the legacy of the Indian school system and the national inventory of all alleged abuse cases. In addition, it is responsible for managing the intake function of the Alternate Dispute Resolution process.

##### Corporate Services

The Director of Corporate Services Sector reports directly to the Deputy Minister. The sector is responsible for finance and administration; records management, security, Information Technology and

Systems Management, human resources services; Adjudication Secretariat and Access to Information and Privacy.

### **Adjudication Secretariat**

The Adjudication Secretariat was established in Regina, Saskatchewan, in November of 2003 to oversee the Alternative Dispute Resolution (ADR) process. The ADR process will enable Indian residential schools' claims to be settled in a safe, humane, credible, appropriate and timely manner. ADR is one of the options available to former students to settle their claims. This process provides an option to deal with the large volume of abuse claims arising from the operation of Indian residential schools.

Under the direction of a chief adjudicator, the Secretariat will schedule hearings for applicants in the ADR process. Hearings are private and confidential. All adjudicators, including the chief adjudicator, will operate at arm's length from government. The ADR process was established as a result of extensive discussions with groups representing former students, their lawyers, the churches, and Aboriginal organizations.

### **Public Affairs, Liaison and Outreach**

The Director of Public Affairs, Liaison and Outreach Sector reports directly to the Deputy Minister. The sector is responsible for managing the communications, liaison, outreach and commemoration programs of the Department. The division is responsible for the development of a strategic outreach framework and projects to shape government policy development and programs. In addition, it liaises with other federal departments, provincial governments, Aboriginal peoples, churches and other interested groups. The division has developed programs and tools to provide public education about the legacy of Indian residential schools, as well as programs to commemorate and recognize the experience of former students.

The sector also develops and manages the implementation of internal and external departmental communications strategies and provides strategic communications advice to senior departmental executives and the Minister's office. In addition, it oversees the preparation of all communications, such as news releases and press lines, as well as postings on the departmental Internet and Intranet sites. In response to

questions from the media and the public in general, the division will arrange for a spokesperson to reply on behalf of the department.

### **Policy and Strategic Planning**

The Director of Policy and Strategic Planning Sector reports directly to the Deputy Minister. The sector provides policy and strategic planning functions for the Department. This involves consultations with the public, survivor groups, Aboriginal organizations and other federal and provincial government departments to keep current on issues of common interest, and to bring forward strategic options in discussion briefs, and Memoranda to Cabinet for Departmental strategic consideration.

The Policy and Strategic Sector also maintains working level linkages between the Department and Parliament, central agencies, and the Minister's office.

## **Information Holdings**

### **Program Records**

#### **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:** IRS A3740

#### **Alternative Dispute Resolution (ADR)**

**Description:** The purpose of the Alternative Dispute Resolution (ADR) is to find a faster and less traumatic manner of settling the claims related to Indian Residential Schools.

**Topics:** Hearings are conducted by independent adjudicators who will review the applications from former students. During the hearings, the adjudicators will determine if the claims are valid and the amount of compensation, according to the compensation framework. Hearings are private and confidential.

**Program Record Number:** IRS E5442-7

#### **Litigation Management and Resolution**

**Description:** Information related to cases in the court process and on specific issues related to settlement through litigation and court process involving the department.

**Topics:** Documents related to litigation; research

reports; policy and legal positions, information received during the process; litigation management and resolution processes; statistical purposes; case summaries; claims settlement and court rulings.

**Program Record Number:** IRS E5442-2

### National Document Collections

**Description:** Records gathered from government sources that demonstrate federal government policy regarding Indian residential schools or the application of those policies. These documents have been collected for schools across the country in order to centralize in one place the policy-level documents relating to issues connected to Indian residential schools.

**Topics:** Contains policy documents on a wide array of residential school-related issues such as education, health, nutrition, culture and language. Includes responses to incidents of physical and sexual abuse at Indian residential schools across the country and government-source records relating to Anglican, Catholic, Presbyterian and United Church activity at Residential schools across Canada.

**Program Record Number:** IRS E5442

### Security Files

**Description:** Records related to 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, authority for removal and access restriction.

**Program Record Number:** IRS CSS 800

### 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:** IRS CSS 810

## Standard Program Records

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

Acts and Legislation

Administration

Administration and Management Services

Classification of Positions

Finance

Hospitality

Personnel

Relocation

Travel

## Particular Personal Information Banks

### IRSRC Litigation Committee Records

**Description:** This bank contains Litigation Committee Records.

**Class of Individuals:** Individuals who have made a claim against the government of Canada regarding their experience at a former Indian residential school.

**Purpose:** This bank exists to maintain a record of the IRSRC Litigation Committee decisions.

**Consistent Uses:** Information is maintained for audit purposes.

**Retention and Disposal Standards:** To be established.

**RDA Number:** TBD

**Related PR#:** IRS E5442-2

**TBS Registration:** 005373

**Bank Number:** IRS PPU 010

### IRSRC Settlement Mandates

**Description:** Approved mandates to settle validated claims of former students who have made a claim against the government regarding their experience at a former Indian residential school in Canada.

**Class of Individuals:** Claimants seeking compensation involving attendance at Indian residential schools in Canada.

**Purpose:** To maintain a record of all settlement mandates approved by the IRSRC Litigation Committee in spreadsheet format. The information is used to identify the date of the mandate approval, the region, school and church denomination, date of school attendance, apportionment and confirmation of settlement.

**Consistent Uses:** Information may be used for internal financial and operational verification purposes.

**Retention and Disposal Standards:** To be established.

**RDA Number:** TBD

**Related PR#:** IRS E5442-2

**TBS Registration:** 005374

**Bank Number:** IRS PPU 020

### IRSRC Settlements

**Description:** Settlement information may include the region, school attended and dates attended, date statement of claim filed, church denomination, date of settlement, apportionment, settlement award and the settlement mandate.

**Class of Individuals:** Individual and/or group claim settlements.

**Purpose:** to maintain a record of all settlements reached with individuals or groups of claimants.

**Consistent Uses:** Information may be used for internal financial and operational verification purposes.

**Retention and Disposal Standards:** To be established.

**RDA Number:** TBD

**Related PR#:** IRS E5442-2

**TBS Registration:** 005375

**Bank Number:** IRS PPU 030

### Litigation Management Database

**Description:** The Litigation Management Database (LMDB) holds information contained within the litigation and Alternative Dispute Resolution (ADR) files. It contains all pertinent information in the pleadings filed by the claimant's counsel and by counsel for the Attorney General of Canada.

**Class of Individuals:** The information pertains to individuals who have filed civil suits against the government for their experiences at Indian residential schools.

**Purpose:** The database compiles all information pertaining to the legal claims and provides a consistent overview of the cases which allows Indian Residential Schools Resolution Canada (IRSRC) to analyse trends on a national level.

**Consistent Uses:** Used by staff of the IRSRC and by DOJ litigators to provide consistent information for case managers across the country. Currently, the database is used primarily by project managers to assist in managing their case load. Also used by the Policy and Communications Group to provide statistical data for use in negotiating with the different church organizations and for responding to media requests, and to track demographic information to assist in the historical research of the claims.

**Retention and Disposal Standards:** To be established.

**RDA Number:** TBD

**Related PR#:** IRS E5442-2

**TBS Registration:** 005376

**Bank Number:** IRS PPU 040

### Research Document Collections

**Description:** Records gathered from federal government sources pertaining to Indian residential schools in response to claims brought against the Crown. It contains information on specific school research related to Indian residential schools located in British Columbia, Alberta, the Yukon, NWT and Nunavut as well as general history of residential schools; in addition, research associated with specific litigation against the federal Crown pertaining to the above-noted provinces and territories.

**Class of Individuals:** Claimants seeking compensation concerning their experiences at Indian residential schools in Canada.

**Purpose:** The documents are collected to research and validate the claims brought against the government. They consist of photocopies of documents held in original form at various federal government repositories.

**Consistent Uses:** The information used by staff of the IRSRC and by DOJ litigators.

**Retention and Disposal Standards:** To be established.

**RDA Number:** TBD

**Related PR#:** IRS E-5442

**TBS Registration:** 005377

**Bank Number:** IRS PPU 050

### Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Personal Information Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

### Manuals

- Access to Information and Privacy Annual Report
- Administration Manual
- File Classification manual
- Manual for Project Managers
- Ministerial Correspondence, Briefings and Parliamentary Affairs Manual



- Operational Policy Guidelines
- Protocol Manual for the LMDB
- Research 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.

The department encourages requesters to utilize the present lines of communications and to request information through informal channels. Information is available on our website at <http://www.irsr-rqpi.gc.ca>. The intent is to make available as much information as possible through informal channels.

However, requests on personal information contact the departmental Access to Information and Privacy Coordinator at (613) 947-4148.

Formal requests under the Access to Information Act or the Privacy Act should be sent to the Coordinator, Access to Information and Privacy, at the Headquarters address (below).

Addresses and general inquiry numbers for the Department:

Headquarters  
Indian Residential Schools Resolution Canada  
90 Sparks Street, Room 341  
Ottawa, Ontario K1A 0H4

General inquiry:  
Tel: (613) 996-2686  
Fax: (613) 996-2808

Regional Office  
Indian Resolution Schools Resolution Canada  
Saskatchewan Place  
1870 Albert Street, Box 24  
Regina, Saskatchewan S4P 4B7

British Columbia Office  
Indian Residential Schools Resolution Canada  
1138 Melville Street, Suite 400  
Vancouver, British Columbia V6E 4S3

General inquiry:  
Tel: (604) 775-6400  
Fax: (604) 775-5317

## Reading Room

The reading room is located at:

90 Sparks Street, Room 003  
Ottawa, Ontario K1P 1K7

# Industry Canada

## Chapter 78

### General Information

#### Background

The department's mission is to foster a growing competitive, knowledge-based Canadian economy. Fourteen federal departments and agencies make up the Industry Portfolio. Industry Canada works in partnership with the members of the Industry Portfolio to leverage resources and exploit synergies in a number of specific areas.

#### 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; gives consumers, businesses and investors confidence that the marketplace is fair, efficient and competitive; and ensures a more sustainable economic, environmental and social future for Canadians.

Through its three strategic objectives (a fair, efficient and competitive marketplace; an innovative economy; and competitive industry and sustainable communities), Industry Canada aims to help Canadians contribute to the knowledge economy and improve productivity and innovation performance.

In order to foster growth and create high-quality, well-paying jobs, the Government of Canada has set as one of its core priorities the building of a 21st century economy. Industry Canada will continue to work in support of this priority through its strategic outcomes.

The department's strategic outcomes support growth in employment, income, productivity and sustainable development in Canada.

The Industry Portfolio is made up of 14 federal departments and agencies. 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 employment 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
- 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
- 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
- Bell Canada Act, S.C. 1987, c. 19 (private act)
- 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 Implementation 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
- Copyright Board: Sections 66 ff. of the Copyright Act, R.S. 1985, c. C-42
- Corporations 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, c. 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

### Chief Information Officer (CIO)

The Chief Information Officer is accountable to the Associate Deputy Minister and the Industry Canada Management Committee for the overall performance, effectiveness and efficiency of information management / information technology (IM/IT) services within Industry Canada. A major responsibility of the CIO is maximizing the performance of the department through modern and progressive management of IM/IT services, policies, and resources. Other responsibilities include support for Strategis, Canada's largest business website through which the department delivers its online services. 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; establishes and implements marketing strategies to promote the use of strategic business information; provides client support services; and undertakes systematic client feedback assessments

### Communications and Marketing Branch (CMB)

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

Services provided by CMB include communications research; public opinion research and environmental analysis; communications planning and advice to the Minister and senior management on communicating ministerial and departmental priorities; policy development; 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 website ([www.ic.gc.ca](http://www.ic.gc.ca)) CMB provides current information on departmental activities, as well as links to the Industry Portfolio's various resources. CMB is also responsible for handling enquiries from the public.

### Communications Research Centre Canada (CRC)

Communications Research Centre Canada has been dedicated to advanced communications research and development (RandD) for more than 30 years. Its research provides a technical basis for the development of regulations and standards in support of public policy. Key research areas include wireless systems, radio fundamentals, communications networks, interactive digital multimedia, and photonics 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-technology startups with access to its technologies, research expertise and unique laboratories.

### Competition Bureau (CB)

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 coordinating possible amendments to the Competition Act and for internal and external communications. The Competition Bureau is composed of the following branches and directorate: Civil Matters Branch; Compliance and Operations Branch, which includes the Compliance and Coordination Directorate, Management Policy and Services Directorate, and the COMPASS Information Management Centre; Competition Policy Branch; Communications Unit; Criminal Matters Branch; Fair Business Practices Branch; and Mergers Branch.

### **Comptrollership and Administration Sector (CAS)**

The Comptrollership and Administration Sector is responsible for financial and materiel management and related policies, systems, audit and evaluation, facilities, security, program integrity, the Industry Canada loan insurance portfolio, and processes and standards that are consistent with modern comptrollership. This sector is composed of the following: Audit and Evaluation Branch; Comptrollership and Program Services Branch; Financial Systems, Facilities and Security Branch, Corporate Management Frameworks Directorate and Lobbyists Registration Branch.

### **Corporate and Portfolio Office (CPO)**

The Corporate and Portfolio Office provides executive support to the offices of the Minister, Secretary of State, the Deputy Minister and Associate Deputy Minister, as well as secretariat support to the Deputy Minister and Associate Deputy Minister as it relates to their broad Industry Portfolio coordination responsibilities.

The CPO provides timely and quality services to ensure executive clients are effectively supported in all their correspondence, corporate services (i.e. administration, finance, and human resources) and parliamentary affairs requirements. The CPO supports the day-to-day operations of the executive offices. The primary CPO groups responsible for these services are the Correspondence and Records Management, Executive Services, and Parliamentary Affairs and Briefing groups.

The CPO also provides secretariat support to the Industry Portfolio (IP) departments, agencies, quasi-judicial bodies and Crown corporations. The 15 organizational members of the IP are Atlantic Canada Opportunities Agency (ACOA); Business Development Bank of Canada (BDC); Canada Economic Development for Quebec Regions (CED-Q); Canadian Space Agency (CSA); Canadian Tourism Commission (CTC); Competition Tribunal (CT); Copyright Board (CB) Canada; Enterprise Cape Breton Corporation (ECBC); Industry Canada (IC); National Research Council (NRC) Canada; Natural Sciences and Engineering Research Council of Canada (NSERC); Social Sciences and Humanities Research Council of Canada (SSHRC); Standards Council of Canada (SCC); Statistics Canada (SC); and Western Economic Diversification (WD) Canada. It should be noted that both ACOA and

ECBC are the responsibility of the ACOA Minister, and both CED-Q and WD have their own respective ministers.

### **Human Resources Branch (HRB)**

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 Sector (IS)**

Industry Sector's mission is to maximize the contribution of Canadian manufacturing and service industries to Canada's future economic growth. The sector has a highly diversified industry client base and many varied issues and challenges. Sectorally, IS deals with supporting the adoption of new practices and processes in some industries while encouraging others to take giant leaps into future technologies. IS works closely with key stakeholders including industry associations, academic institutions, representatives of the scientific and economic communities, other levels of government, and departments within the federal government. The Industry Sector's branches covering most of Canada's industrial groups, and the staff branches supporting them and the broader corporate agenda are Industrial Analysis Branch, Aerospace and Automotive Branch, Energy and Marine Branch, Manufacturing Industries Branch, Sustainable Technologies and Service Industries Branch, Life Sciences Branch, Corporate Services Branch and the Canadian Biotechnology Secretariat.

The Canadian Biotechnology Secretariat (CBSec) coordinates federal policy and programs under the Canadian Biotechnology Strategy. The two core roles of the Secretariat are to provide strategic advice and staff support to the Canadian Biotechnology Advisory Committee (CBAC), and to

provide policy, communications and coordination services for federal departments and agencies contributing to the Strategy. CBAC is an external, expert panel that advises Ministers on the ethical, social, economic, scientific, regulatory, environmental and health aspects of biotechnology. The Executive Director of the Secretariat reports to the Assistant Deputy Minister, Industry Sector, Industry Canada.

## **Information and Privacy Rights**

### **Administration (IPRA)**

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

### **Office of Consumer Affairs (OCA)**

The Office of Consumer Affairs works to promote a fair and efficient marketplace for Canadian consumers, and to protect consumer interests. 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.

### **Operations Sector (OPS)**

The Operations Sector is Industry Canada's service delivery arm with 2700 employees providing services in more than 60 Canadian communities. It serves the business community with a full range of information and intelligence in delivering Industry Canada's three primary objectives: a fair, efficient, and competitive marketplace; an innovative economy; and competitive industry and sustainable communities. Through its marketplace organizations, it contributes to the regulation of the marketplace and promotes an environment to improve the competitiveness of Canadian industry and ensure fair market practices.

The Sector is composed of 16 business units organized in three clusters. The Business and Marketplace Services cluster consists of the Canadian Intellectual Property Office (CIPO), Corporations Canada, Measurement Canada (MC) and the Office of the Superintendent of Bankruptcy

(OSB); the Business and Community Economic Development cluster consists of Aboriginal Business Canada (ABC), Technology Partnerships Canada (TPC), Service to Business Unit (SBU), Federal Economic Development for Northern Ontario Region (FedNor), delivering the Northern Ontario Development Fund, Community Futures Program, the Eastern Ontario Development Fund and the Social Economy Initiative for rural Ontario, the Operations and Small Business Financing Branch, which includes the Canada Small Business Administration, Financing Program and support for Official Language Minority Communities (Section 41, OLA) and the Canada-Ontario Infrastructure Program (COIP); and, the Regional cluster consists of five regional offices and the Policy and Regional Cohesion Branch. The Sectorial Strategies and Services Branch service the entire Sector.

### **Aboriginal Business Canada (ABC)**

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.

### **Canadian Intellectual Property Office (CIPO)**

The Canadian Intellectual Property Office, a Special Operating Agency associated with Industry Canada, is responsible for the administration and processing of the greater part of intellectual property in Canada and for ensuring that the information acquired, in exchange for such rights, is made available to the public. CIPO's areas of activity include patents, trade-marks, copyrights, industrial designs and integrated circuit topographies.

### **Corporations Canada**

Corporations Canada 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 also

issues exemptions from certain requirements of the CBCA and monitors and enforces compliance with various statutory requirements.

### **Federal Economic Development Initiative for Northern Ontario (FedNor)**

FedNor's mission is to promote community economic development, diversification and job creation in Northern and rural Ontario in an effort to build sustainable communities and improve access to capital, information and markets by working with business and other community partners. FedNor delivers four key programs in rural Ontario—the Northern Ontario Development Fund, the Community Futures Program, the Eastern Ontario Development Fund, and the Social Economy Initiative.

### **Measurement Canada**

Measurement Canada, a special operating agency of Industry Canada, ensures 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.

### **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.

### **Policy and Regional Cohesion Branch**

The mandate of the Policy and Regional Cohesion Branch is twofold: (1) to provide strategic advice and support to the ADM and AADM as well as provide a constructive challenge function related to policy, regional cohesion and trade; (2) to provide support and strategic advice to the Regional Executive Directors.

### **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.

### **Sectorial Strategies and Services Branch / Canada-Ontario Infrastructure Programs**

The Sectorial Strategies and Services Branch provides services in two main streams. First, in support of the ADM and the Associate ADM, the Branch provides analysis and advice on significant management and operational issues facing the Sector. This includes providing guidance and support to all of the Sector's Business Units. Secondly, it comprises the Canada-Ontario Infrastructure Programs Directorate (COIP). The Canada-Ontario Infrastructure Programs Group is responsible for the delivery of the Canada-Ontario Municipal Rural Infrastructure Fund (COMRIF) through a federal-provincial joint secretariat, the delivery of the Canada-Ontario Infrastructure Program (COIP), as well as the operational delivery of certain projects under the Canada Strategic Infrastructure Fund (CSIF) in Ontario.

### **The Service to Business Unit**

The Service to Business Unit (SBU), part of the Operations Sector within Industry Canada, was established in January 2005 to help deliver Industry Canada's Services to the business community. This is in support of Industry Canada's commitment to improving government service delivery to citizens, businesses and international clients.

The Unit amalgamates four components of Industry Canada's service to business: Canada Business Service Centres (CBSC) and the Business Gateway (now formally Canada Business), Student Connections, BizPal / Government On-Line Branch (now formally Service Strategy and Innovation Branch).

### **Canada Business**

Canada Business is a collaborative arrangement among 43 Government of Canada departments, provincial, territorial governments and, in some cases, not-for-profit organizations, that helps Canadian entrepreneurs get the correct and region-appropriate information, advice and support they need to build their businesses. The service allows entrepreneurs to do research on the web, by telephone, or in-person, on government agencies and services, and/or request assistance with their business needs.

Currently, there are 13 Canada Business contact centre locations-one in every province and territory. See also the Atlantic Canada Opportunities Agency, Canada Economic Development for Quebec Regions, and Western Economic Diversification Canada for listings on Canada Business.

### **Student Connections**

Student Connections is an Industry Canada Initiative funded through the Youth Employment Strategy. Student Connections provides practical, cost-effective e-commerce and Internet training to small and medium-sized business as well as Internet training to seniors. Student Connections services are delivered by college and university students who gain valuable on-the-job technology and business experience.

### **Service Strategy and Innovation Branch**

The Service Strategy and Innovation Branch, part of the Service to Business Unit, plays an important role in the government-wide commitment to modernizing government services to business as part of the Government of Canada's Service Vision. Guided by client needs and expectations, the Branch will work with associations, stakeholders within the department and across government to develop and implement strategies for improved service offerings and service delivery while employing a coherent "enterprise approach".

### **Technology Partnerships Canada**

Technology Partnerships Canada (TPC) is a technology investment fund established to increase economic growth, create jobs and wealth, and support 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.

### **Operations and Small Business Financing Branch**

The Branch manages the Canada Small Business Financing Program, which facilitates access to capital for small- and medium-size enterprises by sharing losses on loans with financial institutions (lenders). The Branch also coordinates the department's activities in support of Section 41 of the Official Languages Act and manages the implementation of the Industry Canada component of the Government Action Plan for Official

Languages. Finally, the Branch provides Ministerial support services and briefings for regional visits by the Minister, Minister of State (FedNor) and departmental senior officials.

### **Policy Sector**

The Policy Sector provides underlying analysis and strategic micro-economic policy advice pertaining to innovation, science, industry, international business, small and medium-sized enterprise, and economic framework policies, including legislation and regulation. The sector manages the departmental policy process, coordinates briefings for Cabinet, CCDM-Policy, and Deputy/Ministerial retreats. This sector is composed of the following branches: Marketplace Framework Policy Branch; Innovation Policy Branch; International and Intergovernmental Affairs Branch; Management and Administrative Services; Micro-Economic Policy Analysis Branch; Small Business Policy Branch; Strategic Policy Branch; and Management and Administrative Services.

### **The Advisory Council on Science and Technology Secretariat**

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 between advisory bodies, various levels of government and the science and technology community.

### **Spectrum, Information Technologies and Telecommunications Sector (SITT)**

The objective of this sector is to facilitate the development and use of information and communications 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 materials 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; promoting the growth and diffusion of electronic commerce in Canada and internationally; utilizing the Information Highway to strengthen Canada's social economy and build capacity at the community level through electronic learning, access and broadband initiatives, as well as 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 research and development 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 radiocommunications; 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.

## 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 supports trade and market expansion, tourism, innovation, youth entrepreneurship, and strengthened Aboriginal business and financial institutions, as well as certain other types of projects.

**Topics:** All components of the Aboriginal Business Development Program.

**Program Record Number:** IC ABC 005

#### 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 SIT 800

#### Alternate Service Delivery

**Description:** Information on the Accreditation and Registration Programs.

**Topics:** Accreditation, electricity and gas, weights and measures, authorized service providers, manufacturers, contractors (utilities), service organizations, factory initial inspections, accreditation standards, International Organization for Standardization (ISO), quality assurance criteria, administrative requirements, initial transition period, manual review procedure, audit procedure, enforcement policy.

**Program Record Number:** IC MC 200

#### 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 Radiocommunication 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 following organizations: Transport Canada, to ensure that transmission of FM broadcasting stations do not interfere with aircraft communications; Energy, Mines and Resources Canada, in preparing topographical maps; the CRTC; and the Federal Communications Commission of the U.S.A. (FCC), in relation to the above agreements.

**Topics:** Technical brief, call-sign

**Access:** Numeric filing system by broadcasting type (AM, FM, TV)

**Program Record Number:** IC SIT 810

#### 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 SIT 815

#### **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 Radiocommunication 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 Transport Canada, to ensure that transmission towers do not interfere with aircraft communications and navigation, and with the CRTC.

**Topics:** Authorized distribution, leakage monitoring, aeronautical channels

**Access:** Numeric filing system

**Program Record Number:** IC SIT 820

#### **Canada Business Service Centres (now Canada Business)**

**Description:** General information on the operation of the network of Canada Business Service Centres (CBSCs). Also records of client service interactions with CBSCs located in Ontario, Yukon, Northwest Territories and Nunavut, the four centres for which Industry Canada is operationally responsible.

**Topics:** Program information, evaluations, national statistics, client service system, and national web-services information system records.

**Access:** Client records are arranged by name, address and telephone number.

**Program Record Number:** IC CIO 710

#### **CIPO Recruitment Program**

**Description:** Patent Examiner Recruitment Inventory System is a database used by the Patent Branch and the Human Resources Branch for the recruitment of Patent Examiners. Candidates can apply for Patent Examiner positions directly through this database, which is accessible on CIPO's website.

**Purpose:** The purpose of the database is to keep an accessible/searchable inventory of highly qualified candidates for present and future recruitment needs.

**Program Record Number:** IC CIP 115

#### **Communications and Marketing**

**Description:** Plays a pivotal role in ensuring that the Canadian public, and departmental clients and

employees receive information about Industry Canada's policies, programs and services.

**Topics:** Communications; communications planning; media relations; coordination, production and distribution of speeches, news releases, publications, style guides, and websites.

**Program Record Number:** IC CMB 350

#### **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 research and development undertaken by the department and its partners.

**Topics:** Social and informatics applications, disabilities, native syllabics, database industry.

**Program Record Number:** IC SIT 825

#### **Competition**

**Description:** Information on enquiries, complaints, legal proceedings and prosecutions under the Competition Act.

**Topics:** Program of compliance; international agreements; cooperation and liaison; enquiries and investigations; exports; imports; investments; textiles labelling; merchandising; mergers and pre-notifications; monopolies; price fixing; research; sales; services; tariffs; trademarks; 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.

**Format:** Microfilm, magnetic tape.

**Program Record Number:** IC CB 075

#### **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 SIT 830

#### **Comptrollership and Administration**

**Description:** Responsible for financial and materiel management and related policies, systems, audit and evaluation, facilities, security, program integrity, the Industry Canada loan insurance portfolio, and processes and standards that are consistent with modern comptrollership.

**Topics:** Financial and materiel management; audit and evaluation; facilities; security; program integrity; loan insurance portfolio.

**Program Record Number:** IC CAS 300

#### **Consumer Affairs**

**Description:** Information on consumer issues, policy, marketplace trends and contributions to consumer groups.

**Topics:** Applications for funding

**Access:** alphabetical by subject or organization

**Program Record Number:** IC OCA 550

#### **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.

**Program Record Number:** IC OCA 570

#### **Corporations**

**Description:** Information concerning incorporation of federal companies-contains data on federal corporations that are used for internal record keeping and information dissemination via the 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 programs dealing with compliance activities.

**Topics:** Applications, charters, financial statements, annual returns, enquiries, liaison with companies, inquiries and compliance actions; exemptions; arrangement court applications; boards of trade; corporations.

**Access:** Files accessible by corporation name with a numeric case file arrangement.

**Format:** EDB database

**Program Record Number:** IC COR 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 and Contributions program; Computers for Schools; Environmental Technology Commercialization Program (ETCP); SchoolNet; Community Access Program; Defence Industry Productivity Program (DIPP); Technology Outreach Program (TOP); Program for Export Market Development (PEMD); Federal Economic Development Initiative for Northern Ontario (FedNor); Ontario Community Futures Program; Canada Small Business Financing Act (CSBFA).

**Program Record Number:** IC OPS 605

#### **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-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 POL 700

#### **Electricity and Gas**

**Description:** Information on the electricity and gas program.

**Topics:** Electricity – Act, regulations, policies, inspection procedures, meter approvals, calibrations, inspection reports, contractor registrations, applicable forms. Natural gas- Act, regulations, policies, inspection procedures, meter

approvals, calibrations, inspection reports, contractor registrations, applicable forms.

**Program Record Number:** IC MC 205

### **Electronic Commerce**

**Description:** ECOM: Creates a favourable legal and policy environment for investment in e-commerce, and its rapid diffusion throughout the economy, in order to enhance industrial competitiveness and productivity.

**Topics:** electronic commerce; e-commerce; industrial competitiveness and productivity.

**Program Record Number:** IC SIT 832

### **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 SIT 835

### **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 SIT 840

### **Human Resources**

**Description:** Provides strategic information, advice and operational services.

**Topics:** Corporate management; succession planning strategies; unions; demographic profiling; 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.

**Program Record Number:** IC HRB 050

### **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 and 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 IND 125

### **Industry**

**Description:** The role of the Industry Sector is to help Canadian businesses and industries grow and create jobs, in a sustainable way, through innovation, investment, trade backed by modern connectedness and marketplace infrastructure.

**Topics:** Aerospace and Automotive; Biotechnology; Environmental Affairs; Energy and Marine; Life Sciences; Manufacturing Industries; Service Industries and labour forces and youth internship.

**Program Record Number:** IC IND 130

### **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 SIT 845

### **Information Highway**

**Description:** Works toward connecting Canadians to, and development of content on the Information Highway.

**Topics:** Information highway; innovation; information technology skills; network of innovation

school. Recycling computers, broadband, community access sites.

**Program Record Number:** IC SIT 847

### **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 SIT 850

### **International Telecommunications and 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 forum.

**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); international policy and regulatory developments; WTO commitments; international forum of influence (e.g. OECD, CITELE, APEC, PTC, Francophonie); government/industry consultative committees (e.g. ITU, CITELE, APEC, OECD);

world radio standardization and development conferences; international policy coordination and telecommunications (e.g. ITU, APEC).

**Program Record Number:** IC SIT 855

### **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, ITU Council, Council Working Group, 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 SIT 860

### **Investment Review - Legal Opinions**

**Description:** Contains information on ministerial opinions and related information concerning requests for which the Minister determines 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, regulations and interpretation notes in response to written requests submitted by one or more parties to an investment; and ministerial opinions and related information on whether 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 POL 720

### **Lobbyists Registration**

**Description:** Information concerning the registration of lobbyists.

**Topics:** Lobbyist registration, information systems, forms, legislation, regulation, policies, procedures, administration, and studies.

**Access:** Files arranged by subject.

**Program Record Number:** IC CAS 255

### **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.

**Program Record Number:** IC CB 080

### **Measurement Canada**

**Description:** Information on measuring instruments, specifications, symbols and standards, metric regulations, international measurement, international standards and Canada's participation in international working groups.

**Topics:** Liaison with associations, councils and international organizations; technical enquiries; metric regulations.

**Program Record Number:** IC MC 212

### **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.

**Access:** Files arranged by non-Canadian investor (individual, company, partnership, joint venture, government or agency of a foreign country).

**Program Record Number:** IC POL 725

### **Office of the Corporate Secretary (now Corporate and Portfolio Office)**

**Description:** Provides executive support to the offices of the Minister, Minister of State, Deputy Minister and Associate Deputy Minister.

**Topics:** Executive clients; briefings; correspondence; parliamentary affairs requirements.

**Program Record Number:** IC CPO 400

### **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; offences; application for a bankruptcy order; 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.

**Format:** EDP system; contains insolvency data used by bankruptcy offices to publish bankruptcy notices.

**Program Record Number:** IC OSB 275

### **Online Feedback**

**Description:** This data bank contains an inventory of complaint reports from clients who provided feedback to the Canadian Intellectual Property Office (CIPO). It includes the following client contact information: client name, company name, telephone, email, the nature of the complaint and the information supplied by CIPO. This database provides clients with the ability to formally register complaints with the CIPO. It is one component of CIPO's Client Relationship Management (CRM) program.

**Topics:** Collect client feedback and identify areas for service improvement.

**Program Record Number:** IC CIP 110

### **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 SIT 870

#### **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.

**Program Record Number:** IC CIP 100

#### **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 SIT 875

#### **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 SIT 880

#### **Regional Development**

**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 four programs, delivered in rural Ontario by FedNor, are included: the Northern Ontario Development Fund; the Community Futures Program, the Eastern Ontario Development Fund; and the Social Economy Initiative.

**Topics:** Economic development in areas of Canada where low incomes and slow economic growth are prevalent or where opportunities for productive employment are inadequate.

**Program Record Number:** IC OPS 610

#### **Registration - Office of the Registrar General of Canada**

**Description:** Information on formal documents, regulations, correspondence with other federal government departments, formal documents and railway deposits.

**Topics:** Formal documents and railway deposits.

**Program Record Number:** IC COR 205

#### **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 POL 730

#### **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 SIT 885

#### **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.

**Topics:** Small business.

**Program Record Number:** IC POL 735

### **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 spaces services; Policies and Procedures, (Applications and Development); ITU-R (Radiocommunications Sector Activities).

**Program Record Number:** IC SIT 890

### **Spectrum, Information Technologies and Telecommunications**

**Description:** Facilitate the development and use of information and communication technologies, systems and services that serve the economic and social needs of all Canadians.

**Topics:** Systems interconnection; telecommunications; information technology standards; information highway; SchoolNet, Community Access Program; Computers for Schools Program; Digital Collections Program; Youth Employment Strategy Programs; communications devices and e-commerce.

**Program Record Number:** IC SIT 801

### **Spectrum Management Operations**

**Description:** This class of documents contains information on the application of the Radiocommunication 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).

**Access:** General list- electronic

**Format:** Paper, DB QuoRC

**Program Record Number:** IC SIT 900

### **Student Connection**

**Description:** Student Connections (SC) is an Industry Canada Initiative funded through the Youth Employment Strategy. SCP provides practical, cost-effective e-commerce and Internet training to small and medium-sized business as well as Internet training to seniors. Student Connections services are delivered by college and university students who gain valuable on-the-job technology and business experience.

**Topics:** E-commerce and Internet training for SMEs; E-business presentations; Internet training for seniors.

**Program Record Number:** IC CIO 700

### **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 SIT 905

### **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, supplier development 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. H2 (hydrogen) early adopters projects fostering the development of hydrogen and hydrogen-compatible technologies, such as fuel cells and those used to produce, store and distribute hydrogen.

**Access:** Files arranged numerically.

**Program Record Number:** IC TPC 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 SIT 910

### Telecommunications Engineering and Certification

**Description:** Information on Mutual Recognition Agreements (MRAs) and Free Trade Agreements (FTAs) with other countries on conformity assessment of telecom apparatus; associated telecom regulations and procedures; mandatory telecommunications standards and regulations development; new voluntary telecom standards development; certification, testing, market surveillance and import monitoring of telecom apparatus; and developing and providing technical expertise on all telecom and IP matters including network security, and lawful access.

**Topics:** Mutual Recognition Agreements, Terminal Attachment Program, Telecom equipment certification, Telecom standards and regulations, IP network, network security and lawful access.

**Program Record Number:** IC SIT 915

### 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 CB 085

### 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.

**Program Record Number:** IC CIP 105

### Urea Formaldehyde Foam Insulation (UFFI)

**Description:** Case files related to urea formaldehyde insulation system- established to

control and monitor amount of money requested by homeowner and the amount spent to provide information on homeowners and contractors.

**Topics:** Compensation and assistance; claims.

**Access:** Case files are arranged by name and address of owner. (Program defunct as of 1986.)

**Program Record Number:** IC ATI 180

### Weights and Measures

**Description:** Information on the measurement of volumes, linear and cubic area, and mass.

**Topics:** Linear and cubic area - approvals, calibrations. Mass and volume - Act, regulations, policies, inspection procedures, device approvals, calibrations, inspection reports, applicable forms, metric, and prosecutions.

**Program Record Number:** IC MC 210

## Standard Program Records

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

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Audits

Automated Document, Records and Information Management Systems

Budgets

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Hospitality

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security  
 Proactive Disclosure  
 Procurement  
 Relocation  
 Salaries and Wages  
 Staff Relations  
 Training and Development  
 Travel  
 Utilities  
 Vehicles

## Particular Personal Information Banks

### Aboriginal Business Canada

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

Includes 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 and Aboriginal Capital Corporations. The types of information that 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 an 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.

**RDA Number:** 89/023

**Related PR#:** IC ABC 005

**TBS Registration:** 003408

**Bank Number:** IC PPU 008

### 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 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 that 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. Destruction through agreement with National Archives of Canada.

**RDA Number:** 89/023

**Related PR#:** IC ABC 005

**TBS Registration:** 004174

**Bank Number:** IC PPU 081

### 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 Royal Canadian Mounted Police (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 RCMP 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.

**RDA Number:** M19/84

**Related PR#:** IC OSB 275

**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. identity, 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.

**RDA Number:** 78/005

**Related PR#:** IC CIP 170

**TBS Registration:** 004045

**Bank Number:** IC PPU 079

#### Canada Business Service Centres - Client Service System (CSS)

**Description:** Information in this database includes: name, address, telephone numbers, email addresses, language of service, nature and phase of business, nature of the enquiry, what was done to serve the client.

**Class of Individuals:** Clients (individuals and registered businesses (incorporated or not) who contact the Canada Business Service Centres in Ontario, North West Territories, Nunavut and Yukon to get business information.

**Purpose:** This system is used to serve the clients of the Canada Business Service Centres by searching various sources of information to answer an enquiry (in-person, telephone and email). Not every interaction requires complete client profile. Information is recorded only to the extent required to complete the service interaction. The system also produces a record of the service interaction for statistical reporting purposes. For reporting

purposes, the individual identifiers are not used.

**Consistent Uses:** Only as described above. The database is not shared outside the CBSC.

**Retention and Disposal Standards:** retained for two years and then destroyed.

**RDA Number:** 98/001

**Related PR#:** IC CIO 710

**TBS Registration:** 005295

**Bank Number:** IC PPU 091

#### 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, email 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.

**RDA Number:** 98/001

**Related PR#:** IC CIO 710

**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.

**Note:** Transferred from Federal Office of Regional Development (Quebec)

**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. Destruction through agreement with the National Archives.

**RDA Number:** 89/023

**Related PR#:** IC OPS 610

**TBS Registration:** 003558

**Bank Number:** IC PPU 065

#### 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.

**Consistent Uses:** internal tracking of consumer complaints.

**Retention and Disposal Standards:** Perpetual maintenance as the files are electronic.

**RDA Number:** 78/005

**Related PR#:** IC OCA 555

**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). Destruction through agreement with National Archives of Canada.

**RDA Number:** 79/002

**Related PR#:** IC SIT 875

**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 that 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 the case is closed and then transferred to the National Archives of Canada.

**RDA Number:** 96/013

**Related PR#:** IC CB 075

**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 - 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.

**Consistent Uses:** None reported.

**Retention and Disposal Standards:** This information bank contains copyright registration from 1841 to date and is retained at headquarters indefinitely.

**RDA Number:** M14/79

**Related PR#:** IC CIP 170

**TBS Registration:** 000127

**Bank Number:** IC PPU 044

#### **Departmental Boards, Advisory Committees, Agencies, etc., Reporting to Industry Canada Minister**

**Description:** This bank contains brief details of departmental boards, advisory committees, agencies, 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, agencies, etc.

**Purpose:** To advise the Minister of existing and forthcoming vacancies on departmental boards, advisory committees, agencies, 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.

**RDA Number:** 98/001

**Related PR#:** IC CPO 400

**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 the Canadian Intellectual Property Office (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 CIPO.

**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.

**RDA Number:** 97/002.

**Related PR#:** IC CIP 170

**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:** Files are retained for six years plus the current year. After this period, inactive files will be destroyed.

**RDA Number:** 98/001

**Related PR#:** IC CAS 300

**TBS Registration:** 000118

**Bank Number:** IC PPU 029

#### **Documentation Management System (GDOC) Client Operation File Management**

**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.

**Consistent Uses:** None reported

**Retention and Disposal Standards:** 20 years (15 years for active files - five for dormant files). Destruction through agreement with National Archives of Canada.

**RDA Number:** 79/002

**Related PR#:** IC SIT 900

**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 that may be required over time.

**Retention and Disposal Standards:** This information will be retained for six years after the survey has been completed. Destruction through agreement with National Archives of Canada.

**RDA Number:** 89/023

**Related PR#:** IC OPS 610

**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:** Destruction through agreement with the National Archives.

**RDA Number:** To be determined.

**Related PR#:** IC OSB 275

**TBS Registration:** 003554

**Bank Number:** IC PPU 061

### **Industrial Design Name Index**

**Description:** This bank contains industrial design registrations from 1861 to date, accessible as follows 1) register books - registrations from 1861 to 1938, 2) index cards - from 1938 to June 2002, 3) Automated system - from June 2002 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.

**Consistent Uses:** None reported

**Retention and Disposal Standards:** The records are arranged alphabetically by name of applicant, and are retained in headquarters indefinitely.

**RDA Number:** 2000/17

**Related PR#:** IC CIP 170

**TBS Registration:** 002114

**Bank Number:** IC PPU 045

### **Industry and Technology Development**

**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 that enhance industrial competitiveness. 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 that 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.

**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.

**RDA Number:** To be determined.

**Related PR#:** IC IND 125

**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 Canadian Intellectual Property Office (CIPO) 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 170 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, email 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 were to become inactive, the related information would be disposed of after six years.

**RDA Number:** 97/002

**Related PR#:** IC CIP 170

**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 for Industry Canada Youth Employment Strategy (YES) Programs, including Community Access Program (CAP) Youth Employment Program, Computers for Schools Technical Work Experience Program and NetCorps Canada International. Please note that the bank also contains information for YES Programs no longer offered by Industry Canada. Canada's Digital Collections, Information Highway, Science and Entrepreneurship Camps (ISE Camps), Notemakers Pilot Projects; 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 that 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. Destruction through agreement with National Archives of Canada.

**RDA Number:** To be determined.

**Related PR#:** IC SIT 847

**TBS Registration:** 005068

**Bank Number:** IC PPU 067

#### Inquiries and Compliance Activities

**Description:** This bank contains information on individuals and corporations that 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

that have filed a complaint or who are the subject of an inquiry or a compliance activity.

**Purpose:** The information, generally 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 six years and then sent to Archives. Destruction through agreement with National Archives of Canada.

**RDA Number:** 95/001

**Related PR#:** IC COR 200

**TBS Registration:** 003304

**Bank Number:** IC PPU 050

#### **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 includes, among other things, 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 and corporations in bankruptcy, receivership or having filed a proposal. Individual's trustees, consumer proposal administrators and receivers. Individual's 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.

**RDA Number:** 78/005

**Related PR#:** IC OSB 275

**TBS Registration:** 000124

**Bank Number:** IC PPU 038

#### **Insolvency Name Search Database**

**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. The searches are made alphabetically for individuals and numerically for numbered corporations. The system is available through the name search service at the head office of the Superintendent of Bankruptcy. An \$8 fee is requested for each name search. This bank is updated each 24 hours upon new filings and modifications to the database.

**Class of Individuals:** Individuals and corporations 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.



**RDA Number:** 78/005

**Related PR#:** IC OSB 275

**TBS Registration:** 003552

**Bank Number:** IC PPU 060

#### **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.

**RDA Number:** 2000/17

**Related PR#:** IC CIP 170

**TBS Registration:** 004151

**Bank Number:** IC PPU 082

#### **Inventor, Assignee and Patentee Index Cards**

**Description:** This bank contains an inventory of names of individuals who have 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 1997 except for applications filed prior to October 1989.

**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.

**RDA Number:** M15/71

**Related PR#:** IC CIP 100

**TBS Registration:** 000126

**Bank Number:** IC PPU 041

#### **IRAP SandT 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 that 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. Destruction through agreement with National Archives of Canada.

**RDA Number:** 98/001

**Related PR#:** IC IND 130

**TBS Registration:** 004043

**Bank Number:** IC PPU 076

#### **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.

**RDA Number:** 2000/17

**Related PR#:** IC CIP 105

**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 that they are required to report under the Lobbyists Registration Act. In the case of former public office holders, the database contains information related to the positions they have occupied.

**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:** Personal information is retained for a minimum of two years. Destruction through agreement with National Archives of Canada.

**RDA Number:** to be determined

**Related PR#:** IC CAS 255

**TBS Registration:** 002708

**Bank Number:** IC PPU 039

#### **Management and Administration**

**Description:** Covers records related to miscellaneous programs that 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 that 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 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.

**RDA Number:** 99/004

**Related PR#:** IC CAS 300

**TBS Registration:** 002951

**Bank Number:** IC PPU 010

#### **Media Email List**

**Description:** The database contains the names, email addresses, telephone numbers and name of the company of registered users of the media email list.

**Class of Individuals:** Individuals who have self-registered in order to receive news releases, media advisories and upcoming events notifications via email according to the areas of interest that they specify.

**Purpose:** The registration process allows users to receive information without having to visit the website.

**Consistent Uses:** The information gathered is used to administer the media email list.

**Retention and Disposal Standards:** Will be retained as long as the individual is subscribed to the media email list. 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 media email list and so there is no horizon to the retention of active subscriber information.

**RDA Number:** 98/001

**Related PR#:** IC CMB 350

**TBS Registration:** 004233

**Bank Number:** IC PPU 087

#### **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 133 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 then removed from the system.

**RDA Number:** 99/004

**Related PR#:** IC OSB 275

**TBS Registration:** 003553

**Bank Number:** IC PPU 062

### **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. Names and residential addresses of current directors are available to the public via Corporations Canada's database that is available online to the public through Industry Canada's website "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, which include the residential addresses of directors, are made available to the public upon request and at a fee. The 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. Destruction through agreement with National Archives of Canada.

**RDA Number:** 95/001

**Related PR#:** IC COR 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.

**Consistent Uses:** None reported

**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.

**RDA Number:** 97/002

**Related PR#:** IC CIP 100

**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. Destruction through agreement with National Archives of Canada.

**RDA Number:** 99/004

**Related PR#:** IC CAS 300

**TBS Registration:** 000119

**Bank Number:** IC PPU 030

### **Prime Minister's Awards for Teaching Excellence and Prime Minister's Awards for Excellence in Early Childhood Education (ECE)**

**Description:** Covers nominations submissions for the Prime Minister's Awards for which include the following: supporting materials; signed nomination form with names; addresses; telephone numbers of nominated teacher's school or ECE's learning setting and nominator; copy of teaching/ECE certification; and letters of support.

**Class of Individuals:** The personal information relates to teachers, ECE's and school/ learning setting administrators.

**Purpose:** Information is collected for the purpose

of awards presented to teachers of kindergarten to grade 12 and Early Childhood Educators.

**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. Destruction through agreement with the National Archives of Canada.

**RDA Number:** 76/020

**Related PR#:** IC SIT 801

**TBS Registration:** 002915

**Bank Number:** IC PPU 001

### **Professional and Special Services Contracts**

**Description:** This bank is maintained by the Controllership and Administration Sector 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 facilitate the selection of consultants and to carry out auditing and evaluation.

**Consistent Uses:** This bank is used also to make payments where required, to collect receivables, to perform accounting and administrative functions for the department.

**Retention and Disposal Standards:** Retained for six years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** IC CAS 300

**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 Radiocommunication Act offences. 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 Radiocommunication Act prosecutions.

**Retention and Disposal Standards:** Records in this bank are retained for 10 years (active for five and dormant for five years). Destruction through

agreement with National Archives of Canada.

**RDA Number:** 79/002

**Related PR#:** IC SIT 900

**TBS Registration:** 003386

**Bank Number:** IC PPU 022

### **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 call sign 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). Destruction through agreement with National Archives of Canada.

**RDA Number:** 79/002

**Related PR#:** IC SIT 900

**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 that 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 offences under the Radiocommunication 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.

**Retention and Disposal Standards:** Retained for 30 years and then destroyed.

**RDA Number:** To be determined.

**Related PR#:** IC SIT 900

**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 opinions are being sought. Recipients/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:** None.

**Retention and Disposal Standards:** The questionnaire and raw data will be kept for two years and destroyed thereafter.

**RDA Number:** 98/001

**Related PR#:** IC CMB 350

**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); Community Futures Program in Ontario. The types of personal information that 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.

**RDA Number:** 89/023.

**Related PR#:** IC OPS 610

**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. Destruction through agreement with National Archives of Canada.

**RDA Number:** 97/002

**Related PR#:** IC CIP 100

**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 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 and corporations 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 Revenue Agency receives part of the data to facilitate the treatment of income tax returns.

**Retention and Disposal Standards:** The present bank dates back to 1998. There also exists an historical bank to 1978 but it does not form part of the system. Destruction through National Archives of Canada.

**RDA Number:** To be determined.

**Related PR#:** IC OSB 275

**TBS Registration:** 003550

**Bank Number:** IC PPU 058

### 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 database includes contact name, address, telephone, fax, email, 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.

**RDA Number:** 98/001

**Related PR#:** IC IND 130

**TBS Registration:** 005155

**Bank Number:** IC PPU 066

### Strategis Registration Database

**Description:** The database contains the names, addresses and email addresses of registered users of Strategis.

**Class of Individuals:** Individuals who have self-registered in order to access those areas of Strategis that 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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Retained for 10 years and then destroyed.

**RDA Number:** 98/001

**Related PR#:** IC IND 130

**TBS Registration:** 004153

**Bank Number:** IC PPU 084

### Student Connection - Participant and Client Information

**Description:** This bank contains records of students participating in Student Connections (SC) and of public and private sector clients who have received Internet and e-commerce services from SC. Information obtained from students may include name, date of birth, address, phone, email, type of academic institution attending, level completed, field/year of study, languages spoken, equity information, date they entered the program and the date they exited the program and hours worked. Information obtained from clients may include name, business name/industry sector, address, phone, fax, email, preferred language and type of service received.

**Class of Individuals:** Youths participating in the Student Connection Program and recipients of SC services.

**Purpose:** Information collected is used for verification, statistical and evaluation purposes. Information may also be used to provide clients with further program.

**Consistent Uses:** Information will be used for the purposes of improving management and service of the program.

**Retention and Disposal Standards:** Data will be retained for five years. Destruction through agreement with National Archives of Canada.

**RDA Number:** 99/023

**Related PR#:** IC CIO 700

**TBS Registration:** 005257

**Bank Number:** IC PPU 100

### Study on the Causes of Personal Bankruptcy

**Description:** The information collected in the survey has the following identifiers: name, age, marital status of individual, number of dependents, 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.

**RDA Number:** To be determined.

**Related PR#:** IC OSB 275

**TBS Registration:** 003961

**Bank Number:** IC PPU 072

### Surveys of the Office of the Superintendent of Bankruptcy Client 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 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. Destruction through agreement with National Archives of Canada.

**RDA Number:** 78/005

**Related PR#:** IC OSB 275

**TBS Registration:** 003972

**Bank Number:** IC PPU 073

### 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.

**Consistent Uses:** None reported

**Retention and Disposal Standards:** Retained for 10 years and then destroyed.

**RDA Number:** To be determined.

**Related PR#:** IC SIT 915

**TBS Registration:** 003389

**Bank Number:** IC PPU 023

### Testers of Communication Devices for Persons with Disabilities

**Description:** This bank contains the names, telephone numbers and opinions of persons with disabilities who have tested communications devices regarding the usefulness of the devices.

**Class of Individuals:** Persons 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:** None

**Retention and Disposal Standards:** Retained for two years then destroyed.

**RDA Number:** 98/001

**Related PR#:** IC SIT 801

**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.

**Consistent Uses:** None reported

**Retention and Disposal Standards:** The information in this bank is arranged alphabetically by name and is retained indefinitely.

**RDA Number:** 2000/17

**Related PR#:** IC CIP 170

**TBS Registration:** 002115

**Bank Number:** IC PPU 046

### 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 of each trustee. The bank also includes personal information on designated proposal administrators and receivers, such as names, addresses and employers. 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. Destruction through agreement with the National Archives.

**RDA Number:** 78/005

**Related PR#:** IC OSB 275

**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. Destruction through agreement with the National Archives of Canada.

**RDA Number:** 78/005

**Related PR#:** IC OSB 275

**TBS Registration:** 000123

**Bank Number:** IC PPU 036

#### **Urea Formaldehyde Foam Insulation (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 indefinitely at the Federal Records Centre.

**RDA Number:** 89/027

**Related PR#:** IC ATI 180

**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 indefinitely at the Federal Records Centre.

**RDA Number:** 89/027

**Related PR#:** IC ATI 180

**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 indefinitely at the Federal Records Centre.

**RDA Number:** 89/027

**Related PR#:** IC ATI 180

**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 individual's creditors.

**Class of Individuals:** Creditors with unclaimed dividends.

**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 used for the refund of unclaimed dividends to creditors.

**Retention and Disposal Standards:** Information is retained for six years after trustee discharge.

Destruction through agreement with National Archives of Canada.

**RDA Number:** 99/004

**Related PR#:** IC OSB 275

**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.

**Consistent Uses:** None reported

**Retention and Disposal Standards:** Records are retained for six months and then destroyed.

**RDA Number:** 98/005

**Related PR#:** IC HRB 050

**TBS Registration:** 002559

**Bank Number:** IC PPU 052

### **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of standard personal information banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning

Disclosure of Wrongdoing

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

### **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 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 that 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 that 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 OECD 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 that 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 name, addresses, social insurance numbers, financial interests, management capabilities, employment history, 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.

### **Inquiries (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; and the 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 Minister 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.

### **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 Industry Canada. Retrievable records consist of data gathering instruments, such as, but not exclusively, questionnaires that 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.

### **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)
- About the OSB (Bankruptcy)
- ACC-LAB: Procedure for the Accreditation of Testing Laboratories by Industry Canada (SITT)
- Accreditation Standard Guide (S-A-01) (Measurement Canada)
- Administrative Support Manual (Comptroller)
- All About Bankruptcy Mediation (Bankruptcy)
- Applicants Guide: Contributions Program 2005-2006: For Non-profit Consumer and Voluntary Organisations (Consumer Affairs)
- Bankruptcy Statistics (Bankruptcy)
- Broadcasting Circulars (BC) (SITT - Quebec Region)
- Broadcasting Equipment Standards Procedures (BESP) (SITT- All regions)
- Broadcasting Procedures and Rules (BPR) (SITT - All regions)
- Bulletin Manual (Measurement Canada)
- CA Identification Number Microfiche Index on Textile Dealers (Competition Bureau)
- Canada Small Business Financing Guidelines, April 1999 (Operations)
- 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)
- 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)
- Delegation of Authorities Standard (C-D-01) (Measurement Canada)
- 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)
- E-Filing: A Step-by-Step Approach (Bankruptcy)
- External Policies posted online (Corporations)
- Fee and Service Standards Handbook (Competition Bureau) “E”
- Field Inspection Manual – Non Automatic Weighing Devices (Measurement Canada)
- Field Inspection Manual – Volumetric Measuring Devices (Measurement Canada)
- Forest Industries Program - Policy and Administrative Directive (Industry Sector)
- Framework Document (Bankruptcy)
- Gas - Inspection Procedures (Measurement Canada)
- 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 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
- Inspectors’ Handbook (Bankruptcy)
- Interpretation Guidelines - Notifiable Transactions under Part IX of the Competition Act (Competition Bureau) “E”
- 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)
- Laboratory Manual for the Evaluation of Non-automatic Weighing Devices (Measurement Canada)
- Manual of Directives for the Centralized Receipts and Disbursements System (CRDS) (Comptroller)
- Manual of Patent Office Practice (CIPO)
- Measurement Canada Legislation Manual (Measurement Canada)
- Merger Enforcement Guidelines as Applied to a Bank Merger (Competition Bureau)
- 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”
- On-Line Bulletin (Bankruptcy)
- Open Area Test Site (SITT)
- Ordinary Price Claims - Subsection 74.01(2) and 74.01(3) of the Competition Act (Competition Bureau) “E”

- OSB Newsletter (Bankruptcy)
- P-E-01 Procedures for Calibrating and Certifying Electricity Calibration Consoles Pursuant to the Requirements of S-E-01 (Measurement Canada)
- P-E-02 Procedure for Generating and Issuing a Certificate of Calibration for Consoles Compliant with the Requirements of S-E-01 (Measurement Canada)
- P-EG-01 (revision 1) Electricity and Gas Measurement Dispute Investigation Procedure (Measurement Canada)
- 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 Form (2003-2004) (SITT)
- Prime Minister's Awards for Excellence in Early Childhood Education - Guidelines and Nomination Form (2003-2004) (SITT)
- Prime Minister's Awards for Teaching Excellence - Exemplary Practices (2002-2003) (SITT)
- Prime Minister's Awards for Excellence in Early Childhood Education - Exemplary Practices (2002-2003) (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)
- Radio Equipment Certification Procedure (RSP-100) (SITT)
- Radio Equipment List (REL) (SITT)
- Radio Standards Procedures (RSP) (SITT - Quebec Region)
- Recommended Practices: Calibration of Mass Standards (Measurement Canada)
- Registration Guide (Measurement Canada)
- Secretarial Procedures Manual (Human Resources)
- Stand Out From Your Competitors (CIPO)
- Strategic Alliances Under the Competition Act - 1995 (Competition Bureau)
- Strategic Technologies Program -Biotechnology Component: Program Manual (Industry Sector)
- TPC Policies and Business Procedures (TPC)
- 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"
- Trade-marks Examination Manual (CIPO)
- Trade-marks Examination Wares and Services Manual (CIPO)
- Trustee Licensing Policy (Bankruptcy)
- What's in a Name? (CIPO)
- Your Guide to Government of Canada Services and Support for Small Business (3rd edition) (IP0)

### 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](http://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

Montreal, 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**

Industry Canada has designated certain areas as public reading rooms under the Access to Information Act. Please contact the Information and Privacy Rights Administration at (613) 954-2754.

# Infrastructure Canada

## Chapter 79

### General Information

#### Background

Infrastructure Canada was created in August 2002 as a separate organization under Schedule 1.1 of the Financial Administration Act, with a mandate to provide a focal point for Federal leadership on infrastructure issues and programs.

In July 2004, the position of Minister of State (Infrastructure and Communities) was created and a separate portfolio was established for the Department. Budget 2004 committed the Government of Canada to a “New Deal for Cities and Communities” and the mandate to pursue this initiative was transferred from the Privy Council Office to the new Infrastructure and Communities Portfolio.

The Department has continued to evolve to reflect its expanding mandate. In addition to its existing responsibilities, the Department now supports the Minister in putting in place the foundation to advance the New Deal for Cities and Communities. The Department also supports the Minister’s responsibilities for four Crown Corporations – the Canada Lands Company Limited, the Old Port of Montréal, Downsview Park Inc. and Queens Quay West Land Corporation.

#### Responsibilities

A key element of the Department’s mandate is to manage and coordinate funding programs that support public infrastructure initiatives as well as to provide strategic advice and policy direction on related matters.

Another key aspect of the Department’s mandate is policy development and research. The Department works closely with its key federal partners, as well as stakeholders, to apply and transfer knowledge such as that gained through its research activities in order to promote innovative approaches that respond to the needs of regions and individual communities.

The Department is also responsible for communications and dissemination of information on the federal role and contributions to infrastructure in Canada.

The Cities Secretariat contributes by providing leadership and coordination in the development of a New Deal for Cities and Communities.

The department has wide-ranging functions, which include: developing policy to set infrastructure priorities; administering programs to invest in projects nation-wide; working with provinces, territories and First Nations to share a portion of gas tax revenues with communities of all sizes; strengthening and sharing understanding of infrastructure issues (both inside and outside the Government of Canada) and ensuring that a more comprehensive and accurate knowledge foundation is in place to support informed, evidence-based policy and decision making; and leveraging effective information management and technology to support the department’s requirements and to meet the performance, due diligence and transparency requirements for the infrastructure programs.

#### Legislation

- Canada Strategic Infrastructure Canada Fund Act

#### Organization

The Department is headed by a Deputy Head who is supported by an Associate Deputy Head and three Assistant Deputy Ministers: the Senior Assistant Deputy Minister, Policy and Communications Branch, the Assistant Deputy Minister, Program Operations Branch and the Assistant Deputy Minister, Cities Secretariat.

#### Policy and Communications Branch

The Policy and Communications Branch contributes to the mandate of the Department by developing policy strategy concerning infrastructure in Canada. The Branch is responsible for research on all subjects concerning infrastructure. Through in-depth analysis, priorities are set and policies are developed. The Branch is also responsible for the communications function of the Department and, in conjunction with this, develops and maintains an active network both within and outside the federal government. The Branch oversees the Department’s corporate services functions. Under the General Director, Policy and Communications, the Crown Corporation Secretariat is responsible for portfolio



management of four Crown corporations and advises the Deputy Head on public sector governance issues and strategic business concerns.

### **Policy and Priorities**

Leadership, strategic advice, and policy and program direction on infrastructure matters.

Identification and assessment of infrastructure needs, priorities and funding pressures on a federal level.

Key stakeholder liaison, federal department and central agency liaison.

### **Crown Corporation Secretariat**

Provide policy advice to the Minister on matters pertaining to the four Crown corporations in the portfolio, coordinate portfolio activities on horizontal issues, and provide administrative, logistical, and analytical coordination and support

### **Research and Analysis**

Research on priority issues, international infrastructure issues, sectoral expertise (environment, climate change, transportation), coordination and collaboration with researchers inside and outside government on priority issues.

### **Communications and Promotion**

Development and implementation of communication strategies, outreach messaging, speeches, press releases and conferences, media monitoring and analysis, publishing and editing services, lead responsibility

### **Corporate Services**

Advisory and planning capacity in financial, human resources and administrative functions. Responsibility for internal audit and evaluation.

Contracted out support for transactional activity (accounting operations, financial system operation, contracting and procurement, compensation, staffing and classification, staff relations, etc.)

### **Program Operations Branch**

The Program Operations Branch is responsible for Canada's national infrastructure investment program delivery, involving the Infrastructure Canada Program, the Canada Strategic Infrastructure Fund, the Border Infrastructure Fund and the Municipal Rural Infrastructure Fund. The

Branch oversees the Department's national infrastructure program delivery frameworks, mechanisms and systems.

### **Intergovernmental Relations**

Ensuring the implementation of programs and specific major projects announced by the Government of Canada.

Establishing and overseeing the frameworks, mechanisms and systems under which all funds are managed and administered.

Negotiation, development and management of contribution agreements funded through Infrastructure Canada.

### **Issues Management**

Identification of trends and developments in physical infrastructures, innovative construction methodologies and materials, and alternative project implementation strategies.

Addressing key aspects, such as risk analysis; business process improvement and automated systems enhancement; environmental stewardship and sustainability; operational and action research; and, innovative engineering, financing and implementation.

Oversight role through monitoring of the program operations contribution programs and reporting on performance.

Establishment of procedures and controls to identify and assess program and project risks.

### **Information Management/Information Technology**

Providing an integrated technology framework to support and advance the Department's business agenda, and increase federal visibility for Infrastructure Canada.

Advising on IM/IT-related opportunities and issues, including the cyber implications of physical infrastructure projects and agreements.

Providing strategic direction and leadership in leveraging information management and information technology within Infrastructure Canada in support of departmental priorities.

### **Cities Secretariat**

The Cities Secretariat works to improve policy integration on socio-economic, environmental, infrastructure and cultural issues related to cities and communities. It also negotiates bilateral

agreements with provinces and territories on the federal gas tax transfer. As the focal point for the Government's communities agenda, it advises and serves the Minister and the Prime Minister on issues of national importance to cities and communities, and provides support to the External Advisory Committee on Cities and Communities.

## Information Holdings

### Program Records

#### **SIMSI Projects - Public Web Site**

**Description:** Infrastructure Canada's site containing information on all approved and announced projects under the Infrastructure Canada Program. This site complements Infrastructure Canada's main site. The main purpose of this site is to allow the general public and 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.

**Program Record Number:** INFC-SPR-005

#### **Infrastructure Canada Web Site**

**Description:** Infrastructure Canada's departmental web site containing information on all programs (Border Infrastructure Fund, Canada Strategic Infrastructure Fund, Infrastructure Canada Program and Municipal Rural Infrastructure Fund). The web site also contains news releases, agreements, publications and a gateway to infrastructure research.

**Topics:** Border Infrastructure Fund, Canada Strategic Infrastructure Fund, Infrastructure Canada Program and Municipal Rural Infrastructure Fund, Media Centre, Publications, Infrastructure Research, SIMSI, Related Infrastructure Sites.

**Program Record Number:** INFC-ICW-010

#### **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 (ICP). 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, audit, environmental assessment, benefit and reporting.

**Program Record Number:** INFC-SIM-015

### 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  
Hospitality

Proactive Disclosure

Relocation

Travel

### Standard Personal Information Banks

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

Executive Correspondence Management Systems  
Hospitality

Relocation

Travel

## Additional Information

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

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

General Enquiries

Infrastructure Canada

Communications

90 Sparks Street, 6th floor

Ottawa, Ontario K1P 5B4

Telephone: (613) 948-1148

Telephone toll free: 1 800 O-Canada (1 800 622-6232)

Web site: [www.infrastructure.gc.ca](http://www.infrastructure.gc.ca)

## **Reading Room**

Infrastructure Canada  
90 Sparks Street, 6th floor  
Ottawa, Ontario

# International Centre for Human Rights and Democratic Development

## Chapter 80

**The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.**

### 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](mailto:ichrdd@ichrdd.ca)  
Web Site: [www.ichrdd.ca](http://www.ichrdd.ca)

#### Reading Room

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

# International Development Research Centre

## Chapter 81

### 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 Policy; 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 head office is 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 developing-country researchers and policy-makers, 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.

#### President's Office (PO)

The President's Office supports the President and the Board of Governors and provides a variety of corporate services (e.g., legal, audit, communications).

#### 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)

The Resources Branch provides administrative support to the Centre's activities.

### Information Holdings

#### Program Records

##### President's Office

##### Office of the Corporate Secretary

**Description:** Information on meetings of the Board of Governors and its committees, meetings of the Senior Management Committee, and corporate governance matters.

**Topics:** Board and management committee meetings, Board meetings, corporate governance.

**Access:** Files arranged by committee or by topic.

**Format:** Paper and electronic format.

**Program Record Number:** IDR PO 005

##### Executive Office

**Description:** General correspondence between the president and partner institutions, international organisations, government agencies, and the general public; information on Centre operations and the President's travel arrangements; President's speeches; Access to Information and Privacy requests.

**Topics:** Requests for meetings, funding, information; Centre management; institutional

collaboration; speeches; travel arrangements.

**Access:** Files arranged primarily by organisation name or by topic.

**Format:** Principally paper; some documents are available electronically.

**Program Record Number:** IDR PO 010

#### **Office of the General Counsel**

**Description:** Information on employment and labour law, intellectual property, agreements governing the Centre's regional presence, research ethics, conflict of interest, and contractual and legislative requirements.

**Topics:** Acts, legislation, ethics, regional presence, country agreements.

**Access:** Files arranged by geographic area or by topic.

**Format:** Principally paper; some documents are available electronically.

**Program Record Number:** IDR PO 015

#### **Audit Services Division**

**Description:** Information on risk management, governance processes, audits, and audit processes.

**Topics:** Risk management, audits, governance and audit processes.

**Access:** Files arranged by name of group or regional office, or by topic.

**Format:** Principally paper; some documents are available electronically.

**Program Record Number:** IDR PO 020

#### **Communications Division**

**Description:** Information on strengthening support for the institution among key Canadian partners, decision-makers, and policy-makers, and on developing communication strategies and tools to disseminate relevant knowledge and information to key audiences.

**Topics:** Publications, conferences and symposia, government relations, public relations.

**Access:** Files arranged by topic or event.

**Format:** Paper and electronic format.

**Program Record Number:** IDR PO 030

#### **Program and Partnership Branch**

##### **Social and Economic Policy Program Area**

**Description:** Information on research into public policies that can help to reduce poverty and enhance social equity in developing countries.

**Topics:** Democratic processes in governance and peace building; political economy of peace and conflict; poverty monitoring, measurement, and analysis in developing countries; emerging issues in international trade relations; policy responses to globalization; health policies and the delivery of

basic public services; gender and development problems, issues and debates.

**Access:** Files arranged by organisation name, project, or topic.

**Format:** Paper and electronic format.

**Program Record Number:** IDR PB 025

##### **Information and Communication Technologies for Development Program Area**

**Description:** Information related to research on and development of the effective use of information and communication technologies (ICTs) to address the gap between the information "haves" in the North and the "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, Asia, and Latin America and the Caribbean to apply ICTs to their social and economic development.

**Access:** Files arranged by organisation name, project, or topic.

**Format:** Paper and electronic format.

**Program Record Number:** IDR PB 015

##### **Environment and Natural Resource Management Program Area**

**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:** secure sources of food and water for the poor in both rural and urban areas; the needs of the rural poor who live in fragile or degraded ecosystems; integrated and participatory approaches to reducing environmental burdens on the urban poor and enhancing the use of natural resources for food, water and income security; relationship between components of an ecosystem to define and assess priority problems that affect the health of people and the sustainability of their ecosystem; water governance issues; water demand management strategies and tools in countries of the Middle East and North Africa.

**Access:** Files arranged by organisation name, project, or topic.

**Format:** Paper and electronic format.

**Program Record Number:** IDR PB 020

##### **Innovation, Policy and Science**

**Description:** Information on policy, partnering, and programming work on science and technology for

development; correspondence with grants councils in Canada and abroad on science and technology-related matters.

**Topics:** Emerging technologies (e.g., biotechnology, genomics, nanotechnology) and the divides; Canadian and international partnering; national science and technology (S&T) and innovation agendas for development; and science communication.

**Access:** Files arranged by organisation name, project, or topic.

**Format:** Paper and electronic format.

**Program Record Number:** IDR PB 050

### Special Initiatives Division

**Description:** Information on training and awards; information on research supported by Canadian partnerships, the Middle East Unit, and other special initiatives that offer unique opportunities to contribute to the mission and goals of the Centre.

**Topics:** institutional alliances with constituency groups in Canada with a knowledge-based international outlook; research and internship awards; project-related awards; special initiatives.

**Access:** Files arranged by organisation name, project, or topic.

**Format:** Paper and electronic format.

**Program Record Number:** IDR PB 030

### Partnership and Business Development Division

**Description:** Information on initiating, building, and maintaining key long-term relationships with donors and other institutions committed to the long-term development of Southern research capacities.

**Topics:** collaborating with other institutions around the world; business development; resource expansion; knowledge-sharing.

**Access:** Files arranged by organisation name, project, or topic.

**Format:** Paper and electronic format.

**Program Record Number:** IDR PB 085

### Bellanet Secretariat

**Description:** Information and communication technologies (ICT) to broaden collaboration and to increase participation and knowledge diffusion.

**Topics:** Information-sharing; program planning; program delivery; evaluation.

**Access:** Files arranged by organisation name, activity, or topic.

**Format:** Paper and electronic format.

**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.

**Access:** Files arranged by organisation name, activity, or topic.

**Format:** Principally paper; some documents are available electronically.

**Program Record Number:** IDR PB 045

### International Model Forest Network Secretariat

**Description:** Information on the management, conservation, and sustainable development of forest resources.

**Topics:** Model forests; sustainable forest management.

**Access:** Files arranged by organisation name, activity, or topic.

**Format:** Principally paper; some documents are available electronically.

**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.

**Access:** Files arranged by organisation name, activity, or topic.

**Format:** Principally paper; some documents are available electronically.

**Program Record Number:** IDR PB 060

### 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:** Building capacity to identify and assess environmental problems; improving the decision-making processes for formulating, implementing, monitoring, and evaluating policies, programmes, and projects related to environmental management; facilitating the transfer of environmental management information between local governments, research institutions and the civil society.

**Access:** Files arranged by organisation name, activity, or topic.

**Format:** Principally paper; some documents are available electronically.

**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.

**Access:** Files arranged by organisation name, activity, or topic.

**Format:** Principally paper; some documents are available electronically.

**Program Record Number:** IDR PB 080

## **Resources Branch**

### **Human Resources Division**

**Description:** Information on developing policies, human resources planning, organizational design and job evaluation, resourcing, employment equity, official languages, training and development, performance management, compensation, rewards and recognition, employee relations, health and wellness.

**Topics:** Employment; official languages; pensions; insurance; personnel management; salaries and wages; staff relations; training and development.

**Access:** Files arranged by topic.

**Format:** Principally paper; some documents are available electronically.

**Program Record Number:** IDR RB 010

### **Information and Technology Management Division**

**Description:** Information on maintaining, improving, and replacing information technologies used.

**Access:** Files arranged by topic.

**Format:** Paper and electronic.

**Program Record Number:** IDR RB 015

### **Finance and Administration Division**

**Description:** Information on accounting, financial management, facilities management, procurement, and conference and hospitality services.

**Topics:** Accounts; administrative services; budgets; office equipment and supplies; office furniture; staff security; facilities management.

**Access:** Files arranged by topic.

**Format:** Principally paper; some documents are available electronically.

**Program Record Number:** IDR RB 020

## **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.

**Access:** By topic or country.

**Format:** Electronic.

**Program Record Number:** IDR RB 025

### **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); NavigatER (travel); TAPS (purchasing); EVIS (evaluations); PCR (project completion reports); and iRIMS (records management).

**Access:** By topic, by project, by employee name, or by vendor.

**Format:** Electronic.

**Program Record Number:** IDR RB 030

## **Standard Program Records**

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

Access to Information and Privacy Requests  
Administration and Management Services  
Automated Document, Records and Information Management Systems  
Business Continuity Plans (BCP)  
Hospitality  
Information Technology Services  
Physical Security  
Proactive Disclosure  
Relocation  
Travel



## Particular 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. The applicant's Social Insurance Number (SIN) is included for the purposes of issuing a T4 form (Statement of Remuneration Paid). 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 schedules; record final reports; and prepare final evaluations 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.

**RDA Number:** 83/002

**TBS Registration:** 001151

**Related PR#:** IDR PB 030

**Bank Number:** IDR PPU 005

### Human Resources Inventory

**Description:** This bank contains an inventory of external applicants for possible employment at the International Development Research Centre. All unsolicited cvs are classified according to the established classification system. This inventory is used to identify applicants for recruitment purposes.

**Class of Individuals:** All applicants requesting employment at IDRC.

**Purpose:** Repository for applications for employment at IDRC.

**Consistent Uses:** The system is used to screen

suitable applicants for new or vacant positions and to categorize suitable applicants for eventual employment.

**Retention and Disposal Standards:** The records are retained for six months then destroyed.

**RDA Number:** 98/005

**Related PR#:** IDRC RB 010

**TBS Registration:** 001153

**Bank Number:** IDR PPE 802

### Medical Records

**Description:** This bank contains the pre-employment examinations, health histories, reports of physical examinations, results of biochemical tests, x-rays, and cardiograms of employees of the International Development Research Centre as well as of family members of staff who are posted overseas. It also holds records of the physician's or the nurse's notes on employees who present themselves to the unit requesting assistance with non-travel-related health problems. In addition, the bank contains the medical/health records of employees on short-term or long-term disability. The files are arranged in alphabetical order by last name.

**Class of Individuals:** Past and present IDRC employees, family members of overseas staff.

**Purpose:** To maintain a health history record of past and present employees of IDRC and of family members of staff posted in the regional offices.

**Consistent Uses:** This file is used to record health history and medical examinations of employees and family members of overseas staff, to record annual and periodic medical examinations of all employees who travel overseas, and to maintain and update records of required inoculations of all employees who travel abroad.

**Retention and Disposal Standards:** The records are retained for five years after employment termination then destroyed.

**RDA Number:** 83/002

**Related PR#:** IDR RB 010

**TBS Registration:** 001154

**Bank Number:** IDR PPE 803

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Automated Document, Records, and Information Management Systems

Business Continuity Plans  
Electronic Network Monitoring Logs  
Executive Correspondence Management Systems  
Hospitality  
Internal Disclosure of Wrongdoing in the Work  
Place  
Relocation  
Travel

## **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.

Please Note: Requests made to the International Development Research Centre under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the International Development Research Centre.

For General Information on IDRC, please contact:

Communications  
International Development Research Centre  
P.O. Box 8500  
Ottawa, Ontario K1G 3H9

Tel.: (613) 236-6163

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:

250 Albert Street, 9th Floor  
Ottawa, Ontario

# Department of International Trade

## Chapter 82

**Please Note: The following information does not refer solely to the Department of International Trade, but is the 2003-2004 Info Source chapter for the Department of Foreign Affairs and International Affairs (DFAIT). As a result of the December 2003 split into two separate entities, the Department of International Trade was not able to update their content for inclusion in the 2005-2006 version of Info Source.**

### General Information

#### Background

The Department of Foreign Affairs and International Trade had its origin in an Act of Parliament in 1909 to deal with Canada's relations with other governments within the British Empire and with foreign states. In 1981, the foreign operations of the immigration service were brought into the Department. In January 1982, there was a fundamental reorganization to include the foreign trade policy and international trade component of the Industry, Trade and Commerce Department. In 1992 the Immigration component of the foreign service was transferred to Employment and Immigration Canada and certain other non-core functions, such as the World Exhibition program and international sport program, were transferred to other departments. In 1993 the Investment Development Division of Investment Canada was merged with the Department.

The Department of External Affairs Act of 1985 set forth the mandate of the Department and provided for a Secretary of State for External Affairs (SSEA) and a Minister for International Trade. The name of the Department was subsequently changed to External Affairs and International Trade Canada. In the fall of 1993 the Department assumed its present title, the Department of Foreign Affairs and International Trade (DFAIT), and the SSEA's title was changed to Minister of Foreign Affairs.

#### Responsibilities

The Department of Foreign Affairs and International Trade has the primary responsibility for the promotion and protection of Canada's interests abroad and the conduct of Canada's

relations with other countries. Its legal mandate, as set out in the Department of Foreign Affairs and International Trade Act, RSC 1985, c. E-22, is to: conduct all diplomatic and consular relations on behalf of Canada; conduct all official communication between the Government of Canada and the government of any other country and between the Government of Canada and any international organization; conduct and manage international negotiations as they relate to Canada; coordinate Canada's economic relations; foster the expansion of Canada's international trade; coordinate the direction given by the Government of Canada to the heads of Canada's diplomatic and consular missions and to manage these missions; administer the foreign service of Canada; foster the development of international law and its application in Canada's external relations.

The Department has four basic roles, which flow from the legal mandate. They are: the development and coordination of the Government's international policy; advocacy of Canadian interests and values overseas; the provision of services to Canadians (trade and investment promotion, securing and improving market access, consular assistance, passports); and support for other government departments and agencies abroad (including provincial governments).

#### Legislation

- Asia-Pacific Foundation of Canada Act, RSC 1985, c. A-13
- Canada Shipping Act, RSC 1985, c. S-9, s. 632.4
- Canada-Chile Free Trade Agreement Implementation Act, S.C. 1997, c. 14
- Canada-Israel Free Trade Agreement Implementation Act, S.C. 1996, c. 33
- Canada-United States Free Trade Agreement Implementation Act, RSC 1988, c. 65, ss. 1 to 7 and Parts I and V
- Canadian Commercial Corporation Act, RSC 1985, c. C-14

- Canadian Environmental Assessment Act, SC 1992, c. 37, ss. 40, 47, 58
- Canadian Laws Offshore Applications Act, SC 1990, c. 44, s. 10
- Canadian Security Intelligence Service Act, RSC 1985, c. C-23, ss. 13, 14, 16, 17, 19
- Chemical Weapons Convention Implementation Act SC 1995, c. 25
- Citizenship Act, RSC 1985, c. C-29, ss. 3, 23
- Coasting Trade Act, SC 1992, c. 31, ss. 3, 17
- Criminal Code, RSC 1985, c. C-46, ss. 7, 57, 477.4
- Cultural Property Export and Import Act, RSC 1985, c. C-51, ss. 4, 17, 39
- Customs Tariff, RSC 1985, c. C-54.01, s. 59
- Department of Foreign Affairs and International Trade Act, RSC 1985, c. E-22; 1995, c. 5
- Excise Tax Act, RSC 1985, c. E-15, s. 68.3
- Export and Import Permits Act, RSC 1985, c. E-19
- Export Development Act, RSC 1985, c. E-20
- Food and Agriculture Organization of the United Nations Act, RSC 1985, c. F-26
- Foreign Enlistment Act, RSC 1985, c. F-28, s. 7
- Foreign Extraterritorial Measures Act, RSC 1985, c. F-29, s. 5
- Foreign Missions and International Organizations Act, SC 1991, c. 41
- Fort-Falls Bridge Authority Act, SC 1970-71-72, c. 51
- Immigration Act, RSC 1985, c. I-2, s. 116
- International Boundary Waters Treaty Act, RSC 1985, c. I-17
- International Centre for Human Rights and Democratic Development Act, RSC 1985, c. I-17.3. (RSC 1985 (fourth supplement) c. 54)
- International Development (Financial Institutions) Assistance Act, RSC 1985, c. I-18
- International Development (Financial Institutions) Assistance Act, SC 1981-82-83, c. 73
- International Development Research Centre Act, RSC 1985, c. I-19
- Motor Vehicle Transport Act, 1987, RSC 1985, c. M-12.01, s. 17
- Mutual Legal Assistance in Criminal Matters Act, RSC 1985, c. M-13.6, s. 6
- National Transportation Act, 1987, RSC 1985, c. N-20.01, ss. 86, 156
- North American Free Trade Agreement Implementation Act, SC 1993, c. 44, s. 1 to 9 and Parts I and III
- Northern Pipeline Act, RSC 1985, c. N-26
- Privileges and Immunities (NATO) Act, RSC 1985, c. P-24
- Prohibition of International Air Services Act, RSC 1985, c. P-25
- Rainy Lake Watershed Emergency Control Act, SC 1939, c. 33
- Revolving Funds Act, RSC 1985, c. R-8, s. 4
- Roosevelt Campobello International Park Commission Act, SC 1964-65, c. 19
- Skagit River Valley Treaty Implementation Act, SC 1984, c. 11
- Special Economic Measures Act, SC 1992, c. 17
- Special Import Measures Act, RSC 1985, c. S-15, Parts I.1 and II
- State Immunity Act, RSC 1985, c. S-18, ss. 9, 14, 15
- Teleglobe Canada Reorganization and Divestiture Act, SC 1987, c. 12, s. 8
- Territorial Sea and Fishing Zones Act, RSC 1985, c. T-8, except for s. 6
- The Geneva Conventions Act, RSC 1985, c. G-3, ss. 6, 9
- Treaties of Peace; Austria, Germany, SC 1919 (second session), c. 30; Bulgaria, SC 1920, c. 4; Hungary, SC 1922, c. 49, SC 1948, c. 71 and SC 1950, c. 50, s. 10; Italy, Romania, Finland, SC 1948, c. 71 and SC 1950, c. 50, s. 10; Japan, SC 1952, c. 50; Turkey, SC 1922, c. 49
- United Nations Act, RSC 1985, c. U-2

- World Trade Organization Agreement Implementation Act, SC 1994, c. 47, ss. 1 to 7 and Parts I and II

## Organization

The Department has two Ministers (the Minister of Foreign Affairs and the Minister for International Trade) and three Secretaries of State (for Asia Pacific; for Latin America, Africa and la Francophonie; and for Central and Eastern Europe, and the Middle East). The responsibilities of the two Ministers extend beyond this Department: the Minister of Foreign Affairs

is also responsible for the International Development Research Centre, the International Joint Commission and the International Centre for Human Rights and Democratic Development. The Minister for International Trade is responsible for the Export Development Corporation, the Canadian Commercial Corporation, the North American Free Trade Agreement (NAFTA) Secretariat, and the Northern Pipeline Agency Canada.

### Headquarters Organization

The Department is headquartered in Ottawa but operates throughout Canada via local and regional passport offices and through its network of trade commissioners in regional offices. Below the deputy minister level, the Department is organized by function, by geography and for corporate services at the assistant deputy minister level and is supported by the Legal Adviser and Planning Secretariat. There are special ambassadors, based in Ottawa, for special subjects such as Fisheries Conservation, the Environment, Air Negotiations and Circumpolar Affairs. The present headquarters structure came into effect in September 1996.

The functional Assistant Deputy Ministers (International Business and Communications; Trade, Economic and Environmental Policy; Global and Security Policy) are accountable for developing coherent, effective global policies and initiatives to achieve worldwide the objectives of the government's foreign policy. The geographic Assistant Deputy Ministers (Asia Pacific; Americas; Europe, Africa and the Middle East) are accountable for the implementation of objectives within their respective regions and ensuring that policies and initiatives are consistent with the

development and maintenance of effective and coherent relationships between Canada and each country.

The Department is further divided into a number of bureau, as listed below alphabetically, each headed by a director general. The bureau, in turn, are separated into divisions, each under a director. There are also some divisions and work units that do not form parts of bureau. The acronym by which each major unit is known is shown after the name.

### Missions abroad

Outside Canada, the Department operates through a network of 129 missions and 33 offices in 107 countries. Overseas representation also exists through a number of honorary consuls. Details of missions abroad can be found in the publication *Canadian Representatives Abroad*, issued annually.

Bilateral missions are accredited to specific countries. They include larger missions that provide a full range of services within the business line framework and smaller missions that specialize in specific services, including those of other government departments such as CIDA and Citizenship and Immigration Canada.

Multilateral missions serve Canadian interests in specific international organizations such as the World Trade Organization (WTO), the North Atlantic Treaty Organization (NATO), the United Nations (UN) and the U.N. Educational, Scientific and Cultural Organization (UNESCO), the Organization for Economic Cooperation and Development (OECD), the European Union (EU), and the Organization of American States (OAS). Missions also provide support to other government departments, including financial management, accommodation and property management, materiel management, communications, information management, personnel management of locally engaged staff, transportation and security.

### Canadian Foreign Service Institute (CFSI)

The Institute plans and delivers training and development programs to Departmental employees. The programs are designed to improve the effectiveness of employees in the delivery of the Department's programs in Canada and internationally and to facilitate career development. They include training in official and foreign languages, intercultural effectiveness and a

broad range of skills and practices related to DFAIT's business lines. Organizational development services are also provided to assist the Department in managing change.

### **Communications Bureau (BCD)**

The Communications Bureau consists of the Foreign Policy and Corporate Communications Division, the Trade Communications Division, the Media Relations Office, the Outreach Programs and E-Communications Division, the Communications Services Division and the Director General's Office.

The Bureau is responsible for increasing awareness and understanding of Canada's foreign policy and international trade agenda among domestic and foreign audiences. It is also responsible for explaining the role of the Department to Canadians and recently added an internal communications function in order to foster a more productive working environment and forum for ideas at headquarters and at missions abroad.

More specifically, the Communications Bureau provides quality communications advice and services to Ministers and officials on issues, events and initiatives. It also ensures that Canadian and foreign media, as well as other partners, groups and individuals, receive timely and accurate information about the Department and international issues of importance to Canada. The Bureau organizes speaking tours and other outreach programs and activities, provides the Department with public opinion research and analysis, co-ordinates advertising and publishing, and promotes public understanding of the historical aspects of Canada's foreign relations.

### **Consular Affairs Bureau (JPD)**

The Consular Affairs Bureau, under the direction of a Director General, has the sole responsibility for the provision of assistance to and protection of Canadians in other countries. In carrying out that mandate, it operates through staff at Canadian missions abroad as well as through five headquarters divisions consisting of: Case Management, Emergency Services, Program Services, Informatics Services, and Communications and Training. The Bureau sets overall policy for the delivery of consular services, manages cases in cooperation with missions, establishes service standards, manages the cost recovery program, delivers passport and citizenship services overseas, manages the 24-

hour, 7-days-a-week departmental/consular operations centre and ensures the application of the Vienna Convention on Consular Relations and related multilateral and bilateral agreements to its consular activities.

### **Corporate Finance, Planning and Systems Bureau (SMD)**

This bureau is comprised of four divisions. The Planning, Program Analysis and Budgeting Division (SMP) provides analysis and advice to the Executive Committee on program planning and resource allocation matters; negotiates with central agencies the size of the Department's budget; coordinates the preparation of the Department's submissions to Treasury Board and its Estimates; prepares DFAIT's annual reports on Plans and Priorities and its Departmental Performance Report to Parliament. The division also coordinates the Department's strategic planning and conducts costing and financial analysis activities.

The Common Services Abroad, Planning and Coordination Division (SMC) provides strategic direction and planning of common services delivery to partner departments and co-locators at our missions abroad; coordinates and supports the implementation of the Framework for Managing Growth at Missions adopted by DFAIT in 2001; develops and negotiates memoranda of understanding (MOUs) with partner departments and co-locators; cost recovery from partner departments and co-locators, and coordination and promotion of the Modern Management initiative.

The International and Domestic Financial Division (SMF) is responsible for domestic and foreign operations for the Department as well as other government departments engaged in foreign operations; and for the operation of a centre of expertise dedicated to the management of service contracts for the department.

The Corporate Management Systems, Policy and Compensation Division (SMS) is responsible for the strategic direction, development, maintenance, training and support of systems utilized in the management of departmental resources including financial, human, and material management, including the Integrated Management System (IMS), PeopleSoft; HRMS, Salary Management System, and Business Intelligence; the administration of compensation and benefits for departmental employees; as well as the formulation and coordination of financial policy.

### **Economic Policy Bureau (EED)**

The Bureau is responsible for the development and coordination of Canada's positions on international economic and development assistance issues, including G8 Economic Summits, the OECD and APEC. It is also responsible for research and analysis of policy options on Canada's international trade and economic agenda. It consists of three divisions: International Economic Relations and Summit Division; Economic Relations with Developing Countries Division; and Trade and Economic Analysis Division.

### **Executive Services Bureau (DCD)**

The objective of this Bureau is to provide dedicated, one-stop support to our two Ministers, and three Secretaries of State and the Deputy Ministers. It is composed of four divisions: DCL (Cabinet and Parliamentary Liaison); DCP (Access to Information and Privacy Protection); DCC (Ministerial Correspondence); and DCX (Executive Briefings). It also acts as a focal point on regulatory matters and policies, is responsible for preparing and disseminating the Forward Planning Document and acts as Secretariat to the Department's Executive Committee.

### **Export and Import Controls Bureau (EPD)**

The authority to control the export and import of goods and technology through the Export and Imports Permits Act (EIPA) is the basis of the Bureau's foreign and domestic policy mandate. The Act sets out criteria to govern the inclusion of particular goods on an Export Control List and an Import Control List, and provides for the inclusion of particular countries on an Area Control List applicable to exports. Control over the flow of goods contained on these lists and to/from these destinations is effected through the issuance or denial of export and import permits. The Act delegates to the Minister of Foreign Affairs the discretion to grant or deny requests for permits, and thus confers on the Minister broad powers to control the flow of goods. The principal role of the Export and Import Controls Bureau is to manage Canada's export and import control regime. This it does through policy development; issue management; processing and issuance of permits; and multilateral and bilateral negotiations.

### **Geographic Bureau**

For the conduct of external relations, the world has been divided among eight geographic bureau each

under a director general. These are: Africa (GGD); Central, East and South Europe (RBD); European Union, North and West Europe (RWD); Latin America and Caribbean (LGD); Middle East, North Africa and Gulf States (GMD); North Asia and Pacific (PND); South and Southeast Asia (PSD); and North America (NAD). Each bureau is separated into divisions according to smaller geographic areas, and within the divisions, a country desk approach is normally used. The responsibilities and activities of the geographic bureau have much in common and are best described together.

Each bureau is responsible for the management and coordination of the full range of relations with its region. Included are the operations of the Canadian posts abroad in its area, their guidance and instruction, the on-going dialogue with them, and the provision and allocation of resources to them. Under the Department of Foreign Affairs and International Trade Act, a head of mission is defined as responsible for the management and direction of the mission and the supervision of the official activities of the various Canadian departments and agencies in the country in question.

The geographic bureau provide policy advice to Ministers, based on country and regional analysis, and generally are responsible for the handling of bilateral political and economic issues and trade policy with various parts of the world. Each bureau normally manages directly certain core DFAIT programs or "business lines"; for example, "international security and cooperation" or "international business development". In addition, the bureau – with its component divisions – coordinates the delivery within its area of other departmental business lines, including DFAIT's public affairs, consular and administrative programs, as well as the programs of other federal departments and agencies with major operations overseas. As the main point of contact for the Canadian business community, geographic divisions handle export promotion and country-specific market access issues. Most of them support tourist promotion activities in conjunction with the Canadian Tourism Commission, fairs and trade missions, investment development and science and technology cooperation. They also serve as a point of contact for non-governmental organizations with interests abroad and for foreign diplomatic missions based in Ottawa.

### **Global and Human Issues Bureau (AGD)**

This Bureau is responsible for policy development and coordination of activity in issues which are transnational in nature and contribute to sustainable human development and human security. The Human Rights, Humanitarian Affairs and Women's Equality Division ensures effective monitoring of human rights, women's equality issues world-wide and the effective integration of these considerations into all relevant aspects of bilateral and multilateral relations. It also coordinates the foreign policy aspects of humanitarian affairs and migration and refugee issues. The Aboriginal and Circumpolar Affairs Division manages aboriginal issues in Canada's multilateral and bilateral relations and is responsible for the implementation of the Northern Dimension of our Foreign Policy. The Bureau is responsible for the development of the Government's Human Security Policy and Programme covering five key thematic areas: Protection of Civilians, Peace Support Operations, Conflict Prevention, Governance and Accountability and Public Safety. The Bureau is also responsible for the follow up to the Report of the International Commission on Intervention and State Sovereignty, entitled "The Responsibility to Protect" which deals with the issue of humanitarian intervention. Aspects of social development, including children's issues, are the responsibility of this Bureau as is the implementation of the Young Professionals International Program.

### **Human Resources Operations Bureau (HRD)**

HRD is responsible for human resources strategy implementation. The Bureau is concerned with department-wide policies on Staff Relations and also for classification, staffing and training for non-rotational employees, pensions and insurance plans for Locally-Engaged Staff.

### **Information Management and Technology Bureau (SXD)**

The Bureau provides corporate information management and information technology services to the Department and to other government departments with operations abroad. Through MITNET, the Department's telecommunications service, it provides secure and unclassified voice, facsimile, and data transmission. Through SIGNET, its local and wide-area computer network, it supports e-mail and access to departmental data and applications for 8,800

Canadian and locally-engaged staff around the world, thereby supporting the production, retrieval and delivery of timely information to staff and outside clientele. The Bureau is responsible for the Department's electronic and conventional libraries and registries. In addition, the Bureau is responsible for the involvement in Government-On-Line, putting key departmental services for Canadians on-line. The Bureau provides the infrastructure supporting the various departmental web sites; these sites are already attracting 1 million visits a month, providing increased on-line public access to departmental information. As Chief Information Officer, the Bureau's Director-General also coordinates planning, standards and policies for all information management and technology operations across the Department.

### **International Business Development Branch (TBD/TCD)**

Manages medium to long-term strategic planning for international business development (IBD); recommends appropriate allocation of IBD resources, both human and financial; coordinates the Team Canada trade missions led by the Prime Minister and the trade missions led by the Minister for International Trade; manages the Client Service Fund (CFS) which supports the international business development efforts of Canadian business; maintains the public InfoExport web site ( which provides fast and easy access to hundreds of market studies and electronic service delivery; maintains the Virtual Trade Commissioner Web service which offer personalized on-line services for registered Trade Commissioner Service clients, including business and partner clients; designs and operates world-wide WIN/Client Management Services (as part of the Virtual Trade Commissioner project), encompassing sourcing, trade planning and client management tracking functions; markets the Trade Commissioner Service to the public using different mediums; provides client service guidelines, best practice tools, advice and training to help 500 trade officers at 140 Canadian posts around the world facilitate the efforts of Canadian business abroad; measures the performance of the Trade Commissioner Service and seeks to continuously improve the service based on feedback from clients; manages an outreach program across the country to talk to Canadians and businesses about the benefits of international trade, inform them of trade opportunities abroad, and to explain how the Trade Commissioner Service can help firms



interested in international business development; provides assistance to industry clients through: production and dissemination of country and region-specific market studies and partnerships with national industry associations; develops and implements policies, performance and service standards for the Trade Commissioner Service; negotiates and maintains federal-provincial-territorial partnerships agreements; manages DFAIT's participation in Team Canada Inc (TCI), the entity responsible for government-wide management of International Business Development resources; manages Canada's Export Awards program which recognizes and celebrates international trade achievements of Canadian companies; provides input in the management of the Regional trade networks and plans through the International Trade Centres (ITCs); serves as DFAIT's focal point regarding the advancement of Canadian international science and technology (S& T) objectives; serves the export needs of SMEs as well as the special requirements of women, aboriginal and youth entrepreneurs; manages Canada's business development strategy for International Financial Institutions; manages use of Canada Account financing; is the focal point for the Export Development Corporation (EDC) and the Canadian Commercial Corporation (CCC); operates the International Business Opportunities Centre (IBOC) to direct solid trade leads to Canadian firms capable of filling overseas requirements; manages the International Business Development contributions to Government On-Line initiative including compliance related to Common Look and Feel Program; maintains the Doing Business with Canada site, a Government On-Line project, part of the non-Canadians gateway; manages the Program for Export Market Development (PEMD) in support of international business development initiatives of Canadian companies and industry associations; manages the agreement with Canadian Manufacturers and Exporters (2002-2004) to provide bursary for the Robert L. Richardson Trade Commissioner Service Award for Excellence in International Trade Studies; and coordinates the International Business Internship Program which is funded by the Canada/Atlantic Provinces Cooperation Agreement on International Business Development and participating companies.

### **International Cultural Relations Bureau (ACD)**

This Bureau promotes Canada abroad and helps achieve foreign policy and trade objectives by assisting Canadian scholars and artists to undertake international activities. In cooperation with the Canadian cultural and education industries the bureau provides assistance by promoting and facilitating the exports of cultural goods and services and education services. It is responsible for promoting Canadian Studies abroad; monitoring and coordinating Canadian representation at international education conferences; supporting international youth and cultural personalities exchange; and promoting abroad Canadian education and training goods and services. It provides funding for international tours by Canadian performing artists, writers and film directors, supports exhibitions abroad of Canadian visual art at leading museums and galleries and important international biennials. It also provides support to Canadian missions abroad in delivering cultural services. Information on Bureau programs and activities may be found on the Internet.

### **International Environmental Affairs Bureau (AED)**

This Bureau's mission is to defend and advance Canada's international interest in the environment, conservation, non-nuclear energy and sustainable development. It focuses on issues with multilateral and regional dimensions and those arising in multilateral and regional fora. The Bureau has international responsibility for issues relating to climate change, sustainable forest management, trade and the environment, hazardous and toxic substances, desertification, human settlements, biological diversity, biosafety, genetic resources for food and agriculture, air and marine pollution, whaling, and non-Canada-USA freshwater. To achieve progress in this area of responsibility the Bureau works with major international environmental and sustainable development organizations. It also recommends and oversees funding where appropriate. Domestically, the Bureau works toward agreement and productive partnerships with other government departments, agencies and non-governmental environmental, non-nuclear energy, developmental and business organizations. It prepares and monitors implementation of the Department's Sustainable Development Strategy and provides advice and

assistance in the areas of environmental assessment and the greening of departmental operations both in Canada and at the 162 missions abroad. Information on Bureau programs and activities may be found on the Internet.

### **International Organizations Bureau (IMD)**

This Bureau coordinates Canada's participation in the United Nations and most of the specialized agencies and institutions that form part of the UN system. It is also responsible for coordinating Canada's multilateral relations with the Commonwealth and Canada's role and activities in la Francophonie.

### **International Security Bureau (IDD)**

The International Security Bureau is the focal point of the Department's efforts to promote the Government's foreign policy objective of protecting Canadian security, within a stable global framework. The Bureau encompasses policy and operational responsibilities for non-proliferation, arms control and disarmament; regional security and peacekeeping; nuclear safety; North American and Euro-Atlantic security and defense relations.

### **Legal Affairs Bureau (JCD)**

The main functions of the Legal Affairs Bureau are to promote the development of international law and dispute settlement mechanisms as instruments for peaceful change and the effective conduct of Canada's international relations. The areas of priority are: international peace and security, state sovereignty and extraterritoriality, human rights law, international criminal law, environmental law, law of the sea, and services to the public.

### **Office of Protocol (XDX)**

The Chief of Protocol is the principal point of contact between the Government of Canada and foreign representatives accredited to Canada. The Office of Protocol is responsible for the accreditation and appointment of foreign diplomatic and consular representatives to Canada and of Canadian heads of diplomatic and consular missions to other countries. The Office manages all questions of privileges and immunities in respect to both foreign representatives in Canada and Canadian representatives abroad, as set out in the Foreign Missions and International Organizations Act, the State Immunity Act and the Vienna Conventions on Diplomatic and Consular Relations. The Office plans, organizes and

manages state and official visits to Canada and participates in the logistical planning and conduct of travel abroad by the Governor General, the Prime Minister, the Minister of Foreign Affairs and the Minister for International Trade. The Office also organizes, arranges, and manages official hospitality functions for the Prime Minister, ministers and senior officials of this and other departments at Foreign Affairs Headquarters, at 7 Rideau Gate, the official Government guest house, and elsewhere in Canada and abroad.

### **Office of the Inspector General and Internal Audit and Evaluation (SIX)**

The office of the Inspector General (OIG) serves senior management of the Department by conducting a range of independent reviews, including Audits and Evaluations, at headquarters and Missions. Its purpose is to encourage accountability and improvements in Departmental management of processes and operations. The OIG's principal Information Holdings are reports of reviews performed.

### **Passport Office (JWD)**

The Passport Office, a Special Operating Agency of the Department of Foreign Affairs & International Trade, finances its operations entirely from the fees generated by passport services. Its administrative headquarters are located in Hull. The agency operates issuing offices (mail and personal service) in Hull and personal service counters at 29 regional offices across Canada. It also develops, promulgates, and monitors entitlement and issuance policies and procedures for application within Canada as well as at missions abroad.

### **Personnel Management Bureau (HPD)**

The Bureau is concerned with the management of the Department's human resources through the recruitment, assignment, and promotion processes as these principally affect rotational personnel. It is also responsible for the negotiation and administration of the Foreign Service Directives, spousal issues, and all questions concerning the relocation of personnel in and out of Ottawa.

### **Physical Resources Bureau (SRD)**

The Bureau, another Special Operating Agency, is responsible for the Department's Long Term Capital Program, including property renovations, construction, purchases and disposals as well as Chancery and Official Residence lease renewals

and moves. The Bureau develops and interprets property and materiel policy, coordinates property program planning, and provides a broad range of maintenance, interior design, purchasing, and shipping services for missions. The Bureau also provides administrative services in the areas of materiel management, accommodation, mail and distribution services .

### **Policy Planning (CPD)**

The Planning Secretariat provides general as well as specialized policy support to the Department. It is responsible for ensuring consistency and coherence across the whole range of Canadian foreign policy through the analysis, evaluation and development of policy, and by carrying out a number of specific policy tasks. The Secretariat feeds into the priority setting process of the Department by organizing Policy Board meetings held at the ADM level. Through its coordination of cross-cutting policy exercises, the Policy Planning group ensures that Canadian foreign policy reflects global realities and government objectives. The Secretariat also coordinates the briefing material for the transition of Ministers and Deputy Ministers. The Secretariat elaborates departmental crisis management strategies for major events with a policy impact such as the events of September 11th, as well as undertaking the review of priorities and resources in such instances. In addition, the Secretariat organizes several outreach functions such as the annual Ministerial retreat, briefing students and hosting various other roundtables and conferences. Within the Secretariat there are three units. The Policy Planning Division has special responsibility for the coordination of political input for the G8 Foreign Ministers' meetings. The Policy Coordination Division focuses, in particular, on trade and economic policy and its links to Canadian foreign policy, and also assesses and advises on how best to align the Department's international priorities and activities to Canada's economic and social agenda at home. The third unit, the Canadian Centre for Foreign Policy Development manages a program to engage Canadians on foreign policy issues and policy development, contributing financially to public project proposals, commissioning policy options papers, organizing events and roundtables and publishing project reports, papers and teaching aids. It also organizes an annual National Forum on Canada's international relations.

### **Security and Intelligence Bureau (ISD)**

This Bureau is responsible for providing timely and critical intelligence on world events, assuring the protection of Canadian personnel and their families, safeguarding government premises and assets and the promotion and protection of Canadian national interests. The Bureau is also responsible, as the National Security Authority, for overseeing the security of all civilian NATO classified matter conveyed to Canada and for departmental Communication Security (COMSEC). The Foreign Intelligence Division provides, inter alia, information support for Department operations and ensures the coordination of intelligence activities with other Canadian agencies and foreign governments. The security divisions are responsible for all aspects of physical and technical security and personal safety at headquarters and abroad. This includes the security of buildings, information and information technology, security measures at headquarters and abroad, personnel security, clearances, investigations and security education and awareness.

### **Senior Coordinator for Federal-Provincial-Territorial Relations (CFD)**

The Bureau is responsible for coordinating the Department's relationships with Canada's provincial/territorial governments on international issues. The Bureau negotiates agreements with the provinces concerning their formal relationship to the Department and coordinates support to the provinces prior to visits abroad by provincial/territorial government leaders. It also advises on issues touching on provincial/territorial government relations with international governmental organizations, and with visiting foreign leaders. It represents the Department in consultations and negotiations with the other government departments and provincial/territorial authorities, as required, on questions which may impact on federal-provincial-territorial relations. The Bureau is responsible for the international dimensions of Canadian federalism and, in this context, is the principal point of contact for the Forum of Federations. It also advises on the expenditure of specific grants and contributions funds which impact on attachment to Canada, and perceptions abroad of Canada as a strong united country. Through its work on international issues, the Bureau also supports the Government's strategic objectives, including national unity.

### Trade Law Bureau (JLT)

The Trade Law Bureau handles information on legal aspects of Canada's international trade agreements and related matters including the General Agreement on Trade and Tariffs (GATT), the World Trade Organization (WTO), the Canada-US Free Trade Agreement, the North American Free Trade Agreement (NAFTA) and the Canada-Chile Free Trade Agreement. This bureau is also responsible for international dispute settlements under Chapters 11, 14, 19 and 20 of the NAFTA and Chapters 18 and 19 of the FTA, the GATT and WTO. As well, it deals with all legal issues related to trade in goods and services (e.g. transportation, communications, energy, professional services), agriculture, environment, trade sanctions, boycotts, private commercial arbitration, investment and international organizations).

### Trade Policy I: General Trade Policy Bureau (EAD) - Trade Policy II: Services, Investment and Intellectual Property Bureau (EBD)

These two Bureau work closely together and collectively are responsible for all aspects of Canadian trade policy, including the management of trade disputes.

Trade Policy Bureau I is responsible for maintaining a broad oversight of issues related to trade in goods. The Director General of Trade Policy Bureau I also serves as Canada's Coordinator for the North American Free Trade Agreement (NAFTA) and is responsible for managing Canada's participation in the NAFTA and its institutions. In addition, the Director General is responsible for the negotiation and/or oversight of regional and bilateral trade agreements, including the Free Trade Agreement of the Americas (FTAA), the Canada-Singapore and Canada-Central America Agreements, as well as for the ongoing management of bilateral trade agreements with Chile, Israel and Costa Rica. The Director General also serves as Chief Negotiator for free trade negotiations with the European Free Trade Association(EFTA).

Trade Policy Bureau II is responsible for maintaining a broad oversight of issues related to trade in services, as well as for the so-called new issues in international trade - culture, intellectual property, new technologies, electronic commerce, telecommunications, investment, competition, government procurement and corporate social responsibility. The Director General of Trade Policy Bureau II also maintains an overview of Canada's

participation in the World Trade Organization (WTO) and the trade-related work of the Organization for Economic Cooperation and Development (OECD).

The Trade Policy Bureau I is comprised of the following four divisions: Regional Trade Policy; Trade Remedies; Technical Barriers and Regulations; and Tariffs and Market Access. The Trade Policy Bureau II also five divisions; Investment Trade Policy; Information and Technology Trade Policy; Services Trade Policy; Multilateral Trade Policy and Trade Policy Consultations and Liaison. This last division supports the work of industry Sector Advisory Committees on International Trade (SAGITs), coordinates a permanent forum for consultations with the provinces and assists other divisions in the planning and conduct of public consultation processes.

## Information Holdings

### Program Records

#### Academic Relations

**Description:** Administration of awards, scholarships, and fellowships offered by the Canadian government to nationals of certain countries; administration of international Canadian Studies programs, relations with foreign and Canadian academics and educational institutions, international coordination of youth exchange programs; management of international educational interests multilaterally or bilaterally in cooperation with the Council of Ministers of Education, Canada; international marketing of educational goods and services.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits, exchange of persons; fairs and exhibitions; trade; universities; colleges; education associations; awards, scholarships, fellowships; assistance to Canadian firms and institutions.

**Program Record Number:** FAI ACD 150

#### Agri-Food, Fish and Resource Products

**Description:** This class covers information relating to the production and marketing, nationally and internationally, of agricultural, fish, processed food, forest, mining and chemical products, including world market situations and the general economic development of such Canadian industries. Also

included is the Bureau's involvement with various associations and organizations from the public and private sectors and other countries; trade missions, visits, trade fairs, grants, loans and contributions and programs designed to assist the industries in the development and marketing of their products.

**Topics:** Agricultural products; feed; fresh fruits and vegetables; pulses; seeds; tobacco; livestock; meat; dairy products; grocery products; baked goods; beverages; processed foods; fur products; international commodities; lumber; plywood; panel products; timber frame construction; log homes; pulp and paper; ferrous and non-ferrous metals; peat moss; ceramic materials; metal powders; asbestos; potash; chemical fertilizers; pesticides; pharmaceuticals; biological reagents; synthetic resins; polymers; industrial chemicals; adhesives.

**Program Record Number:** FAI TBD 035

#### **Agriculture and Commodity Policy**

**Description:** Information on international aspects of agricultural trade policy and international commodity agreements.

**Topics:** Agricultural industry; food and agriculture; commodity trade; policy and plans; organizations and conferences; treaties and agreements; schools and training; visits.

**Program Record Number:** FAI EAD 070

#### **Arts Promotion**

**Description:** Information on the promotion of cultural relations between Canada and other countries and on international cultural policy issues and programs.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; fairs and exhibitions; cultural centres; cultural information; book presentations; libraries and literature; architecture; visual arts; performing arts; culture and history.

**Program Record Number:** FAI ACD 155

#### **Canadian Foreign Service Institute**

**Description:** Information on training and professional development programs, including needs analysis, curricula, course materials, resource and general research information.

**Topics:** Current policy and practice in the work of entry-level officers, supervisors, mid-level officers, heads of mission, and administrative and technical staff; foreign and official language training; leadership training; intercultural training; general administration training; information management and technology training; financial, property and

personnel management training; distance learning; management of training budgets and training facilities; performance measurement.

**Program Record Number:** FAI CFS 173

#### **Capital Projects and Secondary Industries**

**Description:** Information on International Financial Institution and capital projects. On federal policies and issues relating to international marketing and export trade development. Information on government education, training and counseling programs for companies interested in international markets as well as on international business studies at Canadian universities. A wide array of sectoral and country-based market studies and reports. Federal government incentive and assistance programs related to export marketing. Information on international transportation services. Information on the development of export marketing strategies. Program for Export Market Development (PEMD) and industry associations. Canadian Commercial Corporation, Export Development Corporation and export financing. Canada Export Awards and International Trade Centres. Most of the above information along with a wide variety of other useful documents are available through the InfoExport website using the "search" mechanism. [www.infoexport.gc.ca](http://www.infoexport.gc.ca).

**Program Record Number:** FAI TCD 040

#### **Commonwealth**

**Description:** Information on the organizational structure and inter-governmental meetings of the Commonwealth and on Canada's participation in Commonwealth programs and activities.

**Topics:** Policy development; membership; Heads of Government meetings; inter-governmental conferences; secretariat; Commonwealth ministerial meetings and conferences; functional co-operation and the activities of non-governmental organizations.

**Program Record Number:** FAI IMD 120

#### **Consular Operations**

**Description:** Information on Canadian consular operations.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; fee collection and control; services on behalf of other countries; services as a protecting power; registration of nationals; emergency evacuation; government benefits and services; assistance to nationals; assistance through local authorities; offenses, arrests, detentions, conscription of Canadians abroad; merchant vessels and seamen,

commercial aircraft and airmen, military personnel, veterans; social security; prisoners of war and civilian internees; death and estates, reunification of families; and visa registration.

**Program Record Number:** FAI JPD 024

### **Consular Policy**

**Description:** Information on Canadian consular policy matters.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; extension of services abroad; social security plans; immigration and citizenship matters; enquiries and complaints; consular conventions and understandings; diplomatic and official visas; coordination of consular programs for posts abroad; consular training; honorary consuls; shipping and seamen; transfer of offenders; deportation; and travel industry.

**Program Record Number:** FAI JPD 023

### **Criminal, Security and Treaty Law**

**Description:** Information on privileges and immunities, questions of public and private international law and treaties.

**Topics:** Judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states; passport matters; security matters; transfer of offenders; narcotics control; transborder police operations; extradition; international aspects of child napping; private international law; maintenance orders; letters rogatory; depositions; service of documents; treaty negotiation, interpretation, registers, procedures and publication; transnational organised crime; international migration; terrorism; disarmament.

**Program Record Number:** FAI JCD 020

### **Cultural Industries Promotion**

**Description:** Support for and promotion of export trade interests of Canadian exporters of cultural goods and services.

**Topics:** Plans; reports and statistics; treaties and agreements; PEMD- Trade Association program for cultural industries; market studies; association information; internet site; visits, fairs, missions; sector information: aboriginal cultural industries; book publishing; sound recording; multimedia; visual art; craft; museum goods and services; film, broadcasting, television; contact information.

**Program Record Number:** FAI ACD 160

### **Defence Programs and Advanced Technology**

**Description:** This class covers information concerning the policies and procedures on the industrial and trade aspects of high technology and defence programs.

**Topics:** Marine Products and Services; onboard electronics; aircraft; civilian and military aircraft components systems; missile systems; avionics; space-based radar; satellites; 'Build to print'; security; nuclear, biological, and chemical (NBC) defence products; cold weather clothing; vehicles; weapons and ammunition; aircraft R & O and finishing; civilian and defence applications for computer-based technologies, telecommunications/data communications; remote sensing; industrial process controls; electronic components; geological and geophysical instrumentation; test and laboratory equipment; electronics; Canada/U.S. Defence Production and Development Sharing Agreements; Research, Development, and Production Agreements with European countries; Defence Economic Relations; Access to U.S. Defence Procurement; Assistance to Canadian companies in defence-related exports; North American Defence Industrial Base Organization; NATO industrial Advisory Group and other infrastructure procurement; Bilateral science and technology (S&T) agreements; liaison with U.N. Agencies, OECD, VIASA, and other multilateral organizations on science; space policy collaboration and marketing; international aspects of S&T related to telecommunications, information technologies, advanced industrial materials, Arctic science and biotechnology; international activities on large science projects; administration of the 'Technology Inflow Program'.

**Program Record Number:** FAI TBD 046

### **Defence Relations**

**Description:** Information on the development and coordination of Canadian foreign and defence policies on issues such as NATO, NORAD and other North American defence issues.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; visits; Canadian forces, foreign forces, defence authorities; visiting forces; bilateral relations - Canada; bilateral relations - other countries; armed forces - policy and procedures, coordination personnel, navy, army, air force, paramilitary forces, uniforms and insignia, decorations, colleges and courses, commemorations and war graves, welfare and entertainment, non-military activities; conventional and nuclear armaments; peacekeeping; defence

research; military information; air defence systems; manoeuvres and exercises; bases, installations and related activities; military transportation; communications; military assistance; mobilization for war; outer space.

**Program Record Number:** FAI IDD 130

### **Domestic Communications**

**Description:** Information and outreach activities and materials used to inform Canadians about Canada's foreign policy, international trade relations and the role of the Department.

**Topics:** International affairs awareness; issue and program support; communications plans and strategies; outreach programs; internal reports and public opinion research; requests for information on foreign and trade policy communications; publications; ministerial speeches; media monitoring and analysis, domestic advertising, speaking notes; and press/information kits.

**Program Record Number:** FAI BCD 170

### **Economic Relations with Developing Countries**

**Description:** Information on international economic development, Canada's policy on development assistance and trade policy involving developing countries.

**Topics:** Policy, plans and programs; reports and statistics; treaties and agreements; organizations and conferences; legislation; international coordination; project assistance; non-project assistance; technical assistance; food aid; debt; non-governmental organizations.

**Program Record Number:** FAI EED 090

### **Energy and nuclear**

**Description:** Information on questions and negotiations concerning conventional and new forms of energy; international energy policy coordination; nuclear energy, safeguards, international nuclear energy policy coordination, and economic and commercial development.

**Topics:** Policy and plans; reports and statistics, co-operation and agreements; organizations and conferences; legislation and regulations; visits; electricity; petroleum and natural gas; conservation; coal; energy research and development; IAEA co-operation; technical assistance and information; research and development; safeguards; export and import; safety standards.

**Program Record Number:** FAI IDD 100

### **Environment**

**Description:** Canadian and international policy and activities in the field of the environment.

**Topics:** Policy and plans; reports and statistics;

treaties and agreements, organizations and conferences, including the United Nations Conference on Environment and Development, and subsequent events; legislation and regulations; visits; environmental research and development; protection of nature; wildlife and aquatics; prevention of diseases; social development; pollution; pollution by industry; pollution by radiation; land spoliation; air, water and transportation pollution.

**Program Record Number:** FAI ESD 095

### **Export and Import Controls**

**Description:** Information relating to government administration of the Export and Import Permits Act and any other related acts and regulations; the Bureau's activities and involvement with individual companies and customs brokers licensed by CCRA in the area of export and import quotas and market restraints; the Bureau's activities in the control of imported and exported commodities; and its dealings with concerned government and non-government agencies.

**Topics:** Legislative acts; consultations and negotiations, country agreements, permits and certificates, violations and prosecutions; companies; general correspondence; commodities; policy, injurious imports; textiles, clothing; steels; agricultural products; softwood lumber products; electronic products; other exported items; associations and general economic data; countries; government departments and agencies; associations, statistics and correspondence.

**Program Record Number:** FAI EPD 110

### **Export Development Programs and Services**

**Description:** Information on issues in the international marketing area. Also included is information on federal government programs of export education assistance to business and to export education activities and international business studies at Canadian universities; information on the activities of the federal government in gathering and disseminating market intelligence; information on the development of export marketing strategies for particular foreign country markets; federal government incentive and assistance programs related to export marketing; information on the activities of trading houses; information on international transportation services; information on the development of export marketing strategies; information on future and past Team Canada missions.

**Topics:** International marketing strategy, co-operation and liaison; export marketing education;

foreign market intelligence; export marketing planning and co-operation; market strategy; programs; Export Trade Month, Export Awards Program, trading houses; policies and plans in the field of transport; activities related to export development; trade development; International Trade Centres; trade information systems including WIN Exports and PEMD.

**Program Record Number:** FAI TCD 032

### **External Communications**

**Description:** Information materials on Canada sent to other countries, including information on Canadian government policies and programs.

**Topics:** Outreach programs to promote Canada abroad, policy and plans; reports and statistics; visitors to Canada programs; requests for information; publications; exhibits and displays; films, recordings, transcripts radio and television programs; promotion and publicity; timely information to posts; and celebrations of anniversaries and international events.

**Program Record Number:** FAI BCD 175

### **Federal-Provincial-Territorial Relations**

**Description:** Information on the context, objectives and priorities of Canadian foreign policy, economic and trade interests to the provinces/territories; reviews and edits the negotiations between the provinces/territories and foreign governments on Memoranda of Understanding or agreements in areas such as trade and investment, the environment, la Francophonie, international education and other issues of interests to provincial/territorial governments; the national unity issue as it affects Canada's foreign policy and international relations; the day-to-day functioning of Canada's governments that they harmonize federal and provincial/territorial governments interests; advise and support departmental policies and guidelines for the visits abroad of federal-provincial-territorial representatives visiting Canada.

**Topics:** Policy; surveys and reports; treaties and agreements; organizations and conferences; legislation; flow of information to the provinces/territories and municipalities; visits abroad of provincial-territorial government personalities; foreign visitors to Canada; provincial representatives in offices abroad; Forum of Federations.

**Program Record Number:** FAI CFD 003

### **Foreign Intelligence**

**Description:** Information on foreign political and economic intelligence from other federal

departments and agencies, the public media, foreign governments, international organizations and other sources that provides a basis for policy formulation on matters affecting Canada's interests.

**Topics:** Political affairs; policy and plans; reports and studies; agreements; organizations and conferences; legislation and regulations; visits; international associations and private organizations; release of information; foreign political parties; foreign personalities; special clearances; liaison arrangements; interviews with Canadian residents.

**Program Record Number:** FAI ISD 135

### **Foreign Policy Communications**

**Description:** Information and outreach programs and activities to promote Canadian foreign policy domestically and internationally, both to the media and the public, in Canada and abroad.

**Topics:** Communications strategies and plans; outreach programs; media briefing books; media kits; news releases; speeches; news conferences; background and technical briefings.

**Program Record Number:** FAI BCD 105

### **Francophonie Affairs**

**Description:** Information on the multilateral aspects of Canada's relations with French-speaking countries and all institutions of the international Francophonie; formulation and implementation of Canadian policy; coordination of the Canadian contribution to their aid and exchange programs, as well as the establishment and coordination of Canadian participation in various meetings of an official or semi-official nature; intergovernmental conferences; international associations and private organizations.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; orientation and development; admission and participation; attitudes of non-member countries; international conferences; secretariat; intergovernmental agencies and private associations; programs and activities; documentation and studies; aid and development; culture and information; science and technology; education and youth exchange.

**Program Record Number:** FAI IMD 121

### **GATT Affairs**

**Description:** Information on the coordination and management of Canada's participation in the General Agreement on Tariffs and Trade.

**Topics:** Policy; charter; relations; membership; secretariat; financing; public relations; documents;



sessions; council meetings; multilateral trade negotiations.

**Program Record Number:** FAI EAD 065

### **Geographic Branches**

**Description:** Information on the formulation and conduct of Canadian policy; the supervision of operations of the diplomatic and consular posts and Canada's relations with the country in which it is situated; bilateral matters involving diplomatic missions of other countries in Canada and policy advice; information on the activities of the branches and involvement with the public and private sectors in Canada's trade relations; the drawing up and negotiating of bilateral and multilateral agreements, acts, regulations, quotas and standards pertaining to Canada's foreign trade.

**Topics:** Policy and background; trends in global, international and national affairs; Canadian external policy and relations; foreign policy trends; internal policy trends; guidance to heads of post; anti-terrorism; ethnic conflict; health and other domestic priorities; reports and statistics; tour reports; treaties and agreements; organizations and conferences; laws; national historical outlines; nationalism; visits; peace and non-aggression; intervention and non-intervention; dependent territories; colonialism and imperialism; interim control and surveillance; independence and recognition; political asylum; government, constitution, head of state, cabinet, legislature, judiciary, administration; national symbols; church-state relations; political parties, non-party groups and elections; provincial and municipal affairs; communism; internal security forces; political prisoners; subversion and espionage; demonstrations and riots; coups d'état; disputes and incidents; economic relations; development assistance; bilateral environmental and energy questions; transboundary issues such as pollution; trade relations; exchange of information for the trade sector; international trade relations; associations; clubs and societies; commodities; companies; conferences, seminars, conventions and meetings; committees; co-operation and liaison; economic and political conditions; environmental conditions; international organizations; taxation and taxes; tourism; transportation; acts, legislation and regulations, food and drug regulations; marketing and labeling acts; standards; agreements; customs and tariffs; financing and aid; Canadian banks and financial institutions; contracts and tenders; development banks; foreign banks and financial institutions;

government financing and aid; investment; international trade; assistance to exporters and importers; Canadian capabilities and competitiveness; Canadian trade; industrial co-operation; joint ventures; international economic boycotts; programs; good governance, democracy, and respect for human rights; selective identification systems for multilateral project opportunities; overseas projects; third country operations; fairs and exhibitions; missions and visitors.

**Program Record Number:** FAI DMA 025

### **Industrial Trade Policy**

**Description:** Information on trade relations and policies as they relate to domestic industrial policy.

**Topics:** Transportation equipment including the importation of automobiles, capital and consumer goods, pharmaceutical and health care products.

**Program Record Number:** FAI EAD 075

### **Internal Communications**

**Description:** Media analysis and communications materials on foreign affairs activities, issues and events, including incoming and out-going visits.

**Topics:** Commissioned polling; media analysis on foreign and domestic events including delegations (e.g., Team Canada); media monitoring; communications plans; Qs and As; briefing books.

**Program Record Number:** FAI BCD 075

### **International Economic Relations**

**Description:** Information on international and domestic studies; trends and conditions; discussions on international economic policy and relations; macro-economic questions; OECD and APEC activities and Economic Summits; East-West multilateral economic issues, including the EBRD and Economic Commission for Europe.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; budgets; regional economic groupings.

**Program Record Number:** EAC EED 080

### **International Environmental Affairs Bureau**

**Description:** Canadian, regional and global issues, policy and activities in the field of the environment, conservation, non-nuclear energy and sustainable development and the environmental assessment of departmental policies and projects and the "greening" of departmental operations.

**Topics:** Policies and plans; reports and statistics; regional and global issues, agreements, organizations and conferences, including the UN Environmental Program, UN Commission on

Sustainable Development, WTO Committee on Trade and Environment, OECD, North American Commission on Environmental Cooperation; International Energy Agency, UN Framework Convention on Climate Change/ Kyoto Protocol and the Convention on Biological Diversity with exception of commercial fisheries and nuclear energy.

**Program Record Number:** FAI AED 095

### **International Finance**

**Description:** Information on international finance and monetary matters, the activities of public and private agencies in the field of banking, investment and insurance.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; taxation; public debt; currency; foreign exchange and payments; capital movements; banking; gold; insurance; domestic investment; foreign investment; control of assets; companies and co-operatives; industrial property; multinational enterprises.

**Program Record Number:** FAI EAD 085

### **Investment - General**

**Description:** General Information pertaining to investment development, promotion and services activities; general and specific projects committees, conferences, meetings, communications and plans relating to responsibilities carried on by the Investment Bureau.

**Topics:** Market Guides; Parinvest; Infoplace Data Base; success stories; Domestic and International Development Plans; Federal, Provincial, Municipal and International government programs Brokerage/Matchmaking; Alternative Canadian Buyers; Information and Training Sessions; Information Dissemination/Data Base; Contact List/Networking; Seminars, Conventions; Policies and Procedures; Canadian Edge; Canadian apparel.

**Program Record Number:** FAI EAD 180

### **Investment - Marketing**

**Description:** General correspondence and information regarding communications and advertising at the foreign and domestic levels.

**Topics:** Communications strategies for Canada and abroad; general and sector targeted advertisements in business magazines, trade journals, periodicals and newspapers; publicity through exhibits, fairs and displays; Investment Canada and investment development program

publications; speeches; contracts; external publications; international advertising campaign.

**Access:** Files arranged by name of publication and subject.

**Program Record Number:** FAI EAD 195

### **Investment Co-operation and Liaison - Federal**

**Description:** Consultations with other federal departments and agencies on matters pertaining to investment and the development and promotion of investment.

**Topics:** Procedures for consultation with other federal departments; federal industrial and economic policies and initiatives; departmental responses concerning the Investment Canada Act; views on federal initiatives that may affect investment or Investment Canada activities.

**Access:** Files arranged by department or agency.

**Program Record Number:** FAI EAD 165

### **Investment Co-operation and Liaison - General**

**Description:** Co-operation and liaison activities of an administrative nature with outside organizations, municipalities, corporations, companies, agencies and universities.

**Topics:** Proceedings; minutes; annual reports; financial statements and membership fees relating to associations, clubs, federations, etc.

**Access:** Files arranged by organization.

**Program Record Number:** FAI EAD 174

### **Investment Co-operation and Liaison - Provincial**

**Description:** Consultation with the provinces and territories on matters pertaining to the development and promotion of investment.

**Topics:** Procedures for consultation with the provinces and territories; provincial and territorial laws and regulations affecting investment; provincial and territorial industrial and economic policies and objectives.

**Access:** Files arranged by province or territory.

**Program Record Number:** FAI EAD 170

### **Investment Promotion - Programs**

**Description:** Information on promotional program activities throughout the world.

**Topics:** General; promotional plans and activities in markets in Europe, U.S.A., Pacific Rim, Latin America, Middle East, as well as other areas of the world; specific projects in geographic intelligence service; financing and alliances; promoting investment in Canada's telecommunications, microelectronics and medical devices industries; R&D tax credits and inter-provincial competition for investment.

**Access:** Files arranged by geographic area or project.

**Program Record Number:** FAI TBD 200

#### **Investment Promotion - Prospecting**

**Description:** Information and correspondence pertaining to the promotion of investment in Canadian high- technology sectors.

**Topics:** General; associations and companies in the area of industrial materials; studies and specific projects in advanced industrial materials; biotechnology industry; environmental technology; information technology; Canadian laser based opto-electronics industry; geomatics; First Choice software, Italian plastics, Japanese subsidiaries in Canada; ocean industry; food packaging.

**Access:** Files arranged by association or company name, specific issue, material or project.

**Program Record Number:** FAI TBD 202

#### **Investment Promotion - Specific Events**

**Description:** Correspondence relating to the general administration of events; requests for participation by the Minister and officials of Investment Canada in conferences, seminars, trade fairs and visits of foreign delegates in which investment in Canada is a topic, including speeches by the Minister and senior Investment Canada officials.

**Topics:** General; calendars and special events; inventory of speakers; speaking engagements; missions and incoming visits in Canada, U.S.A., Europe, Pacific Rim; Middle East, as well as other areas of the world.

**Access:** Files arranged by geographic area and subject.

**Program Record Number:** FAI TBD 205

#### **Investor Services - Inquiries**

**Description:** Correspondence, work in progress, memoranda, etc., relating to specific inquiries from Canadian, European, American, Pacific Rim and Middle Eastern companies and companies in the rest of the world.

**Topics:** Canadian investment opportunities; how to do business in Canada; financial incentive programs; access to capital or transfers of technology.

**Access:** Files arranged primarily by name of company and location or by topic.

**Program Record Number:** FAI TBD 185

#### **Multilateral Trade Negotiations**

**Description:** Information on multilateral trade agreements, principally the negotiation of a round of multilateral trade negotiations under the GATT.

**Topics:** GATT; investment issues; procurement;

provincial involvement; reports and statistics; multilateral trade negotiations; conferences; issues; markets; regions; sectors.

**Program Record Number:** FAI EAD 002

#### **Non-Proliferation, Arms Control and Disarmament (NACD)**

**Description:** Information on various issues involved in formulating advice and recommendations on NACD policy and positions.

**Topics:** Policy and positions; reports and statistics; public opinion in Canada, public opinion abroad; treaties and agreements; international organizations and conferences; legislation and regulations; measures; plans and proposals; compliance and verification, including aerial inspection; cut-off, use and transfer of fissionable material; reduction and elimination of nuclear weapons and nuclear weapons carriers; reduction and elimination of chemical and biological weapons (CBW); reduction of conventional armaments and armed forces; security aspects of outer space; reduction of the risk of war; denuclearized and other weapons-free zones; comprehensive test ban treaty and suspension of nuclear tests; nuclear war; legal aspects; and economic and social consequences; small arms and light weapons; NACD-related confidence building and transparency measures; regional NACD issues; NACD-related UN operations; missile non-proliferation; arms-related international export control regimes; NACD consultations with civil society on nuclear and related issues; international security research and outreach program.

**Program Record Number:** FAI IDD 125

#### **Oceans and Environmental Law**

**Description:** Information on law of the sea, maritime and fisheries related legal questions and environmental law issues.

**Topics:** Territorial and high seas matters; fisheries agreements; maritime boundaries; marine scientific research; the Law of the Sea; continental shelf; international seabed area; Arctic sovereignty; marine environmental protection and preservation; offshore oil and hydrocarbon exploration; international environmental law (climate change, biodiversity, emission controls, transboundary transportation of hazardous waste, long range transboundary air pollution, desertification, transboundary environmental impact assessment); the Commission on Environmental Cooperation under the NAAEC; the International Joint

Commission concerning Canada/US boundary waters issues.

**Program Record Number:** FAI JCD 010

#### **Office of Protocol**

**Description:** Information on the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries; diplomatic privileges and immunities; and the planning, organization and management of state and official visits to Canada.

**Topics:** Diplomatic representation; policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; status and precedence; accreditation; privileges and immunities; privileges and immunities abroad; Canadian representatives abroad - heads of post, consular officers, special envoys; foreign representatives in Canada - heads of post, political advisors, military advisors, commercial advisors, special advisors; consular officers and trade commissioners; provincial representatives abroad; diplomatic and consular lists; ceremonials; honours and awards; hospitality and security of foreign diplomatic missions in Canada.

**Program Record Number:** FAI XDX 005

#### **Passport Office**

**Description:** Information on the issuance of passports to Canadian citizens in Canada and abroad, and on the issuance of Certificates of Identity and United Nations Convention Refugee Travel Documents, as appropriate, to non-Canadians who reside in Canada or are in Canada under the authorization of a Minister's permit.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; surveys and studies; information activities; public relations; legal affairs and services; citizenship; visa and travel; fee collection and control; passport accountability, application, entitlement, and issuance; urgent passports; certificates of identity; control lists; lost or stolen passports; refusal of service and revocations; fraudulent activities; security precautions.

**Program Record Number:** FAI JWD 215

#### **Policy Planning**

**Description:** Information on policy studies, research, analysis, updates and advice on a broad range of political, economic, and trade-related subjects; information on coordination of Canada's participation in the G8 Summit process, including

the G8 Foreign Ministers' process.

**Topics:** Policy and background; political evaluations, briefings for new Ministers and Deputy Ministers, speeches for the Minister and Deputy Minister, analyses, papers, research, trade and investment statistics, economic analysis, policy papers, all documents pertaining to the re-examination of foreign policy. Canadian Centre for Foreign Policy Development: Holdings include public advice and policy options on a wide range of foreign policy issues. Funded project reports and commissioned work address policy development needs in law, security, human rights, peace-building, conflict prevention, United Nations, disarmament, new technologies, summits, diplomacy, civil society and other issues. Holdings also include an annual report on project funding, reports from the annual National Forum on Canada's International Relations, the annual Academic Roundtable Report and annual Graduate Student collected papers. The Centre's Library holds more than 300 reports from policy development roundtables and academic or NGO studies of Canada's foreign policy. Reports are distributed to Ministers and officials, the Department Library, the National Library, and through Depository Services to public and university libraries. Report summaries are distributed through an electronic newsletter ([www.cfp-pec.gc.ca](http://www.cfp-pec.gc.ca)) and selected full reports are available electronically in both official languages from the web site (summer 2001). The National Forum reports are: Peacebuilding 1996, Asia-Pacific 1997, Northern Foreign Policy 1998, The UN and Human Security 1999, War Affected Children 2000, Africa 2001. Three reports on "The New Diplomacy", in partnership with Canadian academics and the UN University, look at changing relationships among states, NGO's and others. A series on New Directions in US Foreign Policy looks at Canada-US relations, and a post-September 11 series examines new challenges for International Relations and foreign policy. The Ottawa Group of international experts reports regularly on small arms issues. More information is available at the web site.

**Program Record Number:** FAI CPD 006

#### **Regional Security and Peacekeeping**

**Description:** Information on policy advice, coordination, and activities related to peace support operations, management of bilateral and multilateral peace and security consultations, defence relations (not including Europe, the USA and the Middle East), regional security, and expert deployment.

**Topics:** Military, police and civilian deployment to

peace support operations; Peacekeeping; Peacekeeping training; regional security forums and organizations; Ship visits; Deployment of Canadian forces abroad; Liaison with foreign forces; Visiting forces; Bilateral relations with other countries on peace & security and defence issues; Disaster assistance involving DND; Canadian Force Attaches; Arms sales and regional security; Military assistance; Military and diplomatic aircraft clearance; Disarmament, demobilization and reintegration of ex-combatants; Security sector reform; UN sanctions; UN DPKO; Peacekeeping reform; General security of information agreements.

**Program Record Number:** FAI IDD 175

### Resources Policy

**Description:** Information pertaining to the financial, materiel and human resources management of the department.

**Program Record Number:** FAI SMD 105

### Security

**Description:** Information on matters concerning the physical security of documents, communications and buildings, and the safety of personnel both at posts abroad and in Ottawa; personnel security; and issues affecting national security.

**Topics:** Policy and coordination; reports and information; foreign intelligence activities in Canada; vulnerability; exchange and release of information; threat assessments; communications services; documents and information; violations; inspections; education and training; responsibility of staff; guard protection; personnel debriefing; physical, technical, equipment, security clearances.

**Program Record Number:** FAI ISD 140

### Trade and Economic Analysis

**Description:** Information on Canada's trade flows in goods, services and investment; studies on trade policy and impact of trade initiatives.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; regional economic groupings.

**Program Record Number:** FAI EED 095

### Trade Communications

**Description:** Information and outreach programs and activities to promote exports and to inform the export business community about policies and programs for the development of overseas markets.

**Topics:** Export information; regional and provincial/territorial programs; conferences, conventions and meetings; federal programs, evaluations, associations, organizations and

institutes; promotion; media relations; outreach programs; private companies; government departments and agencies; communications; advertising; trade fairs.

**Program Record Number:** FAI BCD 176

### Trade Law

**Description:** Information on legal aspects of Canada's international trade agreements and related matters.

**Topics:** International trade agreements including the GATT, WTO, Canada-US FTA, NAFTA and Canada-Chile FTA. International dispute settlement under Chapters 11, 14 19 and 20 of the NAFTA and Chapters 18 and 19 of the FTA, the GATT and WTO. Legal issues related to trade in goods and services (e.g. transportation, communications, energy, professional services), agriculture, environment, trade sanctions, boycotts, private commercial arbitration, investment, international organizations.

**Program Record Number:** FAI JLT 015

### Trade Policy

**Description:** Information on international trade, customs tariffs, international trade conferences, policies and restrictions, trade agreements, export controls, strategic controls and embargoes, trade in services.

**Topics:** Policy and plans; reports and statistics; treaties and agreements; organizations and conferences; legislation and regulations; visits; tariff negotiations; customs; low-cost imports; surplus disposal; subsidies; anti-dumping; countervail; safeguards; quantitative restrictions; state trading; commercial relations; quarantine regulations; strategic trade controls.

**Program Record Number:** FAI EAD 060

### Trade Policy and Liaison

**Description:** Information on policies and special issues related to international trade that are generally non-recurring, as well as details of liaison activities with provincial governments, other government departments, and private sector associations.

**Topics:** Reports on federal/provincial consultations; briefing books for consultations, ministerial and non-ministerial federal-provincial meetings.

**Program Record Number:** FAI EBD 030

### United Nations Affairs

**Description:** Information on the organization, structure, administration, relations and sessions of the United Nations; including the Security Council, the General Assembly, and other UN organizations

such as the United Nations Educational, Scientific and Cultural Organization (UNESCO), the International Labour Organization (ILO), Food and Agriculture Organization (FAO), World Health Organization (WHO), International Civil Aviation Organization (ICAO), International Telecommunications Union (ITU), Universal Postal Union (UPU), and International Maritime Organization (IMO); information on Canada's participation in United Nations General Assembly and Security Council activities.

**Topics:** Policy and programs - UN Charter, relations with countries, specialized agencies, inter-governmental organizations, non-governmental organizations, membership; Secretariat - finance and administration, privileges and immunities, public relations, documentation, personnel; General Assembly - rules and procedures, sessions, agenda, delegations, credentials, general committee, main committees, Canadian statements; Security Council - rules of procedure, delegations, membership, reports to General Assembly; Economic and Social Council - sessions; United Nations system, including above agencies; policy; plans; programs; international, national and non-governmental organizations and conferences; reports and statistics; international coordination; payment of Canada's assessed contributions to the UN, including for peacekeeping operations.

**Program Record Number:** FAI IMD 115

### **United Nations, Human Rights and Economic Law**

**Description:** Information on UN legal issues, human rights, humanitarian law, economic law issues, privileges and immunities, questions of public and private international law and treaties.

**Topics:** Judicial and legal services; authentication and notarial acts; diplomatic and consular privileges and immunities; consular questions; sovereign immunity; recognition of states; passport matters; security matters; transfer of offenders; narcotics control; trans-border police operations; extradition; international aspects of child napping; private international law; maintenance orders; letters rogatory; depositions; service of documents; treaty negotiation, interpretation, registers, procedures and publication; human rights; refugees; minorities; humanitarian law; war crimes; genocide; torture; international criminal law; money laundering and corruption; transnational organized crime; international migration; terrorism;

disarmament; International Law Commission; international criminal tribunals.

**Program Record Number:** FAI JCD 020

## **Particular Personal Information Banks**

### **Access and Privacy Data Bank**

**Description:** This bank contains the access request forms sent by individuals requesting access to departmental records and personal information, the replies to such requests, and information related to their processing. It is used for processing access requests only, and to report on the number of requests received annually.

**Class of Individuals:** Canadian citizens, landed immigrants, or others 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 store information related to requests made under the Access to Information Act and the Privacy Act.

**Retention and Disposal Standards:** Records are retained for two years after completion of the request

**RDA Number:** 75/023

**TBS Registration:** 000348

**Bank Number:** FAI PPU 035

### **Consular Affairs - Assistance to Canadians**

**Description:** This bank contains information on Canadians resident in foreign countries registered with a Canadian mission, and Canadians who sought or received assistance from a Canadian mission who have been arrested or detained abroad, or if Consular Affairs advice or assistance has been sought to obtain visas, permits, etc. of foreign countries. The information is in the form of applications, registration cards, memoranda, correspondence, reports and telegrams. The information is received from the individuals themselves, Canadian and foreign agencies, and international organizations. This bank of information is stored electronically within a computerized client/server system called COSMOS. COSMOS consists of a series of Windows-based programs linked through a common centralized database located at DFAIT headquarters. COSMOS provides consular staff with a comprehensive set of tools designed exclusively to facilitate the management of consular cases (including citizenship and immigration cases), the issuance of passports and the registration of Canadians abroad. Information entered into the database from either HQ or the missions is instantly available to all staff, thereby

promoting increased service delivery levels to our clients.

**Class of Individuals:** Canadians resident in foreign countries who have registered with the nearest Canadian mission; Canadians who have sought or received assistance from Canadian missions; Canadians who have been arrested or detained abroad.

**Purpose:** The information contained in this bank is used to provide consular assistance to Canadian nationals abroad. It may be used, where necessary, to contact, protect, rescue or evacuate registered Canadians and their family members.

**Consistent Uses:** This information may also be used for the development of consular policy and the preparation of advice to missions abroad.

**Retention and Disposal Standards:** Information on registration of nationals and completed individual consular cases may be retained on departmental files (electronic and paper) up to five years. Ultimately, the electronically-held data will be archived and stored indefinitely. Other information may be retained up to 15 years then transferred to the National Archives of Canada

**RDA Number:** 75/023-5

**TBS Registration:** 000343

**Bank Number:** FAI PPU 010

#### **Consular Affairs - Citizenship**

**Description:** This bank includes topics such as registration of births abroad, dual nationality, loss, retention, acquisition, or extension of citizenship, marriage, divorce, and other family-related aspects of citizenship; organizations and conferences; liaison with other government departments and agencies in Canada. Information is in the form of memoranda, reports, correspondence with the public and other government agencies, as well as application forms.

**Class of Individuals:** Individuals who have dealt, outside Canada, with the Canadian citizenship authorities through consular services or the Department of Foreign Affairs and International Trade, or have claimed Canadian citizenship for themselves or their dependants.

**Purpose:** The purpose of this bank is to retain administrative correspondence relating to the assistance rendered by consular officials to Canadians and to those claiming Canadian citizenship on their own behalf or on behalf of a dependant.

**Retention and Disposal Standards:** Information may be retained on departmental files up to 10 years, then transferred to the National Archives of Canada

**RDA Number:** 94/018

**TBS Registration:** 000342

**Bank Number:** FAI PPU 005

#### **Investment - Mailing Lists**

**Description:** Information in this bank is provided by individuals interested in receiving publications and investment information created by the former Investment Canada. This information includes individual's name, identification number, address and telephone number, language preference and, where applicable, company name and position held.

**Class of Individuals:** Business community, individual investors and students interested in receiving publications and investment information created by the former Investment Canada, other government departments and agencies and the private sector.

**Purpose:** The information in this bank is used to provide individuals with copies of publications requested which originate with the former Investment Canada.

**Consistent Uses:** This bank is also used for bulk mailing of publications and information created by Investment Canada.

**Retention and Disposal Standards:** Records are retained for six months or when superseded or converted to machine operations

**RDA Number:** 75/023-4

**Related PR#:** FAI DEV 195

**TBS Registration:** 002768

**Bank Number:** FAI PPU 030

#### **Investment: Cases**

**Description:** Information in this bank is provided by investors when inquiring about possible services to be provided. This information includes the name, address, telephone number, description of the investor's business activities, description of the project to be undertaken, province of interest, size of proposed investment and the name and telephone number of any intermediaries.

**Class of Individuals:** Business community and individual investors seeking to invest in Canada either by acquiring a Canadian business or by establishing a new business.

**Purpose:** The information in this bank is used to identify and assist investors with similar investment intentions.

**Consistent Uses:** This bank is also used for compiling statistics for use in the preparation of reports to the Minister and to assist in the preparation annual reports.

**Retention and Disposal Standards:** Records are

retained for fifteen years from last action and are then destroyed.

**RDA Number:** 75/023-4

**Related PR#:** FAI DEV 185

**TBS Registration:** 002766

**Bank Number:** FAI PPU 005

**Investment: Contracts**

**Description:** This bank 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 were normally kept within the Financial and Administrative Services Section of Investment Canada, but further information may be contained in files of the Bureau.

**Class of Individuals:** Individuals from the private sector under contract for services to the Bureau.

**Purpose:** The purpose of this bank is to keep a record of all personal and professional service contracts entered into by the Bureau. The bank is used to administer contracting services, to make payments when required, to collect receivables, and to perform accounting and administrative functions. The information is also used to facilitate the selection of consultants and to carry out auditing and evaluation.

**Retention and Disposal Standards:** Records are retained for six fiscal years and are then destroyed.

**RDA Number:** 75/023-4

**TBS Registration:** 002556

**Bank Number:** FAI PPU 010

**Passport Office - Certificates of Identity and Refugee Travel Documents**

**Description:** This bank contains applications for certificates of identity and refugee travel documents. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval; demographic and personal characteristics which describe the applicant, his children and custody arrangements; nationality status, and immigration status in Canada. Information contained in the bank is in the form of application forms and correspondence with other federal departments and agencies. Persons seeking access to this information bank should provide their date of birth.

**Class of Individuals:** Individuals who are residents of Canada but not Canadian citizens and who cannot obtain passports from their countries of origin.

**Purpose:** The purpose of this bank is to store completed applications and supporting

documentation submitted by non-Canadians who reside in Canada or are in Canada under the authorization of a Minister's permit and who cannot obtain passports from their countries of origin. This information is used to establish the identity of applicants and to confirm their immediate and ongoing entitlement to a travel document in accordance with Canadian law and international conventions.

**Consistent Uses:** Consistent use may include disclosure to law enforcement, investigative, security intelligence, citizenship, vital statistics, consular, and immigration authorities for verification purposes or to determine whether or not a Certificate of Identity or Refugee Travel Document has been misused or fraud has occurred or a false statement has been made in the obtaining or uttering or use of a Certificate of Identity or Refugee Travel Document. It may also include disclosure to these entities, the government of a province, the government of a foreign state, an international organization of states, or an international organization established by the governments of states, or any institution of any such government or organization, for the purpose of administering or enforcing any law or carrying out a lawful investigation, including an investigation related to national security.

**Retention and Disposal Standards:** Hard copy records are retained until they are microfilmed.

Microfilm records are retained indefinitely

**RDA Number:** 75/023

**TBS Registration:** 000346

**Bank Number:** FAI PPU 025

**Passport Office - System Lookout Files**

**Description:** This bank contains information on persons whose requests for passport services might be subject to refusal or limitation. The information is in the form of a master control list, reports, memoranda, correspondence, and application forms. Information is supplied by individuals applying for passport or travel document services or assistance abroad, by federal, provincial, and municipal agencies, by law enforcement and security agencies, by Canadian missions abroad, and by foreign governments and international organizations.

**Class of Individuals:** Individuals who have misused or who have committed fraud or made a false statement in obtaining or uttering or using a Canadian passport or Certificate of Identity or Refugee Travel Document; or who have lost possession or control of more than one passport (through loss, theft, inaccessibility, etc) within a



brief time span; or whose legal right to apply on behalf of a child under 16 has not been established or is questionable; or who stand charged with the commission of an indictable offence; or who are serving a term of imprisonment or similarly forbidden to leave Canada; or who permit another person to use the passport; or who are indebted to the Crown for expenses related to repatriation to Canada or for other consular financial assistance provided abroad at their request by the Government of Canada; or who are wanted by law enforcement agencies.

**Purpose:** The purpose of this bank is to assist passport-issuing authorities in determining whether or not the entitlement of an individual passport applicant or holder is subject to review or curtailment or other administrative or legal action.

**Consistent Uses:** Consistent use may include disclosure to law enforcement, investigative, citizenship, vital statistics, consular, and immigration authorities for verification purposes or to determine whether or not a passport has been misused or fraud has occurred or a false statement has been made in the obtaining or uttering or use of a Passport or a Certificate of Identity or a Refugee Travel Document. It may also include disclosure to these entities, the government of a province, the government of a foreign state, an international organization of states, or an international organization established by the governments of states, or any institution of any such government or organization (for instance, provincial social assistance and vital statistics or health agencies or international law enforcement agencies), for the purpose of administering or enforcing any law or carrying out a lawful investigation.

**Retention and Disposal Standards:** Records are retained in the bank up to 10 years, except for cases of special interest which are retained for an indefinite period

**RDA Number:** 75/023

**TBS Registration:** 000345

**Bank Number:** FAI PPU 020

#### **Passport Office - Regular and Official Travel Passports**

**Description:** This bank contains applications for regular and official travel passports. Individual records include the application form and an alphabetical and numerical index to facilitate file retrieval. The data content of each record includes demographic information and the personal characteristics of family and children, custody provisions concerning children, and address and employment information concerning the applicant's

guarantor. Most of the information is supplied by the applicant. Some is received from local, provincial or federal authorities. Persons seeking access to this information bank should provide their date of birth.

**Class of Individuals:** Canadian citizens and government employees who have applied for regular or official travel passports.

**Purpose:** The purpose of this bank is to store completed applications and supporting documentation for regular passports submitted by Canadian citizens on their own behalf and on behalf of their dependents and for official travel passports submitted by government employees traveling on official business. This information is used to establish the identity and citizenship of applicants, to confirm their immediate and ongoing entitlement to a passport, and to enable the Consular Bureau to provide assistance where necessary to traveling Canadians.

**Consistent Uses:** Consistent use may include disclosure to law enforcement, investigative, security intelligence, citizenship, vital statistics, consular, and immigration authorities for verification purposes or to determine whether or not a passport has been misused or fraud has occurred or a false statement has been made in the obtaining or uttering or use of a passport. It may also include disclosure to these entities, the government of a province, the government of a foreign state, an international organization of states, or an international organization established by the governments of states, or any institution of any such government or organization (for instance, provincial social assistance and vital statistics or health agencies or international law enforcement agencies), for the purpose of administering or enforcing any law or carrying out a lawful investigation, including an investigation related to national security.

**Retention and Disposal Standards:** Hard copy record are retained in the bank for 5 years, microfilm records and electronic files are retained indefinitely

**RDA Number:** 75/023.

**TBS Registration:** 000347

**Bank Number:** FAI PPU 030

#### **Personal Information Disclosed to Federal Investigative Bodies**

**Description:** In accordance with subsection 8(4) of the Privacy Act, this bank has been established to retain copies of requests received from authorized 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 a lawful investigation.

**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 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 carrying out a lawful investigation.

**Retention and Disposal Standards:** Records are retained for two years after completion of the request

**RDA Number:** 75/023

**TBS Registration:** 000349

**Bank Number:** FAI PPU 040

### Spousal Employment Job Bank

**Description:** This bank contains information submitted by spouses (of employees of the Department of Foreign Affairs and International Trade) who are actively seeking employment in the NCR. Information is in the form of a résumé and/or a completed Spousal Employment Profile form. Information includes name, address, telephone number, citizenship, education, employment experience, and career interests.

**Class of Individuals:** Spouses of Foreign Affairs employees who seek employment at home.

**Purpose:** The purpose of the bank is to assist spouses of departmental employees in finding work in the Ottawa/Hull area. When job opportunities arise, a search is made to find suitably qualified candidates.

**Consistent Uses:** This bank is used to provide names, telephone numbers, and employment experience to employers, on request.

**Retention and Disposal Standards:** Records are retained unless updated or deleted by the person concerned. Records are also deleted in the event of divorce, separation, retirement or departure of the employee from the Department when known.

**RDA Number:** 75/023.

**TBS Registration:** 002506

**Bank Number:** FAI PPU 045

## Classes of Personal Information

In the course of conducting the programs and activities of the Department of Foreign Affairs and International Trade, categories of personal information may be accumulated which are 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, which are described in the program records. This 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 information is retrievable only if specifics are provided concerning the subject matter, related departmental activity, the date on which the information was received by the Department and to whom it was addressed. 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 record schedules. The classes of personal information listed below describe particular program records which, because of their nature, are more likely to contain personal information.

### International Security Bureau

Personal information may be held by the bureau concerning individuals who have been involved in defence activities with NATO, NORAD, or other international defence or arms control organizations, or in conferences or visits. Personal information might include personal biographies, tours of defence colleges, military travel and training, and nominations of Canadians for positions in international defence organizations concerned with defence or arms control. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident, conference/organization, visits, dates and circumstances which may have led to the establishment of a record.

### Legal Affairs Bureau and Trade Law Bureau

The Legal Affairs Bureau handles a number of important functions including multilateral legal issues, peace and security law, humanitarian law, economic law, trade agreements, treaties, international law, dispute settlement, individual legal cases, and implementation of environmental legislation and Access to Information and Privacy legislation. Personal information held by the

Bureau may include enquiries from Canadian residents seeking advice about international and foreign legal systems or concerning authentication of documents, and claims by Canadian citizens for possible support by the Canadian government. Other personal information would relate to specific issues handled by the Bureau. Persons seeking access must specify the subject of the enquiry, as well as country and/or city, legal firm, contacts, incidents, dates and circumstances which may have led to the development of a record.

### Office of Protocol

The Office of Protocol is responsible for the administration of protocol-related programs of the Department and for the development of policies and procedures which direct the administration of protocol programs. Personal information in this class would pertain to individuals who have participated in, or have been the subject of protocol-related activities within programs such as accreditation and ceremonies, privileges and immunities, government hospitality, protection of foreign representatives and foreign decorations, and awards and honours to Canadians. Persons seeking access should specify the subject of the enquiry, country and/or city, contacts, incident, visits, conference, delegation, dates and circumstances which may have led to the establishment of a record.

### Manuals

- Appraisals and Promotion Systems
- Export and Import Permits Act Handbook
- Finex Manual
- Foreign Service Directives
- Handbook of Import and Export Commodity Codes
- Locally Engaged Staff
- Manager's Guide
- Manual of Consular Instructions
- Manual of Correspondence and Communications
- Manual of Financial Management
- Manual of management of goods
- Manual of Materiel Management Property Management Manual

- Manual of Protocol
- Manual of Security Instructions
- Notices to Exporters
- Notices to Importers
- Passport Office Administrative Procedures Manual
- Passport Office Operating Procedures Manual
- Passport Office Policy and Examining Practices Manual
- Records Classification Guide
- Security Classification Guide
- Summary of Canada's Bilateral Restraint Arrangements - Textiles and Clothing

### 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.

Historical Section  
Corporate Communications Division  
C-2, Pearson Building  
Tel.: (613) 992-7629  
Internet: bcph@dfait-maeci.gc.ca  
Hours 09:00 to 17:00 weekdays

Information Centre  
Main Floor, Pearson Building  
Tel.: (613) 944-4000  
Toll-Free: 1-800-267-8376  
Internet: infotech@dfait-maeci.gc.ca  
Hours 09:00 to 16:30 weekdays

Media Relations Office  
A-2, Pearson Building  
Tel.: (613) 995-1874  
Hours 08: 30 to 18: 00 weekdays

### Reading Room

An area in the Access to Information and Privacy Protection Division (see address and telephone number in Introduction) has been designated, under the Access to Information Act, as a public reading room.

# Jacques Cartier and Champlain Bridges Incorporated (The)

## Chapter 83

### 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 Crown Corporation General Regulations, 1995 SOR/95-226
- The Jacques Cartier and Champlain Bridges Inc. Regulations SOR/98-568

#### Organization

The Corporation has a Board of Directors, a Management Committee, an Audit Committee, a Risk Management Committee and a Steering Committee for the Honoré Mercier Bridge deck replacement project. The Corporation's organizational structure consists of a General Manager and the following services: Engineering, Construction and Projects Management, Operations and Maintenance, Human Resources, Finance and Administration, Legal Affairs and Procurement.

### Information Holdings

#### Program Records

##### 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:** Bicycle paths, management and maintenance. 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: 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

### **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.

**Program Record Number:** JCCBI ES 004

### **Honoré Mercier Bridge**

**Description:** Information about maintenance.

**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.

**Topics:** Major maintenance contracts, regular maintenance contracts, such as work teams and supervision of work teams, professional service contracts, such as consulting services.

**Program Record Number:** JCCBI TM 003

## **Standard Program Records**

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

Access to Information and Privacy Requests

## **Particular 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.

**Consistent Uses:** Used to substantiate and issue cheques or reimbursement for the aboved-noted expenses, fees, claims and others payments; and for planning, budgeting and audit purposes.

**Retention and Disposal Standards:** The retention period for original accounts payable vouchers, together with supporting documentation is seven years and then destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**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.

**Consistent Uses:** Billing third-parties for lease or others uses of Corporate lands and structures or for damages incurred to structures.

**Retention and Disposal Standards:** Seven years and then destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 000295

**Bank Number:** JCCBI PPU 135

### **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 and then destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 00273

**Bank Number:** JCCBI PPU 025

### **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. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 004473

**Bank Number:** JCCBI PPU 180

### **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 and then destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**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), claims/debts due to or against the Crown are destroyed five years after settlement based on a sampling criterion.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**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. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**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. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**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. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 000298

**Bank Number:** JCCBI PPU 150

### Purchase Orders and Tender Files

**Description:** Files may contain requisitions for items and assets, 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 and then destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**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. After semi-active period and according to Corporate needs, files are transferred to National Archives of Canada.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002, JCCBI TM 003, JCCBI ES 004.

**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 and then destroyed.

**RDA Number:** 98/027

**Related PR#:** JCCBI CHJ 001, JCCBI HM 002,

JCCBI TM 003, JCCBI ES 004.

**TBS Registration:** 000296

**Bank Number:** JCCBI PPU 140

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

## 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.

### General Administrative Documentation

This class includes correspondence received from external organizations and individuals in the format of requests for information, complaints, comments and suggestions related to a broad range issues pertaining to the Corporation. The personal information contained in this class normally includes the name and postal address of the enquirer, telephone number and/or e-mail address. This personal information is fragmented throughout the subject files and is normally retrievable only if precise details such as the name, subject and the date of correspondence are provided. The retention periods of these classes of personal information depend on the record disposal schedules of the general subject files in which they are stored.



## Manuals

- Act Respecting Industrial Accidents and Occupational Diseases (Quebec)
- Cahier des charges et devis généraux, MTQ (CCDG)
- Canada Labour Code
- Canadian Electrical Code
- Canadian Highway Bridge Design Code, sections 1 to 16 (CSA)
- Canadian Uniform Traffic Control Devices Manual
- Contract Administration for Project Managers Manual
- Corporation's By-Law
- Corporation's Emergency Measures Plan
- Corporation's Policies and Procedures
- 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)

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](http://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

## 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.

Please Note: Requests made to The Jacques Cartier and Champlain Bridges Incorporated under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to The Jacques Cartier and Champlain Bridges Incorporated.

# Laurentian Pilotage Authority Canada

## Chapter 84

### General Information

#### Background

As a result of recommendations made by a Royal Commission on Pilotage in Canada, the Marine 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 marine pilotage service within the region.

#### Legislation

- Pilotage Act and Regulations, RSC, 1985, c. P-14
- Canada Shipping Act

#### Organization

##### Board of Directors

The Authority's board of directors is appointed by the Governor in Council, to a maximum of seven members.

##### Administration Branch

This Branch provides administrative and financial services as required to operate within accepted corporate business procedures.

##### 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:** Pilotage Tariff Regulations and Canadian Transportation Agency decision.

**Topics:** Information on the setting of tariffs and analysis from Canadian Transportation Agency.

**Program Record Number:** LPA OPR 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

Administration and Management Services

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  
 Salaries and Wages  
 Staff Relations  
 Training and Development

## Particular 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.

**Consistent Uses:** may be used to validate recruitment decisions and to justify recommendations.

**Retention and Disposal Standards:** The retention period for this bank is two (2) years and after is destroyed.

**RDA Number:** 99/024L

**Related PR#:** LPA PRN 920

**TBS Registration:** 003685

**Bank Number:** LPA PPU 025

### 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

**Consistent Uses:** may be used for statistics purposes and to draw appropriate conclusions regarding pilotage.

**Retention and Disposal Standards:** The retention period for this bank is ten (10) years and after is destroyed.

**RDA Number:** 99/024L

**Related PR#:** LPA OPR 005

**TBS Registration:** 003688

**Bank Number:** LPA PPU 035

### 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 the members.

**Consistent Uses:** may be used as a reference document

**Retention and Disposal Standards:** The retention period for this bank is ten (10) years and after is destroyed.

**RDA Number:** 98/005

**Related PR#:** LPA PRN 918

**TBS Registration:** 003686

**Bank Number:** LPA PPU 027

### 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.

**Consistent Uses:** may be used to verify that pilots and apprentice pilots meet the requirements of the Pilotage Act as to their ability to carry out their duties.

**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 of Canada.

**RDA Number:** 98/005

**Related PR#:** LPA PRN 918

**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.

Please Note: Requests made to the Laurentian Pilotage Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Laurentian Pilotage Authority.

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

Laurentian Pilotage Authority  
555 René-Lévesque Blvd West, Suite 1501  
Montreal, Quebec H2Z 1B1

Tel.: (514) 283-6320  
E.mail : [apl@apl.gc.ca](mailto:apl@apl.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 address is:

555 René-Lévesque Blvd West, Suite 1501  
Montreal, Quebec

# Law Commission of Canada

## Chapter 85

### General Information

#### Background

The Law Commission of Canada (LCC) 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 Parliament for broadly-based and strategic advice on legal policy and law reform issues

The work of the Commission is 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 inclusiveness, a multidisciplinary approach, innovative practices and partnerships and networks.

#### Responsibilities

The mandate of the Law Commission of Canada 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, with a view to providing independent advice on improvements, modernization and reform that will ensure a just legal system that meets the changing needs of Canadian society and individuals in that society.

The Law Commission of Canada is 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.

#### Commissioners

The Commission is composed of five Commissioners appointed by the Governor-in-Council upon the recommendation of the Minister of Justice.

The President is a full-time Commissioner who resides in Ottawa and who acts as the Chief Executive Officer of the Commission. The other four Commissioners, including the Vice-President, serve on a part-time basis.

#### Advisory Council

The Commissioners are assisted by a volunteer Advisory Council, consisting of up to twenty-four Canadians chosen by the Commission. Advisory Council members are appointed for a three-year term and may be reappointed.

As a group, the Advisory Council is to be broadly representative of the socio-economic and cultural diversity of Canada, to represent various disciplines and reflect knowledge of the common law and civil law systems. Its members need not be drawn from the legal professions.

#### Administration Directorate

The Administration Directorate provides the Commission with support services in human resources, finance, assets and facilities management, telecommunications, information technology, and information management. It is also responsible for planning, review activities, and special corporate initiatives such as Modern Comptrollership.

#### Communications Directorate

The Communications Branch promotes the policies, programs and services of the Commission and ensures that the Commission is visible, accessible and accountable to the public that it

services; it advises senior management on all issues relating to communications with the public and the media. The Directorate is also responsible for managing the Website [www.lcc.gc.ca](http://www.lcc.gc.ca).

### Research Directorate

The Research Directorate plays a leadership role in determining the Commission's research objectives, needs and priorities and in developing new partnerships and networks. The research work of the Commission is carried out mostly by outside experts such as contractors from the academic community and the private sector under the direction of the Director of Research.

## Information Holdings

**Note:** The Canadian Human Rights Commission, on our behalf, is handling the administration of Human Resources and Financial Services function and is retaining all the related official records.

### Program Records

#### Access and Privacy Coordination

**Description:** Coordination of Access to Information and Privacy.

**Topics:** Access to Information and Privacy.

**Program Record Number:** LCC 120-2

#### Administrative Services

**Description:** Correspondence, memoranda, reports, administrative policy and procedures of the Commission.

**Topics:** Human resources, finance/assets and facilities management, information technology and information management, planning, audits, evaluations, studies and special corporate initiatives such as Modern Comptrollership.

**Program Record Number:** LCC 100

#### Advisory Council

**Description:** Information relating to the Law Commission of Canada Advisory Council, appointment of Members, meetings, agenda, minutes and reports.

**Topics:** Bi-annual meetings.

**Program Record Number:** LCC 2100

#### Commissioners' Meetings

**Description:** Information on the establishment, organization, functions, agenda, minutes, reports, etc., and participation in conferences, meetings, symposia and seminars.

**Topics:** Bi-monthly Meetings.

**Program Record Number:** LCC 2150

### Financial Services

**Description:** Correspondence, memoranda, reports, statistics on the financial management of all programs and activities within the Commission. The Canadian Human Rights Commission, on our behalf, is handling the administration of Financial Services function and is retaining all the related official records

**Topics:** Accounts, audits, budget, contracts, hospitality, signing authorities, travel.

**Program Record Number:** LCC 800

### Partnerships

**Description:** Information on partnerships between the Law Commission and outside organizations.

**Topics:** General correspondence and Memorandum of Understanding on partnership between the Law Commission of Canada and various organizations for research on specific themes.

**Program Record Number:** LCC 2200

### Personnel Services Human Resources Services

**Description:** Correspondence, memoranda, reports, statistics on general personnel management activities within the Commission. The Canadian Human Rights Commission, on our behalf, is handling the administration of Human Resources Services function and is retaining all the related official records.

**Topics:** Appointments, official languages, employment and staffing, performance appraisals, training and development.

**Program Record Number:** LCC 1000

### Research

**Description:** Information relating to the Research which do not fall under the four research themes, Economic Relationships, Governance Relationships, Personal Relationships and Social Relationships.

**Topics:** General research / Living Law Lectures.

**Program Record Number:** LCC 3000

**Description:** Information relating to the Economic Relationships theme.

**Topics:** Economic Shocks.

**Program Record Number:** LCC 3026

**Description:** Information relating to the Economic Relationships theme:

**Topics:** Federal Security Interests.

**Program Record Number:** LCC 3030

**Description:** Information relating to the Economic Relationships theme

**Topics:** General documentation

**Program Record Number:** LCC 3020

#### **Research (continued)**

**Description:** Information relating to the Economic Relationships theme.

**Topics:** Organized Crime.

**Program Record Number:** LCC 3025

**Description:** Information relating to the Economic Relationships theme.

**Topics:** Relationships in Transitions 1999 – Relationships in Transitions.

**Program Record Number:** LCC 3040

**Description:** Information relating to the Economic Relationships theme.

**Topics:** Relationships in Transitions 2001 – Workplace in Transition.

**Program Record Number:** LCC 3050

**Description:** Information relating to the Economic Relationships theme.

**Topics:** Vulnerable Worker.

**Program Record Number:** LCC 3051

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Biomedical Research.

**Program Record Number:** LCC 3125

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Citizen Agency.

**Program Record Number:** LCC 3130

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Civil Society.

**Program Record Number:** LCC 3145

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Electoral Reform.

**Program Record Number:** LCC 3157

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Ethnic Minorities.

**Program Record Number:** LCC 3151

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Governance Aboriginal – Fiduciary Obligations.

**Program Record Number:** LCC 3141

**Description:** Information relating to the Governance Relationships theme.

**Topics:** General correspondence.

**Program Record Number:** LCC 3120

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Governance Relationships – Indigenous Bar Association Conference.

**Program Record Number:** LCC 3121

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Legal Dimensions Initiative 1999 – Perspectives on Legislation.

**Program Record Number:** LCC 3122

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Legal Dimensions Initiative 2003 – Law and Risk.

**Program Record Number:** LCC 3158

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Legal Dimensions Initiative 2004 – Law and Citizenship.

**Program Record Number:** LCC 3123

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Legislation Project.

**Program Record Number:** LCC 3155

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Patterns of Association in Canadian Civil Society.

**Program Record Number:** LCC 3135

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Indigenous Legal Traditions.

**Program Record Number:** LCC 3160

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Relationships in Transition 2001 – Governance Relationships.

**Program Record Number:** LCC 3156

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Governing Beyond Borders.

**Program Record Number:** LCC 3159

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Relationships in Transitions 2004 - The

Environment Emerging Scientific Knowledge and Managing Legal Risk.

**Program Record Number:** LCC 3161

**Research (continued)**

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Urban Aboriginal Governance in Canada.

**Program Record Number:** LCC 3140

**Description:** Information relating to the Governance Relationships theme.

**Topics:** Governance 'Minorities' Values.

**Program Record Number:** LCC 3150

**Description:** Information relating to the Personal Relationships theme.

**Topics:** Adults Relationships.

**Program Record Number:** LCC 3260

**Description:** Information relating to the Personal Relationships theme.

**Topics:** Legal Dimensions Initiative 2000 – Personal Relationships of Dependence and Interdependence in Law.

**Program Record Number:** LCC 3240

**Description:** Information relating to the Personal Relationships theme.

**Topics:** Justice Between Generations.

**Program Record Number:** LCC 3255

**Description:** Information relating to the Personal Relationships theme.

**Topics:** Older Adults Relationships.

**Program Record Number:** LCC 3250

**Description:** Information relating to the Social Relationships theme.

**Topics:** Social Relationships – Communities Project.

**Program Record Number:** LCC 3355

**Description:** Information relating to the Social Relationships theme.

**Topics:** General correspondence.

**Program Record Number:** LCC 3340

**Description:** Information relating to the Social Relationships theme.

**Topics:** Legal Dimensions Initiative 2001 – Refocusing the Public/Private Divide.

**Program Record Number:** LCC 3346

**Description:** Information relating to the Social Relationships theme.

**Topics:** Social Relationships – Order and Security.

**Program Record Number:** LCC 3360

**Description:** Information relating to the Social Relationships theme.

**Topics:** Social Relationships – Restorative Justice.

**Program Record Number:** LCC 3350

**Description:** Information relating to the Social Relationships theme.

**Topics:** Social Relationships in Transition 2000 – Social Relationships.

**Program Record Number:** LCC 3345

**Description:** Information relating to the Social Relationships theme.

**Topics:** Social Relationships in Transition 2002 – The Governance of Policing & Security.

**Program Record Number:** LCC 3347

**Description:** Information relating to the Social Relationships theme.

**Topics:** Social Relationships in Transition 2003 – Governance and Freedom of Choice.

**Program Record Number:** LCC 3348

**Description:** Information relating to the Social Relationships theme.

**Topics:** Social Relationships in Transition 2005 – Customary Practices and Law in Canada.

**Program Record Number:** LCC 3349

**Description:** Information relating to the What is a Crime ? theme.

**Topics:** What is a Crime?

**Program Record Number:** LCC 3400

**Description:** Information relating to Ministerial Reference.

**Topics:** General Information related to reference request by the Minister of Justice.

**Program Record Number:** LCC 3500

**Description:** Information relating to Ministerial Reference on Institutional Child Abuse.

**Topics:** Discussion Papers.

**Program Record Number:** LCC 3520

**Description:** Information relating to Ministerial Reference on Institutional Child Abuse.

**Topics:** General correspondence.

**Program Record Number:** LCC 3510

**Description:** Information relating to Ministerial Reference on Institutional Child Abuse.

**Topics:** Study Panels.

**Program Record Number:** LCC 3512

**Description:** Information relating to the Law Commission of Canada Rod Macdonald Annual Contest.

**Topics:** Rod Macdonald – Does Age Matter?

**Program Record Number:** LCC 3005



**Research (continued)**

**Description:** Information relating to the Law Commission of Canada Audacity of Imagination Annual Contest.

**Topics:** 2004 Audacity of Imagination – The Place of Justice.

**Program Record Number:** LCC 3006

**Description:** Information relating to the Law Commission of Canada SSHRC-Virtual Scholar in Residence Annual Contest.

**Topics:** SSHRC – Virtual Scholar in Residence – Cities.

**Program Record Number:** LCC 3016

**Standard Program Records**

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

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Audits

Budgets

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health and Safety

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

**Standard Personal Information Banks**

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

Access to Information and Privacy Requests

Hospitality

Relocation

Travel

**Manuals**

The Canadian Human Rights Commission (CHRC), on our behalf, is handling the administration of Financial Services and Human Resources functions, therefore the Law Commission of Canada is referring to CHRC manuals 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.

Request for further information about the Law Commission of Canada may be obtained by contacting:

Law Commission of Canada  
222 Queen Street, 11th Floor, Suite 1124  
Ottawa, Ontario K1A 0H8

Tel.: (613) 946-8980

**Reading Room**

Address same as above.

# Library and Archives Canada

## Chapter 86

### General Information

#### Background

In early 2004-2005, Parliament amended and approved Bill C-8, an Act enabling the Library and Archives Canada (LAC) to become legally one institution by order of the Governor in Council on May 21, 2004. LAC is a new and innovative knowledge institution that will be a source of enduring knowledge accessible to all, and that will contribute to the cultural, social and economic advancement of Canada. The new institution will offer Canadians simplified access to the broadest collection of information about Canada, bringing together all forms of information, much of it unique and unavailable elsewhere. LAC combines the collections, services and staff expertise of the former National Library of Canada, established in 1953, and National Archives of Canada, established in 1872. Our objective is to provide all Canadians with easy, one-stop access to the texts, photographs and other documents that reflect their cultural, social and political development. Working closely with other archives and libraries, we will continue to acquire and preserve Canada's documentary heritage in all its forms.

#### Responsibilities

The objectives of Library and Archives Canada for 2004-2005 reflect the single new institution established in 2004. As such, the LAC mandate is: to preserve the documentary heritage of Canada for the benefit of present and future generations; to serve as a source of enduring knowledge accessible to all, contributing to the cultural, social and economic advancement of Canada as a free and democratic society; to facilitate in Canada cooperation among communities involved in the acquisition, preservation and diffusion of knowledge; and to serve as the continuing memory of the government of Canada and its institutions.

#### Legislation

- Library and Archives Canada Act (SC 2004, c.11)
- Legal Deposit of Publications Regulations (revised 2004)

### Organization

#### Communications

The Communications sector includes strategic communications, publishing, marketing, events and external relations management, and internal communications. LAC communications are aligned with and responsive to our corporate priorities, these activities can have a profound and measurable impact on the success of our services, programs, and on our ability to attract donations and partnerships and deliver IM support to government.

#### Corporate Management

Corporate Management provides advice, assistance in Human Resources Management and Financial Management, as well as common services such as Audit and Evaluation, Integrity Officer, Accommodation and Security Records Management and the Staff Resource Centre.

#### Documentary Heritage Collection

The Documentary Heritage Collection sector ensures that Canada's documentary heritage is collected, safeguarded and organized for current and future uses. Its functions are collection development, organization, and care of collections.

#### Government Information Management Office

The Government Information Management Sector supports federal institutions in the management of information and knowledge. Its primary functions include IM strategies which support the development of a government-wide Information Management program, IM solutions which develop guidance, tools and training to help departments implement IM policies and programs and IM services which includes the Federal Records Centres.

#### Information Technology Services

The Information Technology Services provides IT services to LAC sectors, develops and maintains applications, provides informatics infrastructure management, supports networks and desktop services, provides IT training and support to LAC as well as their clients in Canada and abroad.

## Office of the Librarian and Archivist of Canada

The Librarian and Archivist of Canada is ultimately responsible for all matters relating to the Library and Archives Canada. As an active member of various national and international committees, the Librarian and Archivist of Canada is involved in numerous associations and councils on archives. The Librarian and Archivist of Canada reports through the Minister of Canadian Heritage.

## Portrait Gallery of Canada

The Portrait Gallery of Canada is a new program, announced by the government in 2001. It is in the development stage and its public programming will be housed at 100 Wellington Street, Ottawa, opening in 2007. The Portrait Gallery of Canada is responsible for leadership in all aspects of the development, implementation and administration of a nationally and internationally recognized portrait gallery focusing on the men and women from all walks of life who have helped to shape and who continue to shape Canada. Its current functions are acquisitions and research, strategic initiatives and exhibitions, description and care, public programming and communications, and development and building project.

## Programs and Services

The Programs and Services sector increases awareness of access to the use and the understanding of Canada's documentary heritage. Its functions are delivery of services in response to clients demand of all types and via all channels; delivery of programs to promote knowledge and understanding of Canada's documentary heritage. The former is responsive to demand; the latter is proactive, anticipating the interests and information needs of Canadians. Combined they are the important means through which LAC delivers its mandate to make known Canada's documentary heritage.

## Strategic Office

The key functions of the Strategic Office are to position the institution strategically and to be an integrator for the whole organization. The office supports the development of a coherent, corporate vision and strategic directions, from which corporate objectives and priorities can be drawn. In turn, this corporate view ensures that all institutional activities are fully aligned with

organizational goals. The Strategic Office leads, assist, coordinate and draw on planning and policy work within sectors.

## Transformation Office

The Transformation Office ensures the successful long-term transformation of LAC. It initiates, directs and decides or provides recommendations on key elements of the transformation exercise.

# Information Holdings

## Program Records

### Communications Sector

#### Library and Archives Canada Mailing List

**Description:** Client-based mailing list of 88 separate categories held in AMICUS. Purpose is for distribution of LAC publications.

**Topics:** Publications, management Information.

**Format:** Online.

**Program Record Number:** LAC COM 005

#### Public Programs

**Description:** Information on cultural events such as exhibitions, concerts, readings and book launches.

**Topics:** Production steps – planning, implementation, costs.

**Program Record Number:** LAC COM 025

#### Publications Inventory List

**Description:** Library and Archives Canada Publications listing and indexing on Q & A. Database purpose is to track and manage LAC publications.

**Topics:** Publications, management Information.

**Format:** Online.

**Program Record Number:** LAC COM 010

### Corporate Management Sector

#### Evaluation of Information Management Programs

**Description:** Information relating to the evaluation and effectiveness of information management programs in conformity with Library and Archives Canada legislation and Treasury Board policy.

**Topics:** Internal audit and evaluation guidelines; strategies for the sound management of government information.

**Program Record Number:** LAC CM 185

### **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:** LAC CM 180

### **Documentary Heritage Collection Sector**

#### **Acquisitions**

**Description:** Information on the acquisition of Canadian and non-Canadian library material by Library and Archives Canada.

**Topics:** Compliance with Library and Archives Canada 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.

**Format:** Online.

**Program Record Number:** LAC DHC 030

#### **Acquisitions and Accessions-Audio-Visual**

**Description:** Information on the acquisition, the arrangements and the storage of films, videos 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:** Description preservation standards; appraisals of collections; purchases and donations; negotiations and agreements with the public and donors; exchanges with archival institutions.

**Access:** These files are arranged by fonds and collection / donor name.

**Program Record Number:** LAC DHC 035

#### **Acquisitions and Accessions - Cartographic and Architectural**

**Description:** Information relating to the acquisition, the arrangement, the description and the 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:** LAC DHC 055

#### **Acquisitions and Accessions- Manuscripts**

**Description:** Information on private textual archives and records to be selected, retained, organized and preserved by LAC.

**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, exchange with the community.

**Access:** The files are organized by subject, donor name or institution and collection title.

**Program Record Number:** LAC DHC 070

#### **Acquisition and Control - Government Records**

**Description:** Information on the Government Records Appraisal and Disposition Program and its predecessor. Information on the appraisal, disposition, acquisition, selection, arrangement, description and conservation of the archival records of the Government of Canada. Information relates to government records in all media – textual, electronic, cartographic, photographic, audio-visual and documentary art.

**Topics:** Appraisal, disposition and acquisition procedures and policies; transfer of archival records guidelines; consultations and liaison with government departments, crown corporations and other countries; Records Disposition Authorities and Agreements to Transfer; records retention and disposal schedules; microfilming proposals from federal government institutions.

**Program Record Number:** LAC DHC 015

#### **Acquisitions, Research and Control - Documentary Art and Photography**

**Description:** Information on the acquisition, the arrangement, the preservation and the storage 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, the source and the 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:** LAC DHC 100

### **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.

**Format:** Paper and Online.

**Program Record Number:** LAC DHC 060

### **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 118,000 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, collection of Canadian and foreign posters and PIKA, a Canadian children's literature database.

**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 AMICUS and in-house catalogue (to 1993) and book lists by year of publication (since 1984).

**Format:** Slides (by illustrator, title and year).

**Program Record Number:** LAC DHC 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.

**Format:** Diskette.

**Program Record Number:** LAC DHC 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.

**Format:** Online.

**Program Record Number:** LAC DHC 185

### **Canadian ISBN Publishers' Directory**

**Description:** Contains information concerning ISBN prefixes assigned to publishers as well as their coordinates.

**Topics:** Canadian publishers and ISBN prefixes, publishing in Canada.

**Format:** Online.

**Program Record Number:** LAC DHC 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:** LAC DHC 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.

**Topics:** Music Geographic Coverage: Canada.

**Format:** Online.

**Program Record Number:** LAC DHC 160

### **Canadian Newspapers on Microform held by Library and Archives Canada**

**Description:** List of Canadian newspapers (including student, ethnic and native) with Library and Archives Canada holdings. Microcomputer-based on MS WORD.

**Note:** Available on the Library and Archives Canada's website

**Topics:** Newspapers, reference services.

**Format:** Online.

**Program Record Number:** LAC DHC 020

### **Canadian Poetry Archive**

**Description:** The Canadian Poetry Archive features selected poems from over 100 early English- and French-language Canadian poets.

**Note:** Available on the Library and Archives Canada's website.

**Topics:** Canadian literature.

**Format:** Online.

**Program Record Number:** LAC DHC 025

### **Canadian Theses**

**Description:** Information on the Library and Archives Canada program ensuring access to and

preservation of theses and dissertations in various formats accepted by Canadian universities.

**Note:** Available on the Theses Canada Portal.

**Topics:** Acquisition of theses; preservation of theses; electronic theses; microfilming.

**Format:** Online.

**Program Record Number:** LAC DHC 110

### **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 Library and Archives Canada, from early Canadiana to most recent items. Contains over 2 000 000 bibliographic and authority records.

**Topics:** All disciplines.

**Format:** Online, CD-ROM, FTP files.

**Program Record Number:** LAC DHC 165

### **Cartographic and Audio Visual Archives**

**Description:** General Information on the functions of these sectors which includes acquisition procedures and policies, organization, description and preservation of records of historical value.

**Topics:** Conditions on access to material; exchanges and agreements; loans; special projects; cataloguing.

**Program Record Number:** LAC DHC 105

### **Cataloguing Programs**

**Description:** Information on Library and Archives Canada's cataloguing operations.

**Topics:** Cataloguing policies and standards; workflow and turnaround time reports; performance measurement system; backlog count reports.

**Format:** Statistical records related to the processing time analysis system and performance measurement system are in machine-readable form.

**Program Record Number:** LAC DHC 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. The CIP data gathered through the program are made available through the New Books Service web product.

**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:** LAC DHC 040

### **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. Library and Archives Canada 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

**Format:** Online

**Program Record Number:** LAC DHC 210

### **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.

**Note:** Available on the Library and Archives Canada's website.

**Topics:** Special collections.

**Access:** The directory is searchable by keyword, and can be browsed by subject, collection name, and name of home institution.

**Format:** Online.

**Program Record Number:** LAC DHC 230

### **Disc-O-Logue**

**Description:** Database of French-language popular music recordings available in Canada from the mid-1950s to the mid 1980s.

**Note:** Available on Library and Archives Canada's website.

**Topics:** Originating department or agency: research and information services, Library and Archives Canada; music.

**Format:** Online.

**Program Record Number:** LAC DHC 045

### **Documentary Art and Photography**

**Description:** General Information on Documentary Art/Photography which include acquisition procedures and policies, organization, description 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.

**Access:** Arranged by artist name.

**Program Record Number:** LAC DHC 099

### **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.

**Format:** Paper, diskette.

**Program Record Number:** LAC DHC 225

### **Gifts and Major Acquisitions Database**

**Description:** Contains information about major acquisitions bought and gifts received by Library and Archives Canada.

**Topics:** All disciplines.

**Format:** Online.

**Program Record Number:** LAC DHC 220

### **Government Archives**

**Description:** Correspondence of a general nature related to Government Archives Division.

**Topics:** Conditions on access to material; internal research studies and projects; conservation of holdings.

**Program Record Number:** LAC DHC 011

### **Index to Federal Royal Commissions**

**Description:** Index to reports, briefs, submissions working papers and other relevant material associated to Federal Royal Commissions available at Library and Archives Canada.

**Note:** Available on Library and Archives Canada's website.

**Topics:** Government Publications.

**Format:** Online.

**Program Record Number:** LAC DHC 120

### **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.

**Format:** Online.

**Program Record Number:** LAC DHC 170

### **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:** LAC DHC 205

### **Inquiries on: Photography Services**

**Description:** Information relating to photographic and electrostatic reproductions of records held in Library and Archives Canada.

**Topics:** Film preservation; photographic assignments; black and white and colour reproductions.

**Program Record Number:** LAC DHC 195

### **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:** LAC DHC 200

### **Inquiries on: Technical Operations (Audio-Visual)**

**Description:** Information relating to the preservation of moving image and sound recording.

**Topics:** Preservation standards; procedures and practices.

**Program Record Number:** LAC DHC 215

### **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.

**Format:** Paper and Online.

**Program Record Number:** LAC DHC 130

### **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:** LAC DHC 065

### **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, religious law, mysticism, liturgy; Hebraic bibliography and the history of Hebraic printing.

**Access:** Through AMICUS in conjunction with printed guides. Consultation in the Lowy Room, 2nd floor.

**Program Record Number:** LAC DHC 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:** LAC conservators and Lowy Curator.

**Format:** Diskette.

**Program Record Number:** LAC DHC 240

#### **Legal Deposit - Amicus Database**

**Description:** Machine-readable bibliographic and acquisition records for Canadian imprints, in all formats and languages, received by Library and Archives Canada under the legal deposit provisions of the National Library Act. Records are created, stored and managed on the AMICUS acquisitions system.

**Topics:** All disciplines.

**Format:** Online.

**Program Record Number:** LAC DHC 140

#### **Literary Manuscripts**

**Description:** Information on Canadian authors, other individuals involved in Canadian literature and small literary presses whose archives are held by Library and Archives Canada; finding aids for many of these archival fonds; list of archival fonds titled Literary Manuscripts: A Guide to the Literary Fonds at Library and Archives Canada; lists of sound recordings, videos, photographs and posters.

**Topics:** Literary archival fonds: including correspondence, manuscripts, professional and personal memorabilia, audio recordings, video recordings, photographs and posters. Literary Manuscripts: a guide available in print version and on the internet on the Library and Archives Canada website.

**Access:** fonds records are arranged alphabetically

and fonds number, fonds arranged individually according to content: finding aids available in print version and many available electronically.

Biographical and critical files composed mainly of clippings from newspapers and journals.

**Program Record Number:** LAC DHC 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.

**Format:** Online.

**Program Record Number:** LAC DHC 075

#### **MARC Records Distribution Service (MRDS)**

**Description:** MARC (Machine-Readable Cataloguing) source files from Library and Archives Canada, as well as the CONSER file. Various distribution service options are available to subscribers.

**Topics:** All disciplines.

**Format:** FTP. Alternatively, records can be selected and downloaded using the AMICUS database.

**Program Record Number:** LAC DHC 245

#### **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 Library and Archives Canada; 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:** LAC DHC 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.

**Program Record Number:** LAC DHC 235

### **New Books Service**

**Description:** A subset of LAC's AMICUS database (a virtual collection) which includes bibliographic information for new titles published in Canada for which LAC has supplied cataloguing data to publishers.

**Access:** is provided by author name, title, ISBN number, etc., and cover art graphics, table of contents, sample text, author/illustrator biographies, book reviews, publisher information

are also included if available. Collection generally comprises approximately 10,000 titles.

**Topics:** All topics for titles published in Canada.

**Format:** Online.

**Program Record Number:** LAC DHC 190

### **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 Library and Archives Canada collections by purchase, gift or exchange. Records are created, stored and managed on the AMICUS acquisitions subsystem. Contains 120,000 bibliographic and acquisitions records.

**Topics:** All disciplines.

**Format:** Online.

**Program Record Number:** LAC DHC 080

### **Preservation**

**Description:** Information on topics of interest to Canadian libraries concerning preservation of library materials and information relating to preservation activities at Library and Archives Canada.

**Topics:** Preservation and conservation of holdings.

**Access:** Files arranged by subject and organization.

**Program Record Number:** LAC DHC 175

### **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 AMICUS. Consultation in special collections reading room.

**Program Record Number:** LAC DHC 125

### **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.

**Format:** Online.

**Program Record Number:** LAC DHC 155

### **Union Catalogue — Online**

**Description:** A component of the online AMICUS database which contains bibliographic records with location and holdings information for serials and monographs, in all languages and subject areas, held in more than 1300 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 500 libraries currently report accessions. Contains 19,500,000 bibliographic records.

**Topics:** All disciplines.

**Format:** Online (for post-1980 records), in card catalogues, on site (for pre-1980 records). (See Union Catalogues – Manual, for pre-1980 records, available on site in card catalogues format).

**Program Record Number:** LAC DHC 095

### **Union Catalogues - Manual**

**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.

**Format:** Card catalogue; after April 1980, in machine-readable databases. (See Union Catalogue – Online, for post-1980 records, available online).

**Program Record Number:** LAC DHC 090

### **Virtual Canadian Union Catalogue (vCuc)**

**Description:** Provides Z39.50 access to online catalogues of major Canadian libraries.

**Topics:** Library catalogues.

**Access:** Library catalogues may be searched individually, or several catalogues may be searched simultaneously using virtual groups.

**Format:** Internet.

**Program Record Number:** LAC DHC 250

### **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 Library and Archives 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.

**Note:** Available on Library and Archives Canada's website.

**Format:** Online.

**Program Record Number:** LAC DHC 180

### **Government Information Management Office**

#### **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; surveys on cost-savings and products; Electronic discussion list; e-book committee; website; marketing strategies.

**Format:** Online.

**Program Record Number:** LAC GIM 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 Librarian and Archivist of Canada 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, Electronic discussion list.

**Format:** Online

**Program Record Number:** LAC GIM 010

#### **Directory of Federal Libraries**

**Description:** List of federal libraries, name of contacts, addresses, telephone numbers, fax, e-mail and library symbols.

**Note:** Available under Council of Federal Libraries (CFL) on Library and Archives Canada's website.

**Topics:** Library and information science, resource sharing.

**Format:** Online.

**Program Record Number:** LAC GIM 015

### General Operations

**Description:** Information on the records management function, and on the coordination of the services of the federal libraries.

**Topics:** Correspondence with the Minister, Treasury Board and other central agencies; publications; planning; evaluation and audit; operational training.

**Program Record Number:** LAC GIM 005

### Management of Information Holdings

**Description:** Information relating to the management of recorded information by means of legislation, policies, standards and practices.

**Topics:** Include disposition schedules and guidelines.

**Program Record Number:** LAC GIM 175

### Manitoba Region Federal Records Centre - Inquiries on: Personnel Information Files

**Description:** Personnel information collected during the course of former civilian employees' terms in the Federal Public Service.

**Topics:** Individuals' employment history with Federal departments; pension details (if available), as well as personal information.

**Access:** These files are arranged by locator number. Personnel records for former 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:** LAC GIM 165

### National Capital Region Federal Records Centre - Inquiries on: Personnel Information Files

**Description:** Personnel information collected during the course of former military employees' terms of employment in the Canadian Armed Forces and the Federal Public Service.

**Topics:** Individuals' employment history with 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.

**Program Record Number:** LAC GIM 170

### 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, electronic media, personnel and personnel-related records of former civilian and military federal employees.

**Topics:** Reference services and research

inquiries; organization of holdings; disposition schedules; reboxing of holdings for preservation.

**Program Record Number:** LAC GIM 155

### Information Technology Services Sector

#### Advanced Help Desk

**Description:** List of all system and application incidents reported by users.

**Topics:** Administration, technical services.

**Format:** Online.

**Program Record Number:** LAC ITS 005

#### AMICUS

**Description:** Online database of bibliographic source files and holdings of Library and Archives Canada and other Canadian libraries.

**Note:** added to link with changes in MARC Records Distribution Service below.

**Topics:** All disciplines.

**Access:** Online selection and downloading of records available.

**Format:** Online.

**Program Record Number:** LAC ITS 010

#### AMICUS Client Services File

**Description:** Online database of names, addresses and other information describing libraries and other organizations with which Library and Archives Canada does business. Includes Interlibrary Loan (ILL) clients, Information Technology Services (ITS) client base, acquisition, etc. Records for more than 50,000 organizations.

**Topics:** Client Information.

**Format:** Online.

**Program Record Number:** LAC ITS 015

#### AMICUS Manage Billing

**Description:** Database of AMICUS and Library and Archives Canada client billing information. (Replaced NL-ITS Billing Information System).

**Topics:** Administration, management information.

**Format:** Online.

**Program Record Number:** LAC ITS 020

#### 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 Library and

Archives Canada application architecture, interaction with data administration, systems development methodologies and standards, information technology assessment.

**Program Record Number:** LAC ITS 165

#### **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 Library and Archives Canada's services and programs, services to LAC.

**Program Record Number:** LAC ITS 150

#### **Departmental Telephone Directory**

**Description:** Internal listing of organization (departmental) and personnel (alphabetical). Web-based at GTIS.

**Topics:** Administration, management information.

**Format:** Online.

**Program Record Number:** LAC ITS 025

#### **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 Library and Archives Canada.

**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:** LAC 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 Information Technology Services.

**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:** LAC ITS 145

#### **Library and Archives 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.

**Format:** Online, AMICUS GUI.

**Program Record Number:** LAC ITS 030

#### **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:** LAC ITS 065

#### **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 Library and Archives Canada; 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:** LAC ITS 170

#### **Telephone Directory**

**Description:** Names and phone numbers of all Library and Archives Canada's staff.

**Topics:** Administration.

**Format:** Online.

**Program Record Number:** LAC ITS 175

#### **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.

**Format:** Online.

**Program Record Number:** LAC 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.

**Format:** Online.

**Program Record Number:** LAC ITS 040

### **Office of the Librarian and Archivist of Canada**

#### **Canadian Council of Archives (CCA)**

**Description:** The CCA supports Canadian archival institutions through grants and contributions given annually by the Library and Archives 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 CCA through provincial/territorial archival councils by institutions.

**Topics:** Committees; applications or funding.

**Access:** The Committee files are arranged by subject. The applications for funding are arranged by province/territories and year.

**Program Record Number:** LAC 146

#### **Federal-Provincial-Territorial, National and International Liaison**

**Description:** Information on participation in various departmental, provincial, territorial, 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 on Archives Management Board; Advisory Committee on Records; Archives Committee for Pan-American Institute of Geography and History.

**Program Record Number:** LAC 010

### **Programs and Services Sector**

#### **Acquisition and Research – Portrait Gallery of Canada**

**Description:** Information on the acquisition, the description and the organization of portraits in all media: painting, drawings, photography, sculpture, prints, medals and new technologies. Photographic documents (catalogue cards, slides, colour transparencies) organized for cataloguing and reference.

**Topics:** Negotiations and agreements with artists, photographers, donors, auction houses and dealers; bibliographical information on artists, photographers and sitters; inventories; research files; non-active acquisition files; appraisal information.

**Access:** These files are arranged by subject, donor, collection, individual accession and by name.

**Program Record Number:** LAC PS (number will be provided next year)

#### **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.

**Format:** Internet.

**Program Record Number:** LAC PS 010

#### **Canadian Reference Sources**

**Description:** INMAGIC database used in the preparation of the publication Canadian reference sources: an annotated bibliography.

**Topics:** Reference services.

**Format:** Online.

**Program Record Number:** LAC PS 030

#### **Client Database**

**Description:** The Canadian Book Exchange Centre redistributes publications surplussed by Canadian libraries to other libraries in Canada. Client profiles in the database include a unique institution number, institution name, personal contact, mailing/shipping address, email address, telephone and fax number, distribution lists received by the client and status of client.

**Topics:** Library and Information Science, resource sharing.

**Format:** Online; Microsoft Access 2000.

**Program Record Number:** LAC PS 035

### Interlibrary Loans

**Description:** Libraries may contact Library and Archives Canada in order to borrow or locate a published item on behalf of a local client. LAC will lend its copy or provide a list of other libraries from which the item may be borrowed. LAC also assigns library symbols to Canadian libraries and maintains a directory of libraries in Canada, including address information, lending, photocopying and charging policies.

**Format:** Automated database. Data can be accessed internally only. See NAVIS for related information.

**Program Record Number:** LAC PS 135

### Library and Archives Canada World Wide Web

**Description:** Library and Archives 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. LAC'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, library initiatives, public services, resource sharing.

**Format:** Internet.

**Program Record Number:** LAC PS 005

### 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 LAC's holdings.

**Program Record Number:** LAC PS 140

### 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.

**Format:** Online.

**Program Record Number:** LAC PS 070

### Memorable Canadians

**Description:** Index of biographies located throughout Library and Archives Canada's website.

**Access:** Biographies are accessible through four

indexes: name, field of endeavour, subject and resource.

**Program Record Number:** LAC PS 080

### NAVIS

**Description:** Library and Archives Canada's automated interlibrary loan management system. Includes records of ILL requests received by LAC, as well as addressing, messaging and ILL policy information for all libraries using its ILL services.

**Topics:** Interlibrary loan requests.

**Format:** Online.

**Program Record Number:** LAC PS 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.

**Format:** Online.

**Program Record Number:** LAC PS 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.

**Format:** Online.

**Program Record Number:** LAC PS 100

### Patron Information

**Description:** This computerized data bank contains information on registered users of Library and Archives 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.

**Format:** Online.

**Program Record Number:** LAC PS 105

### Periodical Database

**Description:** Database of the periodical titles held by the Canadian Book Exchange Centre for redistribution to Canadian libraries; includes title, place of publication, shelf location, subject and history of distribution.

**Topics:** All disciplines.

**Format:** Online; Microsoft Access 2000.

**Program Record Number:** LAC PS 120

### Reference and Information Services

**Description:** Information on Library and Archives Canada holdings of Canadian official 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:** AMICUS located on the LAC website. 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:** LAC PS 110

**Reference and Inquiries on Architectural/Cartographic; Audio Visual; Documentary Art/Photography; Textual records**

**Description:** Reference and research requests for information on records of historical value including architectural/cartographic, audio-visual, documentary art/photography and textual records, inquiries concerning conditions of access to the holdings.

**Topics:** General research 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:** LAC PS 050

**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.

**Format:** Online.

**Program Record Number:** LAC PS 130

**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.

**Format:** Online.

**Program Record Number:** LAC PS 160

**Student Newspapers currently received by Library and Archives Canada**

**Description:** List of Canadian university and college newspapers, including holdings, located at Library and Archives Canada and elsewhere in Canada. Microcomputer-based on MS WORD.

**Note:** Available on Library and Archives Canada's website.

**Topics:** Newspapers, reference services.

**Format:** Online.

**Program Record Number:** LAC PS 165

**Symbols and Interlibrary Loan Policies in Canada**

**Description:** Contains addressing, messaging and ILL policy information for all Canadian libraries listed in NAVIS, the Library and Archives Canada's automated interlibrary loan management system.

**Topics:** Library catalogues.

**Format:** Internet.

**Program Record Number:** LAC PS 170

**Strategic Office**

**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 Subcommittee meetings; joint projects agreements; bylaws; background documents; website. Format: Online.

**Program Record Number:** LAC SO 010

**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.

**Format:** Diskette.

**Program Record Number:** LAC SO 005

### **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 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 Librarian and Archivist of Canada in contributing to the federal disability agenda.

**Topics:** Meetings – Council, action committees and working groups; workshops, recommendations, newsletter, LAC website, electronic discussion list.

**Format:** Online

**Program Record Number:** LAC SO 030

### **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.

**Format:** Online.

**Program Record Number:** LAC SO 025

### **Library and Archives Canada Collections Inventory**

**Description:** Database in MS-Access describing and reporting on LAC 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.

**Format:** Online.

**Program Record Number:** LAC SO 015

## **Standard Program Records**

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

Access to Information and Privacy Requests

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

Hospitality

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

## **Particular Personal Information Banks**

### **Acquisition Records**

**Description:** Contains research on potential archival acquisitions and correspondence with potential sources.

**Class of Individuals:** Individuals who have corresponded with Library and Archives Canada concerning potential acquisitions.

**Purpose:** To develop acquisition priorities and values, to authenticate acquisitions and to trace archival collections.

**Consistent Uses:** The information is used to document provenance of archival donations and transfer of legal ownership of archival collections, to establish authority for restrictions on public use and copyright protection of donations, and to



identify long term trends in purchase prices of documentary heritage material and document.

**Retention and Disposal Standards:** All of this information will be retained by Library and Archives Canada for archival purposes. A disposal date will be determined by 2006.

**RDA Number:** 2001/027

**Related PR#:** LAC DHC 015

**TBS Registration:** 000549

**Bank Number:** LAC PPU 025

### 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 Library and Archives 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 LAC.

**Consistent Uses:** 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.

**RDA Number:** 2001/027

**Related PR#:** LAC GIM 005

**TBS Registration:** 002336

**Bank Number:** LAC PPU 045

### Client Information

**Description:** This computerized data bank contains information on individuals who wish to use Library and Archives Canada's research facilities, collections and services. It includes the client barcode number, client name, affiliation, address, telephone number, research topic, LAC 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 LAC.

**Purpose:** The bank was established to identify users of LAC, collections and services, to prepare

user cards.

**Consistent Uses:** To profile users of LAC, to identify research topics, to analyse trends in information needs and to control the circulation of material. Clients require a LAC barcode number to access the collections and on-site services.

**Retention and Disposal Standards:** All patron records since 1995 are permanently retained.

**RDA Number:** 2001/006

**Related PR#:** LAC PS 105

**TBS Registration:** 002278

**Bank Number:** LAC PPU 010

### 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 students, federal, provincial and municipal government employees in conservation training offered by Library and Archives Canada.

**Class of Individuals:** Students and federal, provincial and municipal government employees.

**Purpose:** The purpose of this bank is to provide documentation for the administration of conservation training offered by Library and Archives Canada. It is also used to approve and register the participation of individuals.

**Consistent Uses:** To report on care of collection knowledge dissemination activities.

**Retention and Disposal Standards:** Files are retained for five years from the date of the end of the course and are then destroyed.

**RDA Number:** 2001/027

**Related PR#:** LAC GIM 005

**TBS Registration:** 002339

**Bank Number:** LAC PPU 060

### 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 Library and Archives Canada.

**Purpose:** To provide information about financial transactions pertaining to all activities of Library and Archives Canada.

**Consistent Uses:** To administer training and travel functions and gather statistics as required, to issue travel advances and claims for employees; to determine terms of payment to contractors, contract extensions or renewals, for forecasting and to make other decisions pertaining to

contracts; to issue taxable benefits statements to contractors for Income Tax purposes; collection for statistical purposes, to comply with reporting requirements by central agencies.

**Retention and Disposal Standards:** Six years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** LAC PRN 914

**TBS Registration:** 000545

**Bank Number:** LAC PPU 005

### Friends of Library and Archives 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 Library and Archives 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.

**RDA Number:** 2001/027

**Related PR#:** LAC COM 025

**TBS Registration:** 003779

**Bank Number:** LAC PPU 022

### Gifts and Major Acquisitions Database

**Description:** Contains current and retrospective (to 1975) information about major acquisitions of published materials bought and gifts received by Library and Archives Canada. 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.

**Note:** 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.

**Class of Individuals:** Donors to LAC.

**Purpose:** The database provides LAC 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.

**Retention and Disposal Standards:** Information on gifts is retained for the period equivalent to the life of the gift.

**RDA Number:** Authority Pending

**Related PR#:** LAC DHC 030

**TBS Registration:** 004478

**Bank Number:** LAC PPU 060

### 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 Library and Archives 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 Library and Archives 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.

**RDA Number:** 2001/027

**Related PR#:** LAC GIM 005

**TBS Registration:** 00233

**Bank Number:** LAC PPU 050

### 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 Library and Archives Canada.

**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 they are destroyed.

**RDA Number:** 2001/006

**Related PR#:** LAC PS 130

**TBS Registration:** 003512

**Bank Number:** LAC PPU 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 Library and Archives 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 Library and Archives Canada.

**Consistent Uses:** The information is used to certify the participation and achievement of individuals.

**Retention and Disposal Standards:** Files are retained for two years after the end of the course and are then destroyed.

**RDA Number:** 2001/027

**Related PR#:** LAC GIM 005

**TBS Registration:** 002338

**Bank Number:** LAC PPU 055

#### 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 Library and Archives Canada'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 destroyed.

**RDA Number:** 2001/006.

**Related PR#:** LAC PS 105

**TBS Registration:** 002279

**Bank Number:** LAC 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.

**RDA Number:** 2001/006

**Related PR#:** LAC PS 130

**TBS Registration:** 003186

**Bank Number:** LAC PPU 020

#### Request from Federal Investigative Bodies

**Description:** This bank contains copies of written requests for disclosure of personal information submitted to Library and Archives 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.

**Consistent Uses:** None

**Retention and Disposal Standards:** The information is retained for two years after resolution and then destroyed.

**RDA Number:** 98/001

**Related PR#:** LAC PRN 930

**TBS Registration:** 000552

**Bank Number:** LAC PPU 040

#### Research and Photocopy Applications

**Description:** This bank contains information on individuals who wish to use the Library and Archives Canada's research facilities, collections and services. It includes the patron's barcode number, patron name, affiliation, address, telephone number, research topic, Library and Archives Canada user card number and expiration date.

**Class of Individuals:** Individuals whose research requires the use of the facilities, collections and services of Library and Archives Canada.

**Purpose:** The bank was established to identify users of Library and Archives Canada research facilities, collections and services, to prepare user cards, survey research use, compile statistics, create mailing lists and trace archival documents.

**Consistent Uses:** To enable staff to prepare user cards; to enable the coordinated transportation of items loaned to an individual; to enable LAC to contact the user in case of problems with retrieval requests. For photocopy orders of archival material,

the researchers name, the date of the request and the identification of the material copied may be made available to the author of the work, the owner of copyright or their representative, on request in writing, according to the requirements of section 30.21(5) of the Copyright Act.

**Retention and Disposal Standards:** Retained for five years and then destroyed.

**RDA Number:** 2001/027

**Related PR#:** LAC PS 105

**TBS Registration:** 000550

**Bank Number:** LAC PPU 030

### Research Inquiries

**Description:** Contains requests for research or information received either in person, by telephone, by fax or through regular and electronic mail. It contains client's name, telephone number, fax number, affiliation, address, specific inquiry and the response. Address/fax are also noted, as required.

**Class of Individuals:** Individuals or organizations whose research requires the use of Library and Archives Canada research facilities, collections and services.

**Purpose:** To verify requests for information or financial charges, survey research use and opinion, and to provide additional research information when appropriate.

**Consistent Uses:** To enable staff to send information by the most appropriate means; to easily identify and track any potential duplicate or related inquiries sent by different individuals of a single institution; and to capture enough information on our users to be able to compile accurate statistics, allowing the LAC to continually monitor and adapt to our clients changing needs.

**Retention and Disposal Standards:** Inquiries are destroyed after five years; some of this information will be retained by Library and Archives Canada for archival purposes.

**RDA Number:** 2001/027

**Related PR#:** LAC PS 050

**TBS Registration:** 000551

**Bank Number:** LAC PPU 035

## Standard Personal Information Banks

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

Access to Information and Privacy Requests  
Hospitality  
Travel

## Manuals

Because of the wide range of manuals used by Library and Archives 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.

- 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
- Anglo-American Cataloguing Rules, 2nd ed., 2002 revision
- Annotations Manual
- Canadian Subject Headings
- Cartographic and Audio Visual Archives Division
- Circulation Section Manual
- Collection Development Policy of the National Library of Canada
- Computerized Information Service Manual
- Corporate Control Manual
- Council of Federal Libraries By-Laws and Decisions
- Desk and Telephone Procedures Manual
- Documentary Art and Photography Division Cataloguing Standards
- Documentary Art and Photography Division Descriptive and Subject Cataloguing
- Documentary Art and Photography Division Reference Service Procedure Manual
- Government Archives Division Procedure Manual
- Guidelines for reporting Machine-Readable accessions to the National Library's Union Catalogue

- ILL Basic Search Manual
- ILL In-depth Search Manual
- Information Classification and Designation 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)
- Library of Congress Classification Schedules
- Library of Congress Subject Headings
- Manuscript Division Procedures Manual
- MARC 21 Format for Authority Data
- Marc 21 Format for Bibliographic Data
- Music Division Policies and Procedures
- National Library of Canada Rule Interpretation
- NLC Subject Cataloguing Manual
- NLNET User's Guide
- Official publications manual
- Periodicals Section Manual
- Records Management File Classification Manual
- Records Management: Organization and Procedures
- Répertoire de vedettes-matières
- 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

## 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.

Access to Information and Privacy Division:

Tel.: (613) 947-4090

E-mail: [atipd@archives.ca](mailto:atipd@archives.ca)

Library and Archives Canada

395 Wellington Street

Ottawa, Ontario K1A 0N3

General Information: (613) 995-5115 (Ottawa)

1-866-578-7777 (toll free)

Web Site: [www.collectionscanada.ca](http://www.collectionscanada.ca)

Requests for information about Library and Archives Canada exhibitions and cultural events should be addressed to:

Communications

Library and Archives Canada

395 Wellington Street

Ottawa, Ontario K1A 0N4

Tel.: (613) 992-9988

Requests for information about tours of Library and Archives Canada should be addressed to:

Communications

Library and Archives Canada

395 Wellington Street

Ottawa, Ontario K1A 0N4

Tel.: (613) 943-7915

## 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

# Mackenzie Valley Environmental Impact Review Board

## Chapter 87

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### 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 eight.

### 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.

Administration and Management 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.

Please Note: Requests made to the Mackenzie Valley Environmental Impact Review Board under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Mackenzie Valley Environmental Impact Review Board.

Mackenzie Valley Environmental Impact Review Board

Box 938

Yellowknife, Northwest Territories X1A 2N7

Tel.: 1-867-766-7050

Fax: 1-867-766-7074

E-mail: [board@mveirb.nt.ca](mailto:board@mveirb.nt.ca)

Web Site: [www.mveirb.nt.ca](http://www.mveirb.nt.ca)

# Mackenzie Valley Land and Water Board

## Chapter 88

### General Information

#### Background

The Mackenzie Valley Land and 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 and 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

- Exemption List Regulations
- Gwich'in and Sahtu comprehensive Lands Claims Agreement Act.
- Mackenzie Valley Resource Management Act
- Mackenzie Valley Land Use Regulations
- NWT Waters Act
- Northern Inland Waters Regulations
- Preliminary Screening Requirement Regulations

- Regulations Amending the Territorial Land Use 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 and Water Board's office is located in Yellowknife with an Executive Director, and a staff of 14.

### 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.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Classification of Positions

Electronic Network Monitoring Log

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Internal Disclosure of Wrong Doing in the Work-Place

Office Applicances

Pensions and Insurance

Personnel  
 Physical Security  
 Procurement  
 Relocation  
 Salaries and Wages  
 Training and Development  
 Travel  
 Vehicles

## Standard Personal Information Banks

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

Access to Information and Privacy Requests  
 Electronic Network Monitoring Logs  
 Internal Disclosure of Wrong Doing in the Work-Place  
 Relocation  
 Travel

## Manuals

- Changes to Land use Permits: Guide to Amendmends, Assignments, Discountinuances, Extensions and Storage Authorizations
- Guide to Completing an Application to Assign a Land Use Permit
- Guide to Completing an Application to Assign a Water Licence
- 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
- Guidelines for Public Consultation (Draft)
- Public Involvement Guidelines for Permit and Licence Applicants to the Mackenzie Valley and Water Board
- Information Requirements for a Development Application to the Mackenzie Valley Land and Water Board (Draft)
- Rules for Public Hearings Mackenzie Valley Land and Water Board (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.

You may contact the Manager, Finance and Administration at the Mackenzie Valley Land and Water Board by one of the following means:

4910 50th Avenue, 7th Floor  
 P.O. Box 2130  
 Yellowknife, Northwest Territories X1A 2P6  
 Tel.: (867) 669-0506  
 Fax: (867) 873-6610  
 E-mail: wanda@mvlwb.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:

YK Centre  
 4910 50th Avenue, 7th Floor  
 Yellowknife, Northwest Territories



# Military Police Complaints Commission

## Chapter 89

### 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, the reviewing authority 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, a Chief of Staff and Special Advisor to the Chairperson 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.

**Access:** By subject / theme.

**Format:** 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.

**Access:** By subject.

**Format:** 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.

**Access:** By subject.

**Format:** Electronic and paper files, printed material.

**Program Record Number:** MPCC COM 025

### Corporate Services

#### Management Data

**Description:** Development and management of the overall corporate services to the Complaints Commission, including procurement of goods & services, asset management, resource management, human resources, information management and information technology, corporate planning cycle, facilities management, security and occupational health and safety. 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 Material Management Information System (AMMIS), Foremost System.

**Access:** By subject or account name/number within each system.

**Format:** 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.

**Access:** By subject.

**Format:** 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.

**Access:** By chart.

**Format:** 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.

**Access:** By report title.

**Format:** 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

Hospitality

Human Resources

Occupational Health, Safety and Welfare  
 Official Languages  
 Pensions and Insurance  
 Personnel  
 Proactive Disclosure  
 Procurement  
 Salaries and Wages  
 Staff Relations  
 Training and Development  
 Travel  
 Utilities

## Particular 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:** Files are retained for two years after last Administrative action then destroyed.

**RDA Number:** 2004/013

**Related 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 Standard: Files are retained for two years after last Administrative action then destroyed.

**RDA Number:** 2004/013

**Related PR#:** MPCC LEG 010

**TBS Registration:** 005241

**Bank Number:** MPCC PPU 020

### Operations

#### Complaints Review and Investigation of 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:** All Complaints and Review files are retained for twenty years then destroyed.

**RDA Number:** 2004/013

**Related 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:** Data of the Case management System is retained for twenty years then deleted.

**RDA Number:** 2004/013

**Related PR#:** MPCC OPS 040

**TBS Registration:** 005243

**Bank Number:** MPCC PPU 055

## Standard Personal Information Banks

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

Hospitality

Travel

## 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  
270 Albert Street, 10th Floor  
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  
270 Albert Street, 10th Floor  
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:

270 Albert Street, 10th Floor  
Ottawa, Ontario

# Montreal Port Authority

## Chapter 90

### 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 reports 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; takes charge of and monitors 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; supports 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; monitors traffic, market trends and government bills; prepares traffic forecasts and coordinates in preparation of corporate plan; prepares annual rate file and analyses industry demands with respect to rates.

#### Vice-President, Operations and Harbour Master

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.

### **Operations**

Ensures ship access to port at all times; manages port rail network and links transcontinental rail lines to the terminals.

### **Security and Fire Prevention**

Ensures safety of port operations; ensures compliance with laws and regulations within the boundaries of the port; coordinates security and fire prevention activities; coordinates and plans security measures on the port territory.

### **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; directs all property-leasing activities; co-ordinates business process reengineering activities and provides support to managers in reviewing their ways of doing things; 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; assesses and manages insurance portfolio; responsible for the purchase of materials, supplies, equipment and services.

### **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

## Particular 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 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 2 years after resolution and then destroyed.

**RDA Number:** 98/001

**Related PR#:** MPA LAS 005

**TBS Registration:** 005395

**Bank Number:** MPA PPU 022

### 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 are destroyed 6 years after the expiration of all measures.

**RDA Number:** 2002/001

**Related PR#:** MPA LAS 005

**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 are kept for 6 fiscal years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** MPA LAS 005

**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 are kept for 1 year and then destroyed.

**RDA Number:** 2002/001

**Related PR#:** MPA MAD 010

**TBS Registration:** 004267

**Bank Number:** MPA PPU 035

#### **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 are kept for two years following expiry of the eligibility list or last administrative use, whichever is later and then destroyed.

**RDA Number:** 98/005

**Related PR#:** MPA OPE 015

**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:** Files are destroyed 6 years after the expiration of any provision.

**RDA Number:** 2002/001

**Related PR#:** MPA LAS 005

**TBS Registration:** 004266

**Bank Number:** MPA PPU 030

#### **Permits, passes and pass cards**

**Description:** This file contains requests for permits or pass cards 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 pass cards, visits and permits to move about or park.

**Consistent Uses:** To follow-up on such requests.

**Retention and Disposal Standards:** These files are kept for 2 years after expiry and are destroyed.

**RDA Number:** 98/001

**Related PR#:** MPA OPE 015

**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 are destroyed 3 years after the sale, transfer, expiry of a lease or right for cause.

**RDA Number:** 2002/001

**Related PR#:** MPA LAS 005

**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:** Files are kept for 6 years after the expiration or non-renewal thereof and then destroyed

**RDA Number:** 99/006

**Related PR#:** MPA LAS 005

**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

- Montreal Port Authority Letters Patent
- Port Authorities Management Regulations
- Port Authorities 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.

Please Note: Requests made to the Montreal Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Montreal Port Authority.

Requests for further information about the port authority may be directed to:

Director of Communications  
Montreal Port Authority  
Port of Montreal Building, Wing No. 1  
Cite du Havre  
Montreal, Quebec H3C 3R5

Tel.: (514) 283-7050

Fax: (514) 283-0829

E-mail: [info@port-montreal.com](mailto:info@port-montreal.com)

For access to press releases, statistics and publications :

Web Site : [www.port-montreal.com](http://www.port-montreal.com)

## Reading Room

In accordance with the Access to Information Act, an area on the premises of Montreal Port Authority has been designated as a reading room The address is :

Montreal Port Authority  
Port of Montreal Building, Wing 1  
Cite du Havre  
Montreal, Quebec

# Nanaimo Port Authority

## Chapter 91

### General Information

#### Background

The Port of Nanaimo is the largest public cargo port on Vancouver Island and cargo activities have been undertaken here for over one hundred years. The Nanaimo Harbour Commission was created in 1961 and the port was continued as the Nanaimo Port Authority 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 1 of the Access to Information Act and the Schedule of the Privacy Act

#### Responsibilities

The role of the Port is to manage marine navigation and safety issues within port boundaries and develop marine-related businesses on the foreshore lands that it owns or manages. The mission of the Port is to provide leadership and maintain a marine infrastructure that: satisfies the needs of users; offers, in a commercially viable manner, the best terminal handling operations and services; encourages responsible and sustainable property development; provides for a high level of safety and environmental protection; and supports the achievement of local, regional and national socioeconomic objectives.

#### Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Letters Patent
- Management Regulations
- Operations Regulations

#### Organization

The President and Chief Executive Officer of the Nanaimo Port Authority is the head of the institution for the purposes of the Access to Information and Privacy Acts and exercises all the powers and responsibilities pertaining to this function under the Acts in question.

#### Finance and Administration

This department is responsible for general accounting, financial analysis, budget forecasts, preparing of financial reports and the five-year business plan, cash management, insurance, administering capital projects, purchasing and supplies, computer systems, and human resources.

#### Harbour Operations

This department 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.

#### Property

This department reviews and maintains awareness of land development opportunities, addresses property issues, administers leases, permits and licenses of tenants and activities along the Crown portion of the harbour.

#### Marketing

This department is responsible for business development, tariffs, customer relations, promotional affairs and advertising.

### Information Holdings

#### Program Records

##### Harbour Operations

**Description:** Information relating to movement of traffic, vessels, seaplanes, safety, pollution, debris control, emergency planning.

**Topics:** incidents, patrol operations, debris control, permits, marine emergency plan, aids to navigation.

**Program Record Number:** NANPA HOP 005

##### Terminal Operations

**Description:** Information relating to storage and movement of cargo and leased facilities.

**Topics:** shipping stats, billings.

**Program Record Number:** NANPA TOP 010

## Property

**Description:** Information relating to the administration of properties, leases and licences.

**Topics:** title information, insurance, appraisals.

**Program Record Number:** NANPA PRO 015

## Marketing

**Description:** Information relating to advertising, customers, promotional events, media, community relations, and press releases.

**Topics:** advertising, publications, media clippings, tariffs.

**Program Record Number:** NANPA MKT 020

## Standard Program Records

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

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Buildings and Properties

Employment and Staffing

Finance

Human Resources

Pensions and Insurance

Physical Security

Salaries and Wages

Staff Relations

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Security Video Surveillance & Temporary Visitor

Access Control Logs & Building Passes

## Classes of Personal Information

In the course of conducting the programs and activities of the Port, categories of personal information may be accumulated which are not contained in the specific 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 Nanaimo 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

- Board of Directors Manual
- Emergency Procedures Manual
- Policies and Procedures Manual
- Harbour Master's Practices 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.

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

Nanaimo Port Authority

104 Front Street

PO Box 131

Nanaimo, British Columbia V9R 5K4

Tel: (250) 753-4146

Fax: (250) 753-4899

E-Mail:

Web:

## Reading Room

The Nanaimo Port Authority has designated a room on the premises at the above address as the public reading room.

# National Arts Centre

## Chapter 92

**The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2004-2005 version of Info Source.**

**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.

### 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.

Access to Information and Privacy Requests

Employment and Staffing

Finance

Hospitality

Relocation

Travel

#### Particular 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.

**Consistent Uses:** This information may be used

to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** The information on file is destroyed after a two year period.

**RDA Number:** TBD

**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.

**Consistent Uses:** This information may be used to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** Information on file is retained two years, updated or destroyed.

**RDA Number:** TBD

**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.

**Consistent Uses:** This information may be used to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** Records are retained for 2 years and then destroyed.

**RDA Number:** TBD

**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.

**RDA Number:** TBD

**Related PR#:** NAC PRN 920

**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.

**Consistent Uses:** This information may be used to provide reports to management and it may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** Records are retained for 2 years after last administrative use and then destroyed.

**RDA Number:** 98/005

**Related PR#:** NAC PRN 920

**TBS Registration:** 005092

**Bank Number:** NAC PPU 060

#### **Professional contracts services**

**Description:** This bank contains information such as names, addresses, telephone numbers, curriculums vitae, references and areas of contractual interest.

**Class of Individuals:** General public.

**Purpose:** Information contained in this bank allows the NAC to choose individuals in order for them to provide contract services.

**Consistent Uses:** This bank is used to store data on individuals contracted or that will be contracted by the NAC to provide professional services.

**Retention and Disposal Standards:** Information

is kept for a minimum of two years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** NAC PRN 914

**TBS Registration:** 005259

**Bank Number:** NAC PPU 070

#### **“Live Rush” Program**

**Description:** This bank contains the names, addresses, e-mail addresses and basic personal information such as: age, gender and preferences for the shows about young audience.

**Class of Individuals:** General public.

**Purpose:** The purpose of this bank is to promote and manage young audience performances.

**Consistent Uses:** This information is used to maintain contact with young audiences and enlarge future subscribers, to inform them about cultural, performing arts events.

**Retention and Disposal Standards:** Records are retained for two years.

**RDA Number:** TBD

**TBS Registration:** 005260

**Bank Number:** NAC PPU 080

#### **Donations and contributions**

**Description:** This bank contains personal information such as names and addresses of donors as well as financial information on donations and/or financial contributions.

**Class of Individuals:** General public and private sector businesses and corporations.

**Purpose:** To maintain financial information dealing with the issuance of income tax receipts.

**Consistent Uses:** Pursuant to the Income Tax Act, documentation is used to support annual individual or corporate tax returns.

**Retention and Disposal Standards:** Records are retained for a period of 6 years.

**RDA Number:** TBD

**TBS Registration:** 005258

**Bank Number:** NAC PPU 065

## **Standard Personal Information Banks**

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

Access to Information and Privacy Requests

Hospitality

Relocation

Travel

## **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:

Access to Information and Privacy Coordinator  
Human Resources Department  
National Arts Centre  
P.O. Box 1534, Station B  
Ottawa, Ontario K1P 5W1

# National Battlefields Commission (The)

## Chapter 93

### 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 Louis S. St. Laurent Heritage House.

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; an exhibition of the career as a politician and lawyer of the former Canadian Prime Minister Louis S. St. Laurent at the Louis S. St. Laurent Heritage House; the Edwin-Bélanger Bandstand presents a program of shows with various music during the summer season; 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); and a garden, le Joan of Arc Garden and other floral planning.

The Commission also provides a number of sports and recreation facilities including football, soccer, baseball fields, in-line skating path, a running track, paths and cross-country ski trails.

#### Legislation

- The Act 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, one of them is Chairman, 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. Three services are involved: development, 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, the production of music shows with various styles, advertisement and promotion of activities and services ensuring the visibility of the Commission

and the federal government. Three services are involved: Client Services, Cultural and Technical Services and Communications.

## Information Holdings

### Program Records

#### Head Office

**Description:** Records contain working papers, memorandums, correspondence, reports on the administration and operation of Battlefields Park, agreements and arrangements with other entities, documents related to the Commission's board meetings, plans and programs, as well as acts and regulations governing the site.

**Topics:** General administration; organization; policy.

**Program Record Number:** NBC ADM 1000

#### Administrative Services

**Description:** Records contain working papers, correspondence, documents relating to access to information, legal issues, records management and information related to the management of technology and telecommunications used.

**Topics:** Acts; procedures; standards.

**Program Record Number:** NBC ADM 1000

#### Financial Services

**Description:** Records contain documents concerning management of the Commission's budget, fees and rates applicable on the site, financial plans and planning, claims by and against the Commission, tenders and contracts, grants and contributions and financial audit information.

**Topics:** Finance; laws.

**Program Record Number:** NBC FIN 1500

#### Communications

**Description:** Records contain working papers, correspondence, communication plans, marketing studies and information on communications with the public, ie, brochures, press releases and conferences, radio and television shows, newspapers and periodicals.

**Topics:** Advertising; marketing.

**Program Record Number:** NBC COM 2000

#### Maintenance Services

**Description:** Records contain working papers, correspondence, policy for using Battlefields Park, information related to buildings acquired and built by the Commission, their accessibility and maintenance, premises leased by or for the Commission and land occupied by the organization, property titles, surveying,

development and occupancy permits.

**Topics:** Evaluations; registers; security; signage; specifications; urban planning; utilities.

**Program Record Number:** NBC ENT 2500

#### Supply

**Description:** Records contain documents on the acquisition, storage, distribution, maintenance and disposal of the Commission's materials and supplies.

**Topics:** Inspections; inventory; materials.

**Program Record Number:** NBC MAT 3000

#### Human Resources Services

**Description:** Records contain working papers, correspondence, information regarding employee classification and staffing, competitions and examinations, conflicts of interest, employment equity, training and development, appraisal reports and performance reviews, recruiting, staff relations and occupational health and safety.

**Topics:** Collective agreements; labour; pay; recreational activities.

**Program Record Number:** NBC PER 3500

#### Client Services

**Description:** Records include working papers, correspondence, development concepts, analyses of tourism potential, public opinion surveys, information on activities and events in the Park, conservation of the site and historical buildings, exhibitions, plaques and monuments, reception and guide services at Battlefields Park.

**Topics:** Archeology; artifacts; investigations; planning; restoration; studies; surveys; tourism.

**Program Record Number:** NBC CLI 5000

#### Development Services

**Description:** Records contain working papers, correspondence, information on the environment, natural resources and Battlefields Park's arboreal, wildlife and floral resources.

**Topics:** Investigations; studies, pollutants, pollution; regulations.

**Program Record Number:** NBC ENV 5500

#### Security Services

**Description:** Records contain working documents, correspondence, information with regard to the safety of users of Battlefields Park, legislation and law enforcement on the site.

**Topics:** Courts of Justice; infractions; investigations; responsibilities.

**Program Record Number:** NBC LOI 5800



## Standard Program Records

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

Hospitality

Travel

Business Continuity Plans

## Standard Personal Information Banks

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

Hospitality

Travel

Business Continuity Planning (BCP)

## Classes of Personal Information

In the exercise of its mandate, the National Battlefields Commission enters into its records certain kinds of personal information which do not appear in the personal information files to which this directory applies. Such information is kept in the appropriate files and classified by subject. It is not traceable by name or by any other identifier unique to the individual. To retrieve personal information in these categories, the Commission needs to know the subject in question and the date when the document was produced.

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

The manuals used by the National Battlefields Commission for the administration or implementation of policies, programs and activities for the public are published by central agencies and are available on their respective Web sites.

## 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  
Quebec, Quebec G1R 2L7

Tel.: (418) 648-3506  
E-mail: [michel.leullier@ccbn-nbc.gc.ca](mailto:michel.leullier@ccbn-nbc.gc.ca)  
Web Site: [www.ccbn-nbc.gc.ca](http://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  
Quebec, Quebec

# National Capital Commission

## Chapter 94

### 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

##### Executive Office (EXEC)

The Chairman heads a senior management team. The following report to the Chairman: Ombudsman & Corporate Secretariat Branch; Corporate Audit, Research & Evaluation Branch; Legal Services Division and the position of Executive Vice-President and Chief Operating Officer (COO).

The COO is accountable for the day-to-day management of all operations of the Commission.

Six branches report to the COO: Capital Planning & Real Asset Management Branch; Communications, Marketing & External Relations Branch; Corporate & Information Management Services Branch; Environment, Capital Lands & Parks Branch; Human Resources Branch; and National Programming Branch.

##### Capital Planning and Real Asset Management (CPRAM)

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 a portion of the NCC's real property assets which includes the design and implementation of NCC construction and 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 portfolio of commercial real estate transactions; 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 carries out public relations, media relations and marketing activities for NCC projects and programs, as well as NCC sponsored events and services. The Branch is also responsible for the development and implementation of the NCC's public consultation and community relations program, sponsorship activities, merchandising, creative services, environmental graphics and industrial design activities.

### **Corporate and Information Management Services (CIMS)**

Corporate and Information Management Services (CIMS) Branch manages the NCC's corporate planning and information management services; information technologies and geomatics services; finance, procurement and facilities 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 and security of Information Holdings; library services, printing services, information technologies; engineering and cadastral surveys, mapping services and the provision of geographic information; materiel management; warehousing; financial services; procurement services; payments in lieu of taxes; facilities management and fleet management.

### **Corporate Audit, Research and Evaluation (CARE)**

Establishes and delivers the audit, evaluation and research functions created to examine and evaluate the economy, efficiency and effectiveness of NCC's activities. Provides an opinion to the Corporate Audit and Evaluation Committee (CAEC) and makes recommendations to management on NCC's performance and the management of risks and internal controls. Coordinates and facilitates all audits conducted by external agencies. Provides strategic support, plans and carries out research and analysis and coordinates program evaluation to facilitate program development and delivery.

### **Environment, Capital Lands and Parks (ECLP)**

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 has the responsibility for managing the six "Official Residences", 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's Office; Urban Lands and Transportation; Gatineau Park and Greenbelt, Official Residences; Environmental Management and Protection; and Planning and Branch Management Services.

### **Human Resources (HR)**

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, staff 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).

### **Legal Services (LS)**

Provision of legal services in both common law (Ontario) and civil law (Québec) jurisdictions to the Chairperson, senior management, advisory committees, and staff of the Commission.

### **National Programming (NP)**

National Programming 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.

### **Ombudsman and Corporate Secretariat (OCS)**

OCS is responsible for formulating and implementing strategies, programs and policies that will result in an efficient management of the NCC's Corporate Secretariat, Ombudsman, Access to Information and Privacy, Canadiana Fund and executive correspondence functions.

## 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.

**Format:** Paper files and electronic records.

**Program Record Number:** NCC CPRAM-RD 000

#### 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) and Volunteer Services.

**Topics:** Canada Day Celebrations and Shows; NCC's Centennial; Millennium Celebrations; NCC's equipment loan program; Winterlude, Site Animation and Christmas Lights Across Canada.

**Access:** By subject.

**Format:** Paper files, Site Plans, Slides, Electronic Data Processor and Photographs.

**Program Record Number:** NCC NP 100

#### Canadiana Fund

**Description:** Information relating to the Canadiana Fund which works closely with the Advisory Committee 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 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 compliment 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.

**Format:** Paper files, Photographs, and Slides.

**Program Record Number:** NCC OCS-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.

**Format:** Paper files, Electronic Data Processor, Photographs, Maps.

**Program Record Number:** NCC NP 500

#### Capital Youth Programs and National Outreach (formally Youth and Outreach)

**Description:** Information on educational programs targeting schools and youth from across the country to enrich their capital experience and perception.

**Topics:** National Outreach Programs which include Provincial / Territorial Linkages such as the Canadian Capital Cities Network (CCCO); Capital Youth Programs such as Adventures in Citizenship; Canada's Capital Tours; A World Class Capital; a Pre-Visit Kit and new thematic pedestrian tours; Database Management / Marketing.

**Access:** By subject.

**Format:** Paper files, computer databases, photographs and videos.

**Program Record Number:** NCC NP 700

#### Commission Secretariat

**Description:** Information relating to the administration of the NCC's Board of Directors, and of the Corporate, Advisory and Management 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 and Advisory 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.

**Format:** Paper files and Electronic Records.

**Program Record Number:** NCC OCS-EX 300

### **Communications**

**Description:** Information relating to media information and services about the NCC and Canada's Capital Region.

**Topics:** News releases; media relations; media inquiries.

**Access:** By subject.

**Format:** Paper files

**Program Record Number:** NCC CMER-EX 200

### **Corporate Audit, Research and Evaluation**

**Description:** Information relating to the management, the monitoring and the support of observations of corporate audit, research and evaluation projects.

**Topics:** Internal and External Audit Reports; Evaluation Reports; Management Self Assessment and research studies and surveys.

**Access:** By subject.

**Format:** Paper files and EDP.

**Program Record Number:** NCC CARE-EX 400, NCC EXEC-NP 782

### **Corporate Planning and Information Management Services (CPIMS)**

**Description:** Information relating to the strategic and corporate planning process, development and implementation of policies, plans, systems and services for the management and security of the NCC's Information Holdings, corporate administrative policies and procedures, 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, Program Activity Architecture (PAA), Annual Report, Operational Plans, Corporate Information Inventory; Information Classification and Identification Systems; Retention and Disposition; Corporate Administrative Policies and Procedures (CAPP); Security of Information; Corporate Information Services; Mail and Courier Operations; Library Services; Printing Services.

**Access:** By subject.

**Format:** Paper files, plans, electronic records and Electronic Data Processor.

**Program Record Number:** NCC CIMS-A000; NCC CIMS-A400

### **Design and Construction**

**Description:** Information relating to the provision of engineering/construction management, architectural, landscape architecture and life cycle management 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; Recreational pathway system, Urban Lands, Greenbelt and Gatineau Park assets, Confederation Boulevard and Official Residences

**Access:** By subject.

**Format:** Paper files, Maps, Plans, Drawings, Electronic records and Electronic Data Processor.

**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 program.

**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.

**Format:** Paper files, Drawings, Plans, Maps, Slides, Microform, Electronic Data Processor, electronic records and Photographs.

**Program Record Number:** NCC CPRAM-CP 200, NCC CPRAM-CP 400

### **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.

**Format:** Paper files, Maps, Plans and Drawings, Slides and Photographs, and Electronic Records.

**Program Record Number:** NCC ECLP-GP 100, NCC ECLP-GB 100

### **Environmental Services Program**

**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.

**Format:** Paper files, Maps, Plans and Drawings, Slides and Photographs, and Electronic Records.

**Program Record Number:** NCC ECLP-CP 220

### **Finance, Procurement and Facilities Management Services (FPFMS)**

**Description:** Information relating to the management of moveable assets, materiel, fleet, warehousing and headquarters facilities; the administration of the Alternative Fuels Act, provisioning services, 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, Payments in lieu of taxes, 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.

**Format:** Paper files, Microform, Electronic

documents and Electronic Data Processor.

**Program Record Number:** NCC CIMS-A100, NCC CIMS-A200, NCC CIMS-A700

### **Industrial Design and Environmental Graphics**

**Description:** Information relating to the provision of industrial design and environmental graphics services in support of assets and NCC public programs and events.

**Topics:** Signage, Interpretive Media, Environmental Graphics, Exhibit Design and Corporate Identity; design, fabrication, installation, life-cycle refurbishment.

**Access:** By subject.

**Format:** Paper, Photographs and Slides.

**Program Record Number:** NCC CMER-RD 200

### **Information and Orientation**

**Description:** Information to support the delivery of visitor services in the Capital region and to promote public programs which contribute to a better understanding and appreciation of the national significance of the Capital, its institutions and attractions.

**Topics:** NCC Capital Infocentre and Plaza; Contact Centre; Capital Infoguide; Front-line Visitor Services; Group Tours / Capital Reservations and Itineraries; National Capital Region Attractions and Institutions; Orientation and Wayfinding.

**Access:** By Subject.

**Format:** Paper and Electronic Data Processor.

**Program Record Number:** NCC NP 530

### **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.

**Format:** Paper Files, Maps, Plans Drawings, electronic records, Aerial and other Photographs, Digital files and various electronic media.

**Program Record Number:** NCC CIMS-A500

### **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, Intergovernmental Committee and Program Co-ordination.

**Access:** By subject.

**Format:** 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 and legal research and opinion.

**Access:** By subject.

**Format:** Paper files.

**Program Record Number:** NCC EXEC-LS 100

### **Marketing**

**Description:** Information relating to the creation of an appreciation of the national significance of the Capital among Canadians, and stimulation of 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 and Marketing.

**Access:** By subject.

**Format:** Paper files, computer databases , photographs and videos.

**Program Record Number:** NCC CMER-NP 700

### **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, programs and locations such as Canada Day, Winterlude, Rideau Canal Skateway, Sunday Bikedays, and more.

**Access:** By subject.

**Format:** Paper files.

**Program Record Number:** NCC CMER-NP 600

### **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.

**Format:** Paper files, Maps, Plans, Drawings, Photographs, Slides and Electronic Data Processor.

**Program Record Number:** NCC ECLP-RD 400

### **Payments in Lieu of Taxes**

**Description:** Information relating to the management of the payments in lieu of taxes for NCC properties.

**Topics:** Property assessments.

**Access:** By roll number.

**Format:** Paper files and Electronic Data Processor.

**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 in collaboration with municipal governments, and the monitoring of and responses to municipal planning and development control activities affecting NCC lands.

**Topics:** Plan for Canada's Capital; Building Canada's Capital Region in the 21st Century; Capital Agenda 21; Strategic Transportation Initiative; Gatineau Park (under review), Greenbelt and Urban Lands (in preparation) Master Plans; Core Area (in preparation), Leamy Lake and

Parkway Sector Plans; Moore Farm Area Plan; Meech Creek Valley Plan; Confederation Heights Node Plan; LeBreton Flats Plan Implementation; Saint-Laurent Boulevard (Laramée-McConnell Project); Islands Strategic Plan; Sparks Street Mall Revitalization; Plan de développement intégré de la rivière des Outaouais; Interprovincial Transportation Concept Plan; National Interest Land Mass (NILM).

**Access:** By subject.

**Format:** Paper files, Drawings, Plans, Maps, Photographs, electronic records and Electronic Data Processor.

**Program Record Number:** NCC CPRAM-CP 100, CPRAM-CP 300

### **Planning and Branch Management Services (ECLP)**

**Description:** Information relating to ECLP Branch which regroups the administrative, human resources and financial activities, operational support services, special projects to the Branch and corporate processes.

**Topics:** ECLP Branch administration includes human resources; finance; program and performance evaluation; partnerships; corporate planning; policy and procedures and information systems development; Geographic Information System (GIS).

**Access:** By subject.

**Format:** Paper files.

**Program Record Number:** NCC ECLP-BW 100

### **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; provision of urban design plans and strategies and, the implementation of the Core Area initiatives including LeBreton Flats development.

**Topics:** Ground and head lease. 700 Sussex Drive (former Daly Site), 489 Sussex Drive, 12 Clarence Street, 22 Murray Street, 20 George Street, 131 Queen Street; acquisitions, disposals and exchanges.

**Access:** By subject.

**Format:** Paper files, Electronic Data Processor, Maps, Plans, electronic records 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 and 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.

**Format:** Paper files, electronic records, EDP, Maps, Plans and Drawings.

**Program Record Number:** NCC CPRAM-RD 500

### **Real Estate Transactions**

**Description:** Information relating to negotiation and completion of property transactions for the acquisition, disposal in order to generate revenue, expropriations or exchange of properties, and the granting of easements and licences of occupation, encroachments and divestitures in support of the NCC's mandate.

**Topics:** Diplomatic Missions Sites; Easements; Licences of Occupation; Exchanges; Expropriations; Acquisitions; Disposals and Divestitures.

**Access:** By subject.

**Format:** Paper files, electronic records, Maps, Plans, Drawings, Photographs and Electronic Data Processor.

**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. The Security Automated Screening System is used to maintain security screening information on employees, students and contractors. The data gathered is name, address, and residential and employment history when required.

**Topics:** Personnel Security Screening and Physical Security Program.

**Access:** By subject.

**Format:** Paper files, Maps, Plans, Drawings, Photographs and Electronic Data Processor.

**Program Record Number:** NCC HR-A800

### **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



generating revenues for NCC activities.

**Topics:** Winterlude, Canada Day, Canada and The World Pavilion, Sunday Bikedays and other sponsorship opportunities.

**Access:** By subject.

**Format:** 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 (for NCC urban lands and most lands of federal departments) and event support services through Maintenance Management Agreements with contracts with the private sector and agreements with local governments.

**Topics:** Recreational Facility Management (Rideau Canal Skateway, Recreational Pathways, Picnic Grounds, Beaches, 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.

**Format:** 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.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Business Continuity Plans (BCP)

Classification of Positions

Employment and Staffing

Equipment and Supplies

Executive Correspondence

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Physical Security

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

## Particular Personal Information Banks

### Artists and Agents

**Description:** This bank describes information about artists, performers, and artists' agents who have offered their services as potential clients or have worked under contract for the NCC. Basic information such as: names, mailing address, telephone numbers, e-mail addresses, musical type, portfolio, GST numbers, artist biographies and financial information when a contract is in place.

**Class of Individuals:** Canadian and international artist and agents.

**Purpose:** The purpose of this activity is to recruit artists or performers for festivals or events in the National Capital Region hosted by the NCC. This information is used to maintain an inventory of available talent who may be showcased at an event marketing and/or promoting the National Capital Region as well as promoting Canada to Canadians and international visitors.

**Consistent Uses:** This information may be used to provide reports on this program to senior management. The information may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** Hard files (press folders, CD's, others) will be kept for two years or until superseded then destroyed once the Records Disposition Authority has been obtained from the Library and Archives of Canada (LAC).

**RDA Number:** To be determined.

**Related PR#:** NCC NP-100  
**TBS Registration:** 005937  
**Bank Number:** NCC PPU 078

#### **Camp Site and Hut-to-Hut Program Registration Records**

**Description:** This bank contains the names of campers at Gatineau Park. It may also contain addresses, telephone numbers, e-mail addresses, credit card numbers and fees paid for the rental of the sites. This bank is managed by the contractor on a day-to-day basis.

**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:** Two years after expiry and then destroyed.

**RDA Number:** 96/035

**Related 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, resumes, 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 and then destroyed.

**RDA Number:** 01/009

**Related PR#:** NCC CIMS-A700

**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 and then destroyed.

**RDA Number:** 01/009

**Related PR#:** NCC CIMS-A700

**TBS Registration:** 000804

**Bank Number:** NCC PPU 025

#### **Damage Claims and Incident Reports**

**Description:** This bank may contain incident and/or accident reports, police 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 cycling, vehicular and other accidents and/or incidents resulting in claims 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 and then destroyed.

**RDA Number:** 01/009

**Related PR#:** NCC CIMS-A004

**TBS Registration:** 000802

**Bank Number:** NCC PPU 015

#### **Future Trek**

**Description:** This bank is no longer in use. It contains the name, address (including e-mail), telephone number, age, date of birth, gender, citizenship, mother tongue, other languages spoken, race and disability (if any) of individuals who have applied to participate in the National Exchange Program, Future Trek.

**Class of Individuals:** Canadians between the ages of 18 and 24.

**Purpose:** This information was collected to select individuals to participate in the National Exchange Program, Future Trek. The selection criteria include: individuals between the ages of 18 and 24, provincial representation, an equal representation of men and women, individuals from different ethnic groups and people, individuals with disabilities and a representation of both anglophones and francophones.

**Consistent Uses:** The information collected was also used to keep applicants informed and updated on the Future Trek Program.

**Retention and Disposal Standards:** Two years or

when superseded and then destroyed.

**RDA Number:** To be determined.

**Related PR#:** NCC NP 700

**TBS Registration:** 005085

**Bank Number:** NCC PPU 072

#### **Gatineau Park Skiing Pass (previously Gatineau Park Skiing Permits)**

**Description:** This bank contains the names and addresses, telephone numbers, e-mail addresses, and credit card numbers of all skiers who have purchased a season ski pass for cross-country skiing in Gatineau Park. This data bank is managed by the contractor on a day-to-day basis.

**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:** Two years after expiry and then destroyed.

**RDA Number:** 96/035

**Related 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 and then destroyed.

**RDA Number:** 01/009

**Related PR#:** NCC OCS-A01040

**TBS Registration:** 003985

**Bank Number:** NCC PPU 077

#### **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:** Two year after expiry and then destroyed.

**RDA Number:** 96/035

**Related PR#:** NCC ECLP-GP 100

**TBS Registration:** 003649

**Bank Number:** NCC PPU 063

#### **Property Management and Property Tenant Records**

**Description:** This bank, which may be managed by external property management and leasing services companies on behalf of the NCC, may contain the names of former and present tenants, the former address of a tenant, employment background, annual earnings and number of children. The files contain basic personal information on past owners or tenants 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 and then destroyed.

**RDA Number:** 01/009

**Related 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 and Integrated Asset Management Information System (IAMIS).

**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 off-site for 8 years and then destroyed.

**RDA Number:** 01/009

**Related 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 members of the 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 people who have or could express an interest in specific NCC consultation activities or who may be interested in new NCC consultation initiatives.

**Retention and Disposal Standards:** Two years or when superseded and then destroyed.

**RDA Number:** To be determined.

**Related 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 for contact). It lists individuals as well as organizations with which the NCC communicates in support of various programs. The lists include, but are not restricted to, people from 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 releases, annual reports and other program-related materials; and it 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 and then destroyed.

**RDA Number:** To be determined.

**Related 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 the Board and various corporate advisory 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 and then destroyed.

**RDA Number:** 97/029

**Related PR#:** NCC OCS-EX 300

**TBS Registration:** 000800

**Bank Number:** NCC PPU 005

#### Site Access Security Clearances

**Description:** This bank describes information gathered by the NCC to conduct site access security clearances on individuals requiring access to facilities that are critical to the national interest or to restricted areas for major events. The related records include completed Personnel Screening, Consent and Authorization Forms (TBS-SCT 330-23), Security Clearance Forms (TBS-SCT 330-60), applicable Security Clearance and Personal History Documentation, including individual's name, maiden name (if applicable) mailing address, certification of educational and professional qualifications, employment, name of employer, job title, date of death (if applicable), criminal records (including fingerprint impressions used in support of security screening), credit data where required, photographs, family status, country of birth and immediate relatives.

**Class of Individuals:** Individuals that have submitted applications to the NCC as contractors, volunteers, employees or students and information submitted about their immediate relatives.

**Purpose:** The purpose of this information is to record the determination of an individual's reliability to protect Crown assets; and to provide information necessary to make a security screening determination in accordance with the Government Security Policy. This information is also used to support decisions on contractual agreements and to accept the services of employees, students and volunteers.

**Consistent Uses:** Information provided by

applicants may only be shared with credit bureaus, the Royal Canadian Mounted Police (RCMP) and the Canadian Security Intelligence Service (CSIS), which conduct security checks in accordance with the Government Security Policy (GSP). Pertinent information may also be shared with other federal departments' security offices if required in order to confirm the individual's security clearance.

**Retention and Disposal Standards:** Records are retained for two years after the last administrative action then destroyed.

**RDA Number:** 98/001

**Related PR#:** NCC HR-A826

**TBS Registration:** 005939

**Bank Number:** NCC PPU 030

#### 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.

**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 and then destroyed.

**RDA Number:** 96/035

**Related 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, e-mail addresses, 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. Also to gather information about the origin of volunteers, we collect information about the country of birth and the date of arrival in Canada, if available.

**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.

**RDA Number:** To be determined.

**Related PR#:** NCC NP 510

**TBS Registration:** 002196

**Bank Number:** NCC PPU 070

### Wireless Updater

**Description:** This bank describes the information collected to administer the NCC Mobile Updater service. The personal information collected includes the name of service subscribers, cellular phone number, e-mail address, voice mail and other mobile service device address, and the subscribers personal preferences.

**Class of Individuals:** General public who subscribe to the service.

**Purpose:** The purpose of the Mobile Updater service is to feed up-to-date information as requested to the subscriber on current and upcoming activities within the National Capital Region, according to the subscriber's preferences.

**Consistent Uses:** This Mobile service is hosted by an outsourced service provider. Usage and demographic information is disclosed on a need-to-know basis.

**Retention and Disposal Standards:** Information is retained for two years after the subscribers have removed themselves from the program and then destroyed.

**RDA Number:** 01/009

**Related PR#:** NCC CIMS-A500

**TBS Registration:** 005938

**Bank Number:** NCC PPU 027

### Youth Programs Data Bank

**Description:** This bank is no longer in use. It contained information about students (7-12) and teachers, such as name, address, telephone number, age (when pertinent), 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 i was to promote Outreach programs targeting schools.

**Consistent Uses:** This information was used to maintain contact with schools, teachers and students to inform them of activities and changes in these programs. It was 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 and then destroyed.

**RDA Number:** To be determined.

**Related PR#:** NCC NP 700

**TBS Registration:** 003022

**Bank Number:** NCC PPU 071

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Personal Information Branks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Security Video Suveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

## 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

open from 08:00 am to 12:00 pm and 12:30 pm to 4:30 pm, , Tuesday to Friday, holidays excepted.  
Its address is:

Library

40 Elgin Street, 2nd Floor  
Ottawa, Ontario K1P 1C7

## 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](http://www.capcan.ca)

Library

40 Elgin Street, 2nd Floor  
Ottawa, Ontario K1P 1C7

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

# National Defence

## Chapter 95

### 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

##### Deputy Minister of National Defence

The DM has primary responsibility for policy, resources and international defence relations.

The Deputy Minister of National Defence is appointed under the National Defence Act by order of the Governor-in-Council, on the advice of the Prime Minister. The Deputy provides the Minister with the broadest possible expert support in all of his or her responsibilities, short of partisan political activities, including consulting and informing Parliament and the Canadian public on defence issues. To this end, the Deputy advises the Minister on policy issues as well as on management concerns, and manages the Department on behalf of the Minister.

The Deputy plays the central role in formulating advice for the Minister on policy matters and on alternative means of achieving government objectives, as well as implementing effectively the government's policies and programs.

The Deputy is authorized in law to exercise on the Minister's behalf management and direction of the Department. In so doing, the Deputy is naturally subject to the Minister's direction. At the same time, the Deputy is required by law to observe financial, administrative and personnel management standards and practices established government wide by the Treasury Board on behalf of the Ministry as a whole. The Deputy also exercises certain powers of personnel and



financial management assigned by law or delegated directly by the Public Service Commission or the Treasury Board.

The Deputy is an important link for the Minister to the wider government machinery for policy development and decision making. The Deputy participates in interdepartmental consultations as a contribution to coherent government. These interdepartmental activities also enable the Deputy to inform his or her Minister of initiatives of other departments which may affect the Minister's portfolio, and to advise the Minister (as the Minister chooses) on contributions the Minister may want to make to Cabinet or Cabinet committee discussions.

The Deputy therefore has a fundamental duty to support both the individual and collective responsibilities of the Minister. In so doing, the Deputy is responsible in the first instance to the Minister. As part of the Deputy's participation in the collective management of the government, the Deputy is also responsible to the Prime Minister for responding to the policies of the Ministry as a whole and to the Treasury Board and the Public Service Commission. This includes appropriate interdepartmental consultations where other Ministerial responsibilities are concerned. In this capacity, the Deputy is required to inform the Secretary to the Cabinet of any significant matter affecting his or her Minister's responsibilities.

### **Chief of the Defence Staff**

The CDS has primary responsibility for command, control and administration of the Canadian Forces and military strategy, plans and requirements.

The CDS is appointed by the Governor-in-Council on the advice of the Prime Minister. The CDS also has a special relationship to the Governor General who, as the Queen's representative in Canada, exercises virtually all of her powers under the Constitution and, therefore, serves as Commander in Chief of the Canadian Forces. Thus there is in formal terms, though not in practice, a direct "line of command" from the Head of State through the CDS to all the officers who hold the Queen's Commission and, through them, to all members of the Canadian Forces.

The CDS is charged with the command, control and administration of the Canadian Forces and advises the Minister on all these matters - including military requirements, capabilities, options and the possible consequences of undertaking or failing to undertake various military

activities. Whenever required, the Chief of the Defence Staff advises the Prime Minister and Cabinet directly on major military developments. The CDS is thus the senior military advisor to the Government as a whole.

The CDS implements government decisions involving the Canadian Forces by issuing appropriate orders and instructions. The CDS is accountable to the Minister for the conduct of Canadian Forces activities, as well as for the condition of the Forces and their ability to fulfil the military commitments and obligations undertaken by the government.

### **Deputy Chief of the Defence Staff**

The DCDS Group will generate agile, networked and integrated joint forces, lead in the development of joint force capabilities, and plan and conduct contingency operations at home and abroad.

Chief of Staff J3 (COS J3) - The mission of the COS J3 Operations Division is to assist the DCDS in exercising command and control of non-routine and contingency operations on behalf of the CDS by providing effective strategic level planning, coordination, conduct, support to and control of CF operations. The Division's mission objectives are to: plan and coordinate support to the deployment, employment and redeployment of CF operations; monitor CF operations and coordinate tasks and operations involving national defence plans for support to the RCMP and other government departments (OGD); plan and conduct operations in support of Canada's legally and politically binding obligations under international arms control treaties and agreements and through the National Defence Command Centre, monitor the operations of the CF and provide 24/7 Global Situational awareness, C4I2 and Information Operations (IO) support to senior Departmental leadership. In addition, provide oversight and control of special operations force operations at home and abroad.

Director General Joint Force Development (DGJFD) - is responsible to provide support to operations through unique subject matter expertise, (such as Nuclear, Biological and Chemical Defence (NBCD) and Space), and the development of Joint Force Capabilities which include: Command, Control, Communications & Computers and Intelligence Surveillance Reconnaissance (C4ISR) architecture; the CF Space programme; CF Contingency Planning, Lessons Learned, Joint Doctrine and Joint Collective Training, the CF NBCD programme; the

CF Experimentation Centre; and the Project Management Office supporting the National Military Support Capability, Counter Terrorism (CT) and Security Operations; the NBCD Services Project; and DART Enhancement. DGJFD is also responsible for enhancing joint interoperability with the US, NATO and other allies.

Joint Operations Group (JOG) - The mission of the CF JOG is to provide a rapidly deployable, operational-level command and control capability for the CF in order to meet domestic and complex international commitments. The JOG incorporates the command element and capability to deploy the CF's dedicated Chemical, Biological, Radiological and Nuclear CT Response capability and the Disaster Assistance Response Team (DART).

Chief of Defence Intelligence (CDI) - is responsible for intelligence activities at the Strategic and Operational level including the scientific technical intelligence program. This includes image collection and intelligence and Geomatics – the provision of global geospatial information in support of operations and safe navigation. This Division provides Meteorology and Oceanography support for the CF.

Director Protocol and Foreign Liaison (DPFL) - administers the Canadian Defence Attaché (CDA) Program, coordinates foreign defence and military VIP visits in Canada, provides protocol advice and guidance to senior staff, as well as directing the CF Foreign Service Attaché Program. DPFL is also responsible for Military Security Guard Unit (MSGU), providing security services at various Canadian Embassies abroad.

Group Management Support (DGMS) - is responsible to satisfy the DCDS Group's and JFG's information, resources and connectivity management needs essential to operate continuously.

Canadian Forces Support Unit (Colorado) (CFSU(C)) - provides support to CF personnel assigned to NORAD in the United States.

Canadian Military Representative to the Nato Military Committee (CANMILREP) - ensures that Canadian military interests/capabilities are appropriately represented to the NATO Military Committee.

Canadian National Military Representative Shape (CAN MR SHAPE) - is responsible for the activities of Canadian military personnel employed in NATO except those at NATO Headquarters and Allied Command Atlantic (ACLANT).

Canadian Forces Support Unit (Europe) (CFSU(E)) - provides administrative support services to CF personnel assigned to continental Europe.

Canadian National Liaison Representative to the Supreme Allied Commander Transformation (CA NLR SACT) - provides the military linkage between DND/ CF and NATO on the transformation of Alliance capabilities.

Canadian Forces Defence Liaison Staff (Washington) (CDLS(W)) - is responsible for the planning, coordination, and conduct of all activities related to the United States Defence Relations Program. CDLS(W) also provides administrative support to Department of National Defence (DND) military and civilian personnel serving in the United States and the Republic of Iceland in non-NORAD positions.

Canadian Forces Defence Liaison Staff (London) (CDLS(L)) - provides liaison, representation, coordination and monitoring between DND/Canadian Forces and British Forces, Irish Defence Forces, defence industry and other appropriate agencies to support DND and CF activities.

### **Vice Chief of the Defence Staff**

The Mission of the VCDS Group is to coordinate and, when appropriate, direct the activity necessary to ensure departmental Defence policy and strategic objectives are achieved.

Chief Reserves and Cadets (C Res & Cdts) To serve as a credible advisor to the CDS on all pan-reserve (Primary Reserve, Supplementary Reserve, Cadet Instructor Cadre, Canadian Rangers) matters, and to monitor these issues with particular emphasis on ensuring CF policies, procedures and programmes reflect the proper integration of Reserve Force capabilities and characteristics through consultation and advice. The Chief of Reserves and Cadets will also foster the Canadian Forces Liaison Council programme aimed at acquiring employer support for members of the Reserve Force in the civilian workplace. Additionally, C Res & Cdts will control and co-ordinate departmental support for the Cadet and Junior Canadian Rangers programmes.

Vice Chief of the Defence Staff Exec (VCDS Exec) - D NDHQ Sec and SA VCDS are responsible for coordinating a wide variety of corporate issues within the VCDS Group. D NDHQ Sec provides administrative support to several Executive Committees including the Defence Management Committee (DMC), Armed Forces Council (AFC),

Non Public Property Board of Directors (NPP BOD), Military Police Advisory Committee (MPAC), and Daily Executive Meeting (DEM).

Director - General Safety (D SAFE G) - The Directorate of General Safety will develop and administer a General Safety Program which meets the legislated requirements of the Canada Labour Code Part II and which provides guidance and direction to reduce accidents in order to add to the operational effectiveness of DND and the CF, minimize personal suffering and financial losses, and contribute to the morale and well-being of all personnel.

Director General Strategic Planning (DGSP) - DGSP Division assists the VCDS by providing objective analysis and sound advice on strategic planning options and resource allocations, coordinating the management of the Defence Services Program and measuring and reporting on Departmental performance in executing the overall defence mission.

Director General Strategic Change (DGSC) DGSC will be a center of excellence providing high-quality strategic advice and practical support to build Defence's capacity for effective change and transformation.

Canadian Forces Provost Marshal (CFPM) The CFPM is responsible for developing policies and plans to guide the management of security and Military Police resources of the Department. The CFPM is the Departmental Security Officer (designate), the Branch Advisor for the Canadian Forces Security Branch, an active member of the Canadian Association of Chiefs of Police and the departmental member of the interdepartmental Security Advisory Committee. The CFPM also exercises command and control over the National Investigation Service as the Commanding Officer.

Director General Canadian Forces Grievance Authority (DGCFGA): Director General Canadian Forces Grievance Authority is to manage and support the CF Streamlined Grievance Process. Its vision is prompt, fair grievance resolution fully grounded in law, policy and equity. DGCFGA received and review all CDS level grievances submissions to ensure that those that must be referred to the Canadian Forces Grievance Board (CFGB) are forwarded in a timely fashion and to provide the CDS with options and an impact assessments. DGCFGA is also to provide advice

and guidance to all CF members concerning the rules and regulations pertaining to the CF Streamlined Grievance Process.

Canadian Forces Support Unit Ottawa CFSU (O) - Canadian Forces Support Unit Ottawa provides centralized support services to all components of NDHQ and assigned units within the National Capital Region (NCR) and abroad.

### **Associate Deputy Minister of National Defence**

The Associate Deputy Minister of National Defence is appointed under the National Defence Act by order of the Governor-in-Council, on the advice of the Prime Minister.

The Associate works closely with the Deputy Minister and Minister and contributes to the full range of issues within the mandate of the department as well as to the management and governance of the department.

The Associate DM has a key role in formulating advice for the Minister on policy matters as well as implementing effectively the government's policies and programs. The Associate represents the department on committees and more generally in building and maintaining relationships with other government departments and other governments.

Assistant Deputy Minister – Finance and Corporate Services

ADM(Fin CS) is the Senior Financial Officer of the Department of National Defence and the Canadian Forces, and is charged with ensuring the integrity of the financial management and control framework. ADM(Fin CS) provides comptrollership guidance and the financial authorities framework and advice necessary to support the resource management process and ensures the provision of corporate services to support DND/Canadian Forces. The responsibilities of the Finance and Corporate Services Group are divided into three main areas, which are: Financial Management, Financial Operations, and Corporate and Shared Services.

Director General Financial Management (DG Fin Mgmt) - specific responsibilities include: providing a framework for sound financial management and comptrollership services across DND and the CF; assuring probity and compliance with financial legislation (e.g. FAA); providing the necessary support to develop strategic financial and budgetary planning options; ensuring effective systems support for resource allocation decisions;

ensuring the implementation of and adherence to central agency policies; ensuring that parliamentary and central agency financial information requirements are met; providing financial advice and framework in support of CF deployed operations; and providing advice on military aspects, implications, and impacts of financial policy procedures, and services.

The J8 Finance (J8 Fin) is responsible to plan, coordinate and oversee DND's international and domestic financial arrangements, including the financial aspects of foreign military training; coordinate and oversee DND's financial interaction with the UN; and perform the Comptroller function – including advice, budget control and oversight/challenge – for the CF's deployed operations.

The Directorate of Budget (DB) is responsible for developing and monitoring budget management process, administering the departmental budget and providing the economic research and analysis functions and advice to the Department.

The Directorate of Strategic Finance and Costing (DSFC), in support of corporate priorities, is responsible to provide expert advisory and analytical services in terms of strategic finance, strategic operational costing support and related program support.

The Directorate of Financial Policies and Procedures (DFPP) is responsible for the development, establishment and maintenance of the financial management accountability framework for the Department, including the delegated financial authorities. In addition, DFPP is responsible for the development and interpretation of financial management policies and procedures for use within the Department.

The Comptrollership Secretariat (Compt Sec) serves as the centre of excellence for the ongoing promotion of sound comptrollership throughout DND/CF as well as management, including training, of both the military and civilian financial management community.

The Directorate of NATO Defence Support (D NATO Def Sp) is responsible for the coordination and oversight of DND's financial interaction with NATO. This Directorate also supports ADM(Mat)/DGIIP.

The Director General Financial Operations (DG Fin Ops) is responsible for Financial Operations in National Defence. This includes the Financial Accounting, including the development,

implementation, maintenance and operation of the Departmental Financial and Managerial Accounting System (FMAS) in addition to the maintenance of the corporate integrated reconciliation, accounting, quality assurance and financial reporting framework, and implementation of accrual accounting on a corporate wide basis. Additional responsibilities are Pension Administration services to active and retired members of the Canadian Forces as well as the financial management of the Canadian Forces Pension Plan. Lastly, DGFINOPS is responsible for Military Pay, including the development, implementation and maintenance of the Central Computational Pay System (CCPS) for the Regular Force and the Revised Pay System for the Reserves (RPSR) for the Reserve Force, and provision of pay service advice and assistance to base and unit Pay Offices and the provision of release pay services to members on their release from the Canadian Forces.

Director Financial Accounting (DFA) - is responsible for the provision of a corporate integrated accounting and financial reporting framework to meet financial accounting and reporting requirements for DND and central agencies. DGFA is responsible for the day-to-day operation and effective management of the Financial and Managerial Accounting System (FMAS) for its timely and accurate payments and financial reporting. DFA coordinates the ongoing work on accrual accounting to ensure a consistent, logical and integrated approach to the implementation of accrual accounting and accrual budgeting.

Director Accounts Processing, Pay and Pensions (DAPPP) - is responsible for centralized accounting functions for DND including: revenue management, working capital account management, individual and group travel cards management, emergency cheque issue and a dedicated Departmental Accounting Office for the National Capital Region that includes an accounts payable function, management of acquisition cards and a payment policy compliance function. In addition DAPPP is also responsible for: Military Pay systems, procedures and administration; and Pension Administration for the CF including: pension administration systems, member and contributor services and a pension comptroller function.

Director General Corporate and Shared Services (DGCSS) – specific responsibilities include providing corporate administrative services,

including direct support to the Minister in respect of ministerial correspondence, delegation of ministerial signing authorities for submissions to Treasury Board, Access to Information and Privacy, development and promulgation of corporate policies, regulations and Cabinet Submissions, including capital projects to support DND/CF operations at all levels. Also, DGCSS provides shared support services for all units in the National Capital Region, leading strategic initiatives within DND dealing with corporate administration such as business continuity planning, and the NCR Office Accommodation Strategy. In addition DGCSS is responsible for coordinating DND participation in government wide initiatives for the modernization of internal management and services

Director Access to Information and Privacy (DAIP) - is mandated to administer all aspects of the Access to Information Act and the Privacy Act within the Department of National Defence and the Canadian Forces.

Director Management Policy Development (DMPD) - is responsible for promulgating administrative policy direction; and developing and processing submissions for Treasury Board, Governor General in Council, Minister, and Chief of Defence Staff approval.

Minister's Correspondence Unit (MCU) - is charged with producing professional, accurate and timely correspondence for the Minister and Associate Minister of National Defence.

Shared Support Services (SSS). The Corporate Support portion of this organization is charged with providing mail management and services, in addition to records advisory and support service to NDHQ and CF components located within the National Capital Region. The Client Support portion provides general administrative support to all NDHQ clients through client service centres located within core buildings in the National Capital Region.

Director Business Continuity Planning Project - is responsible for the development of a departmental Business Continuity Planning program policy, governance, and framework for the creation and maintenance of business continuity plans.

Director Planning and Coordination (Finance and Corporate Services) (DPC(Fin CS)) – is the senior advisor to the ADM(Fin CS) on Group management issues involving the planning and direction of strategic and corporate business planning/management, human resources business

management, financial resource management, strategic planning, audit and evaluation, performance measurement, and organization and establishment activities for the ADM(Fin CS) Group. This organization is also responsible for ensuring improved coordination between DND/CF and the Minister's Portfolio Partners, and for managing the CIO function for the ADM(Fin CS) Group.

### **Assistant Deputy Minister – Human Resources (Civilian)**

ADM (HR - Civ) is responsible for identifying issues of critical importance to civilian human resources (HR) management; developing strategic plans to ensure an effective and sustainable workforce; and, the delivery of civilian HR services across the country. The ADM is also responsible for providing HR monitoring, management advice and strategic guidance on civilian HR matters affecting the Department of National Defence (DND)/Canadian Forces (CF) objectives.

Chief of Staff (COS) functions as the business manager and integrator for

HR-Civ and is responsible for providing a range of corporate services to the ADM (HR - Civ) Group including: continuous improvement of and governance support for civilian HR services; strategic HR and business planning, including performance measurement and reporting; comptrollership; communications; information management and information technology for Intranet and applications support and maintenance as well as system security; and, civilian HR business management, including the co-ordination of ADM (HR - Civ) corporate management issues such as Access to Information and Privacy (ATIP), Parliamentary questions, official languages, event planning, awards as well as audits and evaluations.

Director General Civilian Employment Strategy and Programmes (DGCESP) provides leadership, strategic direction, policies, programs, operational services and expert advice in HR management in support of the Defence mission and aligned to government priorities and direction. DGCESP contributes to the success of ADM (HR - Civ) enabling DND/CF to achieve its military mission, business and government-wide objectives. DGCESP does this by providing leadership and strategic policy advice, programs and services in its areas of expertise: Classification and Organization Design, Staffing, Recruitment and Work Force Adjustment, Executives Services,

Employment Equity (EE)/Diversity and Employee Well-being which includes the Employee Assistance Program (EAP), Awards and Recognition, as well as Competency-Based Management (CBM).

Formerly known as Director General Employee Relations (DGER), Director General Labour Relations and Compensation (DGLRC), is responsible for policy development and advice on employee relations matters, including civilian discipline, compensation, pensions, collective bargaining, union consultation, harassment, exclusions and designations, and strike management and contingency planning. This division is the final level of the departmental grievance procedure, as well as the final departmental level for National Joint Council (NJC) grievances and is the delegated authority to deal with complaints under the Canadian Human Rights Act against the Department from employees and members of the public. DGLRC is also the point of contact representing departmental interests with central agencies, including the Treasury Board Secretariat and the Canadian Human Rights Commission.

Director General Learning and Professional Development (DGLPD) is responsible for developing, implementing and administering departmental strategies, policies, programs and services in the area of learning and professional development for DND civilian employees. DGLPD is responsible for the Career Assignment Program (CAP) and Management Trainee Program (MTP) in addition to other professional development programs; second language training for civilian employees; and the civilian component of the Defence Learning Network initiative. DGLPD also provides departmental managers with organizational development and change management expertise.

Director General, Regional Civilian Human Resource Services (DGRCHRS) delivers HR programs and services through the DG's office and six Civilian HR Service Centres (CHRSC): Pacific, Prairies, Atlantic, Eastern, Ontario and National Capital Region (NCR). This division directly advises military and civilian managers and employees and offers HR services which include: HR planning and HR program implementation, resourcing services, classification, including organizational design and analysis; compensation services (including support for disability and occupational injury, appeals of decisions of

workman's compensation boards) Long Service Awards, and labour relations services (first and second level grievances). CHRSC also provide a range of services through a network of Learning and Career centers. Training courses are available as well as support programs and services for career and professional development.

ADM (HR - Civ) is responsible for civilian HR management, policies and programs for DND. Involved in issues and practices related to the management of a civilian workforce, the group maintains Information Holdings in the following areas.

Awards and Recognition Program - general guidance and advice on the management of the Awards and Recognition Program within DND.

Canadian Human Rights Act - Policy, guidelines, and general correspondence files on the relationship between the institutions created by the Canadian Human Rights Act and DND.

Civilian Employee Training - the management and direction of learning and professional development programs and services for civilian employees.

Civilian Employment Policies - General guidance on staffing, employment adjustment and Redeployment Program.

Civilian Executives Services - related to the provision of advice and services to the executive cadre of DND and management development programs.

Civilian Language Training - Information on civilian language training in the Department.

CBM - Develops and maintains the departmental CBM Framework (including tools). Provision of strategic direction, advice and project support to Groups and Commands implementing CBM in their HR applications.

EAP - A peer referral service for employees, which helps them cope with problems that are affecting their personal and professional lives.

Well-being – Programs and initiatives that support and are consistent with individual and organizational well-being as well as the strategic direction and vision of the Department.

Employee Relations - Policy, guidelines, bulletins and general correspondence related to application and interpretation of collective agreements, exclusions and essential services, labour/management consultation, workplace accommodation, grievance procedure, collective

bargaining, NJC directives, compensation and benefits, foreign service relocation, travel and isolated posts.

EE - strategic direction and co-ordination in support of civilian diversity and EE, training, and diversity advisory groups.

Harassment - Policy, guidelines, development of training courses and general correspondence related to harassment and information related to the compilation of statistical data commencing in April 2002.

Civ News - a print newsletter featuring news about civilian programs, policies and other personnel matters. It is distributed monthly as an insert to the Maple Leaf, the DND/CF newspaper.

Position Classification - files on job descriptions, organisational charts, rationales on job evaluation, on-site review reports, grievance reports, and job ratings.

HR-CIV Source - an electronic newsletter for ADM (HR - Civ) employees regarding HR matters of interest to HR professionals at DND.

Assistant Deputy Minister – Human Resources (Military)

The ADM(HR-Mil), as Departmental authority for military human resources, is the leader of the NDHQ Group that recruit, develops and maintains the most valuable resource of the Canadian Forces— its people. As senior resource manager for military personnel, the ADM(HR-Mil) provides the strategic direction, management and planning activities to ensure that the military HR System fully supports the operational requirements of the CF, and meets member's expectations while complying with Government mandates and legislation. The CF human resource policy, plans and direction reflect societal expectations and ensure that military HR aspects are fully considered by colleagues. As primary advisor to the CDS on personnel, ADM(HR-Mil) also coordinates NDHQ cross-boundary issues and resolves differences among the senior leadership, civilian and military alike.

Chief of Staff Division (COS) - ADM(HR-Mil) is responsible for the co-ordination of corporate Human Resource systems, services and programs and the maintenance of a productive HR working environment. Common support services include: HR information management; comptrollership; coordination and secretariat support. In addition, COS ADM(HR-Mil) is also responsible for:

Casualty Support and Administration; Strategic Human Resources; Quality of Life issues and the 1-800-DND-Help line.

Military Human Resources Policy and Planning Division (DGMHRPP) - DGMHRPP is responsible for the development of: policies and plans to recruit, train, and retain military personnel in the Canadian Forces; personnel policies and systems through which manpower requirements are identified; occupational analysis requirements for the Canadian Forces; HR research and evaluation; policies recruiting, selection, and individual training of members; military employment policies integrating legislation on gender and employment equity; and military and civilian official languages policies, and directives on translation, language training and testing.

Military Careers Division (DGMC) - DGMC is responsible for the control and management of the succession planning process, consistent with Canadian Forces Manning priorities and in accordance with established policies, for Regular Force personnel who have completed basic training. It includes the selection of military personnel for: promotion; new terms of service; Professional Development and Educational Programs; and posting of military personnel. It manages the Canadian Forces release process, the Administrative Reviews of the careers of military members and the Administrative Inquiries related to career issues which include Ministerial Inquiries, Human Rights complaints and the Canadian Forces Grievance System.

Compensation and Benefits Division (DGCB) - DGCB is responsible for supporting the DND/CF mission, role and operational requirements by developing and implementing affordable compensation policies that recognise the value of the work CF members do and the conditions/special circumstances of their employment in the CF. DGCB is also responsible for development, implementation, monitoring and application of ministerial authorities, administering policies and programmes in areas of expense for travel and relocation; cost of living benefits; and other individual entitlements.

DGCB also takes care of the strategic advancement of Canadian Forces compensation policy; the development, implementation and monitoring of policy regarding: CF Superannuation Act; CF leave entitlements; dental care plan for CF

dependants; Public Service Health Care Plan (PSHCP); death and disability compensation; and pension and retirement benefits.

Finally, DGCB has an integral Directorate that looks into grievances in respect to compensation and benefits.

Canadian Forces Recruiting Group Division (CFRG) - Canadian Forces Recruiting Group is responsible for the planning, implementation and control of programs related to the production of military personnel. This responsibility includes the attraction, recruiting and selection of suitable individuals for enrolment in the Regular and Reserve components of the Canadian Forces and the training of newly enrolled Regular Force personnel to the basic military qualification level. Canadian Forces Recruiting Group is also responsible for the management of trainees in selected occupations until such time as they are considered employable and are assigned to their first operational post and for the selection of serving personnel for occupational transfers. In executing its responsibilities, Canadian Forces Recruiting Group implements, but does not formulate, policies related to the selection and production of military personnel.

To deliver its mandate, CFRG has nine Canadian Forces Recruiting Centres across Canada, the closest Recruiting Centre may be contacted by telephone at 1-800-856-8488, and the Canadian Forces Leadership and Recruit School.

### **Canadian Forces Health Services**

(CF H Svcs Gp) – The mandate of CF H Svcs Gp is to provide the health care support necessary to sustain a multi-purpose, deployable and combat capable force, across the full spectrum of military scenarios. The CF H Svcs Gp is also responsible for developing all policies and standards for both dental and medical care. The CF H Svcs Gp also works closely with both civilian health organizations including hospitals, professional associations and other government agencies such as Health Canada and the department of Veterans Affairs. Through these relationships, the CF H Svcs Gp has created opportunities for the development of maintenance competency of skills programs for its clinicians and other health service support occupations. The CF H Svcs Gp prides itself on providing high quality and comprehensive health care to all CF members, anytime, anywhere.

Canadian Forces Personnel Support Agency (CFPSA) - The CEO CFPSA reports directly to the ADM(HR-Mil) and is responsible for the development and service delivery of many morale and welfare programs which enhance the quality of life of members, and to contribute to the CF's operational effectiveness and readiness. CFPSA comprises several operational components: Personnel Support Programs (PSP), responsible for a variety of Morale and Welfare programs including sports and fitness programs, and programs to assist deployed forces.

CANEX/NATEX (Canadian Forces Exchange/NATO Exchange) provides consumer shopping facilities on bases/wing/units throughout Canada and Europe. Service Income Security Insurance Program Financial Services (SISIP FS) offers life and disability insurance and financial products and services to CF personnel and their families. CFPSA stakeholders include Environmental Chiefs of Staff, Group Principals and base/wing/unit commanders, Regular and Reserve Force personnel, military families, veterans, DND public and non-public employees.

Chaplain General Division (Chap Gen) - Responsible for upholding and fostering spiritual values and pastoral care of all Canadian Forces personnel and their families. 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 and other major religious organizations through the Interfaith Committee on Canadian Military Chaplaincy.

### **Canadian Defence Academy (CDA) -**

The Canadian Defence Academy (CDA) is a Canadian Forces formation, organizationally situated within the Assistant Deputy Minister (Human Resources – Military) Group. It is part of a Canadian Forces-wide strategy to prepare its members intellectually and professionally to meet the challenges of future operations. Specifically, the CDA champions lifelong learning through the implementation of coherent, integrated, academically rigorous and accredited education



and professional development programs. This approach helps ensure members of the CF can develop their full intellectual potential.

The CDA is composed of a Headquarters, located in Kingston, Ontario, and a number of educational institutions including the Royal Military College of Canada (Kingston), the Canadian Forces College (Toronto), the Canadian Forces Language School, centered in Gatineau, Quebec, and Campus Fort St-Jean (St-Jean-sur-Richelieu, Quebec). Campus Fort St-Jean includes Non-Commissioned Member Professional Development Centre, The Canadian Forces Management Development School, and Richelieu Squadron, which prepares officer cadets for entry into the Royal Military College.

Directorate History and Heritage (DHH) - The mission of DHH is to develop & support all-encompassing history, music, honours & awards, dress and ceremonial policies that provide all members of the Defence team with strong core values, thus enhancing and reinforcing a sense of identity, military ethos and cohesion amongst the DND/CF community and adding value to operational effectiveness.

### **Assistant Deputy Minister - Infrastructure and Environment**

The ADM(IE) Group provides DND/CF with leadership, policy, planning, advice, oversight, support to operations and services in matters of military engineering, realty, architecture and engineering, environment, nuclear safety, and fire service.

Director General Environment (DGE) - DGE provides DND/CF with advice, oversight, policy and related professional services in environmental protection and stewardship.

Director General Military Engineering/J3 ENGINEER (DGME/J3 ENGR) - DGME/J3 Engr provides military engineering advice and services to DND/CF.

Director General Nuclear Safety (DGNS) - DGNS is the departmental regulatory authority for nuclear activities (including any activity involving ionizing radiation sources) conducted by the DND/CF in Canada and abroad. DGNS is responsible for developing and promulgating nuclear and ionizing radiation safety policy and regulations, verifying compliance with them and providing expert advice on nuclear technology.

Director General Realty Policy and Plans (DGRPP) - DGRPP's mission is to clarify how

realty assets can best support the operational requirements of DND/CF, to develop the policies and plans to get there, and to report on the results.

Director Infrastructure And Environment Corporate Services (DIECS) - DIECS provides support to the IE Group and ECS functional I&E elements through strategies, policies and services that enhance their ability to sustain an infrastructure/environment that meets the needs of the DND/CF.

Canadian Forces Housing Agency (CFHA) CFHA is a Special Operating Agency within DND whose original mandate was to operate and maintain the portfolio of approximately 16,000 military family housing units (married quarters) at Canadian Forces bases and wings across Canada. This includes allocating housing to Canadian Forces members and their families, carrying out maintenance and repairs, administering the rent system and managing the housing assets on behalf of the Department. This mandate has been continually evolving in response to departmental requirements and environmental issues.

### **Assistant Deputy Minister – Information Management**

The ADM (IM) is responsible to lead the planning, delivery and operation of information management assets and associated information technologies to support the missions, operations and administration of the Department of National Defence and the Canadian Forces. The Group comprises the following six divisions:

Information Management Operations (DGIMO) - Provides leadership to information management operations staff across Canada and internationally to deliver effective and focused communications, information management, and signals intelligence services to all Department of National Defence/Canadian Forces operations to help achieve operational objectives.

Enterprise Applications Services (DGEAS) -The DGEAS Division is responsible for the support of enterprise applications; the definition of information integration solutions to address the business needs of other DND organizations; and, the future planning and management of assigned enterprise applications. Enterprise applications are applications that support the business or operational needs of a cross-functional community of users. DGEAS supports and manages the

Departmental ERPs, including FMAS (SAP), CFSS (MIMS), HRMS (People Soft), and MASIS (SAP), as well as associated interfaced applications

Information Management Project Delivery (DGIMPD) - Provides service excellence for both common and functional project management support throughout the project life cycle. Leads all capital information management projects, both applications and infrastructure. Oversees all Department of National Defence and Canadian Forces projects during development and implementation.

Information Management Strategic Direction (DGIMSD) - Acts as a focal point for providing guidance and coordination for the development and implementation of a cohesive Defence Information Management (IM) Programme that meets the business and operational information requirements of the DND/CF. DGIMSD is responsible for developing and coordinating the implementation of: the Defence IM Strategy 2020 and its Strategic Priorities and Sequencing, the Defence IM Policy and Doctrine, the International and National IM Interoperability, the Defence IM Requirements and the Defence IM Enterprise Architecture.

The Canadian Forces Information Operations Group (CFIOG) is responsible for the coordination, development and employment of assigned Information Operations enabling capabilities for the Canadian Forces and for the Department of National Defence. The Group is comprised of the following four units: Canadian Forces Station (CFS) Leitrim, Canadian Forces Station (CFS) Alert, Canadian Forces Network Operations Centre (CFNOC) and Canadian Forces Electronic Warfare Center (CFEWC).

Communication Reserve (Comm Res) - Contributes to generating combat capable Communication and Information System (CIS) elements and support elements of Information Operation (IO) to augment CF Operations at home and abroad. Consisting of a national headquarters in Ottawa, 5 Communication Group Headquarters and 23 units across Canada, the Comm Res conducts recruit, occupational and leadership training in order to fulfill its force generation tasks.

### **Assistant Deputy Minister – Materiel**

The Assistant Deputy Minister (Materiel) or ADM (Mat) is responsible for ensuring effective materiel acquisition and logistics support to the Canadian Forces and the DND. This involves a major role in

the planning and implementation of the Long-Term Capital Equipment Plan, the National Procurement Plan to sustain in-service equipment, and logistics planning and support operations in general.

Chief Of Staff Assistant Deputy Minister (Material) - The position of COS ADM (Mat) is the designated alternate for the ADM (Mat) in his or her absence. The COS develops and evolves strategies, programs and policies concerning all internal management support services, the corporate coordination of services in support of the ADM's mandate and the requisite business management services.

Director General Maritime Equipment Program Management (DGMEPM) - DGMEPM oversees naval force acquisition and materiel support.

Director General Land Equipment Program Management (DGLPEM) - DGLPEM delivers equipment programs and weapons systems support for land forces.

Director General Air Equipment Program Management (DGAPEM) - DGAPEM provides procurement, logistic and engineering support for Air Force equipment and weapon systems.

Director General Equipment Program Services (DGEPS) - DGEPS manages a broad range of common materiel and services such as ammunition, technical information and disposals.

Director General International And Industry Program (DGIIP) - DGIIP supports the development of the Canadian defence industry and promotes defence materiel interests internationally.

J4 Materiel/Director General Logistics (J4 Mat/DG Log) - J4 Mat/DG Log plans and coordinates logistics support for Canadian Forces' operations. J4Mat/DG Log also provides technical staff advice to the Canadian Forces including: Supply, Transport, Food Services and Postal support systems.

Project Management Office Maritime Helicopter Project (PMO MHP) - PMO MHP leads the replacement of the CH124 Sea Kings with new Maritime Helicopters.

Director Major Service Delivery Procurement (DMSDP) - DMSDP implements and manages major service contracts with the private sector that can be integrated into the DND/CF environment.

Assistant Deputy Minister – Policy

The ADM(Pol) is the principal source of defence policy advice and is responsible for: the analytical

basis of defence policy; support in the formulation and execution of defence policy; advice and support in dealing with Cabinet and Parliament; advice on managing issues bearing on national unity and relations with provincial governments; coordination of national policies and departmental relations with central agencies and other government departments, including the Privy Council Office, Foreign Affairs Canada and the Canadian International Development Agency; assistance in fostering and nurturing a national pool of expertise and interest in defence and international security issues; management of the Department's bilateral and multilateral defence and international security relations, including support and advice to the Minister and representation of Canada at the UN, NATO and other meetings and on committees of those institutions; and management of the Military Training Assistance Program offered to developing non-NATO countries.

#### **Assistant Deputy Minister – Public Affairs**

The ADM (PA) organization is responsible for the management of all aspects of national defence-related public affairs. Its mission is to inform Parliament, Canadians, Canadian Forces members and DND employees of the roles, mandate, activities and priorities of the Department of National Defence and the Canadian Forces. Military and civilian public affairs personnel across Canada, and around the world provide services to the Canadian public and members of DND and the CF.

#### **Assistant Deputy Minister – Science And Technology**

The ADM (S&T) is also the Chief Executive Officer (CEO) of the Defence R&D Canada (DRDC), an Agency within the Department of National Defence. DRDC's mission is to facilitate and enhance the ability of decision makers to make informed decisions on defence policy, force generation, and procurement by providing expert scientific and technological (S&T) knowledge. DRDC contributes to the success of military operations by pursuing Research and Development (R&D) activities that provide improved support, knowledge, protection, and response to potential threats, and enhances the preparedness of the Canadian Forces by assessing technology trends, threats and opportunities, and by exploiting emerging technologies.

DRDC contributes to the creation and maintenance of a Canadian defence S&T capability that is internationally competitive, by contracting-out to industry, by transferring technology to industry and by entering into partnerships in which cost and risk are shared, and conduct S&T projects for clients external to DND, in order to assist the Agency in developing and maintaining its defence-related technological capabilities

#### **Chief of the Air Staff and Commander of Air Command**

The Chief of the Air Staff (CAS) and Commander of Air Command reports directly to the Chief of the Defence Staff and advises him and the department on Air Force related activities. Air Command comprises 1 Canadian Air Division (1 CAD) including 13 Wings dispersed across Canada. As Chief of the Air Staff, he is assisted of the Air Staff located at National Defence Headquarters in Ottawa and by the Commander 1 CAD and his headquarters staff located in Winnipeg.

The Air Staff, as indicated in the above paragraph, supports the CAS in executing his NDHQ and Commander of Air Command responsibilities. The Air Staff is comprised of three Divisions, each of which have subordinate Directorates, and six other Directorates; these Divisions and Directorates report through the Assistant Chief of the Air Staff (ACAS) to CAS. Further, there are five Advisors who report directly to CAS. The CAS is also supported by the CAS Exec Staff.

The Assistant Chief of the Air Staff (ACAS) The ACAS coordinates and implements into a cohesive programme within the Air Force and with CF and external partners performance objectives set by the CAS. More specifically ACAS is charged with the implementation of approved Air Force policies, the direction of Air force development, the monitoring of Air operations, the supervision of Air personnel planning and development, the control of Air resources, Air Reserve strategic development, and Air Public Affairs. The ACAS supervises and monitors the overall activities of the Air Staff in order to provide sound Air Force advice to the CAS, DND and the Government.

The Director General Force Development (DG Air FD) - is responsible for providing the Chief of Air Staff advice concerning strategic-level air force development activities. There are four Directorates in the Force Development Division.

The Directorate of Air Strategic Plans (D Air SP) - is responsible for the production of Air Force strategic assessments, guidance and coordination of strategic planning issues with other level one staffs. It also coordinates Air Force Research and Development activity, develops strategic level Air Force doctrine, provides representation to the Canadian Forces doctrine board and coordinates international AirForce-to-Air Force and aviation linkages. It also provides guidance for the development of operational and tactical doctrine. The directorate is also responsible for proposing Air Force standing commitments to NATO and the UN, and for developing force structure options based on these commitments. Lastly it prepares the annual Chief of the Air Staff Planning Guidance for the management of Air Force Programs and expenditures. This directorate reports to the Director General Air Force Development (DG Air FD).

The Directorate of Air Requirements (DAR) is responsible for the development and advancement of Air Force projects through the Defence Management System, and for Air Force capital project advice to senior Air Force leadership. This directorate reports to the Director General Air Force Development (DG Air FD).

The Directorate of Air Programs (D Air Prog) - provides advice to the Chief of the Air Staff and other members of the Air Staff on the delivery of air capability in the near term and also influences centrally driven projects/programs to ensure that they meet air force requirements within Horizon 1. In doing so, D Air Prog works closely with both DAR and D Air SP in bridging the capability gap between the present and the future, focusing principally on influencing the development and delivery of C2/IM/IT systems/services, air traffic management/navigation systems, infrastructure and environmental programs, and the transition towards alternative methods of service delivery. This directorate reports to the Director General Air Force Development (DG Air FD).

The Directorate of Air Staff Operational Research (DASOR) - conducts strategic operational research and analysis in support of the Chief of the Air Staff by providing a scientific basis for assessing policy, plans and decisions. This directorate reports to the Director General Air Force Development (DG Air FD).

The Director General Air Personnel (DG Air Pers) Division - is responsible to the Chief of the Air Staff for the provision of advice concerning personnel issues and to develop measures, in coordination

with ADM (HR-Mil) and ADM (HR-Civ), to combat the challenges facing the Air Force. There are three Directorates in the Air Personnel Division.

The Directorate of Air Personnel Production Development (D Air PPD) - provides strategic advice to the Chief of the Air Staff on air force military occupations management and individual training, education, and professional development policy and production. The directorate also sustains air force capabilities and readiness to meet Defence Program tasks. This directorate reports to the Director General Air Personnel (DG Air Pers).

The Directorate of Air Personnel Management and Services (D Air PM&S) - is responsible for providing strategic advice and guidance regarding CF and Air Force personnel policies. This includes career management issues, grievances, support and administration services. This directorate reports to the Director General Air Personnel (DG Air Pers).

The Directorate of Air Civilian Management Services (D Air CM SVC) - provides strategic advice and guidance to the Chief of the Air Staff and senior management on the implementation of DND and Air Force civilian personnel policies and programs. This includes Employment Equity, Continuous Learning and Professional Development, HR planning, Labour Management Relations, Awards and Recognition, Classification, Official Languages, and the Employee Assistance Program. This Directorate reports to the Director General Air Personnel (DG Air Pers).

The Director General Air Reserve (DG Air Res) Division - is responsible to the Chief of the Air Staff (CAS) for the provision of advice on issues affecting the Air Reserve and for the coordination with DG Air Pers and DG Air FD of strategic-level development activities involving the Air Reserve within a Total Force capability model. Director General Air Reserve (DG Air Res) represents the CAS and the Air Reserve at Chief of Reserves and Cadets Council meetings and other outside agencies regarding Air Reserve matters.

The Directorate of Air Reserves (D Air Res) D Air Res supports the Director General Air Reserves in the development of strategic direction for the Air Reserves and the coordination of pan-reserve and strategic Air Reserves issues. This directorate reports to the Director General Air Reserve (DG Air Res).

## **Air Staff Directorates reporting directly to ACAS**

The Directorate Of Air Staff Coordination (DAS Coord) - coordinates Air Staff (AS) staffing activities as the AS Chief of Staff. DAS Coord supports the CAS as the Secretary, Airworthiness Advisory Board, coordinates the development and maintenance of the Air Command Orders, provides personnel, administrative and financial support to the AS, leads and supports the Air Reserve Flight Ottawa, Central Band (includes the Air Command Pipes and Drums), and administers the Canadian Air Force participation in the System of Cooperation Amongst the Air Forces of the Americas (SICOFAA) program.

The Directorate of Air Force Employment (D Air FE) - is responsible for defining the Air Force posture for operations, for monitoring the readiness of Air Command units and for influencing the development of strategic level Contingency Operations Plans that involve Air Command units. Duties include liaison with the Army and Navy, other government departments and foreign air forces. As a member of the Joint Staff Action Team, D Air FE is also responsible for developing realistic operation plans for the employment of Air Command assets on DCDS domestic and international contingency operations.

The Directorate of Flight Safety (DFS) - aims to preserve the operational capability of the Air Force by leading a proactive flight safety program that minimizes the loss of aviation resources. The DFS mission has three elements: the management of an efficient FS program, the investigation of CF aircraft occurrences and the monitoring, as the Airworthiness Investigative Authority, of the Airworthiness Program by identifying issues and deficiencies and reporting them to the Airworthiness Authority, the Chief of the Air Staff and Commander of the Air Force.

The Directorate of Air Comptrollership and Business Management (D Air CBM) -provides strategic business, organization and establishment, financial management, and managerial accounting support to the Air Force. D Air CBM is also mandated to provide independent advice to senior management in three areas: Examination and Review Services; National Programs; and, Special Examinations. This directorate is also responsible for Business Planning and Performance Measurement and Performance Measurement Framework.

The Directorate of Air Public Affairs (D Air PA) - is responsible for providing CAS with strategic level advice and policy coordination for all air force public affairs activities.

Director Air Contracted Force Generation (D Air CFG) - reporting to the Assistant Chief of the Air Staff (ACAS), is responsible for strategic pilot production analysis, contract quality assurance, marketing, business and financial management, providing technical authority advice and support, Memorandum of Understanding (MOU)/Service Level Agreement (SLA) development and negotiation roles for all NATO Flying Training in Canada (NFTC), Contracted Flying Training and Support (CFTS) pilot training and Goose Bay Foreign Military Training(FMT).

There are five advisors to CAS: Air Command Chief Warrant Officer (CCWO); CAS Special Advisor (CAS Sp Adv); Air Command Surgeon (AirCom Surg); Air Command Chaplain (AirCom Chap); and the Judge Advocate General Advisor, Commander Air Command (AirCom JAG Adv).

### 1 Canadian Air Division

1 Canadian Air Division (1 CAD) serves as the central point of command and control for Canada's operational Air Force and including the provision of surveillance and defence forces to meet Canada's Commitments to NORAD. Thirteen Air Force Wings report operationally to 1 CAD HQ:

1 Wing Kingston - is the headquarters of the Griffon helicopter and the centre of excellence for Tactical Aviation in Canada. It provides combat-ready, tactical aviation forces in support of the Army and Canadian Defence Policy anywhere in the world. Its six tactical helicopter and training squadrons are located at bases across the country.

3 Wing Bagotville - is located in Quebec's Saguenay region. It provides general purpose, multi-role, combat capable CF-18 (Hornet) forces in support of domestic and international roles of Canada's Air Force such as the Gulf War. It also provides search and rescue missions using CH-146 helicopters.

4 Wing Cold Lake - is the largest fighter base in Canada. It provides general purpose, multi-role, combat capable CF-18 (Hornet) forces in support of Canada's domestic and international Air Force roles such as the Gulf War. Home of fighter pilot training for the Canadian Forces, 4 Wing attracts Top Gun crews from all over the world to our annual air combat exercise, Maple Flag. 4 Wing is

also home to the NATO Flying Training in Canada (NFTC) Phase IV Tactical Fighter Training on the CT – 155 Hawk.

5 Wing Goose Bay - is the site of allied tactical flying training in Canada. It is home to permanent detachments from Britain's Royal Air Force, the German Luftwaffe, the Royal Netherlands Air Force and the Italian Aeronautic Militaire. 5 Wing also serves as a NORAD CF-18 deployed operating base and airfield and supports a mix of aviation activities, both military and civilian, in North-Eastern Canada.

8 Wing Trenton - is the home of Canada's Air Mobility forces. From delivering supplies to the high Arctic, to providing strategic and tactical airlift of personnel and equipment in support of Canadian Forces operations around the world, 8 Wing responds to the needs of Canadians on a moment's notice. Also responsible for Canada's largest Search and Rescue region, comprising Central and Northern Canada, the Wing has rescued countless Canadians, often under the harshest geographic and climatic conditions. 8 Wing also hosts the Canadian Parachute Centre and the world famous Skyhawks army parachute demonstration team.

9 Wing Gander - Is home to the 103 Search And Rescue (SAR) Squadron, providing full-time SAR services to Newfoundland and Labrador. When a call for help comes in, SAR crews at 9 Wing Gander are ready to deploy in any direction from their base in Canada's most easterly province, Newfoundland. 9 Wing Gander also supports the coastal radar facility, which delivers timely and accurate radar information.

12 Wing Shearwater - is the home of the CH-124 Sea King helicopter. 12 Wing is the sole provider of multipurpose shipborne helicopters, aircrew and air technicians that support Canada's Navy on both coasts. The Wing's operational squadrons, 443 (MH) Sqn in Victoria, B.C. and 423 (MH) Sqn in Shearwater, N.S. regularly deploy helicopter air detachments for both international and domestic operations.

14 Wing Greenwood - is nestled in the heart of Nova Scotia's beautiful Annapolis Valley. Flying the Aurora aircraft, Greenwood is a leader in developing and applying air power for airborne intelligence, surveillance, reconnaissance and control, and maritime rescue in global, joint/combined operations

15 Wing Moose Jaw – this Western Canadian Air Base is the site of the NATO Flying Training in Canada (NFTC) Program. Canadian and NATO Qualified Flying Instructors (QFIs) provide the flying training, with the industry team providing the aircraft maintenance and the simulator and classroom instruction. NFTC offers under-graduate pilot training to NATO and non-NATO pilots in a flexible, cost effective program using advanced glass cockpit training aircraft, the Raytheon Turboprop Trainer Aircraft T-6A, known in Canada as the 'Harvard II', and the BAE SYSTEMS 'Hawk 115', a two-seat, advanced jet training aircraft. 15 Wing is also home to the Snowbirds, Canada's world famous air demonstration team.

16 Wing Borden - is the "Birthplace of the RCAF." The largest training Wing in the Canadian Forces, 16 Wing's schools offer air force technical training and professional development. The Canadian Forces School of Aerospace Technology and Engineering conducts apprentice level training for various trades, including Avionics, Aviation, Aircraft Structures and Imagery technicians. The Air Command Professional Development and Training Centre provides leadership and management training, broadens awareness of Air Force heritage and develops general service knowledge and professional attributes for Air Force Regular and Reserve Force Non-Commissioned Members. The School also offers the Junior Leader Air Environmental Course and the Primary Leadership Qualification course, the Sergeant Seminar and Senior Air Supervisor Course. The Canadian Forces School of Aerospace Control Operations offers range of basic and specialty courses such as airborne weapons, systems, ground control systems and radar, meteorology, radio telephony and procedures, air regulations and navigation orders, Aircraft performance characteristics, command and control directives governing the control of interceptor Aircraft as well as the states of alert.

17 Wing Winnipeg - is comprised of three squadrons and six schools (Canadian Forces School of Aerospace Studies, Canadian Forces Air Navigation School, Canadian Forces School of Meteorology, Canadian Forces School of Survival and Aeromedical Training, 3 Canadian Forces Flying Training School, and also provides support to the Central Flying School).

19 Wing Comox - is located on Vancouver Island. It is Canada's most western base and the only Canadian Air Force Wing west of the Rockies. It is

a Deployed Operations Base for F-18 Aircraft from 4 Wing Cold Lake, in their NORAD role. Home to 407 Maritime Patrol Squadron, 19 Wing Aurora Crews operate from the North Pole to Australia conducting diverse surveillance operations to protect Canadian territorial sovereignty above and below the ocean's surface. 19 Wing is also home to 442 Transport and Rescue Squadron who respond to distress situations in some of Canada's roughest terrain using the CH-149 Cormorant and as the only squadron also using the doughty CC-115 Buffalo. 442 Squadron runs the national OTF (Operational Training Flight) training for aircrew on the Search and Rescue (SAR) Cormorant helicopter as well as for the Buffalo. The center of excellence for SAR Tech training, the Canadian Forces Search and Rescue School (CFSSAR) is also situated in Comox. CFSSAR conducts both SAR Tech occupational training as well as individual sea survival training

22 Wing North Bay - represents one of Canada's major contributions to the North American Aerospace Defence (NORAD) agreement. From its underground complex personnel from the Canadian Air Defence Sector watch over Canada's airspace 24 hours a day, using state-of-the-art sensors, computer and communications equipment.

Canadian Norad Region (CANR) - CANR is one of three NORAD regions responsible for the surveillance and control of North American airspace. From CANR HQ (co-located with 1 CAD HQ) in Winnipeg, the CANR Commander exercises operational control of NORAD-assigned Canadian Air Force aircraft, sensors and personnel. The Canadian Air Defence Sector (CADS) in North Bay monitors a network of resources to detect, intercept and, if necessary, engage any airborne threats to the safety and security of the continent. CANR assists law enforcement agencies in the conduct of their counter-drug mission.

In addition, CANR monitors internal aviation activity to protect against threats originating from within, or transiting through, Canadian airspace and periodically deploys aircraft and radars to strategic locations across the country.

### **Chief of the Land Staff**

The mission of the CLS is to generate and maintain combat capable, multi-purpose land forces to meet Canada's defence objectives.

Assistant Chief of the Land Staff (Asst CLS) Asst CLS is responsible to the CLS for the overall resource management and sustainment of combat-capable, multi-purpose land forces to meet Canada's defence capability requirements. Leader for Army Transformation to a command-centric, knowledge-based Army of tomorrow. Deputy Commander of Canada's Army.

Director General Land Staff (DGLS) /Chief of Staff - DGLS as the "General Staff", must assist the commander in meeting his responsibilities for overall command. The mission of the COS and the LS Secretariat is to co-ordinate the work of the staff. The aim of the COS Home Page is to not only facilitate this co-ordination but to provide transparency to planning and the execution of our operations and training.

Secretariat Land Staff (SLS) – The Secretariat of the Land Staff provides command support to the Land Staff.

Director Land Command and Information (DLCI) - Given the centrality of information management to the Commander, DLCI, with DLR and DAD support, will design, build, and integrate certain automated equipment components, and manage the other equipment components of command support (categorized as tools, communication and information management components) within the context of evolving Joint doctrine. Also, in co-ordination with other LS Directorates, will ensure the integration of all command support PLOTEd (Personnel, Leadership, Organization, Training, Equipment, Doctrine) components for all LF Command levels and for both garrison and deployed tasks.

Director Land Environment (DLE) - Provide advice on broad environmental issues and to manage the LFC environmental programme to ensure the Army can realize its readiness objectives.

Director Land Requirements (DLR) - DLR provides operational direction for the acquisition and management of equipment to sustain a multi-purpose combat capable Army.

DLFS is responsible for managing Army personnel and equipment establishments, Combat Service Support policies, services and systems, and safety and environmental programs. This directorate have been amalgamated with (DLSS) Director Land Forces Structure.

Director Land Force Readiness (DLFR) – DLFR is the CLS's primary staff officer in force operations. Its mission is to manage the operational readiness

of the Land Force of Today with a view to generating and sustaining operationally ready Land Forces deployment on CF operations.

Director Land Infrastructure (Realty Management) (DLI) - To provides compliant, effective and efficient Realty support.

Director Land Personnel (DLP) Now Director Land Personnel Management (DLPM) – DLP DLPM is accountable to develop, implement and monitor policies affecting Land Force (LF) personnel management, services and support programs to ensure that LFC has the necessary civilian and military personnel to meet its commitments in Canada and abroad.

Director Land Personnel Strategy (DLPS) – DLPS is responsible in developing, implementing and monitoring strategic level HR policies affecting Land Force (LF) military personnel.

Director Army Public Affairs (DAPA) – DAPA is responsible for the provision of advice and guidance to the CLS and senior management of the Land Staff on all Public Affairs-related matters. DAPA also provides Public Affairs support to the Land Staff and to expedite the flow of accurate and timely information about the Army activities to the public and internal audiences.

Land Force Reserve Restructure (LFRR) – LFRR responsibility is to develop, as part of the Army, an effective and credible Army Reserve for the 21st Century, complementary and supplementary to the Regular Force and relevant to the needs of the nation.

Director Land Reserve Management (DLRM) - The DLRM directorate is responsible for the day to day management and co-ordination of all Army Reserve issues.

Director Land Strategy Planning (DLSP) - The Army is in the process of refocusing a strategy that represents a balanced approach to prepare for the future while continuing to perform the tasks that Canadians expect today. This strategy has been developed in accordance with Departmental Strategy 2020 and will lead to changes that will be felt across the department. The role of DLSP is to co-ordinate the strategic planning of the Land Force.

Director Land Service Support (DLSS) - DLSS will provide effective management of assigned programs and ensure successful Army influence over the development and operation of corporate support systems. This will be accomplish through

effective and efficient staff support to CLS in his management of the Sustain Combat Function, with particular emphasis in the areas of logistics, LEMS, safety and contracted support. The continuous development of innovative and effective Land sustainment capability, incorporating Regular and Reserve components, will be aggressively pursued within the framework of Army Transformation and in close cooperation with CF Joint Capability Development.

Comptroller Land Force Command (Compt LFC) – Compt LFC is responsible and accountable to the CLS for planning, directing and monitoring the business management process as it pertains to the allocation, expenditure, control and reporting of resources.

Land Forces Atlantic Area (LFAA) - LFAA, as part of the Army's geographical command structure is composed of both Regular and Reserve Force components. Its task is to provide operationally ready forces for various operations and tasks as assigned by the Commander Land Force Command. LFAA encompasses all Regular and Reserve Force organizations and infrastructure in the Atlantic Area.

Land Forces Central Area (LFCA) - LFCA, as part of the Army's geographical command structure is composed of both Regular and Reserve Force components. Its task is to provide operationally ready forces for various operations and tasks as assigned by the Commander Land Force Command. LFCA encompasses all Regular and Reserve Force organizations and infrastructure in Ontario (less 1 Canadian Division, 1 Canadian Signals Regiment and Thunder Bay District).

The LFCA operational mission is force generation; that is to provide trained forces and individuals to meet assigned tasks.

Land Force Doctrine And Training System (LFDTTS) - To plan and manage the intellectual development and training of the Army.

Land Forces Western Area (LFWA) –LFWA was established on September 1st, 1991 to take command of all regular and reserve army units in Western Canada. LFWA is one of four army area commands. LFWA consists of three Reserve Brigade Groups, One Regular Mechanized Brigade Group, One Area Support Group and the Western Area Training Centre, CFB Suffield, Alberta.

LFWA's three Reserve Brigades, 38 Canadian Brigade Group, headquartered in Winnipeg, 39 Canadian Brigade Group, headquartered in



Vancouver, and 41 Canadian Brigade Group, headquartered in Calgary, roughly correspond to the provinces they are headquartered in. 38 Canadian Brigade Group includes Manitoba, Saskatchewan, and the portion of Ontario west of Thunder Bay. The regular brigade, 1 Canadian Mechanized Brigade Group consists of the regular units in Winnipeg, Shilo, Manitoba, and Edmonton. Land Forces Quebec Area (LFQA) - LFQA, as part of the Army's geographical command structure is composed of both Regular and Reserve Force components. Its task is to provide operationally ready forces for various operations and tasks as assigned by the Commander Land Force Command. LFQA encompasses all Regular and Reserve Force organizations and infrastructure in the Quebec provincial territory.

### **Chief of the Maritime Staff**

CMS is both the Commander of Maritime Command and a First Level Advisor to MND, CDS and DM. As a Commander, he is responsible for generating and maintaining operationally ready maritime forces, and for exercising command of assigned forces. In his capacity as a First Level Advisor, he provides advice on maritime force matters, on the development of force structure options and on the development of plans and taskings for CF operations.

Reporting to the Chief of Maritime Staff are the Commanders of Maritime Forces Atlantic, Maritime Forces Pacific, the Naval Reserve, the Assistant Chief of the Maritime Staff and the CF Maritime Warfare Centre.

Maritime Forces Atlantic (MARLANT) and Maritime Forces Pacific (MARPAAC) are coastal commanders responsible to maintain and operate combat capable, multi-purpose maritime forces to meet our national and international defence commitments. The Naval Reserve (NAVRES) is responsible for providing the Navy with trained personnel for the manning of combat and support elements to meet Canada's defence objectives in time of peace, crisis and war with specialization in coastal defence, naval control of shipping and mine warfare."

The Canadian Forces Maritime Warfare Centre (CFMWC) is responsible to develop and teach doctrine and tactics, and to provide tactical products including effective Electronic Warfare (EW) libraries through the Naval Electronic Warfare Centre (NEWC) to support multi-purpose, combat-capable maritime forces in joint and

combined operations, and analyze the effectiveness of maritime forces through operational test, evaluations and exercises.

### **Maritime Staff within National Defence Headquarters**

Assistant Chief of the Maritime Staff (ASST CMS) - The Assistant CMS is accountable to CMS for the effective and efficient operation of Maritime Staff in achieving the stated CMS goals through decisive leadership and sponsoring innovation. He also provides advice to CMS on public affairs, overall naval resource management, business planning, change and risk management, and the successful implementation of projects in these areas.

Director Maritime Materiel Operational Support (DMMOS) - The Director Maritime Materiel Operational Support provides advice on materiel and logistics readiness, support and sustainment encompassing engineering and maintenance, transport, food services, materiel acquisition and management, and postal services. Responsible for the materiel support programme, performance measurement, and consolidation of lessons learned across all processes in support of contingency and DCDS deployed operations. The incumbent also acts as the Navy's Co-Advisor for the Logistics Branch.

Director Maritime Fleet Management (DMFM) - The Director Maritime Fleet Management is accountable for the development and execution of the Fleet Support Plan and for the oversight of class level naval engineering and maintenance. The incumbent also acts as the Branch Adviser for all officers and non-commissioned members in the Naval Technical Branch.

Maritime Staff Chief Of Staff (MS COS) - The Chief of Staff reports to the Asst CMS and oversees / coordinates the high-level information management activities of the MS. Chief of Staff works closely with all MS DGs and Directors and Formation Chief of Staffs to ensure that CMS receives the required informational support in the performance of his duties as CMS and Commander MARCOM.

Maritime Staff Management Team (MSMT) - The Maritime Staff Management Team provides advice to the Assistant CMS on L1 Business Planning and Performance Management issues. Included in this function are the co-ordination of pan-Navy Business planning issues, the development and

maintenance of pan-Navy performance measurement framework, and advice on pan-Navy management issues.

Maritime Staff Public Affairs (MSPA) - Maritime Staff Public Affairs provides advice to CMS with regard to informing the Canadian public, including MARCOM military and civilian members, of the role, mandate, activities, priorities and benefits of the Canadian Navy. MSPA manages the provision of high quality PA services in a manner that is accurate, complete, objective, timely, relevant, understandable, and open within the law.

Director General Maritime Force Development (DGMFD) - DGMFD is accountable for the strategic development of the next navy, including capability concepts, infrastructure and requirements from an operational, material support and information management/technological perspective. DGMFD is responsible for appropriate Defence Management System documentation including that for minor new construction.

Director Maritime Requirements Sea (DMRS) - The Director Maritime Requirements Sea is accountable for the development of operational equipment capability requirements for the Maritime Forces, and the project directorship for the acquisition of platform equipment and auxiliary vessels.

Director Maritime Information Management Requirements (DMIMR) - The Director Maritime Information Management Requirements is accountable for the development of the strategic command and control and information management / information technology requirements for the Maritime Forces, and the project directorship for future Naval IM/IT capability requirements.

Director Maritime Infrastructure (DMI) - The Directorate of Maritime Infrastructure is accountable for MARCOM infrastructure (buildings, works and property).

Major Capital Projects (MCP) - The two Major Capital Projects sections are accountable for project directorship of Maritime Forces strategic capital projects.

Maritime Research Coordination Cell (MRCC) - The Maritime Research Coordination Cell coordinates formulation of the Maritime R&D programme requirements that are incorporated into Defence Research and Development Canada's

(DRDC) R&D Service Level Agreements, the maritime portion of DGOR's business plan and the CFMWC Maritime Experimentation programme.

Director Maritime Strategy (DMS) - The Director Maritime Strategy is accountable for the development of the long-term strategic direction of the Maritime Forces within the CF structure, the development of the maritime concepts and development of maritime force issues. DMS coordinates/develops the MARCOM vision, long-term strategic plans, publications and documents.

Maritime Staff Comptrollership and Support Services (MS Compt/SS) - Maritime Staff Comptroller and Support Services provides advice on all aspects of comptrollership, financial operations and audit and review for the Maritime Forces, establishes, promulgates and oversees the development of Maritime financial plans and policies, and provides support services support to the Maritime Staff.

Director General Maritime Personnel and Readiness (DGMPR): The Director General Maritime Personnel and Readiness provides advice to CMS for the current mandated capability and readiness programs of the Canadian Navy, including operational planning and policy development from the personnel, training, capability and materiel support perspectives, and establishing and overseeing the Maritime Command Readiness and Sustainment Program.

Director Maritime Personnel (D Mar Pers) - The Director Maritime Personnel provides advice and recommendations on the naval personnel management aspects of the current Maritime Force, and establishes, promulgates and oversees the policy development and management of naval personnel management programs.

Director Maritime Training And Education (DMTE) - The Director Maritime Training and Education provides advice and recommendations on the naval individual training and education aspects of the current Maritime Force, and establishes, promulgates and oversees the policy development and management of naval individual training and education programs.

Director Maritime Civilian Personnel Requirements (DMCPR) - Director Maritime Civilian Personnel Requirements provides advice on the civilian personnel management aspects of the current Maritime Force, and ensures that the public

service requirements are adapted to the actual needs of the Maritime Command to meet current and future needs and the level of work.

Director Maritime Health Services (DMHS) - The Director Maritime Health Services provides advice to the Commander on the Maritime health aspects of the current Maritime Forces, and establishes and promulgates policies and guidelines to safeguard the health of all Maritime Staff personnel.

Director Maritime Policy, Operations and Readiness (DMPOR) - The Director Maritime Policy, Operations and Readiness provides advice on the operational readiness, policy and plans for the Maritime Forces and for the planning, conduct and monitoring (at the strategic level) of CF operations that have maritime aspects. DMPOR also establishes, promulgates and oversees the development of Maritime operational plans and policies.

Maritime Staff Risk Management Services (MSRMS) - The Maritime Staff Risk Management Section contains a number of sub-sections accountable for Nuclear Safety, RADHAZ, General Safety, Modern Comptrollership, the Environment, Submarine Safety, CF Diving Safety and Reassurance. The MSRMS Section Head is accountable for the administrative oversight of the regulatory and safety cells and directly accountable for the Modern Comptrollership and Reassurance Sub-Sections. With the exception of these latter two Sub-Sections, all others within this Section have direct functional reporting responsibility to Asst CMS, and to CMS as necessary.

### **Chief Review Services Branch**

Chief Review Services (CRS) is responsible for the provision of internal audit, evaluation, and special examinations, fulfilling the requirements of government policies applicable to these respective functions. CRS is also responsible for liaison with the Office of the Auditor General, for the coordination of the Defence Ethics Program and conflict of interest/post employment code responsibilities as well as for implementation of the policy for Internal Disclosure of Wrongdoing in the Workplace

### **Communications Security Establishment**

The Communications Security Establishment (CSE) is mandated to: acquire and provide foreign signals intelligence; provide advice, guidance and services to help ensure the protection of Government of Canada electronic information and

information infrastructures; and provide technical and operational assistance to federal law enforcement and security agencies.

CSE was established in 1946 as the Communications Branch of the National Research Council, and was transferred to the Department of National Defence in 1975 by Order-in-Council

Signals Intelligence (SIGINT) - CSE collects foreign intelligence that can be used by the government for strategic warning, policy formulation, decision-making and day-to-day assessment of foreign capabilities and intentions.

Information Technology Security (ITS) - CSE provides technical advice, guidance and services to the Government of Canada to maintain the security of its information and information infrastructures.

CSE operates within all Canadian laws, including the Criminal Code, the Canadian Human Rights Act, the Privacy Act and the Charter of Rights and Freedoms

### **DND/CF Legal Advisor**

The DND/CF Legal Advisor provides legal services to the Department of National Defence (DND) and to the Canadian Forces (CF) in all areas of the law, except those related to military law, military discipline and the military justice system for which the Judge Advocate General (JAG) is responsible.

### **National Search and Rescue Secretariat**

The NSS was established in 1986 to support and promote the activities of the National SAR Program (NSP) as a means to achieve highly effective and economically responsible search and rescue programs throughout Canada.

Reporting directly to the Lead Minister for Search and Rescue (the Minister of National Defence), the NSS coordinates national search and rescue policy, planning and reporting, involving the federal SAR delivery organizations: Department of National Defence (Canadian Forces), Department of Fisheries and Oceans (Canadian Coast Guard), Public Safety and Emergency Preparedness Canada (Royal Canadian Mounted Police), Transport Canada, Environment Canada (Meteorological Service of Canada), and Parks Canada Agency. Outside the federal jurisdiction, the NSS works with provincial and territorial Emergency Measures Organizations (EMOs), police services, and volunteer associations to promote NSP goals and objectives and to support

interoperability in SAR. Supporting these major federal and non-federal activities, the NSS manages the \$8.1M SAR New Initiatives Fund (NIF), conducts studies and reviews, publishes the SARSCENE magazine on-line, stages the annual SARSCENE workshop and awards program and produces SAR prevention information. The NSS also coordinates the Canadian contribution to the COSPAS-SARSAT satellite alerting system, and monitors the standards and maintains the Canadian Beacon Registry for personal locator beacons, emergency positioning indicator radio beacons and emergency locator transmitters.

### **Office of the Chief Military Judge**

The Office of the Chief Military Judge is not part of the chain of command for reasons of judicial independence. The Chief Military Judge and the military judges preside at courts martial and conduct other judicial hearings. Military and civilian court reporters produce transcripts of proceedings. The Court Martial Administrator and staff provide administrative services and operate a court martial registry

### **Office of the Judge Advocate General**

The Judge Advocate General acts as legal adviser to the Governor General, the Minister, the Department and the Canadian Forces in matters relating to military law. He also has the superintendence of the administration of military justice in the Canadian Forces.

## **Information Holdings**

### **Program Records**

#### **Assistant Deputy Minister – Finance and Corporate Services**

##### **Automated Data Processing**

**Description:** Information on automated data processing standards, base automated data processing program, logistic services, and systems applications.

**Topics:** Automated data information, processing report and plans system.

**Format:** Files arranged by subject.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND FSB 765

##### **Forecasts of Expenditures**

**Description:** Information on government expenditures and the expenditure management system.

**Topics:** Forecasts of expenditures for all defence services program activities.

**Format:** Computer database and paper case files.

**Program Record Number:** DND DPB 130

##### **Integrated Automatic Data Processing System**

**Description:** Information on the system, and files on policy and planning.

**Topics:** Policy pertaining to expenditures.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MSD 775

##### **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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND PCA 610

## Assistant Deputy Minister – Human Resources (Military)

### 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.

**Format:** Computer database and paper case files.

**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.

**Format:** Files arranged by rank, year and appointment.

**Program Record Number:** DND DOC 430

### Appointments – Colonel Commandant

**Description:** Information on the appointment and activities of colonel commandants for branches of the Canadian Forces.

**Topics:** Appointment of senior military officers.

**Format:** Files arranged by rank, year and appointment.

**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.

**Topics:** Appointment of senior military officers.

**Format:** Files arranged by rank, year and appointment.

**Program Record Number:** DND LDO 225

### 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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND DOC 435

### Battle Honours

**Description:** Information dealing with battle honours.

**Topics:** Battle honours presented to military units.

**Format:** Computer database and paper case files.

**Program Record Number:** DND DOC 415

### 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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND PSB 385

### 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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Topics:** Records management system pertaining to working documents for complaints made under the CHRA.

**Format:** Files arranged by subject.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND CRC 480

#### **Colours, Flags**

**Description:** Information dealing with colours and flags.

**Topics:** Flags; pennants; colours; devices; and accessories.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND PCA 630

#### **Documentation and Records – Medical**

**Description:** Information dealing with medical documentation and records, and their release.

**Topics:** Medical and dental records.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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).

**Format:** Computer database and paper case files.

**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

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND CBD 460

### **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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND DMH 070

### **Honours and Awards**

**Description:** Information on honours and awards.

**Topics:** Honours; awards; citations; commendations; medals; and decorations.

**Format:** Computer database and paper case files.

**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.

**Topics:** Compensation and benefits.

**Format:** Computer database and paper case files.

**Program Record Number:** DND CBD 455

### **Language Training**

**Description:** Information on language training in the Department.

**Topics:** Language training.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MUD 575

### **Manpower Standards**

**Description:** Policy guidance, procedures, and correspondence files dealing with manpower standards and establishment criteria.

**Topics:** Manpower standards and establishment criteria.

**Format:** Computer database and paper case files.

**Program Record Number:** DND OMD 165

### **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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND SGB 500

### **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.

**Topics:** Military historical documentation.

**Access:** Subject and accession number, source, author, or title.

**Format:** Computer database and paper case files.

**Program Record Number:** DND DMH 075

### **Non-Commissioned Members**

**Description:** Information on ranks and rank structure of the Canadian Forces.

**Topics:** Ranks, general; ranks, qualifying examinations; and rank structure.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND PDB 360

### **Position Classification**

**Description:** Files on job descriptions

**Topics:** Rationales on job evaluation, on-site review reports, grievance reports, and job ratings.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND CSA 515

### **Promotions**

**Description:** Information on promotions of Canadian Forces personnel.

**Topics:** Promotions, officers; and promotions, other ranks.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MUD 580

### **Releases**

**Description:** Information on releases of Canadian Forces personnel.

**Topics:** Policy; officers; and other ranks.

**Format:** Computer database and paper case files.

**Program Record Number:** DND CSA 540

### **Remustering of Tradesmen**

**Description:** Information on the remustering of Canadian Forces personnel.

**Topics:** Policy, pertaining to remuster.

**Format:** Computer database and paper case files.

**Program Record Number:** DND CSA 545

### **Retirement**

**Description:** Information on retirement of Canadian Forces personnel.

**Topics:** Policy; premature retirement; and compulsory retirement.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MUD 555

### **Trade Evaluation and Structure**

**Description:** Information on trade evaluation structure and specifications.

**Topics:** Policy on Trade.

**Access:** Files arranged by military occupation code (MOC) numbers.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MUD 585

### **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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MCE 330

#### **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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND PSB 405

### **Assistant Deputy Minister – Human Resources (Civilian)**

#### **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.

**Topics:** Canadian Human Rights Act.

**Format:** Computer database and paper case files.

**Program Record Number:** DND PCA 605

#### **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.

**Format:** Computer database and paper case files.

**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.

**Access:** Files arranged by subject.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND CLD 590

#### **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.

**Access:** Files arranged by subject.

**Format:** Computer database and paper case files.

**Program Record Number:** DND PCA 620

#### **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.

**Access:** Files arranged by subject.

**Format:** Computer database and paper case files.

**Program Record Number:** DND OLD 635

#### **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.

**Access:** Files arranged by subject.

**Format:** Computer database and paper case files.

**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.

**Topics:** Classification of positions within the department.

**Access:** Files arranged by subject.

**Format:** Computer database and paper case files.

**Program Record Number:** DND CLD 595

### **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.

**Access:** Files arranged by subject.

**Format:** Computer database and paper case files.

**Program Record Number:** DND ESD 045

### **Assistant Deputy Minister – Materiel**

#### **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.

**Access:** Files arranged by subject.

**Format:** Computer database and paper case files.

**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.

**Access:** Files arranged by subject.

**Format:** Computer database and paper case files.

**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.

**Access:** Files arranged by subject.

**Format:** Computer database and paper case files.

**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.

**Access:** Computer database and paper case files.

**Format:** Computer database and paper case files.

**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.

**Access:** Files arranged by subject.

**Format:** Computer database and paper case files.

**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.

**Access:** Files arranged by subject.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND RSD 740

### **Logistics Operations**

**Description:** Information on logistic contingency plans and procedures and coordination of logistics aspects of operatio

**Topics:** Logistics operations – national and

international, logistic policy and doctrine, and logistic systems evaluation

**Format:** Computer database and paper case files.

**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. Class of main system and type.

**Format:** Computer database and paper case files.

**Program Record Number:** DND WEE 655

### **Metric System**

**Description:** Information on metric conversion at the Department of National Defence.

**Topics:** Politic.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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).

**Topics:** Regulations, manuals of instructions, reference videos and historical publications.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND WEE 650

### 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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND OMD 160

### 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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND PPB 145

### 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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Topics:** Defence Policy, NATO policy, Arms Proliferation policy, Peacekeeping policy, Asia Pacific policy, Military Training Assistance policy, Western hemisphere policy.

**Format:** Computer database and paper case files.

**Program Record Number:** DND PPB 135

### Assistant Deputy Minister – Public Affairs

#### Exhibitions and Displays

**Description:** Information on Department and Canadian Forces participation in national and international exhibitions.

**Topics:** Air shows, mobile theatres, and Armed Forces Day celebrations.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.  
**Program Record Number:** DND ISD 065

## **Chief of the Air Staff and Commander of Air Command**

### **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.

**Format:** Computer database and paper case files.  
**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

**Format:** Computer database and paper case files.  
**Program Record Number:** DND FSD 095

### **Air Defence**

**Description:** Information on air defence as it applies to North America.

**Topics:** Movement of aircraft; detection and tracking; and deployment of aircraft.

**Format:** Computer database and paper case files.  
**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.

**Format:** Computer database and paper case files.  
**Program Record Number:** DND ADO 235

### **Air Regulations – Infractions**

**Description:** Information on security identification zones, air regulations in general, and investigation of infractions.

**Topics:** Aircraft infraction reports, investigations, policies and procedures.

**Format:** Computer database and paper case files.  
**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.

**Format:** Computer database and paper case files.  
**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.

**Format:** Computer database and paper case files.  
**Program Record Number:** DND ADO 290

### **Air Weapons Safety**

**Description:** Information on air weapons safety in general, as well as.

**Topics:** Statistics, policy and investigations of accidents and incidents.

**Format:** Computer database and paper case files.  
**Program Record Number:** DND ADO 250

### **Flight Information**

**Description:** Notices to airmen, danger and restricted areas, and annual air facility description.

**Topics:** International Civil Aeronautical Organization; publications; and aeronautical charts.

**Format:** Computer database and paper case files.  
**Program Record Number:** DND ADO 255

### **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.

**Format:** Computer database and paper case files.  
**Program Record Number:** DND ADO 275

## **Chief of the Land Staff**

### **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.

**Topics:** Command briefing, productions, facilities, intelligence, studies, and publications, plans, and analyses.

**Format:** Computer database and paper case files.

**Program Record Number:** DND LDO 205

#### **Instructional Material**

**Description:** Instructional pamphlets, books, manuals, etc. resulting from the development of land doctrine.

**Topics:** Publications.

**Format:** Computer database and paper case files.

**Program Record Number:** DND LDO 210

#### **Land Environment**

**Description:** Information on the British Army Training Conference (training in Canada) and British exercises in Canada.

**Topics:** Regulations and policies pertaining to UK forces in Canada.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MEO 315

#### **Organization (Army)**

**Description:** Information on development of force structure and unit establishments.

**Topics:** Units and formations.

**Format:** Computer database and paper case files.

**Program Record Number:** DND LDO 200

#### **Chief of the Maritime Staff**

##### **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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MDO 170

##### **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.

**Topics:** Command briefing, productions, facilities, intelligence, studies, and publications, plans, and analyses.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MDO 180

#### **Maritime Collisions**

**Description:** Correspondence and reports on collisions at sea.

**Topics:** Groundings; berthing incidents; and mishaps.

**Format:** Files arranged by subject.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MDO 195

#### **Warfare – Anti-submarine**

**Description:** Information on systems and techniques employed in anti-submarine warfare.

**Topics:** Detection systems; and sound surveillance.

**Format:** Computer database and paper case files.

**Program Record Number:** DND ADO 280

## 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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND FSB 770

### Deputy Chief of the Defence Staff

#### 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

**Format:** Computer database and paper case files.

**Program Record Number:** DND MPO 305

#### 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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MPO 300

#### 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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND MEO 310

#### 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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND ADO 285

#### 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).

**Format:** Computer database and paper case files.

**Program Record Number:** DND ORA 150

### Overflights

**Description:** Information on overflights of Canada by aircraft of various nations under various circumstances; also overflights of other countries.

**Topics:** Policies pertaining to overflights.

**Format:** Computer database and paper case files.

**Program Record Number:** DND ADO 270

## Office of the Judge Advocate General

### Discipline – Courts Martial

**Description:** Information on the administration of Department of National Defence Courts Martial.

**Topics:** Policy and administration of court martials.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND JAG 015

### 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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND JAG 040

### Politics

**Description:** Information on elections in relation to Canadian Forces electors, public service electors, and dependent electors.

**Topics:** General correspondence on electoral processes.

**Format:** Computer database and paper case files.

**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

**Format:** Computer database and paper case files.

**Program Record Number:** DND JAG 030

## Vice Chief of the Defence Staff

### 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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND WEE 695

### 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.

**Format:** Computer database and paper case files.

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** DND GSD 110

### Base Planning

**Description:** Information on base planning and development.

**Topics:** Base closures; base consolidations; and base openings.

**Format:** Computer database and paper case files.

**Program Record Number:** DND IPC 115

### 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.  
**Format:** Computer database and paper case files.  
**Program Record Number:** DND RCD 340

### 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.

**Format:** Computer database and paper case files.  
**Program Record Number:** DND MIS 080

### 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.

**Format:** Computer database and paper case files.  
**Program Record Number:** DND RCD 345

### Request for use of National Defence Facilities

**Description:** Information on the civil use of Department of National Defence aerodromes.

**Topics:** Requests; authorization; and coordination.

**Format:** Computer database and paper case files.  
**Program Record Number:** DND IPC 120

### Safety Standards

**Description:** Information on general safety standards and precautions.

**Topics:** Policy and procedures, safety reports and complaints.

**Format:** Computer database and paper case files.  
**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.

**Format:** Computer database and paper case files.  
**Program Record Number:** DND MIS 085

## Particular Personal Information Banks

### Canadian Human Rights Act - Discrimination - Civilian

**Description:** This bank contains individual complaints and inquiries lodged under the provisions of the Canadian Human Rights Act (CHRA) - Part III. Records in this bank contain: details of complaints including the results of both departmental and Canadian Human Rights Commission investigations, related documents and correspondence, case analyses, and conciliation reports, terms of settlement and other information relating to the various stages of the complaints process, including tribunal and judicial processes. Records are accessible by providing: names of complainant and respondent, case file number or other information identifying the specific record, including the unit location where the case was administered, the approximate date the case was administered.

**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: record information necessary for dealing with complaints and inquiries lodged under the CHRA; to determine the appropriate action required to address and resolve a complaint or inquiry; support any subsequent disciplinary and/or administrative action taken in response to a complaint or inquiry.

**Consistent Uses:** Where disciplinary action results from an investigation, information may be transferred to the Discipline Bank for DND civilian employees. The information in this bank may be used relatively to a grievance, harassment complaint, complaint to the Public Service Commission of Canada or any other form of complaint, inquiry or legal proceeding dealing with the same issues. The information may be used in the compilation of statistical data

**Retention and Disposal Standards:** Records are retained for five years after the last administrative action archived for three additional years and then destroyed with the consent of the National Archivist.

**RDA Number:** 98/005

**Related PR#:** DND PCA 605

**TBS Registration:** 005345

**Bank Number:** DND PPU 036

### **Canadian Human Rights Act – Discrimination - Military**

**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. Records are accessible by providing: full name, the documented reasons for the complaint, and year of complaint.

**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 indefinitely.

**RDA Number:** 98/005

**Related 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.

**Note:** 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.

**Consistent Uses:** There are no other consistent uses.

**Retention and Disposal Standards:** Information in this bank is held indefinitely. This bank cannot be accessed.

**RDA Number:** to be determined.

**Related PR#:** DND MIS 080

**TBS Registration:** 002052

**Bank Number:** DND PPU 040

### **Complaints against Military Police members**

**Description:** This computerized data bank contains data pertaining to Professional Standards investigations - personal and professional information on individuals who have been involved in complaints against or by the Military Police or its members. This data base includes information regarding the incident (actual complaint details), the identity of the involved persons (complainant, Military Police members, and all others – civilian and military), the allegations made, investigator/case files notes, milestone dates, follow up information, unit responses and re-open information. The data bank information is crossed referenced to hard copy DPM Case Files of the same number assigned on the Security and Military Police Case Information System (SAMPIS). Hard copy Case Files include all information, documentation and/or material associated with the file. Records are accessible by providing: date of birth, date and location of complaint, full name and initials, full civic address, and service number or civilian (PRI) number.

**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. 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.

**RDA Number:** 2000/014

**Related PR#:** DND MIS 085

**TBS Registration:** 004176

**Bank Number:** DND PPU 070

### **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. 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.

**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.

**Consistent Uses:** The information in this bank is used to determine applicants' suitability for enrolment in the Canadian Forces, to determine whether or not suitable applicants will be offered enrolment, to establish terms of service that will be offered on enrolment to selected applicants and to formulate enrolment offers for selected applicants. Documents intended solely to determine suitability and aid in selection are not used for any other purpose. Basic identifying documents, documents related to entitlement to benefits after enrolment and those related to terms of service become part of the permanent personnel file following enrolment. Statistical data based on this bank does not include the identity of individual applicants.

**Retention and Disposal Standards:** 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. Unsuccessful applicants records relating to unsuccessful applicants are destroyed after three calendar years.

**RDA Number:** 98/005

**Related PR#:** DND RET 375

**TBS Registration:** 000166

**Bank Number:** DND PPU 025

#### **Military Police Audit Reports Data Bank**

**Description:** This bank contains professional standards audit and program evaluation reports. General compliance audit reports are conducted every three years at all Military Police units and include a comprehensive compliance audit of all policing duties performed at the units. Focussed audit reports are conducted on a required basis and normally consist of an examination of a specific policing incident. Program Evaluation Reports consist of a long-term research process involving the provision of a certain policing function. These audit reports include: the unit or

policing function audited, identity of individuals interviewed in the conduct of the audit, documentary exhibits, auditor's working notes and recommendations and directions to improve provision of policing duties. These audit reports will be cross-referenced to Military Police Investigation Case files (Security and Military Police Case Information System (SAMPIS)), if applicable. Records are accessible by providing: dates, organisation or police function audited, name, date of birth and service number or PRI number.

**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 audit activities of the Canadian Forces Provost Marshal.

**Consistent Uses:** The Canadian Forces Provost Marshal, Deputy Provost Marshal Professional Standards and other senior commanders in the CF may use the information to assess the quality and if necessary make the requisite changes to improve the quality of policing duties within the CF.

**Retention and Disposal Standards:** Information in this bank is retained for a minimum of 5 years, after its last administrative use. 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.

**RDA Number:** 2000/014

**Related PR#:** DND MIS 085

**TBS Registration:** 005365

**Bank Number:** DND PPU 071

#### **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. 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.

**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.

**RDA Number:** to be determined.

**Related PR#:** DND ADO 275

**TBS Registration:** 003886

**Bank Number:** DND PPU 050

#### **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. Records are accessible by providing: full name, Personal Information Bank number, and year of request.

**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.

**Consistent Uses:** Compiling statistics related to the administration of the Act.

**Retention and Disposal Standards:** Files are

destroyed after two calendar years.

**RDA Number:** 98/001

**Related 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). Records are accessible by providing: dates, organizations, events and geographical areas or locations, name, and initials and service number.

**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 hostile intelligence organizations or individuals engaged in: espionage, sabotage, subversions, terrorism, or other hostile intelligence collection activities directed at DND/CF personnel, establishments or the conduct of CF operations; 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, Security of Information 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:** The information contained in this bank may be disclosed to domestic law enforcement and government investigative or review authorities including, though not limited to, the Royal Canadian Mounted Police (RCMP), the

Canadian Security Intelligence Service (CSIS), Citizenship and Immigration Canada (CIC) and the Security Intelligence Review Committee (SIRC), in relation to activities constituting threats to the security of Canada or for the investigation or prosecution of an alleged contravention of the law. Information may be disclosed to foreign governments, law enforcement bodies, military forces and other authorities with respect to matters of national defence, national security or international affairs. Personal information concerning human sources and witnesses is used in the administration and management of these individuals. This information may be used by federal departmental security officers for security and reliability screening.

**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.

**RDA Number:** 98/001

**Related 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. Records are accessible by providing specific identifiers, such as; name, trade inventory and PRI.

**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: 1) immediately following requested removal from the inventory, or 2) if file/application is not updated annually.

**RDA Number:** 98/005

**Related PR#:** DND/PDB 360 and DND/CPS 600

**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 reading room has been established in the office of the Directorate Access to Information and Privacy (DAIP) as designated under the Access to Information Act. Its address is:

Place de Ville, Tower B  
112 Kent Street, 17th Floor  
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 Energy Board

## Chapter 96

### 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.

### Planning, Policy and Coordination Unit

The Planning, Policy and Coordination Unit is responsible for developing the NEB's long-term regulatory framework and regulatory tools, and for organization-wide planning and coordination. It provides communication, engagement (general and Aboriginal), and appropriate dispute resolution (ADR) services to the Board. The Unit also supports the Board's on-going technical excellence through its professional leader and knowledge network services.

### Integrated Solutions

The Integrated Solutions Business Unit is responsible, in partnership with clients, for developing, implementing and supporting strategies and solutions to enhance business outcomes. Included in this responsibility are the areas of people, information management, finances, and assets. The Business Unit provides services in computer systems and support,

materiel and facilities management, contracting, library resources, corporate records management, financial management, human resource management, translation, and document design and production.

### 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

#### 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.

**Format:** 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.

**Format:** 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

## Standard Program Records

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

Employment and Staffing

Finance

Proactive Disclosure

Relocation

Travel

## Particular 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. Retention and Disposal Standards currently under review.

**RDA Number:** 96/042

**Related 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 six months then shredded.

**RDA Number:** 96/042

**Related PR#:** NEB PRN 920

**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 and then shredded.

**RDA Number:** 96/042

**Related PR#:** NEB PRN 914

**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:** Documents retained for 40 years then the status of facility is reviewed. If the facility is decommissioned and retention is applied then files are passed to the National Archives of Canada to become part of the history of Canada.

**RDA Number:** 96/042

**Related PR#:** NEB OOS 085

**TBS Registration:** 000748

**Bank Number:** NEB PPU 005

### Standard Personal Information Banks

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

Relocation

Travel

### 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 97

### 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 farm products agencies established under the Farm Products Agencies Act. The Council works with these agencies and provincial governments to promote an efficient and competitive industry for the products concerned. 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

##### 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. The Chairperson is a full time GIC appointee with all other members serving on a part time basis.

##### Office of the Chairperson

This section of the organization involves the Chairperson and Executive Director. Responsibility is for the Council's strategic policy setting, direction and activities plus responsibility and accountability for the administrative operations.

##### Policy & Operations

This section is responsible for the day to day monitoring of the farm products agencies'

operations and for reporting their findings to Council. The staff is also called upon to perform special tasks or conduct studies regarding existing or possible new agencies. It provides 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. The section also manages complaints received by the Council and public hearings as required.

##### 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 members and staff.

### Information Holdings

#### Program Records

##### Canadian Marketing Agencies

**Description:** Information on the Canadian farm products agencies: the Canadian Egg Marketing Agency, the Canadian Turkey Marketing Agency, the Chicken Farmers of Canada, the Canadian Broiler Hatching Egg Marketing Agency and the Canadian Beef Cattle, Research, Marketing Development and Promotion Agency. Records are located at the National Farm Products Council.

**Topics:** Federal and 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.).

**Format:** 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 and Beef (minutes of proceedings).

**Program Record Number:** FPM FPM 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

Employment and Staffing

Finance

Hospitality

Proactive Disclosure

Procurement

Relocation

Travel

## Particular 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 and then destroyed.

**RDA Number:** 98/001

**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 and then destroyed.

**RDA Number:** 98/005

**Related PR#:** FPM PRN 920

**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 and then destroyed.

**RDA Number:** 99/004

**Related PR#:** FPM PRN 915

**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 and then destroyed.

**RDA Number:** 99/004

**Related PR#:** FPM PRN 914

**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 and then destroyed.

**RDA Number:** 99/004

**Related PR#:** FPM PRN 912

**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 and then destroyed.

**RDA Number:** 99/004

**Related PR#:** FPM PRN 912

**TBS Registration:** 000476

**Bank Number:** FPM PPU 010

## Standard Personal Information Banks

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

Hospitality

Relocation

Travel

## Manuals

- Governance 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 Council and its various functions may be directed to:

Executive Director  
National Farm Products Council  
Canada Building  
344 Slater Street  
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:

Canada Building  
344 Slater Street, 10th Floor  
Ottawa, Ontario

# National Film Board of Canada

## Chapter 98

### 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, ch. 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, to increase the knowledge and understanding of the social and cultural realities of Canada ”

#### Responsibilities

In its mission statement, the NFB expresses its mandate as follows: To produce and distribute distinctive, culturally diverse, challenging and relevant audiovisual works that provide Canada and the world a unique Canadian perspective.

Recent NFB productions include documentaries, animated films and multimedia works. NFB films can be purchased via the telephonethe of its customer services or on line at the i-stores on the NFB website includes the full catalogue of the NFB’s productions as well as other information on its activities. NFB films can also be viewed and obtained at the NFB’s CineRobotheque in Montreal, the Mediatheque in Toronto or through an important number of public libraries in Canada. NFB productions are broadcast on conventional and specialty channels, they can be seen in theatres or community centres at public screenings and at film festivals in Canada and abroad. They are distributed in Canada and abroad directly by the NFB or through authorized distributors.

The NFB English and French Program Branches produce and coproduce audiovisual works and promote their use to target audiences. NFB production centres are located in Vancouver, Edmonton, Winnipeg, Toronto, Quebec City, Montreal, Moncton and Halifax. A large proportion of NFB productions are made by freelance filmmakers from across Canada. The NFB’s

average annual production is approximately 100 original audiovisual works and 40 versions or adaptations of existing productions.

#### Legislation

- National Film Act, R.S.C. 1985, c. N-8, as amended.

#### Organization

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 General of Distribution, the Director General of Communications and Outreach Development, the Director of Technical Innovation and Resources, the Director of Planning, Evaluation and Audit, the Director of Administration, the Director of Human Resources, and the Secretary to the Board of Trustees who is also the Director of Business Affairs and Legal Services.

The NFB is divided into nine major areas of responsibility:

#### Administration

This branch comprises financial operations, accommodations, material resources and information technologies.

#### Board of Trustees Secretariat and Business Affairs and Legal Services

In addition to acting as the Board of Trustees Secretariat, this branch is responsible for business affairs and legal services, the administration of the Access to Information Act and the Privacy Act, the administration of the NFB Conflict of Interest and Post-Employment Code and the rights management of the film collection.

#### Communications and Outreach Development

This branch handles internal and external communications, outreach, public relations, corporate affairs, government relations, the management and conservation of the NFB collection, the cinematheque and phototheque, the reference centre, the vaults, the archives and records management, the consultation centres in



Montreal and Toronto, the festivals' office, the management of a database on the NFB collection. It is also responsible of the development and the operation of the Internet and Intranet sites.

### Distribution

This branch does commercial activities and is responsible for distribution, marketing and sales activities in Canada and abroad, for the exploitation of the NFB Stock Shot Library, the operations of the Customer Service and the i-stores on the NFB's website.

### English Program

This branch manages the production and launch of English-language films and multimedia products for audiences in Canada and abroad. It produces and co-produces mainly documentaries, animated films and multimedia and interactive productions, out of studios located in Montreal, Halifax, Toronto, Winnipeg, Edmonton and Vancouver.

### French Program

This branch manages the production and launch of French-language films and multimedia products for audiences in Canada and abroad. It produces and co-produces mainly documentaries, animated films and multimedia and interactive productions, out of studios located in Montreal, Quebec City, Moncton and Toronto.

### Human Resources

This branch is responsible for the overall services and policies related to human resources management, staffing, pay and benefits, classification, training and development, the employment equity program, work relations, the negotiation of collective agreements with artists' and performers' associations and occupational safety and health.

### Planning, Evaluation and Audit

This branch is responsible for strategic and operational planning of the institution as a whole, application of the program evaluation policy and internal audit. This branch is also responsible the information management.

### Technical Innovation and Resources

This branch provides the other branches and the private sector with expertise and technical support relating to cinematography. It provides services in the form of rental of production equipment, post-production services and electronic non-linear

image and sound editing facilities, digital imaging services, technical research pertaining to professional filmmaking and research and development relating to distribution technologies and production.

## Information Holdings

### Program Records

#### Business Affairs and Legal Services

**Description:** Information related to legal files regarding production and distribution operations of the NFB, legal documents pertaining to film rights management and legal documents related to NFB's activities, access to information requests and privacy requests.

**Topics:** Information on acquisition and management of rights, various contracts relative to productions, various legal documents, requests for access to information and privacy.

**Access:** Information with restricted access because of the legal nature of the documents, filed by film title or other work, project name, supplier name, partner, agent or distributor.

**Program Record Number:** NFB BOT 005

#### Collection Management

**Description:** Information related to the films, their use and the collection conservation, Rights management of the collection, information on stock shots, the phototheque, archives (on paper support), sound library and partner libraries.

**Topics:** Information on NFB products.

**Access:** Information regarding the film collection is available on the NFB's website and is filed by film title, subject, name of main artists and artisans of the film (list of credits) and by year. Certain databases are meant for internal use only (Ex. vaults and rights management).

**Program Record Number:** NFB COM 010

#### Communications

**Description:** Information on NFB activities, the promotion of films, the film collection, the participation to festivals and information on the membership of the NFB Club.

**Topics:** Contacts with the medias; publication of press releases; brochures; advertising and promotion; annual report; Internet and Intranet sites; presentations and submissions to regulatory bodies and Parliament.

**Access:** The majority of the information is available on the NFB's website, filed by date, by film title, by name of the event or by name of the

document. However, the access to the information related to the members of the NFB Club is restricted and meant for internal use only.

**Program Record Number:** NFB COM 015

#### **Distribution**

**Description:** Information on the marketing and distribution of films and multimedia products in Canada and abroad.

**Topics:** Information on customers, distributors, agents, contracts, sale revenues, markets and sale territories, price lists, acquisitions and commercial partnerships.

**Access:** Internal databases for internal use only, may contain third-party confidential information and confidential information with restricted access.

**Program Record Number:** NFB EFM 025

#### **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 to the festivals; information on filmmakers participating in the festival/film events; awards received.

**Access:** Information filed by film title, by name of festival, by name of director, by name of price recipient and by year.

**Program Record Number:** NFB INT 010

#### **Planning, Evaluation and Audit**

**Description:** Operational planning.

**Topics:** Report on Plans and Priorities (expense budget) of the NFB, program evaluation, performance reports, internal audit reports and socio-economics studies.

**Access:** Certain reports are public and the information is filed by activity, subject-matter, internal program and year.

**Program Record Number:** NFB PEA 030

#### **Production**

**Description:** Information on the production and co-production of films and multimedia products by the English Program and the French Program.

**Topics:** Film proposals; budgets, research projects, various contracts, third party financial statements; freelancer contracts; documents related to the programme "aide au cinéma indépendant" of the French Program Branch and the Filmmaker Assistance Program of the English Program Branch.

**Access:** Information filed by project title, film title and sometimes, by name of director. These databases are for internal use only with restricted access.

**Program Record Number:** NFB EFP 035

#### **Technical Research**

**Description:** Information on testing and analysis of new materials and processes for professional filmmaking and distribution.

**Topics:** Research and development in film distribution and production, multimedia, digitization and implementation of MPEG standards.

**Access:** Information filed by research project and by name of partner. Access to certain informations are restricted access because of their confidential nature.

**Program Record Number:** NFB TRF 040

#### **Technical Services**

**Description:** Rental of filmmaking equipment and provision of post-production services.

**Topics:** Price lists, lists of availabilities and use of resources and equipment.

**Access:** Internal database for internal use only. Information filed by project name and by customer name.

**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

Access to Information and Privacy Requests

Administration

Administration and Management Services

Acquisitions

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel  
 Physical Security  
 Proactive Disclosure  
 Relocation  
 Salaries and Wages  
 Staff Relations  
 Training and Development  
 Travel

## Standard Personal Information Banks

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

Hospitality  
 Relocation  
 Travel

## Manuals

- Conflict of Interest and Post-Employment Code
- Emergency Procedure Manual
- Human Resources Manual
- Policy Concerning the Use of E-mails, Internet and Intranet
- Policy Concerning the Use of NFB Equipment For Personal Purposes

## 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](http://www.nfb.ca)

Co-ordinator, Access to Information:

Tel.: (514) 283-9163

Fax: (514) 496-1646

Co-ordinator, Privacy:

Tel.: (514) 283-9115

Fax: (514) 283-5850

# National Gallery of Canada

## Chapter 99

### 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 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, Administration and Finance

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, information and technology, bookstore, audit, facilities and security. Also it provides the secretariat for the Board of Trustees.

##### Collections and Research Branch

This Branch is responsible for the following operational areas: curatorial, registration, restoration and conservation, photography and a research library. The Branch develops a record of visual art, historic, modern and contemporary, situates 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 Library, the Branch provides a major study and teaching resource for Canadian and international artists, scholars and students, and interested members of the public.

##### Public Affairs 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

An affiliate of the NGC since 1985, 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.

**Topics:** Records related to individual artists by name.

**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; multi-media.

**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, digitisation of the 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

## Standard Program Records

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

Access to Information and Privacy Requests

Finance

## Particular 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.

**Consistent Uses:** No consistent use.

**Retention and Disposal Standards:** Permanent Retention

**RDA Number:** TBD

**Related PR#:** NGC NGA 005

**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 Finance 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.

**RDA Number:** 89/001

**Related PR#:** NGC PRN 914

**TBS Registration:** 004051

**Bank Number:** NGC PPU 010

### 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 resolution then destroy.

**RDA Number:** 89/001

**Related PR#:** NGC PRN 930

**TBS Registration:** 004053

**Bank Number:** NGC PPU 030

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

## 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

- Acquisition Policy
- Communications Policy
- Human Resources Policy
- Information and Thecnology 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:

Public Affairs  
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 Parole Board

## Chapter 100

### General Information

#### Background

The National Parole Board, was created by the Parole Act in 1959. The Parole Act was repealed in 1992 and replaced by the Corrections and Conditional Release Act.

#### Responsibilities

The National Parole Board is an agency within the Department of Public Safety and Emergency Preparedness Canada. 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 a number of other Divisions including Legal Services, Corporate Services, Policy, Planning and Operations, Performance Measurement, and the Clemency and Pardons Division.

The Corrections and Conditional Release Act (CCRA) empowers the National Parole Board to make conditional release decisions about offenders in federal penitentiaries, and in 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. Many conditional release decisions are made after Board members hold a hearing with the offender. Some decisions are reached in the office after a thorough review of an offender's file.

The Criminal Records Act (CRA) allows the Board to issue, grant, refuse to grant or revoke pardons for convictions under federal acts or regulations. Amendments to the CRA in 2000 also allow the Board to confirm that a pardon granted or issued to a person ceases to have effect.

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 Minister of the Public Safety and Emergency Preparedness 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; the Executive Director; the Vice-Chairperson of the Appeal Division and the Vice-Chairperson in the Board's regional offices in Moncton, Montreal, Kingston, Saskatoon, and Abbotsford; the legal Counsel and the Director of Communications.

##### Executive Director

As the Board's Chief Operating Officer, the Executive Director is responsible for providing corporate leadership of the five regional offices and a number of divisions at the National Office in their provision of quality, cost-effective and coordinated support to the Board's proper and decision-making process.

##### 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 and Administration.

##### 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 development of the broad policy framework governing the operations and administration of the National Parole Board's (NPB) conditional release and clemency and pardons programs and for coordinating NPB's 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 the following programs: 1) the Board Member training and development program; 2) the case audit and investigation program; 3) the NPB International Activities program; 4) the Board Member Appraisal process; as well as 5) the Board Member Code of Professional Conduct.

### **Director, Clemency and Pardon**

The Director is responsible for the efficient, effective and timely processing of pardon applications. The Director is also responsible for ensuring that all clemency requests are reviewed, and investigated when warranted.

### **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 statistics.

**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. 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

**Parole – Audits and Investigations**

**Description:** Information on audits or investigations into incidents in the community involving the death or serious harm of someone at the hands of an offender on some form of parole or conditional release.

**Topics:** The convening order with terms of reference, the facts pertaining to the situation being investigated, as detailed in a chronology and the issues developed during the investigation; the findings of the board members; and the recommendations made on the basis of these findings.

**Program Record Number:** NPB NPB 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

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

Hospitality

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Proactive Disclosure

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

**Particular Personal Information Banks****Access and Privacy requests**

**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:** Information is retained for two years after the last administrative action has been taken, after which records are destroyed.

**RDA Number:** 98/001

**Related 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:** Records are retained for two years after the last administrative action has been taken, after which the records are destroyed.

**RDA Number:** 98/001

**Related 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 as well as victims of the offender or their families.

**Purpose:** To determine eligibility and suitability for the awarding of a pardon or other acts 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. It is often 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 Minister of Public Safety and Emergency Preparedness 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.

**RDA Number:** 94/035

**Related 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, assessments 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.

**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.

**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 as well as victims of the offender or their families.

**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:** (1) To fulfil its legislative mandate, the National Parole Board is provided with a great deal of personal information about offenders under its jurisdiction. It may be necessary for the Board to routinely share, when warranted, this 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. (2) To demonstrate to the public the fairness of its decisions, the CCRA allows the general public to submit a written request for copies of the decisions of the Board as well as the general reasons supporting these decisions. Some information in these decisions may be exempted if its disclosure could reasonably be expected to (a) jeopardize the safety of any person; (b) reveal a source of information obtained in confidence; or (c) if released publicly, could adversely affect the reintegration of the offender. Board decisions prior to November 1, 1992, can only be accessed under the Access to information and Privacy Act.

(3) Information from Parole Case Files is also used for the conduct of audits and boards of investigation into the serious incidents in the community resulting in the death or serious injury to someone; research, statistical reports, 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.

**RDA Number:** 96/056

**Related PR#:** NPB NPB 025, 030, 035, 040

**TBS Registration:** 000506

**Bank Number:** NPB PPU 005

## Standard Personal Information Banks

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

Hospitality

Relocation

Travel

## Classes of Personal Information

### Case Audits and Investigations

This group is a class of records on Case Audits and Investigations performed by Case Audits and Investigations to inquire into the events surrounding incidents resulting in death or serious injury of someone in the community. Case audits, which consist of an in-depth review of file documentation and hearing tapes, are conducted on particular issues or into selective incidents. Board of Investigations are convened by the Chairperson and are generally conducted jointly with Correctional Service of Canada within the authority of the CCRA and the Inquiries Act. 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; a description of the offender's criminal history and behaviour in the institution and the

community, the issues developed during the investigation; the findings of the board of investigation; and the recommendations made on the basis of these findings.

Consistent with the need to ensure the safety and protection of the public, to provide a factual account of the incident and to demonstrate accountability that corrective action has been taken to ensure the continued safety of the community and public confidence in the parole system, these reports may be released under paragraph 8(2)(a) of the privacy Act to the media, Members of Parliament, Provincial politicians, Municipal leaders, other federal departments and agencies, law enforcement agencies, victims, victim organizations and other affected parties.

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

- NPB Policy Manual
- The Administrative Agreement between the National Parole Board and the Correctional Service of Canada
- National Parole Board Members' Professional Standards 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 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**

32315 South Fraser Way, Room 305  
Abbotsford, British Columbia V2T 1W6

Tel.: (604) 870-2468

**Prairie Region (Sask., Man, Ont.)**

101 22nd Street East, 6th Floor  
Saskatoon, Saskatchewan S7K 0E1

Tel.: (306) 975-4228

**Prairie Region (Alta. and NWT)**

Scotia Place, Scotia 2  
10060 Jasper Ave., Suite 401  
Edmonton, Alberta T5J 3R8

Tel.: 1-780-495-3404

**Quebec Region**

Guy Favreau Complex, West Tower  
200 René Lévesque Boulevard West, 2nd Floor,  
Suite 203  
Montreal, Quebec H2Z 1X4

Tel.: (514) 283-4584

# National Research Council Canada

## Chapter 101

### 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 four Vice-Presidents, for

Research (Life Sciences), for Research (Physical Sciences and Engineering), for Technology and Industry Support, and for Renewal, respectively.

The Office of the Secretary General is part of the Executive Offices and deals with the 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; and research ethics.

##### National Research Council Institutes/Branches/Programs

NRC has five administrative branches: Corporate Services; Finance; Information Management Services; Human Resources; and Administrative Services and Property Management. Also, it has 20 institutes, two technology centres, and the Industrial Research Assistance Program.

##### Biotechnology Research Institute (Montreal)

The largest research facility devoted to biotechnology in Canada, the Biotechnology Research Institute (NRC-BRI), through its Health, Bioprocess and Environment sectors, promotes, assists and conducts leading-edge R&D collaborations, services and technology transfers with the biotechnology industry.

In collaboration with the pharmaceutical and biotechnology industries, the Health Sector is highly involved in developing cancer and infectious diseases therapies.

##### The Bioprocess Sector applies the latest

cell expression and enzyme technologies for process development and manufacturing of biologicals at pilot scale. The Environment Sector addresses the twin challenges of eco-efficient industrial production and environmental protection through the development of biologically-based processes for protecting, cleaning and monitoring soil, water and air.

##### Canada Institute for Scientific and Technical Information (Ottawa)

The Canada Institute for Scientific and Technical Information (NRC-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, access to partner collections both within Canada and around the world, advanced electronic systems for cataloguing, retrieving and supplying information, and the expertise of information specialists.

NRC-CISTI provides customized literature searches, reference services and referrals to experts and current awareness services. Through collaboration with the Industrial Research Assistance Program (NRC-IRAP), NRC-CISTI provides services to Canadian small and medium-sized enterprises. These services include patent analysis and competitive technical intelligence.

NRC-CISTI supplies about 700,000 copies of articles, reports, conference papers, and books annually to clients around the world. NRC-CISTI's largest client group for document delivery is industry, followed by the academic sector, government, and health care facilities.

NRC-CISTI's publishing arm, NRC Research Press, is Canada's foremost scientific publisher. Its 15 peer-reviewed journals promote Canada's international presence in science and technology, and provide a forum for scientists and engineers from Canada and elsewhere.

The NRC Research Press journals, published online and in print, are: the Canadian Journals of Botany; Chemistry; Civil Engineering; Earth Sciences; Fisheries and Aquatic Sciences; Forest Research; Physics; Microbiology; Physiology and Pharmacology; and Zoology; as well as the Canadian Geotechnical Journal, Biochemistry and Cell Biology, Genome, the Journal of Environmental Engineering and Science 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 and experience in

physical and numerical modeling, analysis and field studies to solve a wide range of hydraulic engineering problems. Its business is the provision of physical and numerical modeling 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)**

The Centre for Surface Transportation Technologies (NRC-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 NRC-CSTT's work include large improvements to railway wheels and rails, development, prototyping, and commercialization of innovative equipment and systems for heavy vehicles, discovery and prevention of freight 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)**

The NRC Herzberg Institute of Astrophysics (NRC-HIA) exercises NRC's mandate to operate and administer any astronomical observatories established by the Government of Canada, and to ensure that the Canadian scientific community has appropriate access to these facilities. This is done through two domestic facilities, the Dominion Astrophysical Observatory in Victoria and the Dominion Radio Astrophysical Observatory in Penticton, British Columbia; as well as through multinational partnerships in offshore facilities: the Canada-France-Hawaii Telescope, the James Clerk Maxwell Telescope in Hawaii, and the Gemini Observatory in Hawaii and Chile. NRC-HIA also maintains the Canadian Astronomy Data Centre, which provides access to astronomy data from these telescopes and others such as the Hubble Space Telescope.



In support of its mandate, the Institute carries out research in astronomy and astrophysics, and develops new techniques and instrumentation for the telescopes, as well as collecting and assessing data in these fields.

### **Industrial Materials Institute (Boucherville and Saguenay, Quebec)**

The Industrial Materials Institute (NRC-IMI) has been given the mandate to promote innovation and economic growth through partnered research and development related to materials technologies. NRC-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. NRC-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 across Canada and abroad. R&D activities involve metals, polymers and ceramics, as well as composites and alloys.

### **Industrial Research Assistance Program (Offices across Canada)**

The Industrial Research Assistance Program (NRC-IRAP)'s mandate is to stimulate wealth-creation for Canada through technological innovation in Canadian small and medium-sized enterprises (SME). NRC-IRAP provides knowledge-based innovation services to SMEs and access to relevant resources to support client activities and increase their innovation capacity.

NRC-IRAP is founded upon a national network of some 235 Industrial Technology Advisors (ITAs) who are situated in more than 90 communities across Canada. They are the front-line people who deliver NRC-IRAP services to our client SMEs. Their expertise covers all industrial sectors and help SMEs access the resources they need to carry out their research and development activities.

### **Institute for Aerospace Research (Ottawa)**

The Institute for Aerospace Research (NRC-IAR) performs research and applies technology in the fields of aerodynamics, structures and aerospace materials, flight systems, propulsion systems and manufacturing 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 organizations on a cost-recovery or collaborative basis. These include wind tunnels of various sizes and wind speeds, experimental aircraft, facilities for structural and engine testing, a Flight Recorder Playback Centre, a manufacturing technology centre and flight impact and intense noise facilities. Considerable effort is directed toward the development of advanced testing techniques and equipment which attract customers from around the world.

### **Institute for Biodiagnostics (Winnipeg)**

The Institute for Biodiagnostics (NRC-IBD), located in Winnipeg with satellite facilities in Calgary and Halifax, 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 in the Institute is transferred to the medical instrument industry and medical practice. Research specialties include biosystems, magnetic resonance technology, optical spectroscopy and informatics. Techniques are developed to model and characterize normal and disease states in humans. The principal areas of research are cancer, heart disease, infectious diseases, and neurological disorders.

Magnetic resonance technology focuses on development of magnets, spectrometer systems and pulse sequences for imaging and localized spectroscopy. Optical spectroscopy and imaging are 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.

### **Institute for Biological Sciences (Ottawa)**

The Institute for Biological Sciences (NRC-IBS) carries out research in the areas of

neurodegenerative diseases, infectious diseases, cancer vaccines and enzymes for industrial applications.

### **Institute for Chemical Process and Environmental Technology (Ottawa)**

Research at NRC-ICPET means supporting industry and protecting the environment. NRC-ICPET is a leader for sustainable development. With its partners, NRC-ICPET contributes to increasing the competitiveness of Canada's chemistry intensive industries through research into innovative processes and technologies that enable sustainable development. Chemistry intensive industries are those where chemistry is a central component of the value-added transformation of materials.

NRC-ICPET's chemical science and engineering capabilities contribute significantly to NRC research, development and technology commercialization in three areas of application that are economically and socially important to Canada; while supporting environmentally responsible manufacturing within these sectors. They are Fuel Cells; Oil Sands and Bioproducts.

The Institute's core competency focuses on multiphase reactive systems within a sustainability framework. This translates in scientific and technical expertise in Computer Modeling (including computational fluid dynamics (CFD), life cycle and sustainability analyses and molecular modeling); material sciences

(polymers, ceramics, colloids and nanostructured materials); process technologies (involving electrochemistry, separations, interfacial and particulate technology and combustion science).

#### **Institute for Fuel Cell Innovation (Vancouver)**

The NRC Institute for Fuel Cell Innovation (NRC-IFCI) has been given the mandate through the NRC to support the growth of British Columbia's fuel cell cluster and Canada's leadership in fuel cell and hydrogen technologies through excellence in research, innovation, partnerships and cluster building. The Institute is located on the campus of The University of British Columbia (UBC), allowing the Institute to position itself within the B.C. cluster, and emphasizing federal support for Canada's hydrogen and fuel cell sector.

The Institute's research program focuses on three strategic areas that are important in advancing fuel cell science and technology and facilitating the commercialization of fuel cells. These areas are:

Polymer Electrolyte Membrane Fuel Cell; Solid Oxide Fuel Cells; Hydrogen Generation and Infrastructure.

### **Institute for Information Technology (Fredericton, Gatineau, Moncton, Ottawa, Saint John, Sydney)**

The NRC Institute for Information Technology (NRC-IIT), with labs in four Canadian provinces, undertakes research in three strategic directions of information and communications technology: Knowledge from Data; People-Oriented Systems and e-Business.

NRC-IIT conducts scientific research, develops technology, creates knowledge and supports innovation.

### **Institute for Marine Biosciences (Halifax)**

The Institute for Marine Biosciences (NRC-IMB) develops and applies knowledge in three core areas: Aquaculture, Natural Marine Toxins and Advanced Technologies. Its expertise includes analytical chemistry, bioinformatics, finfish and shellfish health and nutrition, functional genomics, metabolomics and proteomics. NRC-IMB helps Canadian and international industry partners address immediate problems and realize long-term goals through innovative and cost-effective research. By working with NRC-IMB, industry partners gain access to researchers who have expertise in aquaculture, natural toxins, and advanced technologies, as well as state-of-the-art facilities and instrumentation. NRC-IMB is committed to the further development of the life sciences cluster in Atlantic Canada. Key industrial sectors include aquaculture, pharmaceuticals, life sciences, scientific instrumentation manufacturers, and analytical laboratories servicing the environmental and seafood safety sectors.

### **Institute for Microstructural Sciences (Ottawa)**

The mission of the Institute for Microstructural Sciences (NRC-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 Institute also seeks to take advantage of the growing convergence of the physical and life sciences.

The programs in Materials and Processes, Components and Base Technologies 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-INMS is Canada's national metrology institute. Its mandate is derived from the NRC Act, which empowers NRC to undertake "the investigation and determination of standards and methods of measurements". Moreover, NRC-INMS fulfils NRC's mandate under the Weights and Measures Act with respect to reference standards for legal trade within Canada.

NRC-INMS is the recognized primary centre of reference in Canada for the accuracy, validity and traceability of physical measurements and for appropriate chemical measurements. Traceability of all measurements in Canada to NRC's measurement standards provides the basis for fair trade, development in science and technology, the achievement of product quality, and demonstration of conformance to international measurement and quality standards.

**Research and Development:** The Institute's eight physical metrology programs develop, maintain, improve and disseminate standards for the base quantities of the International System of Units (SI)—mass, length, time, electrical current, temperature and luminous intensity—as well as for a number of selected derived units. The chemical metrology program develops and maintains world-class capabilities in selected areas of organic and inorganic trace analysis, provides certified reference materials and undertakes associated research.

**Canada's Official Time:** NRC is the federal agency responsible for official time. INMS disseminates official time for Canada through: CBC Daily Time Broadcasts, Telephone Talking Clock, Computer Time and Date, Short Wave Broadcasts: Radio Station CHU, Network Time Protocol (NTP), and Global Positioning Data (GPS).

**International Cooperation:** The Institute represents Canada in the international metrology community. INMS scientists participate in collaborative research and development with the national metrology institutes of industrialized nations and serve on the committees of various international

organizations such as the Bureau International des Poids et Mesures (BIPM) and the Inter-American Metrology System.

**Calibration Services:** NRC-INMS provides the most accurate measurement services in the country to industry, universities, hospitals, clinics, and government departments and agencies. These services help manufacturers and users of precision instruments achieve the highest possible levels of measurement quality and productivity.

**Calibration Laboratory Assessment Service:** Working with the Standards Council of Canada (SCC), the Institute's Calibration Laboratory Assessment Service (CLAS) assesses the capability of private and government laboratories to perform specified calibrations linked to the basic physical standards maintained at NRC. The program issues certificates and supporting documentation listing the fields that have been assessed and stating the uncertainty of the laboratory's calibrations in each field. CLAS certified laboratories are eligible for accreditation by the SCC and subsequently for membership in the Canadian Calibration Network.

### **Institute for Nutrisciences and Health (PEI)**

NRC-INH serves Canada and local communities by focusing on the role that naturally-occurring compounds (bioactives) found primarily in renewable plant- and marine-based resources can play in optimizing health. NRC-INH scientists are involved in identifying these compounds and determining how they can be used to improve the health of humans and animals, with a special emphasis on disease/disorder prevention. They will also study the role that genetics plays in producing varying nutritional and health outcomes.

**Key research areas include:** Neurological disorders; Obesity-related disorders; Infection and immunity-related disorders.

A key player in the bioscience cluster, NRC-INH presents a model whereby university, government and private sector scientists work side by side towards a common theme of discovery, innovation, and commercialization. NRC-INH researchers link to NRC Institutes across Canada and interact with related programs globally. While the new facility is currently being constructed on the UPEI campus (early 2006 completion) the NRC-INH scientists who have been hired to date work in temporary space leased from the Canadian Food Inspection Agency in Charlottetown. The new facility will

house 80 – 100 people (research and research support) and will include industrial partnership space.

### **Institute for Ocean Technology (St. John's, Newfoundland)**

The Institute for Ocean Technology (NRC-IOT) has developed internationally recognized expertise and facilities in the field of ocean engineering research and development. The Institute is a leading centre of research expertise in offshore 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, NRC-IOT 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 safety systems.

### **Institute for Research in Construction (Ottawa)**

The primary strategic thrust of the NRC-Institute for Research in Construction (NRC-IRC) is the support of Canada's physical and technological infrastructure as applied to construction activities. NRC-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. NRC-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.

### **Integrated Manufacturing Technologies Institute (London, On)**

The Integrated Technologies Manufacturing Institute (NRC-IMTI) plays a leadership role and makes key contributions to collaborative research in support of manufacturing in Canada. The primary focus is on precision and freeform fabrication, virtual manufacturing and reconfigurable systems, primarily for: the automotive and aerospace; electronics and medical devices; and equipment and machinery industries.

NRC-IMTI operates national facilities, the Virtual Environment Technologies Centre, the Precision and Freeform Fabrication Centre, and the Distributed and Reconfigurable Manufacturing Laboratory.

NRC-IMTI's strategic objectives are to: enable and build a world-class manufacturing R&D organization; research and develop novel, efficient manufacturing solutions to targeted industrial sectors; champion manufacturing innovation through superior partnerships, networking and clustering, and contribution to training of highly qualified personnel; and to enhance the competitiveness of the manufacturing industry in Canada and improving the leadership of Canadian firms internationally.

### **National Institute for Nanotechnology (Alberta)**

The National Institute for Nanotechnology (NRC-NINT) has a national mandate to conduct molecular and nano-scale technology research, development and commercialization focusing on the following major sectors: nanobiotechnology; Energy and materials; Information and communication technology and nano-engineering.

### **Plant Biotechnology Institute (Saskatoon, Saskatchewan)**

As part of the NRC, NRC-PBI performs, assists and promotes strategic discovery research and innovation in plant biotechnology in partnership with key stakeholders, to improve and diversify Canadian industry and strengthen Canada's competitive position in the global knowledge-based economy.

Its research encompasses three broad themes: 1) Diversifying plants to produce new oils, health products, and other industrial compounds 2) Improving crop productivity 3) Developing the enabling tools and technologies needed for crop improvement and plant diversification.

### **Steacie Institute for Molecular Sciences (Ottawa)**

The Steacie Institute for Molecular Sciences (NRC-SIMS)' mission is to carry out leading edge interdisciplinary research and innovation in molecular sciences. SIMS works in partnership with researchers inside and outside NRC, both nationally and internationally, to develop materials, processes and technologies in the areas of molecular diagnostics and imaging as well as clean energy alternatives. SIMS is internationally recognized for their research excellence and for their scientific advances that positively impact the health of Canadians and the environment.

## **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 0000

##### **Secretary General**

**Description:** Documents on Council membership, meetings and agendas; 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; review of private submissions.

**Topics:** General administration; National Research Council committees; history and archives; advisory committees; Access to Information and Privacy; animal and human subjects research ethics; research integrity; private invention submissions.

**Program Record Number:** NRC EXE 0100

### **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 0100

#### **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 0000

### **Canada Institute for Scientific and Technical Information (Ottawa)**

#### **Information Access and Delivery**

**Description:** The Information Access and Delivery directorate manages product development at NRC-CISTI, as well as Document Delivery, searching, locating and delivery services such as the Catalogue, NRC-CISTI Source and the NRC Virtual Library. The IAD directorate also deals with rights management, web hosting and support for NRC, and on-site services at the main location in Ottawa.

**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 0800

#### **Collection and Metadata Services**

**Description:** The Collection and Metadata Services directorate of NRC-CISTI manages data architecture, content of databases, cataloguing and metadata, data mapping, collection development, acquisitions, and NRC licence management.

**Topics:** Cataloguing and collection data, records

of acquisitions, documentation on licence agreements.

**Program Record Number:** NRC CIS 0090

### **Publishing (NRC Research Press)**

**Description:** Publication of 15 journals, monographs, conference proceedings, and other allied publications.

**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 0910

### **NRC Information Services (NIS)**

**Description:** Information services to NRC researchers and their partners, including Canada's small and medium-sized enterprises (through collaboration with NRC-IRAP).

**Topics:** General correspondence, systems documentation, agreements, competitive technical intelligence patent analysis.

**Program Record Number:** NRC CIS 0310

### **Business Affairs**

**Description:** Support to NRC-CISTI's business in the areas of administration, finance, communication, marketing, facilities, client management, and partnership coordination.

**Topics:** Finance records, administration, translation, client information, client invoices, client support, communications, business planning and development, marketing activities and surveys.

**Program Record Number:** NRC CIS 0600

### **Technology and Research**

**Description:** Technical support for computer systems, software applications, databases and access tools for NRC-CISTI.

**Topics:** System documentation, project plans and progress reports.

**Program Record Number:** NRC CIS 0410

### **Canadian Hydraulics Centre (Ottawa)**

**Description:** Correspondence and memoranda pertaining to policies, contracts, license agreements and other administrative matters.

**Topics:** Administration; general correspondence, Centre management; policy application; research in general. Operations; General correspondence; memoranda and data resulting from work accomplished for Centre's projects.

**Format:** Photographs; CD-ROMS; DVD-ROMS; computer printouts; electronic files; publications.

**Program Record Number:** NRC CHC 0006

### **Centre for Surface Transportation Technologies (Ottawa)**

#### **Administration**

**Description:** Correspondence, memoranda, contracts, and other record holdings pertaining to overall NRC-CSTT administration, buildings and properties, finance, human resources, information management, and material management. Also includes experimental notes, data, computer files, software, and other documents related to NRC-CSTT intramural research and development.

**Topics:** Administration; general correspondence; enquiries; visits; plans and reports on buildings and grounds; business and financial plans and reports; plans and reports on human resources; plans, reports, and other records on IT infrastructure and operations; and plans, reports, and other documents on purchases of equipment, supplies, and services; and research, development, engineering, testing, prototyping, consulting, and problem-solving on novel technologies and intellectual property.

**Program Record Number:** NRC CSTT 0000

#### **Operational**

**Description:** Record holdings on the continuing operation of NRC-CSTT's basic function, mission, mandate, and objectives. These cover work done by NRC-CSTT's three business divisions (Road Vehicles and Military Systems division, Climatic Engineering division as well as Facilities and equipment division) plus work done on the development and maintenance of specialty capital facilities. The records include general correspondence, memoranda, plans, reports, notes, data, computer files, software, and other documents related to NRC-CSTT's commercial business and day-to-day operations.

**Topics:** research, development, engineering, testing, consulting, and problem-solving on railway rolling stock, railway track, and the components and on-board systems and equipment; problem-solving on military vehicles, civilian heavy trucks and heavy passenger vehicles, and wheeled and tracked off-road vehicles and their on-board systems and equipment; research, development, engineering, testing, consulting, and problem-solving on the performance of vehicles and their on-board systems and equipment, as well as other transportation-related mechanical and electronic

components and assemblies, under a wide range of temperature, humidity, and precipitation conditions; vehicle dynamics bay; wheel, bearing, and brake rig, railway instrumented wheel sets; squeeze frame; tilt tables; impact ramp; diesel locomotive; instrumentation; and climatic chamber.

**Program Record Number:** NRC CSTT 8001

### **Herzberg Institute of Astrophysics (British Columbia)**

**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; internal financial records; statistics on usage of supported observatories; correspondence related to the administration of telescope partnerships; correspondence on business development; agreements and contracts with third parties.

**Program Record Number:** NRC HIA 0015

### **Dominion Astrophysical Observatory**

**Description:** Data and general correspondence on astronomy.

**Topics:** Operation and administration of the facility; observing proposals; observations and research in astronomy and astrophysics, design and construction of instruments for optical, millimetre and space astronomy, archiving of data; exhibits and programs for public outreach.

**Format:** Photographic plates, digital data stored on magnetic tapes, disks, and other media.

**Program Record Number:** NRC HIA 0001

### **Dominion Radio Astrophysical Observatory**

**Description:** Data and general correspondence on astronomy.

**Topics:** General correspondence; operation and administration of the facility; observing proposals; observations and research in astronomy and astrophysics; solar activity; design and construction of radio telescopes, receivers and related digital signal processing equipment; correspondence on community outreach and business development.

**Format:** digital data records stored on magnetic tapes, disks and other media.

**Program Record Number:** NRC HIA 0005

### **Human Resources Branch**

#### **Research Associateship Program: Applicant Inventory**

**Description:** The program provides promising scientists and engineers with the opportunity to

work in a challenging research environment during the early stages of their career.

**Topics:** Applications, résumés, letters of recommendation, educational transcripts, copies of diplomas, education details, research experience details, publications, presentations, patents, honours and awards.

**Program Record Number:** NRC HRB 0400

#### **Personal Letters of Recommendation by National Research Council Personnel Relating to Non-Staff Members**

**Description:** Contains requests for recommendations and copies of letters of recommendation prepared by staff members for non-staff individuals.

**Topics:** Scientific and industrial research

**Program Record Number:** NRC HRB 0000

### **Industrial Materials Institute (Boucherville, Quebec)**

#### **Administration**

**Description:** Correspondence and documents related to the operations of the Institute including planning exercises and reports concerning projects, space, policies, program projections, travel, symposia, finances, correspondence with outside organizations, minutes of meetings of the Management Committee and of the Advisory Board.

**Topics:** General correspondence, policies, visits, symposia, staffing, training programs, administration and housing and committees.

**Program Record Number:** NRC IMI 1000

#### **Research**

**Description:** Correspondence and documentation related to the administration of individual laboratories.

**Topics:** General documentation; memoranda of agreement; essays; projects and sub-projects; contributions; R&D contracts; programs; seminars; guests; students; publications; patents; conferences.

**Program Record Number:** NRC IMI 0000

#### **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; NRC-IRAP Website.

**Program Record Number:** NRC IRP 0301

#### **Program Delivery**

**Description:** Information and advisory services through its national network of Industrial Technology Advisors.

**Topics:** technical and business advisory services to SMEs with innovation based proposals.

**Program Record Number:** NRC IRP 0901

#### **Internship Program with Innovative Small and Medium Enterprises (Youth Employment Strategy)**

**Description:** Financial assistance to innovative Canadian SMEs (small and medium-sized enterprises) for the hiring of post-secondary graduates to work on innovation projects in these firms.

**Topics:** Information on SMEs, graduates, project proposals and evaluations.

**Program Record Number:** NRC IRP 1606

#### **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 NRC-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 1020

##### **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:** 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; operation and maintenance of wind tunnels; 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 2000

##### **Aerospace Manufacturing Technology Centre**

**Description:** Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences.

**Topics:** Policy, general correspondence, low cost manufacturing technology, advance joining of metallic and composite parts, metal forming, processing of composite structures, functional materials, protective coatings, robotics and automated assembly.

**Program Record Number:** NRC IAR 5000

##### **Flight Research Laboratory**

**Description:** Information on the operation of NRC research aircraft fleet and on research projects in the general areas of flight mechanics, airborne sensing and flight data recorders.

**Topics:** 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 4000

##### **Gas Turbine Laboratory**

**Description:** Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences.

**Topics:** General correspondence; subsonic and transonic engine aerodynamics; cascade and stage testing and computational fluid; dynamics analysis of turbomachinery; turbine nozzle heat transfer; 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; gas turbine engine performance including aerodynamic, thermodynamic and structural factors.

**Program Record Number:** NRC IAR 7000

### **Structures and Materials Performance Laboratory**

**Description:** Information on internal research, external commitments, agreements with other agencies in government and industry, management matters, meetings and conferences.

**Topics:** 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; (Inactive): Road accidents study group; orthopaedic implants; biomedical materials; Ottawa-Carleton computer traffic control system.

**Program Record Number:** NRC IAR 3000

### **Institute for Biodiagnostics (Winnipeg)**

#### **Administration**

**Description:** Documents on the operation of the individual laboratory sections such as project planning and reports, program forecasts, budgets, travel, training and seminar information.

**Topics:** General correspondence; policy; visits; technical enquiries; administration and operation; technical support.

**Program Record Number:** NRC IBD 0001

#### **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 0004

#### **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; infectious diseases

**Program Record Number:** NRC IBD 0005

#### **Informatics**

**Description:** Information on mathematical modeling of biological problems.

**Topics:** Biomathematics; classification; clustering; pattern recognition; computer modeling; software.

**Program Record Number:** NRC IBD 2018

#### **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 2019

#### **Spectroscopy**

**Description:** Information on optical spectroscopy and its application to biological/biomedical systems

**Topics:** Proteins, membranes, tissues, metabolism, cancer, biological fluids.

**Program Record Number:** NRC IBD 2027

### **Institute for Biological Sciences (Ottawa)**

#### **Administration**

**Description:** Documents on the operation of the research groups, business office and administration, 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 0100

#### **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 0200

#### **Neurobiology**

**Description:** Information on synaptic function, cerebrovascular research, neurogenesis and neurogenomics.

**Topics:** Modelling of synaptic networks, synaptic plasticity, synaptic dysfunction, therapeutic brain delivery, neural regeneration and brain repair.

**Program Record Number:** NRC IBS 0300

#### **Immunobiology**

**Description:** Information on infection and immunity, immunomodulation, host-pathogen interactions, antibody engineering.

**Topics:** Antigen discovery, vaccine design, lipid-

based adjuvants, T-cell immunology, novel antibodies.

**Program Record Number:** NRC IBS 0480

### **Glycobiology**

**Description:** Eukaryotic glycobiology, glycosyltransferases and neuroglycomics, glycosidases, glycoanalysis, genomics and proteomics.

**Topics:** Carbohydrate-based therapeutics for neurodegenerative diseases, carbohydrate processing enzymes for therapeutic and industrial applications, analytical facilities.

**Program Record Number:** NRC IBS 0500

### **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 1000

#### **Functional Materials**

**Description:** Correspondence, memoranda, technical/ scientific reports.

**Topics:** Polymeric materials, energy materials, nanostructured materials and materials characterization.

**Program Record Number:** NRC CPE 3000

#### **Modeling and Design**

**Description:** Correspondence, memoranda, technical/scientific reports.

**Topics:** Air quality modeling, computational fluid dynamics, environmental management and simulation and visualization.

**Program Record Number:** NRC CPE 3200

#### **Process Technologies**

**Description:** Correspondence, memoranda technical/scientific reports.

**Topics:** Interfacial technology, advance diagnostics separation technology, combustion research and electrochemistry.

**Program Record Number:** NRC CPE 4000

### **Institute for Fuel Cell Innovation**

#### **Director General's Office**

**Description:** General reports and correspondence.

**Topics:** General management; strategic planning; travel.

**Program Record Number:** NRC IFC 3400

### **Research Program**

**Description:** Information on the three strategic areas important in advancing fuel cell science and technology.

**Topics:** Polymer Electrolyte Membrane Fuel Cell; Solid Oxide Fuel Cells; Hydrogen Generation and Infrastructure.

**Program Record Number:** NRC IFC 2000

### **Institute for Information Technology (Fredericton, Gatineau, Moncton, Ottawa, Saint John, Sydney)**

**Description:** Technical reports, external publications, licensable technologies, patents and transfers of technology to Canadian industry.

**Topics:** Knowledge Discovery; Visual Processing; Software Systems Development; Privacy, Security, and Trust; Collaborative Computing; e-Business, including Learning, Health and Government; Remote Wireless Applications; Language Technologies.

**Program Record Number:** NRC IIT 0000

### **Institute for Marine Biosciences (Halifax)**

#### **Research Support**

**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, materiel management, asset management, inventory and control records.

**Program Record Number:** NRC IMB 1001

#### **Director General's Office**

**Description:** 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; general correspondence from various institutes within the NRC, by institute; working files; forward planning.

**Program Record Number:** NRC IMB 7000

#### **Business Relations**

**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, research cluster information, research grants and reviews, funding source information, research committees, research forums.

**Program Record Number:** NRC IMB 5001

#### **Aquatic Animal Health and Nutrition**

**Description:** General Correspondence; seminars; research files of published and unpublished data, reprints and information relating to: finfish and shellfish; fish and shellfish nutrition, light and electron microscopy; biochemistry; marine microbiology; and certification of instrument calibration standards and reference materials (Certified Reference Materials Program), including related research.

**Topics:** Aquaculture research; fish health and nutrition; shellfish health and nutrition.

**Program Record Number:** NRC IMB 4000

#### **Cell and Molecular Biology**

**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; protein expression; biochemistry, including related research.

**Topics:** Genomics research, cell and molecular biology, biochemistry.

**Program Record Number:** NRC IMB 3000

#### **Natural Toxins**

**Description:** General correspondence; seminars; research files of published and unpublished data, and reprints and information relating to: analytical chemistry, natural products, certification of instrument calibration standards and reference materials (Certified Reference Materials Program), including related research.

**Topics:** Analytical chemistry, chemistry and biochemistry of shellfish toxins; toxin production, natural products chemistry.

**Program Record Number:** NRC IMB 8888

#### **Mass Spectrometry**

**Description:** General correspondence; seminars; research files of published and unpublished data, and reprints and information relating to: mass spectrometry, proteomics and metabolomics, including related research.

**Topics:** Analytical chemistry, mass spectrometry.

**Program Record Number:** NRC IMB 6000

### **Institute for Microstructural Sciences (Ottawa)**

#### **Acoustics and Signal Processing**

**Description:** Research on acoustics for communications and multimedia

**Topics:** Acoustical for telecommunications and multimedia; anechoic facility.

**Program Record Number:** NRC IMS 0010

#### **Quantum Devices**

**Description:** Research in the areas of novel electronic, optoelectronic, electro optic, photonic devices.

**Topics:** Infrared and Terahertz Devices: Detectors, Imagers and Emitters; Quantum Well Infrared Photodetectors; THz Quantum Cascade Lasers; Optical Hole-Burning and Dephasing; Self-Assembled InAs Quantum Dot for THz Generation and Detection; QWIP-LED Pixelless Thermal Imaging Device;

**Program Record Number:** NRC IMS 0110

#### **Organic Materials and Devices**

**Description:** Research on the use of novel organic materials for information and communications technology applications.

**Topics:** Fabrication and characterization of light emitting devices; Structure-property relationship of fluorene-based copolymers and dendrimers, carbazoles and oligo(phenylenevinylene)s; molecular design of surfaces and interfaces through layer-by-layer deposition; optically pumped organic laser; modelling and simulation of electronic properties of polymers; femtosecond laser dielectric modification and selective chemical etching fabrication of microfluidic channels and nanostructures in glass; fiber nanopores for biological applications; molecular imprinting and chemical sensors; multi-color display printing by soft lithography; all solid state optical coupling materials; synthesis of functional monomers and polymers for molecular imprinting applications; microcavity OLEDs; encapsulation techniques for OLED displays; organic field effect transistors.

**Program Record Number:** NRC IMS 0090

#### **Optoelectronic Devices**

**Description:** Research on electronic and optoelectronic devices to gain a better understanding of the physical processes important to the performance of the devices.

**Topics:** Carrier injection based optical switching and modulation; Si-based tunnel diode light emitting devices; Electronic and opto-electronic devices in novel III-V semiconductors; Design and characterization of GaInNAsSb lasers; waveguide

microspectrometer; optical coupling with microphotonic waveguide devices; Bragg grating filters; high speed optical modulators; waveguide optics theory and simulation; GaN material characterization

**Program Record Number:** NRC IMS 0070

### Epitaxy

**Description:** Research on epitaxial growth and characterization of advanced compound semiconductors and nanostructures.

**Topics:** GaInNAsSb laser diodes on GaAs; GaInNAs VCSELs; growth of GaAs based structures for infrared and terahertz applications; growth of InAs/GaAs and GaSb/GaAs self-assembled quantum dots; Selective growth of GaN by ammonia-MBE; Optical properties of GaN/InGaN quantum wells and LEDs; InAs/InP quantum dot microcavities.

**Program Record Number:** NRC IMS 0030

### Nanofabrication

**Description:** Fabrication of electronic and optoelectronic devices from the semiconductor epitaxial materials grown at IMS.

**Topics:** Digital optical switch fabrication; facet etching for silicon on insulator (SOI) planar waveguides; fabrication of microphotonic devices in SOI; InGaNAs laser fabrication; Gallium nitride device fabrication; Quantum well infrared photodetectors (microlens arrays, focal plane arrays); Quantum dot cavity structures; Lateral and vertical quantum dots; Si light emitters;

**Program Record Number:** NRC IMS 0050

### Quantum Physics

**Description:** Research on the electronic and optical properties of semiconductor materials and devices.

**Topics:** Growth of carbon nanotubes; Single-walled carbon nanotube optics and electronics; vertical and lateral quantum dot nanostructures; coherent manipulation of quantum dots for quantum information; Nanomaterials intermixing; Magneto-luminescence of semiconductor nanostructures; Optical properties of site-selected InAs/InP Quantum Dots; Tunable quantum dot laser at telecom wavelengths; Patterned substrate growth and characterization of self-assembled quantum dots; Quantum dot microcavity structures; Spin sensitive electron spectroscopy of lateral quantum dots; Optical characterization of quantum well and quantum dot lasers.

**Program Record Number:** NRC IMS 0130

### Quantum Theory

**Description:** Theoretical research into the electronic and optical properties of low-dimensional semiconductors, organic materials, photonic systems, mesoscopic systems and quantum information.

**Topics:** Collective excitations; Modeling the electronic and optical properties of InGaNAs; Electronic properties of nanosystems; Quantum Dots in Optical Cavities; Theory of electron spin based quantum bits; Timing quantum particles; Theory of multi-exciton complexes in quantum dots.

**Program Record Number:** NRC IMS 0140

### Surfaces and Interfaces

**Description:** Investigation of surface and interfacial structures in strategic materials of interest to the information technology industries.

**Topics:** Strain relaxation in GaNAs films on GaAs; insulators for compound semiconductor; High-k dielectrics; time-resolved imaging of CMOS circuits; Porous silicon light emitting materials; Magnetic nanostructures; Micro-Raman spectroscopy and bio-sensors; New characterization methods for semiconductor materials.

**Program Record Number:** NRC IMS 0150

### Thin Films

**Description:** Research on optical thin films and various services to outside organizations.

**Topics:** Advanced interference filters; Thin film deposition technology; Thin film synthesis; Anti-reflection coatings; Polarizing beam splitters and interference thin film polarizers; Anisotropic filters; waveguide coatings; Quantum dots in microcavities; Low-index films; GaInNAs VCSELs; Anticounterfeiting technology; Coatings for optoelectronic devices.

**Program Record Number:** NRC IMS 0170

### Canadian Photonics Fabrication Center

**Description:** Prototyping of photonic devices for Canadian industry and the university community.

**Topics:** Fabrication of semiconductor-based photonic devices with III-V and IV materials for the information technology sector, biomedical/health, defense and security, environment, energy and space.

**Program Record Number:** NRC IMS 0300

### Optics

**Description:** Research in optics and fabrication of optical components; aerial camera calibration.

**Topics:** Advanced imaging systems and optical

coherence tomography; optical fiber component and their properties; optical fiber measurement.

**Program Record Number:** NRC IMS 0250

### Photonic Systems

**Description:** technologies for the management of the wavelength; bio-sensors.

**Topics:** integrated hybrid waveguide devices on silica, polymer and doped rare-earth materials; active and passive integrated devices; chemical and biochemical sensors.

**Program Record Number:** NRC IMS 0252

## Institute for National Measurement Standards (Ottawa)

### Electrical Power Measurements

**Description:** Research data, calibration and technical reports, international committee

**Topics:** revenue meters for electric utilities and calibration facilities for equipment, high voltage capacitors, high current resistors and shunts, high voltage loss measuring systems transformers, and inductive reactors

**Program Record Number:** NRC INMS 0119

### Electrical Standards

**Description:** Research data, calibration and technical reports, international committee and comparison documentation

**Topics:** primary standards of voltage, resistance, capacitance, inductance, microwave frequency

**Program Record Number:** NRC INMS 0121

### Frequency and Time

**Description:** Official Time dissemination in electronic format, web pages, GPS data, QSL cards; research data, calibration and technical reports, international committee and comparison documentation

**Topics:** computer time and date, time zones, network time protocol, global positioning, radio station CHU, atomic clocks, cesium fountain, frequency calibration, laser wavelength, optical frequency

**Program Record Number:** NRC INMS 0110

### Ionizing Radiation Standards

**Description:** Research data, calibration and technical reports, international committee and comparison documentation

**Topics:** Ionizing radiation, cancer radiotherapy, radiation dosimetry

**Program Record Number:** NRC INMS 0110

### Mechanical Metrology

**Description:** Research data, calibration and technical reports, international committee documentation.

**Topics:** mass, density and pressure standards; length standards, coordinate metrology; acoustical standards, condenser microphones, ultrasound power

**Program Record Number:** NRC INMS 0114

### Photometry and Radiometry

**Description:** Research data, calibration and technical reports, international committee and comparison documentation

**Topics:** Photometric standards; radiometric standards; colorimetric standards.

**Program Record Number:** NRC INMS 0126

### Thermometry

**Description:** Research data, calibration and technical reports, international committee and comparison documentation

**Topics:** International Temperature Scale 1990; thermometers, thermocouples, optical pyrometry.

**Program Record Number:** NRC INMS 0122

### Chemical Metrology

**Description:** Research data, technical reports, international committee and comparison documentation

**Topics:** atomic spectroscopy, mass spectrometry, gas and liquid chromatography; organic and inorganic trace analysis; environmental certified reference materials (CRMs)

**Program Record Number:** NRC INMS 0109

### CLAS (Calibration Laboratory Assessment Service)

**Description:** technical analysis and assessment reports, certificates and supporting documentation, guideline documents in electronic format

**Topics:** calibration laboratory assessment

**Program Record Number:** NRC INMS 0007

## Institute for Nutrisciences and Health (PEI)

### Administration

**Description:** General correspondence, minutes, governance structure, reports, budget, finance, travel, acquisition card, hospitality, strategic reports, lease agreements, purchasing, travel conference files, catering, orientation information.

**Topics:** governance, budget, finance, conferences.

**Program Record Number:** NRC INH 7003

### Lead Scientist Office

**Description:** General correspondence, seminars, presentations, lectures, reprints, minutes, animal care, research lab policies, safety committee minutes and reports, confocal information, patent information, research cluster information, research grants and reviews, funding source information,

research committees, research forums, high school projects, natural product information, research papers, lab reports, animal housing, research agreements and MOUs.

**Topics:** animal care, policies, patents, funding.

**Program Record Number:** NRC INH 7004

#### **UPEI**

**Description:** MSc, PhD, Post doctoral policy and procedures, UPEI forms, adjunct faculty status, department minutes, seminars, presentations, lectures, research & graduate studies policy, research account information, and hiring policies.

**Topics:** policies and general documentation.

**Program Record Number:** NRC INH 7003

#### **Institute for Ocean Technology (St. John's, Newfoundland)**

**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 IOT 0000

#### **Institute for Research in Construction (Ottawa)**

##### **Administration**

**Description:** General documentation and reports.

**Topics:** Financial reports, purchasing documents; travel authorizations; correspondence; building up-keep.

**Program Record Number:** NRC IRC 9070

##### **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 9010

#### **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.

**Program Record Number:** NRC IRC 0200

#### **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 the Canadian Commission on Construction Materials Evaluation.

**Program Record Number:** NRC IRC 0150

#### **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:** Review of code; technical studies, information and advice for code technical committees considering code changes; submissions from the public on proposed changes to codes; 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 matters.

**Program Record Number:** NRC IRC 0110

#### **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 0300

#### **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:** 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 0400

#### **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 9040

#### **System Support Unit**

**Description:** Information on the Institute's facilities.

**Topics:** calibration and standards instrument pool for loans; maintenance and repair shop; co-ordination and advisory services.

**Program Record Number:** NRC IRC 9050

#### **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 0500

#### **Integrated Manufacturing Technologies Institute (London)**

**Description:** Administration, general correspondence, enquiries; DG and director calendar and travel expenses; time records; Advisory Board meetings and minutes; Senior Management meetings and minutes; IMTI Weekly News reporting; Agreements (research, including confidentiality agreements); correspondence, General Information pertaining to research groups plans and programs; visits and tours; workshops, research proposals and projects; publications (external and internal)

**Topics:** Correspondence, papers, CD ROMs, DVDs, VHS, graphics, pictures, PowerPoint presentations, agreement templates including research collaborative agreements, licensing agreements, confidentiality agreements, computer generated data acquisition paper printouts, tape media and computer hard drives/disks, procurement records.

**Program Record Number:** NRC IMT 0000

#### **National Institute for Nanotechnology (Edmonton, Alberta)**

##### **Administration**

**Description:** General Reports and correspondence.

**Topics:** Human resources, building infrastructure; procurement; information technology and networks; and financial planning.

**Program Record Number:** NRC NIN 0002

##### **Research Programs**

**Description:** General reports and correspondence.

**Topics:** molecular scale development; supramolecular nanoscale assembly; materials and interfacial chemistry; theory and modeling.

**Program Record Number:** NRC NIN 0200

#### **Plant Biotechnology Institute (Saskatoon, Saskatchewan)**

**Description:** Reports and information on activities.

**Topics:** Seed Oils, Natural Health Products, Antinutritional compounds, Disease Resistance, Environmental Stress Tolerance, Plant Genomics, Proteomics, Transformation Methodologies, Cell Culture Technologies.

**Program Record Number:** NRC PBI 0000

#### **Stearie Institute for Molecular Sciences (Ottawa)**

##### **Administration**

**Description:** Documents on the operation of the different individual groups such as project planning and reports, financial 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; technology; public outreach and communications.

**Program Record Number:** NRC SIM 0003

#### **Atomic, Molecular and Optical Science (AMOS)**

**Description:** Information about advanced laser technology with physical and biological materials.

**Topics:** Nuclear motion in molecules; attosecond optical and electron pulses; real-time chemical processes; nuclear motion in solids; buried nanostructure writing;

**Program Record Number:** NRC SIM 0005



**Biomolecular Sensing and Imaging (BSI)**

**Description:** Information regarding the development and application of tools for molecular sensing and imaging for understanding cellular processes.

**Topics:** Molecular sensing; high resolution imaging; design & synthesis of chemical probes for functional genomics and proteomics and for the microfabrication of nanoscale devices.

**Program Record Number:** NRC SIM 0004

**Molecular and Nanomaterials Architecture (MNA)**

**Description:** Information on chemical synthesis for the design and development of novel architectures forming the basis for new molecular platforms in biomedical and environmental diagnostics and high performance materials.

**Topics:** Carbon nanotubes; nano-materials; small molecular probes for chemical biology; nanoparticles; organometallic frameworks for advanced materials.

**Program Record Number:** NRC SIM 0006

**Materials Structure and Function (MSF)**

**Description:** Information on the design, synthesis and characterization of meso-porous materials and on the development of methods for the determination of crystal structures for complex supramolecular materials .

**Topics:** Synthesis and modification of porous materials (soft and hard frameworks), gas hydrates, , characterization of materials at molecular level, crystal and powder X-ray diffraction; solid-state NMR and micro-imaging

**Program Record Number:** NRC SIM 0007

**Theory and Computation (T&C)**

**Description:** Information on theoretical approaches and computational tools to model quantum many-body structure, dynamics, and the physical, chemical and functional properties of materials in the gas and condensed phase.

**Topics:** Theoretical spectroscopy; chemical dynamics; materials; quantum chemistry of macromolecular systems; combining density functional theory and other tools to model complex systems.

**Program Record Number:** NRC SIM 0004

**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 0750

**Standard Program Records**

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

Access to information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Audits

Budgets

Buildings and Properties

Classification or Positions

Employment and Staffing

Finance

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Official Languages

Personnel

Procurement

Physical Security

Salaries and Wages

Staff Relations

Training and Development

Travel

## Particular 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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for six fiscal years and are then destroyed.

**RDA Number:** 99/004

**Related PR#:** NRC PRN 915

**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.

**Consistent Uses:** Definition requirement (statement of work) applicable procurement policies sourcing mechanisms and expected completion time-frame.

**Retention and Disposal Standards:** Records are retained for six fiscal years after completion and non-renewal of the contract and are then destroyed.

**RDA Number:** 99/004

**Related PR#:** NRC PRN 914

**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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for six fiscal years and are then destroyed.

**RDA Number:** 99/004

**Related PR#:** NRC PRN 915

**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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for two years following expiry of the eligibility list or last administrative use, whichever is later and are then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRC PRN 920

**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.

**Consistent Uses:** Used to measure the relevance, success, and effectiveness of the Program, as well as the follow-up to the Auditor General.

**Retention and Disposal Standards:** Accepted proposals are retained for 10, 20 or 30 years depending on the project and then destroyed. Unaccepted proposals are retained for 10 years.

**RDA Number:** 2001/014

**Related PR#:** NRC IRP 705

**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.

**RDA Number:** 99/003

**Related PR#:** NRC CIS 0310, NRC CIS 0800, NRC IRC 9040

**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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for three years after the termination of exchange or visit, or three years after the arrangement ceases and are then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRC PRN 921

**TBS Registration:** 000934

**Bank Number:** NRC PPU 030

#### 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. Also, this bank contains information of individuals submitting proposals for code changes or comments on proposed changes to the National Construction Code documents.

**Class of Individuals:** Members of the general public who request advice about their inventions and members of the general public who choose to participate in the national code development process.

**Purpose:** To carry out an assessment and provide scientific comment and advice on inventions submitted by the general public and to assist in acknowledging and responding to proposals and comments received from the general public.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for a period of five years and are then transferred to National Archives Historical Branch.

**RDA Number:** 94/024

**Related PR#:** NRC EXE 0100

**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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for two years and are then destroyed.

**RDA Number:** 98/001

**Related PR#:** NRC CIS 900

**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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records of persons who are or have been members of the Council and/or its committees are retained from 5 to 12 years and then transferred to the Historical Branch of the National Archives of Canada.

**RDA Number:** 94/024

**Related PR#:** NRC EXE 010

**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.

**Consistent Uses:** Past letters are referenced when a non-staff member makes a request for another letter of recommendation.

**Retention and Disposal Standards:** Files are retained for two years and are then destroyed.

**RDA Number:** 98/001

**Related PR#:** NRC HRB 0000

**TBS Registration:** 000933

**Bank Number:** NRC PPU 015

#### **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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for two years and are then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRC HRB 0400

**TBS Registration:** 000941

**Bank Number:** NRC PPU 065

#### **Youth Employment Strategy**

**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 Internship Program with innovative SMES and the Collaborative Research Internships Program.

**Consistent Uses:** Monitoring, follow-up and reporting to Human Resources and Skills 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.

**RDA Number:** 98/005

**Related PR#:** NRC IRP 1606

**TBS Registration:** 004039

**Bank Number:** NRC PPU 085

#### **Standard Personal Information Banks**

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

Access to information and Privacy Requests

Business Continuity Planning (BCP)

Electronic Monitoring Logs

Hospitality

Relocation

Security Video Surveillance & Temporary Visitor

Access Control Logs & Building Passes

Travel

#### **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 NRC-Canada Institute for

Scientific and Technical Information; to the NRC-Industrial Research Assistance Program regarding its assistance programs; and to the Council's supporting administrative branches such as Human Resources and Administrative Services, Contract Services and Communications. 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)
- Anglo-American Cataloguing Rules
- CONSER Cataloguing Manual
- Library of Congress Classification schedules
- Library of Congress Subject Headings
- MARC 21 Format for Authority Data
- MARC 21 Format for Bibliographic Data
- MARC 21 Format for Holdings Data
- MARC Code List for Countries
- MARC Code List for Geographic Areas
- MARC Code List for Languages
- MARC Code List for Organizations
- MARC Code Lists for Relators, Sources, Description Conventions
- 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  
National Research Council  
Administration Building (M-58)  
Montreal Road  
Ottawa, Ontario K1A 0R6

Tel.: (613) 993-4619

### 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  
Montreal Road, Building M-55  
Ottawa, Ontario K1A 0R6

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  
Montreal Road, Building M-55, Room 269D  
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:

Montreal Road, Building M-55

Ottawa, Ontario K1A 0R6

Tel.: (613) 993-1600

# National Round Table on the Environment and the Economy

## Chapter 102

### 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 conservation.

#### 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, Aboriginal communities, and municipalities.

A President and CEO, also appointed by Governor-in Council, 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 that commission research, conduct national consultations, report on areas of consensus and disagreements, and put forward reasoned recommendations for steps to be taken that will promote sustainability. Programs are overseen by NRTEE members.

### Information Holdings

#### Program Records

##### Program Files

**Description:** Documents pertaining to the programs of the NRTEE.

**Topics:** Include working files and records on Agriculture, Brownfields Redevelopment, Boreal Forest, Environment and Sustainable Development indicators, Capital Markets, Climate Change, Conservation of Natural Heritage, Eco-efficiency, Economic Instruments and Ecological Fiscal Reform, Education (sustainable development), Energy, Environmental Technologies, Federal Green Procurement, Financial Services, Foreign Policy, Governance, Ocean Environment and Resources, Projet de Société, Private Woodlots, Rio + 5, Reporting on Sustainability, Transportation, Wildlife Resource Management, Urban Sustainability.

**Access:** By subject.

**Format:** 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  
Hospitality  
Human Resources  
Office Appliances  
Official Languages  
Pensions and Insurance  
Personnel  
Proactive Disclosure  
Procurement  
Relocation  
Salaries and Wages  
Travel

## Particular 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 kept for three fiscal years, then transferred to storage.

**RDA Number:** 2003/008

**TBS Registration:** 003983

**Bank Number:** NRTEE PPU 001

### NRTEE Corporate Database

**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 multi-stakeholder 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 kept permanently, unless otherwise directed by individual.

**RDA Number:** 2003/008

**TBS Registration:** 003984

**Bank Number:** NRTEE PPU 002

## Standard Personal Information Banks

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

Hospitality  
Relocation  
Travel

## 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) 992-7189

Fax: (613) 992-7385

E-mail: [admin@nrtee-trnee.ca](mailto:admin@nrtee-trnee.ca)

Web Site: [www.nrtee-trnee.ca](http://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 103

### General Information

#### Background

The Department of Natural Resources was created by the Department of Natural Resources Act on January 12, 1995. It combines the former departments of Energy, Mines and Resources and Forestry. Some groups in the department, such as the Geological Survey of Canada, have been in existence for more than a century. The mandate of the department is the sustainable development and use of natural resources: energy, minerals and metals, Earth sciences, and forests, using expertise in science, technology, policy and programs. The department is organized into five science-based sectors, one Corporate Management Sector and three corporate branches: Communications, Audit and Evaluation, and Strategic Policy.

#### Responsibilities

Under the Minister of Natural Resources Canada (NRCan), the department plays a pivotal role in helping shape the important contribution of the natural resources sectors to the Canadian economy, society and environment. These sectors, which include our forests, energy, minerals and metals, and landmass, as well as related industries, are a cornerstone of Canadian prosperity and are helping build a 21st-century economy. Through partnership and innovation, NRCan works with Canadians to make wise use of our resources, strengthening the social foundation of Canadian life. NRCan conducts innovative scientific research to generate and transfer ideas, knowledge and technologies. It continues to promote Canada's international interests to meet our global commitments related to natural resources and ensure Canada's place in the world. Visit [www.nrcan.gc.ca](http://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 (repealed)
- Canadian Exploration Incentive Program Act (repealed)
- 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
- Employment Equity Act
- 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 sectors – Canadian Forest Service, Energy Policy Sector, Energy Technology and Programs Sector, Earth Sciences Sector, Minerals

and Metals Sector, Climate Change Secretariat and Corporate Management Sector – and three corporate branches – Strategic Policy Branch; Communications Branch; and Audit and Evaluation Branch. There is also an Office of the Chief Scientist, a Large Final Emitters Group and a Shared Services Office. The Department's Climate Change Secretariat wound down operations in 2004. There are also two Crown Corporations (Atomic Energy of Canada Ltd. and the Cape Breton Development Corporation) and several boards, commissions, committees and councils such as the Canadian Nuclear Safety Commission, which report to Parliament through the Minister of Natural Resources, such as the Canadian Nuclear Safety Commission. In addition, the Climate Change Secretariat reports to the deputy minister of Natural Resources, as well as to the deputy minister of Environment.

### Audit and Evaluation Branch

The Audit and Evaluation Branch provides senior management with independent, objective professional advice and/or assurance on the performance of the management framework, performance information, departmental programs, policies, operations and the management of risks.

### Canadian Forest Service

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 sustainable 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, afforestation, climate change and forest fires. The CFS synthesises and integrates information from all sources within the Canadian forest sector to report nationally and internationally. 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 and territories, industry and non-governmental organizations to address issues such as international trade, market access and

sustainable forest management practices around the world. The CFS delivers its services through a network of five forestry centres and its headquarters in the National Capital Region. These centres are strategically located across Canada: Victoria, British Columbia; Edmonton, Alberta; Sault Ste. Marie, Ontario; Sainte-Foy, Quebec; and Fredericton, New Brunswick. The centre in Edmonton has a Saskatchewan Liaison Office in Prince Albert, Saskatchewan. The centre in Fredericton has a research office located in Corner Brook, Newfoundland and Labrador, as well as the Acadia Research Forest. The Sault Ste. Marie centre manages the national Petawawa Research Forest in Chalk River.

### **Climate Change Secretariat**

The Climate Change Secretariat (CCS) was created by the Prime Minister in February 1998, as a means to co-ordinate federal climate change policy analysis and development, programming, and communications, and to work with provinces, territories and stakeholders to develop a national climate change strategy, following the 1997 Kyoto Protocol agreement. The CCS is an administrative mechanism and was not established through any specific legislation. The Head of the Secretariat reported to the Deputy Ministers of Environment Canada (EC) and Natural Resources Canada (NRCan). NRCan served as the Secretariat's administrative platform, providing administration, financial, human resources and other related services. The Secretariat was funded as one of the initiatives under the Climate Change Action Fund (CCAF), initially for the 1998/2001 period and subsequently renewed through 2003/04. With the December 2002 ratification of the Kyoto Protocol and the sunset of the CCAF at the end of March 2004, the Secretariat wound down its operations and closed September 30, 2004.

The Head of the Secretariat reported to the Deputy Ministers of Environment Canada (EC) and Natural Resources Canada (NRCan).

### **Communications Branch**

The Branch is responsible for providing a full range of communications services to the Minister, Deputy Minister and senior management. It advises and helps different sectors in the Department as they plan and implement strategies to keep the public informed. It also analyzes public and media reaction to departmental initiatives.

### **Corporate Management Sector**

The Corporate Management Sector provides NRCan with a systematic, directional and guiding approach to achieve strategic and operational objectives in the areas of Finance, Human Resources, Security, Safety and Emergency Management, Information Management, Information Technology, Access to Information and Privacy, and Real Property. Corporate Management Sector comprises a Financial Management Branch, a Human Resources and Security Management Branch, an Information Management Branch, each headed by a Director General, as well as a Real Property Management Division headed by an Executive Director.

### **Earth Sciences Sector**

The Earth Sciences Sector (ESS) was created as part of the 1995 amalgamation of the Geological Survey of Canada and the Surveys and Mapping Branch (now called Geomatics Canada). ESS includes Geomatics Canada (GC), the Geological Survey of Canada (GSC), and the Polar Continental Shelf Project (PCSP). GC, GSC, and PCSP have retained their identities under the Earth Sciences Sector umbrella. The Earth Sciences sector participates in the environmental, social, and economic priorities of Canada by focusing its research and development programs on innovative projects whose objectives are to improve the quality of life of Canadians. The generation and dissemination of new knowledge to contribute to the well being of Canadian citizens is at the forefront of all ESS activities.

### **Energy Policy Sector (EPS)**

In partnership with all levels of government, universities, research institutes, the private sector and international organizations, the Energy Policy 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." EPS focuses on science and technology, policies, programs, knowledge and international activities in the areas of energy efficiency, renewables and alternatives, and energy resources to further sustainable development.

### **Energy Technology and Programs Sector (ETPS)**

The Energy Technology and Programs Sector provides corporate leadership for building and maintaining energy technology research and knowledge capacity in the Department. The Sector is responsible for directing the planning, organization and activities of highly specialized research and development to support hydrocarbon, non-hydrocarbon, alternate energy and energy efficiency sectors, and the relevant and associated industries across Canada. The efficient use of energy resources is key to addressing issues regarding climate change and the generation of greenhouse gases. The Sector is also responsible for developing and implementing integrated strategies, plans and programs to promote greater attention to, and achievement of, energy efficiency and alternative energy use throughout Canada and globally in response to government priorities, including current emphasis on federal leadership respecting climate change.

### **Geological Survey of Canada (GSC)**

The Geological Survey of Canada (GSC) is part of the Earth Sciences Sector. GSC is Canada's premier agency for geoscience research and information. Through its six geoscience business lines (Minerals, Energy, Hazards, Oceans, Climate Change, and Environment and Health) GSC supplies the fundamental national geoscience knowledge-base required for hazards monitoring and mitigation, environmental and groundwater protection, technology development, and to support sustainable development of Canada's mineral and energy resources and contribute to wider government policy initiatives. GSC is the departmental resource for information about the geoscience of Canada's landmass and offshore including; regional bedrock and surficial geological mapping and geological processes; marine geoscience; information about the nature, quantity, distribution and formation of Canada's mineral, energy and groundwater resources; geospatial hazard information on earthquakes, landslides, and geomagnetic storms and earthquake monitoring; the impact of climate change on permafrost and coastlines; and national geoscience databases, archives and reference collections. GSC research contributes to Sector programs that address the issues of a Clean Environment, Strong and Safe Communities, Connecting Canadians, Sustainable Development

of Natural Resources, and Development of the North. For more information about the Geological Survey of Canada see [http://www.nrcan.gc.ca/ess/index\\_e.php](http://www.nrcan.gc.ca/ess/index_e.php).

### **Geomatics Canada (GC)**

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) Web site was launched, giving a Web-based access point for the latest Canadian environmental, geographic and scientific information. This project was developed in cooperation with other agencies of the Government of Canada, provincial governments, industry and Canadian universities.

### **Large Final Emitters Group**

The Large Final Emitters Group is responsible for working with key industry sectors to reduce annual greenhouse gas emissions. Through its discussions with industry, provinces and territories, and other stakeholders, the Large Final Emitters Group will design policies and measures that are effective in encouraging reductions, are administratively efficient and clear, and help to maintain the competitiveness of Canadian industry.

### **Minerals and Metals Sector (MMS)**

The Minerals and Metals Sector (MMS) is the Government of Canada'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. MMS 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.

### **The Office of the Chief Scientist (OCS)**

The OCS represents the diversity of science and technology within NRCan and champions science on behalf of the Department in a manner that communicates the complexity and scope of program to key individuals and audiences inside and outside government. OCS, in full cooperation with the Sectors, will develop a departmental profile, vision and direction for NRCan science and technology. The Chief Scientist provides expert advice to the Minister, DM and ADMs on the department's scientific agenda, and on national and global scientific trends and developments. The Chief Scientist leads in the development and maintenance of natural resource-based strategic science and technology networks federally, nationally and internationally.

### **Shared Services Office (SSO)**

SSO provides effective and efficient administrative services to employees in the Department, all across Canada. The SSO is responsible for Finance and Procurement Services; Human Resources Systems and Services; Information Technology Services; Records Management, Mail and Messenger Services, Fleet and Parking Services, and Facilities. The SSO provides high-quality service to its departmental clients enabling them in their delivery of services to the Department's clients and partners.

### **Strategic Policy Branch (SPB)**

SPB supports the Minister, the Deputy Minister and the Departmental Management Committee (DMC) by providing policy and strategic advice in the management and coordination of the department – in the context of evolving federal priorities and emerging issues within the NR sectors. It works within NRCan and with other partners to develop departmental responses to government-wide policy priorities and to position NRCan strategically within the interdepartmental community. It develops and coordinates departmental policies on key horizontal issues, such as innovation, regulatory policy; international, regional, environmental, sustainable development, and Aboriginal issues and leads NRCan's

sustainable development strategy. It develops integrated responses to northern Canadian resource issues. It also conducts economic analysis on emerging issues. Through the Deputy Minister, SPB provides advice and issue-management support to the Minister and the department. Cabinet Affairs, Parliamentary Affairs and the Appointments Office are key to fulfilling these responsibilities. The Branch leads the development of strategic departmental policies. SPB also leads the department's strategic and business planning cycle. The Environmental Assessment team is responsible for the environmental assessment of resource projects where NRCan is a responsible authority or a federal authority. The SPB Environmental Management team establishes policies and procedures related to the environmental performance of NRCan's facilities. The Branch is responsible for managing special projects, including the annual NRCan Senior Managers' Conference and DMC retreats. It also provides quality control for ministerial and deputy ministerial correspondence and documents through its Executive Documents Unit.

## **Information Holdings**

### **Program Records**

#### **Audit and Evaluation Branch**

##### **Audit and Evaluation**

**Description:** Information relating to the performance of the management framework 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 reporting; 3) prudence and probity in the use of public funds and the safeguarding of assets; and 4) compliance with statutes and policies. Includes assessment, surveys and evaluation studies to assess the continued relevance, cost-effectiveness, impact and success of departmental programs, policies and organizations by examining their performance and identifying opportunities and innovative ways of achieving goals in alternative ways.

**Topics:** Assurance audits, compliance audits, financial attest audits, follow-up audits, development of performance indicators, results-

based management 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 correspondence.

**Program Record Number:** NRCan AEB 640

## Canadian Forest Service (CFS)

### National Forestry Centres/Science and Technology Networks

**Description:** CFS's five National Forestry Centres engage in a national research program that supports Canada's domestic and international forest policy priorities. CFS Centres conduct research in the areas of biodiversity, biotechnology, climate change, forest ecology and ecosystem dynamics, entomology, pathology, monitoring, forest fires, forest landscape management, silviculture, forestry practices and socio-economics. They also deliver technology transfer, communications and library services. The Centres provide strategic perspective and context on regional forestry issues from all parts of Canada. They liaise and partner with Canada's provinces and territories, the Canadian forest sector, First Nations, universities, private research facilities, international institutes and non-governmental organizations, in order to identify strategic national science concerns and to engage Canadian science and technology players in an inclusive, cooperative approach to forest research. Additionally, the Centres facilitate delivery of CFS programs dedicated to sustainable forest management, such as Canada's Model Forest Program. Centres are also involved in the First Nations Forestry Program, which advances First Nations-based sustainable forest management and forest-based development, and the Forest 2020 Plantation Demonstration and Assessment Initiative, in support of climate change and carbon sequestration research.

**Topics:** Knowledge and Information Synthesis; Climate Change and Fire Research; Forest Ecosystem Processes; Enhanced Timber Production and Protection; Forest Health and Biodiversity; sustainable forest management (Canada's Model Forest Program), First Nations (First Nations Forestry Program) and climate

change (Feasibility Assessment of Afforestation for Carbon Sequestration).

**Program Record Number:** NRCan CFS 004

### Industry, Economics and Programs Branch (IEPB)

**Description:** This division manages information about trade of forestry products, resource supply, industrial policy and market access, and continuing sustainable development, including forestry statistics and industrial liaison and partnership programs as well as First Nation capacity-building in forest management. The IEPB also holds information about the development of Criteria and Indicators (C&I), the State of Canada's Forests Report, the National Forestry Database Program (NFDP) and other federal forestry mandated programs. The Branch also is responsible for forest sector-related advice and analysis for the Kyoto Protocol negotiations, and domestic climate change initiatives.

**Topics:** Canada's Model Forest Program, liaison with the Tree Canada Foundation, First Nations Forestry Program, Canadian Forest Inventory Committee, National Forestry Database Program, Economic analysis; Forest sinks in Kyoto Protocol; support to Forintek Canada Corp. and the Pulp and Paper Research Institute of Canada (Paprican), the Canada Wood Export Program (Canada Wood); Value to Wood Program, Forest 2020 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:** Information pertaining to the branch activities at the national and international levels. The Branch coordinates implements and monitors the CFS strategic and policy approach; manages horizontal forestry issues with both the different NRCan sectors and other departments and governments, preparing sectoral positions based on the assessments of these issues; and is responsible for statutory reports. At the national level, the Branch manages the coordination of federal-provincial-territorial relations and influences policy development within the Canadian forestry sector. The Branch has a presence at the international level, defining and advancing Canada's position on forestry before international bodies.

**Topics:** Policy, planning and international affairs; federal-provincial-territorial relations; Federal

position and national consensus on forest policy, including Aboriginal affairs and private woodlots; Government-wide horizontal issues, including the NRCan Sustainable Development Strategy, regional development, legislation and federal commitments that have an environmental impact on forests, and federal initiatives for rural communities; Annual report to Parliament on the state of Canada's forests; Strategic and operational planning; Expenditures and results management process; Canadian Council of Forest Ministers and its initiatives, including the 2005 national status report on the criteria and indicators of sustainable forest management in Canada; National Forest Strategy 2003-2008, the related coalition and the federal government response; Secretariat to the Montreal Process for the conservation and sustainable management of temperate and boreal forests; Coordination of international bilateral agreements; United Nations (UN) Forum on Forests (UNFF); UN Commission on Sustainable Development (UNCSD); Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES); Convention on Biological Diversity; Food and Agriculture Organization of the United Nations (FAO) and North American Forest Commission, World Conservation Union; follow-up to World Forest Congress 2003; International Tropical Timber Organization; and CFS briefing books for senior management.

**Program Record Number:** NRCan CFS 001

#### **Science Branch**

**Description:** The Science Branch manages information on the CFS Science Programs, S&T Innovation, new S&T Delivery Models, Client Relations, Knowledge Management and Science-Policy Relations including strategic planning, implementation and evaluation of the national S&T Program; information about science policy; 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; Plant Health and Quarantine; Coordination of CFS Involvement in Federal S&T Issues; Program Evaluation; International Union of Forest Research Organization (IUFRO); National S&T Advisory Board; NABFOR; Canadian Forest Innovation Council (CFIC); S&T Working Group; Experimental Forests; S&T Management Framework; Research Scientist Promotions; S&T Publishing and Editing;

S&T Agreements / Memorandum Of Understanding (MOUs); CFS / Natural Sciences Engineering Research Council of Canada / Social Sciences and Humanities Research Council (NSERC / SSHRC) Partnership Program; Graduate Student Supplements; Bioenergy/Program for Energy Research and Development (PERD); Energy from the Forest (ENFOR); Intellectual Properties; Commercialization; Technology Transfer; International Energy Agency (IEA); S&T Marketing; Knowledge Management, S&T Networks; Invasive Species; Biodiversity; Canadian Biotechnology Strategy, International S&T Climate Change, CFS S&T Business Plan.

**Program Record Number:** NRCan CFS 003

#### **Communications Branch**

##### **Communications**

**Description:** Information relating to communications to the public on federal policies, strategies and programs affecting energy, forestry, minerals and metals, 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 on-line newsletter, The Source; Departmental Communications Council; advertising; exhibitions and displays.

**Program Record Number:** NRCan CB 620

#### **Corporate Management Sector**

##### **Corporate Management Sector**

**Description:** Information relating to governance, management, direction, policy advice and oversight and compliance monitoring and reporting to and for the Department.

**Topics:** NRCan administration; Values and Ethics; Excellence; Modern Comptrollership; policies relating to Acts and Legislation; Intellectual Properties; Campaigns and Canvassing; Ceremonies and Celebrations; departmental planning, monitoring and reporting; risk management.

**Program Record Number:** NRCan CMS 001

##### **Financial Management**

**Description:** Information relating to the management direction and 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.

**Topics:** risk management; values and ethics; excellence; modern comptrollership; financial management; operational plans; financial analysis and planning; reference levels; reductions and restraints; financial policy; allotments; resource management; financial commitment control; expenditures; cost recovery; estimates and budgets; fees; authorities; specified purpose accounts; Treasury Board submissions; resource tracking; loans; annual reference level updates; public accounts; pay verification; financial reporting and information systems; financial reports; statistics and statements; revenue control; grants and contributions; and government financial system.

**Program Record Number:** NRCan CMS 004

### **Human Resource Management**

**Description:** Information relating to the provision of human resource management including planning, development and management of departmental human resources Includes information about essential functions like strategic planning, monitoring and reporting, policy and program development and response to special requests: all basic HR activities that translate governmental and departmental priorities into policies, plans and programs.

**Topics:** Labour relations; classification and staffing; executive resourcing; organizational development; employment equity; human resource strategic planning, monitoring, research and projects; learning and employee development; official languages; workforce adjustment.

**Program Record Number:** NRCan CMS 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; formulation and implementation of plans, standards, strategies, policies, best practices and guidelines for information management; and administering the Access to Information Act and the Privacy Act within the Department.

**Topics:** Information management plans, strategies and guidelines; Access to Information Act and the Privacy Act; development and maintenance of the

departmental Subject Classification Structure; essential records program; information evaluation and scheduling – authorities, accessions, and transfer agreements; electronic information management systems; e-mail management and information stewardship training and guidelines; information management awareness and training. Information technology; governance, policies, standards, guidelines, strategies, architectures, associations and organizations; committees; conferences; strategic planning and coordination; information management plans; information technology systems plans; NRCan and Treasury Board information technology standards; Government wide shared services, IT security standards, Information Technology Management Framework (ITMF).

**Program Record Number:** NRCan CMS 002

### **Real Property Management Division**

**Description:** Information relating to the management of departmental Real Property (lands, buildings and sites leased or owned by the Department) to reflect central and Departmental guidelines.

**Topics:** real property investment, portfolio and accommodation management including long-term Capital Planning and management of NRCan's Real Property Information System, acquisition and disposal of properties, development of various real property agreements, including liaison with PWGSC for the provision of real property services. Information about administrative services includes Crown-owned living accommodations.

**Program Record Number:** NRCan CMS 003

### **Earth Sciences Sector**

#### **Canada Centre for Remote Sensing**

**Description:** The Canada Centre for Remote Sensing (CCRS) collects and analyzes data from Earth-observation satellites and other sources relevant to issues including sustainable development, climate change, natural hazards, northern development and international trade and investment. CCRS holds departmental information about national geographic information databases and improved remote sensing and extraction techniques. The Centre's National Atlas team prepares a national summary of integrated Canadian geographical information.

**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 (NASA) / National Oceanic and Atmospheric Administration (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), Department of Foreign Affairs and International Trade (DFAIT), 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; applications research, development, demonstration, outreach relevant to clients and partners 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; EO ground Receiving station operations; EO data reception and processing; user systems development; EO data archive and distribution development and maintenance; spectroscopy; radiometry; internal informatics and computer / network services and support; geo-data access systems development; implementation and management; geo-information dissemination; data interchange formats; geomatics standards; Departmental policy and planning liaison; market assessment.

**Program Record Number:** NRCan ESS 001

### **Geodetic Survey Division**

**Description:** Information controlled by this division relates to primary reference values for latitude, longitude, heights and gravity used in georeferencing and geoscience. This division holds information about national networks of gravity and survey control points as part of the Canadian Spatial Reference System (CSRS), a national standard for geospatial and Earth

sciences information. Geodetic Survey Division is the departmental source for information about the Global Positioning System (GPS), the Canadian Active Control System (CACS) and the Canadian Base Network; Earth orientation in space, gravimetry and geoid modeling. The Division collaborates with scientific agencies, industry and universities.

**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); International Collaboration-International GPS Service; International VLBI Service; International Earth Rotation Service, International Association of Geodesy; US National Geodetic Survey; 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.

**Program Record Number:** NRCan ESS 003

### **International Division**

**Description:** Information controlled by this division relates to sustainable development in developing countries and includes information about partnerships with development countries, international financial institutions and United Nations agencies; participation in DFAIT's Team Canada, NRCan trade missions and ESS trade missions; the management of ESS Intellectual Property, Memoranda of Understanding and other business related agreements, both domestic and international; and business policies, guidelines and procedures.

**Topics:** International trade missions; international development in the earth sciences; international business opportunities and relations; partnerships

and collaboration in S&T, business development and management; business reports; liaison with companies; licence agreements; patents; Intellectual Property; trademarks.

**Program Record Number:** NRCan ESS 005

### Legal Surveys

**Description:** Pursuant to the Canada Lands Surveys 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 1870s to the present. Records include information relating to the management and regulation of all surveys carried out on Canada Lands; inter-provincial boundaries; 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 historic sites; migratory bird sanctuaries and national wildlife areas; rights of way for pipelines, roads, and transmission lines in the territories; territorial resources base mapping; territorial mining surveys; settlements site surveys; inter-provincial 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 formulation and maintenance of national standards for mapping and 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; GeoBase, 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); Canmatrix and Camimage Raster Data; Vector map level O – VmapO; Arctic and northern program; maps and mapping; remote sensing; topographical mapping; emergency 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; geospatial metadata; 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 mapping and interpreting the geology of the Canadian Shield and Cordilleran regions; 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 airborne geophysical surveys; information on natural hazards such as earthquakes and magnetic storms; mineral deposits of Canada, including exploration guidelines and techniques; information on mineral deposits for land-use planning and policy formulation; regional geochemical surveys.

**Topics:** Committees; conferences; liaison; associations and organizations; field work; research and development; 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; seismic monitoring of nuclear explosions; geomagnetism, Canadian Magnetic Observatory Network, geomagnetic systems development and instrumentation, earth structure studies; palaeomagnetism; geodynamics, Geophysical Data Centre, deep earth processes and global change, regional crustal dynamics; aeromagnetism, survey contracts, standards, maps, applications; continental geoscience; geological maps; geochronology; petrology; palaeontology; mineral resources, publishing and editing; exploration geophysics, instrumentation research and development, calibration testing and facilities; radiation and borehole geophysics; airborne radiometric surveys; exploration geochemistry; national geochemical reconnaissance surveys; metals in the natural environment; mathematical applications in geology; mineral resources information systems; mineral deposits geology; 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 Scientist**

**Description:** The Chief Scientist is the senior science and technology advisor to the Assistant Deputy Minister. Information held by this office relates to the future scientific and technical activities of the Sector, particularly with respect to a longer-term vision. This office is responsible for information about synergies and new partnership opportunities with internal and external stakeholder groups.

**Topics:** Liaison, domestic and international;

research and development programs, research partnerships, science and technology exchange.

**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. This Agency liaises with public and private sector, scientific research groups the scientific community and local inhabitants.

**Topics:** Polar Continental Shelf Project (PCSP); Arctic science; PCSP logistics support, base operations, field activities; radio and navigational systems; aircraft; fuel and vehicles.

**Program Record Number:** NRCan ESS 010

#### **Policy, Economic Analysis and Planning Division**

**Description:** Information relating to the management and operations of the Policy, Economic Analysis and Planning Division including policy development and analysis, economic analysis; strategic planning, sectoral response to government mandatory reporting requirements, and coordination.

**Topics:** Strategic overview information regarding government and departmental priorities, strategic policy analysis, strategic planning advice, response to government mandatory reporting requirements, coordination of external advice.

**Program Record Number:** NRCan ESS 007

#### **Sedimentary and Marine Geoscience Branch**

**Description:** Information relating to the management and operations of the Sedimentary and Marine Geoscience Branch activities, including surface and subsurface mapping of bedrock and surface deposits and at shallow depths for the interpretation of the geology of Canada; near-surface geology; natural terrain hazards; geomorphology and glaciology, with special emphasis on public safety and the environment; information about the distribution, geotechnical properties, and economic use of the unconsolidated materials at the Earth's surface; coastal and offshore geoscientific surveys; hazards and environmental quality of Canada's extensive coastal and offshore regions; geological, geochemical and geophysical information on the coastal zone, seabed, onshore and offshore sedimentary basins and crustal processes; geoscience knowledge about oil, gas and coal resources throughout Canada, both onshore and offshore; palaeontology and palynology; climate change; glaciers, ice caps, glacial history and glacial deposits.

**Topics:** Committees; conferences; liaison; associations and organizations; field work; surveys; research and development; Metals in the Environment Initiative; Panel on Energy Research and Development; 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, gas hydrates and exploration; regional geology, Arctic islands, mainland, western Canada; ocean mining and research; environmental marine geology; terrain sciences, environmental studies; publishing and editing; permafrost research, transportation and hydrocarbon development; quaternary environments, palaeontology and radiocarbon laboratories; quaternary geology; drifts prospecting; federal/provincial agreements; calibration testing and facilities; climate change; gas hydrates; natural hazards; hydrogeology; groundwater.

**Program Record Number:** NRCan ESS 008

## Energy Policy Sector

### Conservation and Non-Petroleum (Closed)

**Description:** Information relating to the overall management of energy conservation and non-petroleum sources activities to ensure the development of adequate, 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 Enderdemo 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 to promote energy conservation and the development of renewable energy resources that 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 (CHIP); 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

### **Electricity Resources**

**Description:** Information relating to electrical energy; policy development and information relating to Canadian uranium resources, nuclear energy, radioactive waste and electricity export opportunities.

**Topics:** Committees; associations, institutes and societies; legislation and regulations; industry information, program and major projects; electricity; energy issues; international electrical energy; electrical utilities; Canadian electrical energy economics and finance; supply and demand; Lower Churchill electricity development; nuclear energy and exports; fusion; heavy water; nuclear power plants; refurbishment of nuclear power plants; Advanced CANDU reactors; 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); Generation IV International Forums; uranium mining, uranium statistics, uranium markets and exports; nuclear liability, review of the Nuclear Liability Act (NLA); radioactive waste; nuclear fuel waste; low-level radioactive waste; historic radioactive waste; Low-Level Radioactive Waste Management Office (LLRWMO); Nuclear Fuel Waste Bureau; Nuclear Waste Management Organization (NWMO); legacy wastes; Nuclear Energy Agency (NEA); International Atomic Energy Agency (IAEA).

**Program Record Number:** NRCan EPS 300

### **Energy Policy**

**Description:** Information relating to energy policy, including the review and analysis of policy objectives and instruments, and the analysis, development and coordination of new domestic

and international energy policy recommendations with particular reference to revenue sharing, fiscal policy, project economics, competitive industry investment and rates of return including provincial fiscal regimes and energy corporations. Includes workplans and internal interdepartmental, federal and energy research and development meetings.

**Topics:** Policies – Climate change and other air issues, Federal Economic, Energy Trade and trade agreements, Federal Energy; 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; energy and sustainable development; energy and the environment; Crown corporations; international energy relations; domestic organization and agencies; 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 Policy Sector; analysis techniques; energy industry analysis; Greenhouse gas emissions forecasting and analysis; energy revenues forecast; financial, fiscal and supply analysis models; fiscal analysis; energy market analysis; Federal/Provincial/Territorial agreements; energy supply and project analysis; petroleum resources; pricing; reserves; resources and production; macroeconomic analysis; monitoring and information systems; energy statistics and publications; mega project 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 industrial 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; 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; Energy demand and supply modelling, forecasting and analysis; Conference of the Parties; Council of Energy Ministers; G8; Hibernia; Industry Dialogue Process; Kyoto; Opportunities Envelope.

**Program Record Number:** NRCan EPS 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 research and development.

**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); Technology and Innovation Research and Development (T&I R&D); Action Plan 2000 on Climate Change – proposals and funding; International Energy Agency (IEA) – Energy Research and Technology – Committee on Energy Research and Technology (CERT) and its sub-committees; Implementing Agreements for Research.

**Program Record Number:** NRCan EPS 255

### **Energy Research and Development Tasks and Programs**

**Description:** Information relating to energy research and development activity; the Program of Energy Research and Development (PERD); the Technology and Innovation Research and Development Initiative (T&I R&D) ; and Action Plan 2000 on Climate Change.

**Topics:** Sustainable Oil and Gas Production; offshore and northern oil and gas; oil sands and heavy oil; clean coal; environmental and safety issues ( pipeline integrity, groundwater and soil remediation); Cleaner Transportation; improved urban air quality including reduced emissions and greenhouse gas production; transportation fuels from renewable energy sources; improved vehicle and transportation system efficiency; hydrogen and fuel cell-related technologies and infrastructure; Energy-efficient Building and Communities; 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; innovative products, processes or systems for improved energy efficiency by industry; heat management; process integration; primary agricultural production; forestry; mining and metals; agricultural and forestry biomass; Power Generation; alternative electric power generation to reduce environmental impacts of Canada's electricity infrastructure; decentralized energy production efficient conversion of renewable and non-renewable energy to electricity; CO2 capture and storage.

**Program Record Number:** NRCan EPS 256

### **Future Fuels**

**Description:** Program and General Information about the promotion of the development and use of alternative transportation fuels in Canada.

**Topics:** Future Fuels Market Analysis; Natural Gas for Vehicles Incentives Program.

**Program Record Number:** NRCan ES 323

### **Petroleum Resources**

**Description:** Information relating to the development and efficient use of oil, natural gas, and natural gas liquids; development and implementation of federal policies associated with the inter-provincial and international trade of natural gas; contingency plans for the control and regulation of emergency production; facilitation of the development of a Canadian CO2 capture and storage market; distribution and use of petroleum resources; administration of oil and gas exploration and production activities on frontier lands; Aboriginal consultations on offshore and northern energy projects; energy infrastructure protection and emergency management;

**Topics:** Emergency Supplies Allocation Board, 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; 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, inter-provincial advisory committee on energy, liaison; crude oil and petroleum products allocation planning; ESAB allocation system test; replacement of fuels; rationing program; Aboriginal consultation; CO2 Capture and Storage; natural gas – Canadian exports and imports, major pipeline projects, Construction Cost Task Force (closed program), marketing, pricing, supply and demand; Natural Gas Market Development Incentive Program (closed program), Natural Gas Laterals Program (closed program); Natural Gas Transportation Assistance Program (closed program); PT series – Natural Gas Distribution System Expansion Program (closed program); Gas Marketing Assistance Program (closed program); Frontier Lands Management; Canada/Newfoundland Offshore Petroleum Board (CNOBP); Canada/Nova Scotia Offshore Petroleum Board (CNSOPB); Dominion Coal Blocks; Soldier Settlement Board; 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; critical infrastructure policy and legislation; National Critical Infrastructure Assurance Program; National Security Policy; Security and Prosperity Partnership; Vulnerability Assessment; Business Continuity Planning; energy issues; supply and demand

**Program Record Number:** NRCan EPS 195

### Renewable Energy

**Description:** Program and General Information about the promotion of the development and use of renewable energy sources in Canada.

**Topics:** Renewable Energy Deployment Initiative; Wind Power Production Incentive; Government Purchases of Electricity from Renewable Resources; Market Incentive Program.

**Program Record Number:** NRCan EPS 322

## Energy Technology and Programs Sector

### Energy Efficiency

**Description:** General and program information about the promotion of the efficient use of energy in Canada.

**Topics:** Education and Outreach: National Energy Use Database; One-Tonne Challenge. Residential: R-2000\* Standard; EnerGuide for New Houses;

ENERGY STAR® for New Homes; EnerGuide for Houses; EnerGuide for Houses Retrofit Incentive; Model National Energy Code for Houses – energy efficiency requirements in provincial and territorial building codes. Commercial and Institutional Buildings: Model National Energy Code for Buildings; Energy Innovators Initiative; Energy Retrofit Assistance; Commercial Building Incentive Program. Equipment: Energy Efficiency Regulations; EnerGuide for Equipment; ENERGY STAR® Initiative; Equipment Labelling and Promotion. Industry: EnerGuide for Industry; Canadian Industry Program for Energy Conservation (CIPEC); Industrial Energy Innovators; Industrial Building Incentive Program. Transportation: Vehicle Fuel Efficiency Program; EnerGuide for Vehicles; Personal Vehicles Initiative (Auto\$mart); Fleet Vehicle Program (FleetSmart); Ethanol Expansion Program; Biodiesel Program; Natural Gas Vehicle Program; Canadian Transportation Fuel Cell Alliance. Multi-Sectoral/Regional: Aboriginal and Northern Community Action Program. Government Operations: House in Order Initiative; Federal Buildings Initiative; Federal Vehicles Initiative. \*R-2000 is an official mark of Natural Resources Canada.

**Program Record Number:** NRCan ETPS 321

### Energy Technology

**Description:** Information about the CANMET Energy Technology Centre, the development of energy efficiency, renewable energy, alternative transportation and oil sands technologies; energy-efficient technologies for homes, businesses and industry; district heating and cooling systems; renewable energy and alternative transportation fuels, including fuel cells; advanced low-emission combustion technologies; processing and environmental catalysis for fuel production and hydrocarbon conversion; energy-efficient metallurgical fuel products and technologies; separation technologies for the petroleum and environmental industries with an emphasis on oil sand and heavy oil; technologies for upgrading oil sand bitumen and heavy oil to synthetic crude, process engineering; process integration; advanced drying technologies; refrigeration and heat pumping technologies; hybrid systems; heat transfer and storage systems; photovoltaics and renewable energy for remote communities.

**Topics:** Energy research and development projects; efficiency and alternative energy technology; renewable energy; fossil fuels; project



selection and monitoring; domestic and international technology transfer and marketing.

**Program Record Number:** NRCan ETPS 205

#### **Historic Waste Program**

**Description:** Information created or received at the corporate level on Canada's historic waste program which is the responsibility of Natural Resources Canada and is implemented by the Low-Level Radioactive Waste Management Office (LLRWMO). This program includes activities in relation to the cleanup of historic waste in the Port Hope area.

**Topics:** Low-Level Radioactive Waste Management Office (LLRWMO); historic waste; Port Hope Area Initiative; Port Hope; Port Granby; Welcome; Clarington; LLRWMO Business Plan; LLRWMO quarterly reports; bimonthly reports; LLRWMO Annual Report; Inventory of Radioactive Waste; Ft. McMurray; Malvern Remedial project; Northern Transportation Route; Tulita; reports; correspondence; public information; Memoranda to Cabinet.

**Program Record Number:** NRCan ETPS 210

#### **Sitting 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:** Sitting task force on low-level radioactive waste in Ontario; reports; memorandum to Cabinet; requests for proposal; planning process; committee; guidelines; 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 ETPS 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, Financial and Social Analysis**

**Description:** Information relating to federal fiscal, financial and economic policies; information and analysis available to potential investors in Canada and abroad; advice provided to the Department of Finance, Canada Revenue Agency and other federal departments in implementing policies affecting the minerals and metals sector.

**Topics:** Mineral economic analysis; economic and financial analysis (EFSAB), mining taxation – international comparisons; presentations at 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 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 and Regional Analysis Division (ERAD), database renewals and negotiations; federal/provincial survey of mines and concentrators; concentrators and mines database management; ERAD factor cost studies; ERAD mining community issues; studies by stage; competitive position industry studies; non-ferrous smelter study; production capability assessment (perspective); productions, exploration assessments; mine investment, mineral economic 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 Exploration Division (TED) information relating to flow-through shares, monitoring programs, mineral exploration statistics; tax policy analysis; federal income tax rules and provisions; mineral industry federal income tax rules and provisions; federal tax reform; federal budgets; provincial income and mining taxation; provincial tax reforms and budgets changes; 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; Canada Revenue Agency issues; tax models; tax policy analysis of federal mineral tax cases; Aboriginal Affairs and Sustainable Communities Division (AASCD); Aboriginal mining issues and sustainable mining issues.

**Program Record Number:** NRCan MMS 003

### **Explosives**

**Description:** Information relating to the federal Explosives Act and Regulations, controlling the sale and storage of blasting explosives, propellants and pyrotechnics in Canada. The Canadian Explosives Research Laboratory (CANMET-CERL) is Canada's source for information about technology related to the manufacture, storage, and transportation and application of explosives, and is accredited as a testing laboratory under ISO/IEC Guide 17025. CANMET-CERL maintains information on the testing, hazard evaluation, and development and

use of explosives, and has expertise in the area of blast threats and their mitigation. The Explosives Regulatory Division is responsible for licenses and permits supported by a compliance inspection program.

**Topics:** importation, manufacture, storage, sale and some aspects of transportation by road of blasting explosives, propellants, fireworks and other pyrotechnics.

**Topics:** Explosives Regulations and legislation  
**Program Record Number:** NRCan MMS 001

### **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; 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:** The Mineral Technology Branch comprises two laboratories (CANMET Mining and Mineral Sciences Laboratories and CANMET Materials Technology Laboratory) that conduct research and development through the entire minerals and metals cycle, from mining and mineral processing, downstream processing and fabrication and recycling. CANMET Mining and Mineral Sciences Laboratories (CANMET-MMSL) conducts research and development for mining, processing, and related environmental issues: mining effluents; tailings and waste rock; metals in the environment; mineralogy; ground control; and

underground mine environment, technological solutions to reduce the environmental liabilities, and health and safety standards. CANMET-MMSL provides research and scientific advice to provincial / territorial and federal government departments involved in promoting or regulating these industries. The CANMET Materials Technology Laboratory (CANMET-MTL) is the departmental source for information on applied research on all aspects of producing and using value-added products from minerals and metals, specifically metal processing and joining, corrosion prevention, ceramic and concrete technology, physical and mechanical testing, micro-characterization of materials, prototype fabrication, and advanced materials development; governmental input to standards and codes development; information about oil and gas pipelines and concrete bridges; and specialized materials for energy-efficient products to reduce greenhouse gases.

**Topics:** Ministers National Advisory Council on CANMET (MNACC) (closed); federal research and development programs; evaluation of technology transfer and marketing; business development. National Advisory Board on Minerals and Metals S&T (NABMM); Federal Research and Development programs; evaluation of technology transfer and marketing 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 Mechanization and Automation; Coal Mining Health and Safety (Closed); Ground Stability and Control; Underground Mine Environment; mining regulations and legislation; business development; mine environment neutral drainage (MEND) and MEND 2000; mine de-commissioning; Canadian Certified Reference Materials Project (CCRMP); Proficiency Testing Program for Mineral Analysis Laboratories (PTP-MAL); mine fill support systems; Diesel Emissions Evaluation Program (DEEP) 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; advanced concretes; non-destructive testing (NDT) certification; efficient metals production; advanced materials technologies; infrastructure reliability.

**Program Record Number:** NRCan MMS 004

**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.

**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

**Programs Branch**

**Description:** Information on environmental and regulatory issues of Canada's minerals and metals industry, including on land access, biodiversity and habitat stewardship internationally; Statistics on the Canadian mining industry; diamonds and its global market; federally owned mineral rights offshore; the Cape Breton Development Corporation; and the Kimberley Process Certification Scheme for natural rough diamonds.

**Topics:** Mining Association of Canada (MAC); committees, task forces and working groups on environment and regulations; Kimberley Process; provincial mining associations; Export and Import of Rough Diamonds Act; Cape Breton Development Corporation (Devco) and Donkin mine; National Diamond Strategy, health, habitat stewardship and land access related to mining, minerals and metals ; environmental and ecological concerns; Canadian Environmental Protection Act (CEPA); national parks; Canadian Environmental Assessment Act (CEAA); land use and ecosystems projects and studies; production of statistics and analysis on exploration, mineral production, use, employment, investment, economic indices on the minerals and metals industry; Web On-Line databases; mineral statistics information exchange with associations; federal/provincial territorial committee on mineral

statistics; mineral trade statistics and analysis; regional mineral development; federal regional program (CLOSED); Canada/Quebec subsidiary agreement on the economic development of the regions of Quebec (CLOSED); NWT economic development framework agreement (round 2) (CLOSED); Yukon economic planning agreement (round 2) (CLOSED); Northern Development Strategy; Northern land use planning; regional mineral land use; regional mineral and provincial ecological issues; environmental acts and regulations; Mineral Development Agreements (MDA) round 2 (CLOSED); Environmental Assessment of mining projects; regulatory regime for offshore non-fuel minerals; Canada/US boundaries and resources jurisdiction; national marine parks; law of the sea (LOS); liaison with Department of Foreign Affairs, Environment Canada, Fisheries and Oceans, Health Canada and Industry Canada.

**Program Record Number:** NRCan MMS 002

### Shared Services Office

#### Financial and Procurement Services

**Description:** Financial and procurement services Information relating to the provision of financial and procurement transactional services, including assets management, throughout the Department.

**Topics:** Accounts payables, accounts receivables, accountable advances, travelers cheques, relocation activities, cashiers office, passport and visa services, account verification and cheque issue services, acquisition and travel card activities, procurement activities related to goods and services; manuals and price lists; disposal and loan of equipment; sources of supply; accounting of inventories.

**Program Record Number:** NRCan SSO 023

#### Human Resource Services and Systems

**Description:** Information relating to the provision of human resource services and systems to client sectors to support them in the management of departmental human resources. Includes information and advice about essential functions like service delivery and response to special requests: all basic HR activities that translate governmental and departmental priorities into services.

**Topics:** labour relations; compensation and benefits; human resources information management; classification and organization design; staffing; official languages and

employment equity; workforce adjustment; human resource operations.

**Program Record Number:** NRCan SSO 033

#### Information Technology Services

**Description:** Information relating to Enterprise Network Management; Enterprise Server Management; Enterprise Storage, Backup and Restore; Enterprise Client Computer Management; Enterprise User Support including help desk and desktop; Application Management Services; corporate application support; Web Services; Records Management; Forms Management.

**Topics:** Information technology; information management; records management; forms management; information technology infrastructure operations; end user support; information systems design, development, implementation and maintenance; storage facilities; electronic information management systems; contracts; local purchase orders; capital purchases; committees; central computing; computing facilities services; computer hardware, software and operations; laser printing; corporate systems; consulting services.

**Program Record Number:** NRCan SSO 043

#### Portfolio Services Division

**Description:** Information relating to Mail and Messenger Services, Fleet Management, Parking Operations and Facilities Management.

**Topics:** accommodation, telecommunications, large boardrooms, mail and messenger, shipping and receiving, fleet management, vehicle pool, parking and the internal administration services to the Shared Services Office.

**Program Record Number:** NRCan SSO 003

### Strategic Policy Branch (SPB)

#### Administration

**Description:** Information created or received at the corporate level relating to the functions of the Corporate Management Sector (CMS) specifically 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 SPB 010

#### **Administration of Frontier Oil and Gas Lands (Closed)**

**Description:** Information created or received at the corporate level on the administration of oil and gas exploration and production rights on frontier lands, which include the Yukon and Northwest Territories, Hudson Bay and Canada's offshore areas. Also includes the regulation and monitoring of the operational, occupational and environmental safety of oil and gas exploration, development and production on frontier lands.

**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 Policy and Energy Technology and Programs Sectors or to other government institutions.

**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.

**Program Record Number:** NRCan SPB 005

#### **Canadian Forest Service**

**Description:** Information created or received at the corporate level relating to the function of the Canadian Forest Service including promotion of 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 Forest 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; climate change; 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 SPB 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; legal documents; committees; Natural Resources Canada management committee; liaison; barriers to inter-provincial trade; associations and organizations; 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; corporate policy and portfolio 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 colloquim (SPLINK); science and technology policy review; interdepartmental committee on global change (ICGC); rural issues; innovation; 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 SPB 012

### **Earth Sciences Sector**

**Description:** Information created or received at the corporate level for the Earth Sciences Sector including 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 SPB 008

### **Energy Policy Sector**

**Description:** Information created or received at the corporate level relating to the functions / responsibilities of the Energy Policy Sector: enhancement 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; Aboriginal 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 inter-provincial electrical energy; electrical energy – provinces; uranium and nuclear energy; Canadian Nuclear Association; Canadian Nuclear Society; international uranium and nuclear activities; International Atomic Energy Agency (IAEA); 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 Buildings Initiative (FBI); industrial / commercial energy efficiency; Energy Innovators Initiative; residential sector energy conservation; R-2000; alternative energy; transportation energy; alternative transportation fuels; ethanol; driver outreach programs; vehicles.

**Program Record Number:** NRCan SPB 004

### **Minerals and Metals**

**Description:** Information created or received at the corporate level relating to the functions / responsibilities of the Minerals and Metals Sector (MMS) of Natural Resources Canada: provision of scientific and technological knowledge and policy advice or 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 SPB 013

### **Strategic Policy Branch (SPB)**

**Description:** Information relating to the functions / responsibilities of the Strategic Policy Branch such as the provision of executive services in the areas of Cabinet and Parliamentary relations and management of executive correspondence; policy support to the Departmental Management Committee (DMC); management of OIC and Ministerial appointments process; the corporate policy agenda and strategic direction; management of special departmental projects; information and analysis about emerging provincial, territorial, national and international issues and assessment of impact on the department and the resource sectors; information about cross-sectoral issues to ensure departmental consistency; the department's strategic plan; advice given to the Deputy Minister and the DMC on a variety of multi-faceted issues related to the department's activities such as environmental policy; Smart Regulation, the departmental sustainable development plan; environmental policy and regulations; national and international sustainable development issues; safety and security; innovation in government and skills and learning; rural communities and Aboriginal issues; regional and intergovernmental affairs issues; regional councils; Northern issues; and international affairs, including Canada-U.S. relations.

**Topics:** Strategic policy; NRCAN forward agenda (including priority-setting, medium term planning, transition planning, SFT analysis and planning, budget analysis and planning); Aboriginal issues

(including land claims, self-government agreements, litigation, Métis and non-status issues, economic development, capacity-building); horizontal issues (including cities and communities, rural issues, regional development, adjustment transport issues, 2010 Vancouver/Whistler Games, skills issues, connectivity); Regional Council Network liaison; provincial and territorial issues; regional development; Northern issues (including Northern Strategy, Northern Economic Development Fund, territorial devolution); ACOA liaison, Atlantic Energy Roundtable; WD liaison; economic analysis, policy capacity initiative; statistics and data; trade analysis, innovation agenda; R&D commercialization; resource communities; industry dynamics; North American integration; NRCAN Policy Analyst Recruitment Program; circulars and directives; associations and organizations; committees; conferences; senior managers conference; special projects; liaison; training and development; sectoral liaison, committees, conferences, 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; management dialogue; minister's briefing book; planning process; policy issues; Aboriginal policy issues; Aboriginal treaty negotiations; Aboriginal committees; corporate secretariat; transition books; appointments; Governor in Council appointments; appointment to ministerial advisory boards and councils; NRCAN management committee (DMC); senior managers conference; corporate meetings; retreats; liaison; regional initiatives; acts and legislation; executive documents; Cabinet affairs; Cabinet documents; Cabinet committees; background material for briefings; memoranda to Cabinet; non-departmental memoranda to Cabinet; Parliamentary affairs B cases, committees, enquiries, sessions; Sustainable Development and Environment (SDIA) liaison, human resource issues; sustainable development strategy; environmental assessment; environmental protection; environmental management of NRCAN obligations; environmental non-government organizations (NGO); international environmental issues; resources; trade investment and missions office B associations and organizations, committees, conferences, liaison, international liaison, Organization for Economic Cooperation and Development (OECD), World Trade Organization (WTO), United Nations, trade and investment



mission to Latin America, trade and investment mission to China, South Korea and Japan; B associations and organizations, committees, conferences, briefings, liaison, regional initiatives, rural issues, communities, innovation, environment, sustainable development, Aboriginal issues, interdepartmental Aboriginal issues, Aboriginal committees and organizations, Aboriginal human resources issues, Aboriginal forestry, regional Aboriginal issues; northern affairs B associations and organizations, committees, conferences, liaison, regional initiatives, communities, environment, Aboriginal issues; planning and reporting; communities; innovation and skills; intergovernmental affairs; international trade, investment and missions; northern affairs; public safety and security; regional initiatives; rural initiatives; science and technology policy; sustainable development;

**Program Record Number:** NRCan SPB 001

## Particular Personal Information Banks

### Canadian Forest Service (CFS) 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 five years after the consultation is completed, then destroyed.

**RDA Number:** 99/025

**Related 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, then destroyed.

**RDA Number:** 99/025

**Related PR#:** NRCan CFS CPA 135

**TBS Registration:** 002774

**Bank Number:** NRCan PPU 040

### Corporate Management 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 request forms and response files are retained for two years after case is resolved, then destroyed.

**RDA Number:** 99/025

**Related PR#:** NRCan CMS 710

**TBS Registration:** 000403

**Bank Number:** NRCan PPU 030

### Canadian Human Rights Complaints

**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, then destroyed.

**RDA Number:** 99/025

**Related PR#:** NRCan CMS 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 authorized 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.

**RDA Number:** currently under negotiation

**Related PR#:** NRCan CMS 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 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. Library and Archives Canada is consulted for selective retention.

**RDA Number:** currently under negotiation

**Related PR#:** NRCan CMS 003

**TBS Registration:** 004135

**Bank Number:** NRCan PPU 087

### 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.

**RDA Number:** 99/003

**Related PR#:** NRCan CMS 790

**TBS Registration:** 000404

**Bank Number:** NRCan PPU 035

#### **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, then destroyed.

**RDA Number:** 99/004

**Related PR#:** NRCan CMS 720

**TBS Registration:** 003340

**Bank Number:** NRCan PPU 080

#### **Electronic Deposit Banking Information**

**Description:** This bank describes information contained in the departmental financial system, specifically the bank account information for departmental employees that have chosen to be reimbursed for expenses through direct deposit. Information is catalogued by individual Personal Record Identifier (PRI) number and includes employee first and last name, bank, branch and account number.

**Class of Individuals:** Employees, including student employees, of NRCan who have requested payment/reimbursement for expenses by electronic deposit to their bank account.

**Purpose:** This financial information is used to process payment requests to reimburse expenses for departmental employees by electronic deposit into a specified bank account. The payment request, along with account information, is transferred electronically to the Standard Payment System controlled by PWGSC.

**Consistent Uses:** There are no consistent uses for this information.

**Retention and Disposal Standards:** Records will be retained for six years after the last action, then destroyed.

**RDA Number:** 98/005

**Related PR#:** NRCan CMS 765

**TBS Registration:** 005579

**Bank Number:** NRCan PPU 105

#### **Software Usage Monitoring Database**

**Description:** This database contains information detailing software and computer use on individual computer workstations owned by the department. The database includes detailed information about computer use, including the software installed on a specific computer, time spent by an individual interacting with a specific software and/or workstation and may link an employee's name and/or workstation through an electronic network monitoring log that lists to whom each computer is registered. It may also include information about the frequency that a specific software on a workstation is used.

**Class of Individuals:** All employees, students, contractors, or agency staff of Natural Resources Canada.

**Purpose:** This information has been compiled to review and monitor computer hardware and software usage and to ensure compliance with software license agreements.

**Consistent Uses:** This information may be used to keep an inventory of computer hardware and software. This information may be used to substantiate any disciplinary action taken where there is violation of licensing agreements or use of unauthorized software on computers owned by the department.

**Retention and Disposal Standards:** Records will be retained for two years then destroyed.

**RDA Number:** 99/003

**Related PR#:** NRCan SSO 002

**TBS Registration:** 005577

**Bank Number:** NRCan PPU 095

## 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 applied to qualify as a Dominion Lands Surveyor, Dominion Topographical Surveyor or Canada Land Surveyor before 1999.

**Purpose:** Information was used by the Board of Examiners to qualify candidates as Dominion or Canada Lands Surveyors.

**Consistent Uses:** Verification of qualification as Dominion or Canada Lands Surveyor, biographical, genealogy and survey-related historical research.

**Retention and Disposal Standards:** Information retained permanently.

**RDA Number:** 85/010

**Related PR#:** NRCan ESS 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, Quebec; 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, and then destroyed.

**RDA Number:** 85/010

**Related PR#:** NRCan ESS 350

**TBS Registration:** 002879

**Bank Number:** NRCan PPU 070

## Energy Technology and Programs Sectors Requests for Publications

**Description:** Information about requests for publications or printed material that has been developed to communicate information about the department's programs, initiatives, responsibilities, etc. The personal information may include: name, mailing address, phone number and email address as well as the applicant's areas of interest. There are multiple databases within the department used to collect and retain this information.

**Class of Individuals:** Individuals and/or representatives of organizations that request information from NRCan's program officials in person, over the Internet or by telephone.

**Purpose:** The information is used to send out program information (either publications or other sorts of printed information) and may be sent by regular or electronic mail.

**Consistent Uses:** This personal information may be used to build proactive mailing lists to distribute information about other departmental programs, with the applicants' permission. Compiled statistical information may be used to evaluate program success or to assess the feasibility of other potential programs.

**Retention and Disposal Standards:** Personal information contained within these databases will have varying retention schedules, based on specific program retention and disposal authorities. At minimum, information will be retained for two years. In some cases, this information has been deemed to have archival value and will be transferred to Library and Archives Canada for retention. Please contact the ATIP Coordinator for information about retention and disposal standards for specific record collections.

**RDA Number:** RDAs will vary, depending upon the program records. Please contact the ATIP Coordinator for information about RDAs for specific records collections.

**Related PR#:** Related to multiple programs within the department. Please contact the ATIP

Coordinator for more detailed information.

**TBS Registration:** 005581

**Bank Number:** NRCan PPU 110

### **Canadian Home Insulation Program (CHIP) Grants (CLOSED) Expired RDA**

**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. The retention of CHIP was extended until March 31, 2004 at which point it will be reviewed and possibly extended again.

**RDA Number:** 85/015

**Related PR#:** NRCan ETPS 245

**TBS Registration:** 000401

**Bank Number:** NRCan PPU 020

### **Consultation Activities**

**Description:** This bank contains information relating to consultations undertaken by NRCan on issues pertaining to its activities. Personal information may include the name, address, telephone and fax numbers, e-mail address, and the personal views and opinions of the participants.

**Class of Individuals:** Individuals who provided their views and opinions to NRCan during

consultation activities.

**Purpose:** To obtain the views and opinions of individuals on a broad range of issues related to the activities of Natural Resources Canada, as well as identifying emerging trends and areas of concern. These opinions and suggestions may lead to a review of existing departmental policies and programs.

**Consistent Uses:** No additional use of this information is intended.

**Retention and Disposal Standards:** NRCan will retain the information in the format it was received for five years. After that point the information will be destroyed.

**RDA Number:** 99/019

**Related PR#:** NRCan ETPS 195

**TBS Registration:** 005504

**Bank Number:** NRCan PPU 025

### **EnerGuide for Houses and EnerGuide for Houses Retrofit Incentive Programs**

**Description:** Records related to the information described in this bank contain personal information (name, address, city, province, postal code, telephone number and tax roll number) related to the applicants for this incentive program. Personal information about the work history of Service Delivery Agents and Energy Advisors may also be held in this database.

**Class of Individuals:** Canadians who had an EnerGuide for Houses evaluation or provided their personal information while applying for EnerGuide for Houses Retrofit Incentive Program; Service Delivery Agents acting on behalf of Natural Resources Canada to employ Energy Advisors and complete housing assessments.

**Purpose:** The information is required for the application process of this program and to verify and substantiate applications, to determine the eligible amounts, if any, and to issue grant cheques to successful applicants.

**Consistent Uses:** The information will be used for statistical analysis and quality assurance checks relative to the programs, energy use and energy efficiency improvements in Canada.

**Retention and Disposal Standards:** NRCan will maintain the original application form for 7 years. The characteristics of the houses and the results of the energy efficiency evaluation will be retained for 5 years following termination of the program. At the end of the retention cycle, the information will be destroyed.

**RDA Number:** 96/034

**Related PR#:** NRCan ETPS 321

**TBS Registration:** 005575

**Bank Number:** NRCan PPU 090

### **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, Library and Archives Canada, for archival purposes.

**RDA Number:** This RDA is still awaiting approval by LAC.

**Related PR#:** NRCan ETPS 195

**TBS Registration:** 002833

**Bank Number:** NRCan PPU 050

### **Natural Gas Vehicle Program**

**Description:** Contains information and applications from individual private use vehicle owners and fleet operators for a contribution of up to \$2,000 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, then destroyed. All such records are subject to review or audit by representatives of Canada.

**RDA Number:** 96/034

**Related PR#:** NRCan ETPS 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 Library and Archives Canada for archival purposes.

**RDA Number:** 85/010

**Related PR#:** NRCan ETPS 230

**TBS Registration:** 000406

**Bank Number:** NRCan PPU 045

## Minerals and Metals Sector (MMS)

### Canadian Exploration Incentive Program (CEIP) (CLOSED)

**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, and then transferred to Federal Archives Division, Library and Archives Canada for archival purposes. The CEIP Program was terminated on February 20, 1990.

**RDA Number:** Awaiting approval from LAC

**Related PR#:** NRCan MMS 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, and then destroyed.

**RDA Number:** 85/010

**Related PR#:** NRCan MMS 465

**TBS Registration:** 000400

**Bank Number:** NRCan PPU 015

### Explosives Licences and Permits

**Description:** Information relating to the issue and control of licences 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:** Licences and permits are retained for seven years after expiry date, and then destroyed.

**RDA Number:** 85/010

**Related PR#:** NRCan MMS 530 and 540

**TBS Registration:** 000398

**Bank Number:** NRCan PPU 005

### Strategic Policy Branch

#### Order-in-Council and Ministerial Appointments Database

**Description:** This bank describes information relating to Order-in-Council and Ministerial appointments to Boards, Committees and Advisory bodies within the jurisdiction of the Minister of Natural Resources Canada. The information may include names, addresses, phone numbers, e-mail addresses, gender and age of the appointees, and career highlights.

**Class of Individuals:** Individuals who have applied for or been granted appointments to Boards, Committees or Advisory bodies by the Minister of Natural Resources Canada.

**Purpose:** To coordinate the selection and placement of nominees and to manage the institution's appointment program. Information includes the contact information for Agencies and Boards of Directors involved in the process and identifies nominees scheduled for appointment and/or re-appointment

**Consistent Uses:** No additional use of this information is intended.

**Retention and Disposal Standards:** The information will be retained by NRCan for 15 years after the individual has left the position and then destroyed.

**RDA Number:** 85/010

**Related PR#:** NRCan SPB 001

**TBS Registration:** 005578

**Bank Number:** NRCan PPU 065

### Standard Personal Information Banks

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

Electronic Network Monitoring Logs

### 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 Library and Archives 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 conduct 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 that may contain personal information revealing the identity 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 (CLOSED)**

This class contains applications for grants 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 digital recordings 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 digital recordings 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) (CLOSED)**

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 remplir 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
- CFS Forest Pest Management Institute Staff Handbook
- CFS Forestry Canada Personnel Management Manual
- CFS Forestry Canada-Ontario Region Staff Guide to Policies and Procedures
- 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 Human Resources Information System – User’s Guide
- CSS Natural Resources Canada Radiation Safety Manual
- 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

## 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 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  
755 Lake Bonavista Drive, S.E., Unit 244  
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.: (780) 435-7210

CANMET Energy Technology Centre - Devon  
1 Oil Patch Drive  
Devon, Alberta T9G 1A8

Tel.: (780) 987-8660

### British Columbia

Explosives Regulatory Division  
Pacific Regional Office  
Inspector of Explosives  
605 Robson Street, Suite 101  
Vancouver, British Columbia V6B 5J3

Tel.: (604) 666-0366

Regional Surveyor  
Legal Surveys Division  
1138 Melville Street, Suite 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.: (250) 363-6438

Pacific Forestry Centre  
Canadian Forest Service  
506 West Burnside Road  
Victoria, British Columbia V8Z 1M5

Tel.: (250) 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  
275 Portage Avenue, Suite 501  
Winnipeg, Manitoba R3B 2B3

Tel.: (204) 983-3777

### New Brunswick

Atlantic Forestry Centre  
Canadian Forest Service  
P.O. Box 4000  
Fredericton, New Brunswick E3B 5P7

Tel.: (506) 452-3508

### Newfoundland and Labrador

Industrial Benefits and Environmental Monitoring  
P.O. Box 8950  
St. John's, Newfoundland and Labrador  
A1C 6C9

Tel.: (709) 772-2607

### Northwest Territories

Deputy Surveyor General, North  
Legal Surveys Division  
4920 52nd Street, 4th Floor  
Yellowknife, Northwest Territories X1A 2N5

Tel.: (867) 669-3909

### Nova Scotia

Applications Division  
ACRSO  
Halifax, Nova Scotia B3K 5R3

Tel.: (902) 426-4892

Atlantic Clients Liaison Unit  
Legal Surveys Division  
136 Victoria Street East  
Amherst, Nova Scotia B4H 1Y1

Tel.: (902) 661-6761

Earth Sciences Sector  
GSC – Atlantic  
Bedford Institute of Oceanography  
P.O. Box 1006  
Dartmouth, Nova Scotia B2Y 4A2

Tel.: (902) 426-8513 or 3225

Explosives Regulatory Division  
Atlantic Regional Office  
Inspector of Explosives  
1505 Barrington Street  
Halifax, Nova Scotia B3J 3K5

Tel.: (902) 426-3599

### **Nunavut**

Nunavut Client Liaison Unit  
Government of Canada Building, Suite 969  
P.O. Box 2380  
Iqaluit, Nunavut X0A 0H0

Tel.: (867) 975-4633

### **Ontario**

CANMET - Mining and Mineral Sciences  
Laboratories  
Underground Mine Environment  
1079 Kelly Lake Road  
Sudbury, Ontario P3E 5P5

Tel.: (705) 677-7815

CANMET Energy Technology Centre - Ottawa  
1 Haanel Drive  
Ottawa, Ontario K1A 1M1

Tel.: (613) 996-8693

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

Office of Energy Research and Development  
580 Booth Street, 14th Floor  
Ottawa, Ontario K1A 0E4

Tel.: (613) 947-3481

Ontario Clients Liaison Unit  
Legal Surveys Division  
55 St. Clair Avenue East, Suite 606  
Toronto, Ontario M4T 1M2

Tel.: (416) 973-7513

Petawawa Research Forest  
Canadian Forest Service  
P.O. Box 2000  
Chalk River, Ontario K0J 1J0

Tel.: (613) 589-3000

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

### **Quebec**

CANMET Energy Technology Centre – Verennes  
1615 Lionel-Boulet Boulevard  
Varennes, Quebec J3X 1S6

Tel.: (450) 652-4624

CANMET - Mining and Mineral Sciences  
Laboratories  
Experimental Mine  
Val d'Or, Quebec J9P 4P8

Tel.: (819) 736-4331

Centre for Topographic Information (Sherbrooke)  
2144 King Street West  
Sherbrooke, Quebec J1J 2E8

Tel.: (819) 564-5602

Clients Liaison Unit  
Legal Surveys Division  
320, rue St-Joseph Est, Suite 203  
Québec, Quebec G1K 8G5

Tel.: (418) 648-5721

Earth Sciences Sector  
GSC – Quebec  
2535 Laurier Boulevard  
P.O. Box 7500  
Sainte-Foy, Quebec G1V 4C7

Tel.: (418) 654-2603

Laurentian Forestry Centre  
Canadian Forest Service  
1055 du P.E.P.S. Street  
P.O. Box 3800  
Sainte-Foy, Quebec G1V 4C7  
Tel.: (418) 648-5847

### **Saskatchewan**

Data Acquisition Division  
Prince Albert Satellite Station  
7 Miles Northwest  
Prince Albert, Saskatchewan S6V 5S7  
Tel.: (306) 953-8536

Minerals and Metals Sector  
101 22nd Street East, Suite 405  
Saskatoon, Saskatchewan S7K 0E1  
Tel.: (306) 975-5960

Regional Surveyor  
Legal Surveys Division  
100 Central Park Place  
2208 Scarth Street  
Regina, Saskatchewan S4P 2L6  
Tel.: (306) 780-5402

Saskatchewan Liaison Office  
Canadian Forest Service  
1288 Central Avenue, Suite 250  
Prince Albert, Saskatchewan S6V 4V8  
Tel.: (306) 953-8548

### **Yukon**

Clients Services Unit  
Legal Surveys Division  
300 Main Street, Room 2B5  
Whitehorse, Yukon Y1A 2B5  
Tel.: (403) 667-3951

## **Reading Room**

In accordance with the Access to Information Act,  
the Natural Resources Canada reading room is  
located at:

Ontario

ATIP Secretariat  
580 Booth Street, 11th Floor, DI  
Ottawa, Ontario K1A 0E4  
Tel: (613) 995-1236  
Fax: (613) 995-0693

# Natural Sciences and Engineering Research Council of Canada

## Chapter 104

### General Information

#### Background

The Natural Sciences and Engineering Research Council (NSERC) is the primary federal agency investing in university research and training in the natural sciences and engineering. NSERC was established on May 1, 1978, as a federal agency defined as a “separate employer” by the Public Service Staff Relations Act. It is funded directly by Parliament and reports to it through the Minister of Industry, with responsibility for promoting and supporting research in the natural sciences and engineering, other than the health sciences.

#### Responsibilities

NSERC investments support university-based basic and project research, support the education of young people in that research and encourage and facilitate links between universities, colleges, governments and the private sector. These investments build Canada’s capacity in science and technology, supporting innovation that drives the economy and improves the quality of life of all Canadians. NSERC fulfils its mission by awarding scholarships and research grants, and by building partnerships among universities, colleges, governments and the private sector. NSERC is committed to institutional innovation in achieving its mission.

#### Legislation

- Government Organization (Scientific Activities) Act (1976)

#### Organization

The Council (a board of directors) is composed of the full-time President and up to twenty-one members who are selected for their leadership in the research, business, and academic communities. They are part-time office holders appointed by the Governor-in-Council for terms of up to three years.

#### President

The President functions as the Chair of Council and Chief Executive Officer and, in this capacity, is responsible for directing the work and the staff of NSERC.

#### Executive Vice-President

The Executive Vice-President has responsibility for the Council Secretariat, Communications, Corporate Development, and NSERC Policy and International Relations. He also coordinates key corporate projects and ensures the smooth functioning of the Council’s operations.

#### Council Secretariat

This division coordinates Council’s parliamentary requirements and administers the network of committees which forms the basis of NSERC’s operations. It plays an important 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 the coordination of ethical and regulatory issues related to research.

#### Policy and International Relations

This division coordinates strategic planning, program evaluation, policy development, evaluation, internal audit, international relations and special research projects.

#### Communications

This division is responsible for publications including NSERC’s Web presence, media relations and public affairs. It also is responsible for translation services for the Council.

#### Research Grants and Scholarships Directorate

This directorate coordinates activities associated with support of the research base (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 certain prizes. It 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.

### 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.

### 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. NSERC is co-located and shares common administrative services with the Social Sciences and Humanities Research Council (SSHRC).

## Information Holdings

### Program Records

#### Communications

**Description:** Information related to the administration and management of NSERC's internal and external communications functions 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.

**Note:** These programs were discontinued in 1996.

**Topics:** Collaborative Special Projects Grants; Collaborative Project Grants.

**Access:** Files arranged by applicant, university, program, and year.

**Format:** Computer database and paper case files.

**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 tools and instruments.

**Access:** Files arranged by applicant, university, program and year.

**Format:** 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.

**Note:** Programs marked \* discontinued in 1995.

**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.

**Format:** 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.

**Format:** 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.

**Format:** Computer database and paper case files.

**Program Record Number:** SER SER 060



### Research Grants

**Description:** Information related to NSERC's largest grant 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; discovery grants (individual, group and project); Infrastructure grants.

**Access:** Files arranged by name of applicant, university, program, and year.

**Format:** 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.

**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.

**Note:** Programs marked \* discontinued in 1995.

**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.

**Format:** 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 Programs

**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.

**Format:** Computer database and paper case files.

**Program Record Number:** SER SER 075

#### Strategic Projects

**Description:** Information related to NSERC's Strategic Projects Program 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 applicant, university, program, and year.

**Format:** 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.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Budgets

Buildings and Properties

Business Continuity Plans (BCP)

Classification of Positions

Co-operation and Liaison

Employment and Staffing  
 Equipment and Supplies  
 Finance  
 Furniture and Furnishings  
 Hospitality  
 Human Resources  
 Information Technology Services  
 Lands  
 Occupational Health, Safety and Welfare  
 Office Appliances  
 Official Languages  
 Pensions and Insurance  
 Personnel  
 Physical Security  
 Proactive Disclosure  
 Procurement  
 Relocation  
 Salaries and Wages  
 Staff Relations  
 Training and Development  
 Travel  
 Utilities  
 Vehicles

## Particular 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, recommendations, reports and decisions.

**Note:** These programs were discontinued in 1996.

**Class of Individuals:** Individuals who apply to NSERC for support of collaborative projects and third parties from whom NSERC has requested assessments of the applications.

**Purpose:** All personal information 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 or 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 Canadian Institutes of Health Research 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 awarded 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 Statement: 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:**

Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

**RDA Number:** 2002/007

**Related 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.

**Note:** Programs marked \* discontinued in 1995.

**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 or 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 Canadian Institutes of Health Research 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 awarded 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 Statement: 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. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

NSERC uses personal information about applicants in its files and databases to identify prospective committee members or 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 Canadian Institutes of Health Research 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 awarded 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 Statement: 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. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

NSERC uses personal information about applicants in its files and databases to identify prospective committee members or 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 Canadian Institutes of Health Research 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 awarded 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 Statement: 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. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

**Retention and Disposal Standards:**

Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

**RDA Number:** 2002/007

**Related 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 discipline 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Under development.

**RDA Number:** 2002/007

**Related PR#:** SER 006

**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.

**Note:** Program discontinued in 1995.

**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:** Under development.

**RDA Number:** 2002/007

**Related PR#:** SER 065

**TBS Registration:** 002577

**Bank Number:** SER PPU 075

#### **Research Grants Programs**

**Description:** This bank contains information related to individual, group and project discovery grant applications 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, tools and instruments, facilities and infrastructure, shiptime, collaborative projects and special research opportunities 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 or 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 Canadian Institutes of Health Research 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 awarded 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 Statement: 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. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

**Retention and Disposal Standards:**

Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was

challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

**RDA Number:** 2002/007

**Related 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 Student Research Awards (industry and 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.

**Note:** Programs marked \* discontinued in 1995.

**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. 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 or 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 Canadian Institutes of Health Research 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 awarded 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 Statement: 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. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

**Retention and Disposal Standards:**

Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to

Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

**RDA Number:** 2002/007

**Related 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.

**Note:** Program marked \* discontinued in 1995.

**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. 2. NSERC uses personal information about applicants in its files and databases to identify

prospective committee members or 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 Canadian Institutes of Health Research 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 awarded 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 Statement: 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. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

**Retention and Disposal Standards:**

Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for

those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

**RDA Number:** 2002/007

**Related 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Applications considered in a staffing process are retained two years and then destroyed. Unsolicited applications not considered in a staffing process are retained six months and then destroyed.

**RDA Number:** 1998/005

**Related PR#:** SER PRN 920

**TBS Registration:** 003515

**Bank Number:** SER PPU 045

## Council Secretariat

### 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 of obtaining 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:** Under development.

**RDA Number:** 1996/009

**Related 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: 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: 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: Integrity in Research and Scholarship.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Under development.

**RDA Number:** 1996/009

**Related 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 Programs which promote collaboration between universities and companies or universities and government researchers. This bank includes university-industry programs, research networks, as well as chair and faculty support programs. 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 or 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 Canadian Institutes of Health Research 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 awarded 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 Statement: 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. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

**Retention and Disposal Standards:**

Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

**RDA Number:** 2002/007

**Related 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 or 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 Canadian Institutes of Health Research for the purposes of determining the most appropriate funding

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 or 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 Canadian Institutes of Health Research 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 awarded 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 Statement: 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. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

**Retention and Disposal Standards:**

Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

**RDA Number:** 2002/007

**Related 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\*, CIDA/NSERC Research Associateships\* and Japan Society for the Promotion of Science (JSPS) Fellowships

Program. 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.

**Note:** Programs marked \* discontinued in 1995.

**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 or 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 Canadian Institutes of Health Research 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 awarded 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 Statement: 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. 9. Contact information that is provided during the registration process of the NSERC On-line System is used by NSERC technical staff to identify and contact users when routine systems monitoring reveals that they may require technical assistance.

**Retention and Disposal Standards:**

Program case files are managed in groups based on competitions. Applications that receive funding are retained for ten fiscal years after the last financial activity in the group. After this ten-year period, the applications are destroyed; except for those applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada. Applications that do not receive funding are retained for five years after the year of the competition and are then destroyed; except applications where the NSERC decision was challenged, in which case the file is transferred to Library and Archives Canada.

**RDA Number:** 2002/007

**Related PR#:** SER 065

**TBS Registration:** 002576

**Bank Number:** SER PPU 070

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Personal Information Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Hospitality

Personnel Security Screening (Reliability Screening/Security Clearance)

Relocation

Security Video and Surveillance and Temporary Visitor Access Control Logs and Building Passes  
Travel

## 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

- Award Holder's Guide
- Peer Review Manual
- Program Guide for Professors
- Program Guide for Students and Fellows
- Tri-Council Policy Statement: Integrity in Research and Scholarship

## 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, programs and operations can be obtained by contacting:

Communications

NSERC

Constitution Square

350 Albert Street, 13th floor

Ottawa, Ontario

Tel.: (613) 995-6295

## **Reading Room**

NSERC has designated one of its meeting rooms as a public reading room in accordance with the Act. The address is:

National Capital Region

Constitution Square

350 Albert Street, 13th floor

Ottawa, Ontario

# North Fraser Port Authority

## Chapter 105

### 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 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 and Corporate Secretary and is responsible for the efficient and effective delivery of the Port's administration.

### Information Holdings

#### Program Records

##### Board of Directors

**Description:** Information relating to nominees, the Orders-in-Council appointing members, brief biographies and statements of qualifications.

**Topics:** Directors

**Program Record Number:** NFPA BOD 025

##### 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.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Employment and Staffing

Finance

Official Languages

Pensions and Insurance

Personnel

Salaries and Wages

## Particular 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 after resolution and then destroyed.

**RDA Number:** 2002/001

**Related PR#:** NFPA PRN 930

**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.

**Consistent Uses:** To provide a record of the information and documentation used in staffing positions.

**Retention and Disposal Standards:** Records are retained for one year then destroyed.

**RDA Number:** 2002/001

**Related PR#:** NFPA PRN 920

**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.

**Consistent Uses:** To provide a record of the information and documentation used in the appointment of Directors.

**Retention and Disposal Standards:** Records are retained for five (5) years then transferred to National Archives.

**RDA Number:** 2002/01

**Related PR#:** NFPA BOD 025

**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.

**Consistent Uses:** This bank is used to document the decision-making process in property matters.

**Retention and Disposal Standards:** Records are retained for five years then transferred to National Archives.

**RDA Number:** 2002/01

**Related PR#:** NFPA PRO 020

**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.  
**Consistent Uses:** This bank is used to record payment to individuals for income tax & budgetary purposes.

**Retention and Disposal Standards:** Records are retained for six years after completion then transferred to National Archives.

**RDA Number:** 2002/001

**Related PR#:** NFPA PRN 914

**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.

Please Note: Requests made to the North Fraser Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the North Fraser Port Authority.

Requests for further information about the North Fraser Port Authority may be directed to:

North Fraser Port Authority  
 7911 Grauer Road  
 Richmond, British Columbia V7B 1N4  
 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.

# Northern Pipeline Agency Canada

## Chapter 106

### 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 carry out federal responsibilities in relation to the pipeline and facilitate the efficient and expeditious planning and construction of the pipeline taking into account local and regional interests, in particular those of native people. It is also responsible for maximizing the social and economic benefits from the construction and operation of the pipeline while at the same time minimizing any adverse effect on the social and environmental conditions of the areas most directly affected by the pipeline.

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 responsibilities as required under the Northern Pipeline Act, and as may be delegated by order of the National Energy Board from time to time.

### 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.

**Topics:** Yukon Advisory Council, Federal-Provincial Advisory Council.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**Program Record Number:** NPA SEE 075

#### **Policy**

**Description:** Information on federal-provincial, intergovernmental and international relations and negotiations.

**Topics:** 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.

**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.

**Program Record Number:** NPA SRU 085

### Agency 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.

**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.

**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.

**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.

**Program Record Number:** NPA 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.

Access to Information and Privacy Requests

Employment and Staffing

Human Resources

## Particular 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:** Records are maintained for two years then destroyed.

**RDA Number:** 98/001

**Related PR#:** NPA PRN 930

**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 held for two years past receipt or last administrative action, then destroyed.

**RDA Number:** 98/001

**Related PR#:** NPA PRN 929

**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:** Records held for six years past the fiscal year in which the expense occurred the destroyed.

**RDA Number:** 98/001

**Related PR#:** NPA PRN 921

**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:** Information is retained for 2 years, the destroyed.

**RDA Number:** 98/001

**Related PR#:** NPA PRN 920

**TBS Registration:** 000738

**Bank Number:** NPA PPU 010

## **Classes of Personal Information**

### **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 databases 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.

### **Public Opinion Research**

This is a class of records generated by departmental officials who conduct public opinion research on a vast spectrum of topics related to the mandate and mission of the Department of Natural Resources. Retrievable records consist of data gathering instruments, such as, but not exclusively, questionnaires that may contain personal information revealing the identity 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.

## **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

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

NRCan ATIP Coordinator  
Jean Boulais  
580 Booth Street, 11th Floor, DI  
Ottawa, Ontario K1A 0E4

Tel: (613) 995-1305  
Fax: (613) 995-0693

## 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:

NRCan ATIP Secretariat  
580 Booth Street, 11th Floor, DI  
Ottawa, Ontario K1A 0E4

Tel: (613) 995-1236  
Fax: (613) 995-0693

## 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.

# Northwest Territories Water Board

## Chapter 107

### 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. In June 1992 this Act was repealed, and the Northwest Territories Waters Act was promulgated. The Northern Inland Waters Regulations were promulgated on September 14, 1972. In June 1993 these Regulations were revoked and replaced with the Northwest Territories Waters Regulations. 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

- Northwest Territories Waters Act
- Northwest Territories 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.

### 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.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration and Management Services

Budgets

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Office Appliances

Personnel

Procurement

Training and Development

Travel

#### Standard Personal Information Banks

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

Access to Information and Privacy Requests

Travel

#### Manuals

- NWT Water Board Guidelines

- NWT Water Board Questionnaires for Water Licence application

## **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 1326  
Yellowknife, Northwest Territories X1A 2N9

Tel: (867) 765-0106  
Fax: (867) 765-0114

E-Mail: [info@nwtwb.com](mailto:info@nwtwb.com)  
Website: [www.nwtwb.com](http://www.nwtwb.com)

## **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

# Nunavut Surface Rights Tribunal

## Chapter 108

**The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication.**

# Nunavut Water Board

## Chapter 109

**The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2004-2005 version of Info Source.**

### General Information

#### Background

The Nunavut Water Board was established under Article 13 of the Nunavut Land Claims Agreement and section 14 of the Nunavut Waters and Nunavut Surface Rights Tribunal Act, proclaimed on April 30, 2002. The Northwest Territories Waters Regulations promulgated on June 8, 1993 continue to apply in Nunavut until they are replaced or repealed as per s. 173 of the above mentioned Act.

#### Responsibilities

The Board provides for the conservation and utilization of waters in Nunavut, except in a National Park, in a manner that will provide the optimum benefit from those waters for the residents of Nunavut in particular and Canadians in general. Under the Act, any use of water or deposit of waste into water must be approved by the Board. The requirement to obtain approval of the Board applies equally to departments and agencies of the federal and territorial 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

- Nunavut Waters and Nunavut Surface Rights Tribunal Act (2002, c. 10)-;
- Northwest Territories Waters Regulations (SOR/93-303);
- Nunavut Water Board Order (SOR/2002-253)

#### Organization

The Board consists of nine members, including the Chairperson who is also the Chief Executive Officer of the Board, appointed for a term of three years by the Minister of Indian Affairs and Northern Development. The following rule applies to the appointment of members, other than the Chair:

One half of the members shall be appointed on the nomination of the designated Inuit organization; one quarter of the members shall be appointed on the nomination of: the territorial minister responsible for renewable resources, and the territorial minister or ministers designated by an instrument of the Executive Council of Nunavut; and one quarter of the members shall be appointed by the Minister of Indian Affairs and Northern Development.

The Board employs officers and employees and engage the services of agents, advisers, and experts, as are necessary for the proper conduct of its business, and fixes the terms and conditions of their employment or engagement and pay their remuneration.

### Information Holdings

#### Program Records

##### Application File (Blue File)

**Description:** An Application File is open for every application accepted by the Board, and contain a copy of the application and of all supporting documents, all records from any public hearing held in connection with the application, all correspondence and documents submitted to the Board by interested persons in respect of that application. It also contains engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant. The Application File is closed when the Board approves (or not) the application.

**Topics:** All correspondence related to an application up until it is approved by the Board.

**Access:** The Application Files can be viewed by the public between 8:30 a.m. and 5 p.m., Monday to Friday except on Statutory Holidays and floating Winter break.

**Format:** Paper

**Program Record Number:** NWB 001

##### Public Register

**Description:** Official Public Register.

**Topics:** By law, the Public Register shall be in the form of one or more application (generally, a Public Register is held for every licence issued by



the Board) and shall contain a copy of the application and of all supporting documents, all records from any public hearing held in connection with the application, a copy of any licence issued in respect of the application and the reasons for the decision, and all correspondence and documents submitted to the Board in respect of compliance with the licence issued in respect of the application. It also contains engineering and design plans, construction schedules, as-built drawings, technical submissions; correspondence between the Board and the applicant, and interventions from interested persons.

**Access:** The Public Registry is open to the public between 8:30 a.m. and 5 p.m., Monday to Friday except on Statutory Holidays and floating Winter break.

**Format:** Paper

**Program Record Number:** NWB 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 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

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pension and Insurance

Personnel

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

## Standard Personal Information Banks

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

Hospitality

Internal Disclosure of Wrong Doing in the Work-Place

Travel

## Manuals

- NWB Administration Manual

## Additional Information

### 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:

Boardroom, Nunavut Water Board Building Gjoa Haven, Nunavut X0B 1J0

# Office of the Auditor General of Canada

## Chapter 110

**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 Public Accounts of Canada. The Office promotes: accountable government, an ethical and effective public service, good governance, sustainable development, and the protection of Canada's legacy and heritage.

The Office does this by: conducting independent audits and studies that provide objective information, advice, and assurance to Parliament, government, and Canadians; working collaboratively with legislative auditors, federal and territorial governments, and professional organizations; and providing a respectful workplace in which our diverse workforce can strive for excellence and realize their full career potential.

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 Commissioner of the Environment and Sustainable Development in August 2000.

The Auditor General is independent of the government of the day. Ms. 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

#### Program Records

##### Medical Records

**Description:** These files are used to record health history and medical examinations of current and past employees and contract staff of the Office of the Auditor General who travel overseas. They contain records of annual and periodic medical examinations, required inoculations, health histories, results of biochemical tests, x-rays, and cardiograms. The files are arranged in alphabetical order by last name.

**Note:** These files are maintained by the International Development Research Centre (IDRC) IDR PPE 803

**Topics:** medical records

**Program Record Number:** OAG IDR 010

#### Particular 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.

**Consistent Uses:** No consistent uses

**Retention and Disposal Standards:** Files are kept for six years, after which the records are destroyed.

**RDA Number:** 98/001

**Related PR#:** OAG PRN 930

**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.

**Consistent Uses:** Information used for competitive process

**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, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** OAG 785

**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, after which the records are destroyed.

**RDA Number:** 98/004

**Related PR#:** OAG 410

**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.

**Consistent Uses:** No consistent uses

**Retention and Disposal Standards:** Records are retained for six months to one year, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** OAG 780

**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.

**Consistent Uses:** No consistent uses

**Retention and Disposal Standards:** Information is archived once each job posting is closed, but remains accessible to OAG HR staff for at least two years, after which the records are destroyed.

**RDA Number:** 98/005

**Related PR#:** OAG 780

**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, environmental petitions, 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 or the Commissioner of the Environment and Sustainable Development 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 and monitoring of responses by the Office of the Auditor General and government departments and to inform senior management about issues of concern to parliamentarians, the media and the public.

**Consistent Uses:** Can be used for audit purposes

**Retention and Disposal Standards:** Records are retained for ten years, after which the records are destroyed.

**RDA Number:** 98/001

**Related PR#:** OAG 220

**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.

**Consistent Uses:** No consistent uses

**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, after which the records are destroyed.

**RDA Number:** 98/001

**Related PR#:** OAG 325

**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:** The 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, after which the records are destroyed.

**RDA Number:** 99/004

**Related PR#:** OAG 410

**TBS Registration:** 005130

**Bank Number:** OAG PPU 040

### Standard Personal Information Banks

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

Electronic Network Monitoring Logs

Executive Correspondence Management System

Automated Document, Records, Information Management Systems

Hospitality

Travel

Relocation

## **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  
240 Sparks Street, Stop 1191  
Ottawa, Ontario

Tel.: (613) 995-3708, ext. 6550

e-mail: [privacy@oag-bvg.gc.ca](mailto:privacy@oag-bvg.gc.ca)

# Office of the Chief Electoral Officer

## Chapter 111

### General Information

#### Background

Please note that the Office of the Chief Electoral Officer is not subject to the Access to Information Act, but is subject to the Privacy Act.

The position of Chief Electoral Officer was created in 1920 by the Dominion Elections Act, primarily to ensure public confidence in the neutral 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 Parliament and is thus 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 on address 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 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. He also prepares the draft representation order incorporating the recommendations of the commissions and taxes all accounts relating to the expenditures of the electoral boundaries commissions.

The Chief Electoral Officer appoints a Commissioner of Canada Elections and a

Broadcasting Arbitrator. The Commissioner of Canada Elections is responsible to ensure that provisions of the Canada Elections Act and of the Referendum Act are complied with and enforced. Anyone who has reasonable cause to believe that a provision of the legislation has been violated should send a written complaint to the Commissioner. The Commissioner decides whether to prosecute a violation. Prosecutions take place through Canada's normal court process.

#### Legislation

- Canada Elections Act
- Electoral Boundaries Readjustment Act
- Referendum Act
- Federal Elections Fees Tariff
- Federal Referendum Fees Tariff

#### Organization

The Chief Electoral Officer is seconded by the Deputy Chief Electoral Officer and Chief Legal Counsel, who is also Privacy Coordinator and who is also responsible for the Legal Services, Corporate Planning and Executive Services, National and International Research and Policy Development directorates, as well as the agency's international services.

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.

#### Legal Services

Provides legal advice to the Chief Electoral Officer and staff, including interpretations of the Canada Elections Act, the Referendum Act, the Electoral Boundaries Readjustment Act and other related legislation. Maintains Elections Canada's relationship with the Commissioner of Canada Elections who monitors compliance with the statutes administered by the Chief Electoral Officer. Deals with legal aspects of broadcasting and maintains the agency's relationship with the Broadcasting Arbitrator. Advises on legislative

reforms, registers political parties, referendum committees and third parties, and oversees privacy matters related to the work of Elections Canada.

### **Corporate Planning and Executive Services**

Coordinates the preparation of agency-wide plans to ensure event readiness. Conducts regular information gathering and environmental scanning to ensure the agency can effectively plan and monitor progress for the delivery of electoral events and other major corporate projects. Supports organizational efforts to define longer-term strategies to address emerging national trends and issues. Coordinates the agency's relations with government, electoral organizations, and private sector firms at the national and international levels.

### **National and International Research and Policy Development**

Has primary responsibility for the agency's research and outreach program and for partnerships and liaison with the academic community, research institutes, and international, national and provincial organizations interested in electoral matters. Sponsors external research and carries out research internally. Provides support for the Chief Electoral Officer and the Deputy Chief Electoral Officer for parliamentary appearances and participation at national and international forums. Also coordinates the Advisory Committee of Political Parties and maintains the agency's reference centre.

The Deputy Chief Electoral Officer and Chief Legal Counsel is also the Registrar of Political Parties and is responsible for the agency's international services, which include a variety of multilateral and bilateral programs offering professional support and assistance to countries developing democratic institutions. The agency assigns electoral experts to meet Canada's commitments in support of democratic development around the world.

### **Communications**

Informs Canadian citizens in Canada and abroad of their voting rights and how to exercise them, through public and media relations activities, advertising and educational activities. Responds to inquiries from the public both during and between electoral events. Produces and distributes agency publications, including official reports, information documents and educational kits, in print, electronic and video formats. Provides a Web site with

comprehensive information about the electoral process, the registration of electors, the financial reports from political parties, candidates and third parties and voting results in real time on election night. Maintains links with groups having special needs to ensure that appropriate information (e.g. in alternative formats and in Aboriginal and ethnocultural languages) is developed and provided to facilitate their participation in electoral events.

### **Corporate Services**

Manages financial planning and reporting, financial and accounting policies and systems, costing, budgeting, and accounting operations. Manages all human resource activities. Administers records and accommodations, contracting and procurement, security, asset control, and matters related to the provision of supplies and services.

### **Electoral Financing, Audit and Reporting**

Manages all electoral financing, audit (including internal audit), and event-related operational performance measurement activities at Elections Canada. Provides support on financial issues to returning officers and staff related to an electoral event; administers the payments of election workers and other persons for their services related to an event; administers the Federal Elections Fees Tariff – a tariff fixing or providing for the determination of fees, costs, allowances and expenses to be paid and allowed to returning officers and other persons employed or in relation to elections under the Act. Administers the provisions of the Canada Elections Act related to political financing; reviewing, auditing and publishing the financial information; monitoring compliance with the financial provisions of the Act; and enhancing compliance with the Act through information, tools and training programs. Manages operational performance measurement activities during electoral events. Projections and thresholds are established for a comprehensive set of indicators at the electoral district level and at headquarters. These indicators are monitored daily against the expected results.

### **Operations**

Prepares for and conducts all electoral events. Develops the procedures, manuals, forms and tools that facilitate registration of voters, voting and management of the electoral process. Arranges to print, assemble and ship all necessary materials to each of Canada's 308 electoral

districts as soon as an electoral event is called. Administers the Special Voting Rules and accessibility programs that make it possible for all those who have the right to vote to exercise that right. Develops and administers training programs for returning officers, and acts as the main liaison with returning officers, who are appointed by the Governor in Council. Guides and assists returning officers, whose duties are varied and call for the exercise of a wide range of modern management techniques that include financial planning, office automation, personnel administration, contract negotiation and public relations.

### **Parliamentary Representation**

During the redistribution exercise, which occurred from March 12, 2002, until August 25, 2003, this directorate provided the 10 electoral boundaries commissions with technical, administrative, professional, financial and other services in support of their mandate under the Electoral Boundaries Readjustment Act. This directorate 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.

### **Register and Geography**

Operates and maintains the National Register of Electors, and oversees electoral geography. Responsible for all electoral partnerships related to Register and geography matters. Keeps Register information up to date with data from federal and provincial/territorial sources and information provided by electors during and between electoral events. Coordinates the agency's efforts to develop new registration methods. Produces updated lists of electors each year for members of Parliament and registered political parties. Provides data to produce provincial, territorial, municipal and school board electoral lists in accordance with signed agreements. Plans, develops and maintains an up-to-date geographic information and geo-referencing system to produce electoral maps and a variety of address-based documents, both electronic and printed.

### **Information Technology**

Responsible for all information technology and information management policies, procedures and practices throughout the agency. Specifically, this directorate plans, manages, acquires and supports

all electronic networks, computer hardware and software including all Internet services and telephone services. Clients include agency personnel, consultants and approved field personnel across the country.

## **Standard Program Records**

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

Hospitality

Proactive Disclosure

Relocation

Travel

## **Particular 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, compliance agreements, and prosecutions 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.

**Consistent Uses:** The information is used primarily to investigate potential alleged or known violations of the Canada Elections Act and/or the Referendum Act; and other related laws.

**Retention and Disposal Standards:** Information is retained for three general elections (normally every 4 years; therefore 12 years). Information must be destroyed within the two years following the return of the writ of the fourth general election.

**RDA Number:** 2001/017

**Related PR#:** CEO CCE 1030

**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.

**Consistent Uses:** The information is used to respond to inquiries from the public, organizations, etc., on matters relating to federal elections and referendums.

**Retention and Disposal Standards:** Retained until superseded, then destroyed.

**RDA Number:** 2001/017

**Related PR#:** CEO COM 5000

**TBS Registration:** 002765

**Bank Number:** CEO PPU 020

### Corporate Planning and Executive 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.

**Consistent Uses:** The information is used to respond to inquiries from foreign countries.

**Retention and Disposal Standards:** This is not an active information collection and it has not been updated since January 22, 2002. Once the 15-year retention period has been reached, all of the information related to this personal information bank will have been destroyed and this information bank will be eliminated.

**RDA Number:** 2001/017

**Related PR#:** CEO INTL 2233

**TBS Registration:** 003198

**Bank Number:** CEO PPU 030

### Election Financing

**Description:** This information bank contains the names and addresses of candidates, official agents and auditors; the names and addresses of nomination contestants, financial agents and auditors; the names and addresses of leadership contestants, financial agents, leadership campaign agents and auditors; the name of each registered political party, its leader, chief agent, registered agents and auditor; the name of each registered electoral district association, its chief executive officer, financial officer, electoral district agents 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 and the names and addresses of contributors; the campaign expenses returns of nomination contestants and the names and addresses of contributors; the campaign expenses returns of leadership contestants and the names and addresses of contributors; the financial returns of registered referendum committees; the third-party election advertising reports; the registered parties' fiscal period returns; the registered electoral district associations' fiscal period returns; the amounts of money reimbursed to political parties, candidates, eligible auditors of candidates and registered electoral district associations; the name and address of each election and referendum officer and landlords and other personal data; and the amount of fees paid and claims reimbursed to those officers and landlords, pursuant to the tariff of fees; the name, address and other personal data of each chair, member and staff member of the federal electoral boundaries commissions; and the amount of fees paid and claims reimbursed to them pursuant to the Electoral Boundaries Readjustment Act.

**Class of Individuals:** This information relates to candidates, official agents and auditors; nomination contestants, financial agents and auditors; leadership contestants, leadership campaign agents and auditors; leaders, applicants, chief agents, registered agents, financial agents and auditors of registered political parties; chief executive officers of registered electoral district associations, financial agents, electoral district agents and auditors; contributors to candidates,

registered political parties, nomination contestants, leadership contestants, registered electoral district associations and third parties, registered referendum committees, registered third parties and 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 and landlords for their services in connection with an electoral event.

**Consistent Uses:** The information is used to reimburse election expenses.

**Retention and Disposal Standards:** Copies of candidates' election expenses returns, nomination contestants' expenses returns and leadership contestants' expenses returns are maintained on microforms. Copies of the financial returns of registered political parties, registered electoral district associations and registered referendum committees and third-party election advertising reports are also retained for a period of two general elections, then destroyed. Information relating to election and referendum officers is destroyed in the same manner as all other financial payment records.

**RDA Number:** 2001/017 & 99/004

**Related PR#:** CEO FIN 1395

**TBS Registration:** 003352

**Bank Number:** CEO PPU 010

#### Legal Matters

**Description:** This bank consists of files relating to all legal 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 of 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.

**Consistent Uses:** The information is used to provide legal opinions and advice to the agency and to represent the agency and protect its interests.

**Retention and Disposal Standards:** The

information is retained indefinitely.

**RDA Number:** 2001/017

**Related PR#:** CEO LEG 1900

**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 been added to the Register. Data are continually updated to reflect address and other changes; sources for these updates include the Canada Revenue Agency, Citizenship and Immigration Canada, Canada Post and provincial/territorial suppliers including motor vehicle registrars and vital statistics registrars. The Register is also updated using provincial registers of electors where they exist and using lists of electors generated from provincial/territorial elections where agreements exist. New electors are added only by giving consent to being added to the Register or from lists of electors established under provincial/territorial law, which contain information deemed sufficient by the Chief Electoral Officer for the inclusion of the elector. During an electoral event, an extract of the National Register of Electors database is partitioned into local databases for each electoral district; each electoral district database is managed by a returning officer.

**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. It also authorizes the Chief Electoral Officer to provide electronic lists of electors by October 15 each year, to members of Parliament and, on request, to registered political parties. The provision of information contained in the Register of Electors is also permitted to any body responsible under a provincial/territorial 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:** The information is used to

produce accurate electoral lists and to mail and distribute documentation to individuals on the list.

**Retention and Disposal Standards:** Data relating to the updating of the Register of Electors are retained for at least a two-year period, then destroyed.

**RDA Number:** 2001/017

**Related PR#:** CEO ROE 1650

**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 for the nomination/resignation of returning officers.

**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.

**Consistent Uses:** The information is used to prepare and conduct all electoral events.

**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 at least one year following the event, as required by the legislation. After that year, nomination papers and statutory notices issued by the returning officers are kept for two events, while writs are kept for 10 years and then transferred to the Historical Records Section of National Archives for selective retention.

**RDA Number:** 2001/017

**Related PR#:** CEO OPS 1000

**TBS Registration:** 003353

**Bank Number:** CEO PPU 005

### Party Registration Unit

**Description:** This bank contains the name, address and telephone numbers of political parties, electoral district associations, 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, a Registry of Referendum Committees and a Registry of Electoral District Associations.

**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.

**Consistent Uses:** The information is used to provide advice on legislative reform.

**Retention and Disposal Standards:** The information is retained for 10 years and then transferred to the Historical Records Section of National Archives for selective retention.

**RDA Number:** 2001/017

**Related PR#:** CEO REG 1120

**TBS Registration:** 003416

**Bank Number:** CEO PPU 036

### Privacy Requests

**Description:** This bank comprises all the requests for personal information received and the manner they were dealt with, 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.

**Consistent Uses:** The information is used to access personal information requests, to report to Treasury Board and to Parliament on requests received and completed under the Privacy Act, to verify the identity of the requesters, and for the purpose of consultations with other government institutions.

**Retention and Disposal Standards:** At least four years to coincide with federal general elections and then destroyed.

**RDA Number:** 2001/017

**Related PR#:** CEO PRI 1975

**TBS Registration:** 003199

**Bank Number:** CEO PPU 035

## Standard Personal Information Banks

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

Hospitality

Travel

Relocation

## Manuals

- Automation Coordinator's Manual
- Central Poll Supervisor's Manual (General Election, Referendum)
- CICA's Guide for the Auditor of a Candidate in a Federal Election Pursuant to the Canada Elections Act
- CICA's Guide for Auditors of Registered Electoral District Associations Appointed Under the Canada Elections Act
- 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 Handbook for Candidates, their Official Agents and their Auditors
- Enquiries Manual
- Election Handbook for Third Parties, Their Financial Agents and Auditors
- Election Media Guide (38th general election)
- Financial Officer's Manual
- Guide to Registered Associations Financial Statement
- Handbook for Leadership Contestants, Their Financial Agents and Auditors
- Handbook for Nomination Contestants, Their Financial Agents and Auditors
- Handbook for Referendum Committees
- Implementation Manual (Privacy Coordinator)
- Information Manual for Local Office Staff (General Election)
- Information Officer's Manual
- Judicial Recount Manual
- Liaison Officers Manual – Voting of Incarcerated Electors (General Election and Referendum)
- Registered Party Handbook
- Registered Association Handbook
- Registration Officer's Manual
- Representation in the Federal Parliament
- Returning Officer's Manual (General Election, Referendum)
- Returning Officer Payment System/SITES User Manual
- 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

Jackson Building

257 Slater Street, 9th floor

Ottawa, Ontario K1A 0M6

Tel.: (613) 990-5596

Fax.: (613) 993-5880

E-mail: [info@elections.ca](mailto:info@elections.ca)

Web site: [www.elections.ca](http://www.elections.ca)

General Inquiries: 1 800 463-6868

## **Reading Room**

Jackson Building

257 Slater Street, 9th floor

Ottawa, Ontario K1A 0M6

# Office of the Commissioner of Official Languages

## Chapter 112

**Note:** This institution is not subject to the Access to Information Act

**The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2004-2005 version of Info Source.**

### 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 Affairs. The Commissioner reports to Parliament, and the Prime Minister is the Minister responsible for all of the Office's financial activities.

### Information Holdings

#### Particular 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.

**Consistent Uses:** There are no consistent uses.

**Retention and Disposal Standards:** These records are kept for two years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** COL 0420-6

**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 destroyed after five years.

**RDA Number:** 95/026

**Related PR#:** COL 0500-1

**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; the files which were

subjected to a court remedy are then transferred to Library and Archives Canada as historical records; the others are destroyed. Information requests in a given file or set of files are retained for three years and then destroyed.

**RDA Number:** 95/026

**Related PR#:** COL 1970-1

**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.

**Consistent Uses:** There are no consistent uses.

**Retention and Disposal Standards:** Litigation files are retained for twenty years and then transferred to Library and Archives Canada as historical records.

**RDA Number:** 95/026

**Related PR#:** COL 1977-1

**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:** Six thousand nine hundred names and records are stored electronically on a permanent distribution list which is updated annually. The names are removed immediately upon request of the person or after a move with no forwarding address.

**RDA Number:** 95/026

**Related PR#:** COL 500-1

**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 destroyed after five years.

**RDA Number:** 95/026

**Related PR#:** COL 0107-3

**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.

**RDA Number:** 98/001

**Related PR#:** COL 0103-1

**TBS Registration:** 003336

**Bank Number:** COL PPU 020

## Standard Personal Information Banks

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

Hospitality

Relocation

Travel

## 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  
344 Slater Street, 3rd Floor  
Ottawa, Ontario K1A 0T8

Tel.: (613) 996-6368

Toll-free: 1-877-996-6368

E-mail: [message@ocol-clo.gc.ca](mailto:message@ocol-clo.gc.ca)

Web Site: [www.ocol-clo.gc.ca](http://www.ocol-clo.gc.ca)

## **Reading Room**

Library  
344 Slater Street, 3rd Floor  
Ottawa, Ontario K1A 0T8

Tel.: (613) 996-6368

# Office of the Correctional Investigator

## Chapter 113

### General Information

#### Background

The Office of the Correctional Investigator is established under Part III of the Corrections and Conditional Release Act S.C. 1992 c.20. The Office investigates problems of offenders under Federal jurisdiction and reports findings and recommendations to the Correctional Service of Canada, the Solicitor General and Parliament as set out in the Act.

The Correctional Investigator is appointed by Cabinet and operates independently of the Correctional Service. He has complete discretion with respect to whether, and how, to investigate offender complaints. He may also institute investigations of his own initiative.

The Correctional Investigator submits an Annual Report on his activities to the Solicitor General by June 30 of each year. The Solicitor General must table this Report in both Houses of Parliament within the next thirty days during which Parliament is in session. The Correctional Investigator may also submit Special Reports to the Solicitor General on urgent topics and these must also be tabled within thirty sitting days.

#### 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

- Corrections and Conditional Release Act
- Correction and Conditional Release Regulations

#### Organization

The Office of the Correctional Investigator comprises 29 staff under the direction of an Executive Director and two Directors of

Investigation. Investigators are assigned to specific institutions on a periodic rotational basis. All staff is located in the Ottawa office and visits institutions several times each year.

### Information Holdings

#### Program Records

##### Inmate Affairs – Case Files

**Description:** All correspondence on individual inmate complaints, which form the case tracking system; also reports of interviews with complainants.

**Topics:** Complaints, investigations, interviews, visits.

**Access:** Files are stored sequentially by Finger Print Service (FPS) number.

**Format:** Electronic and/or hard copy

**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:** OCI 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:** OCI CIN 020

##### Inmate Affairs – Annual Reports

**Description:** Information and statistics collected and published in Annual Reports.

**Topics:** Annual reports, statistics

**Access:** Files arranged by year of report.

**Program Record Number:** OCI CIN 015

##### Penal Institution Organizations, Committees and Groups

**Description:** Information on contact with inmate committees and other groups both inside and outside the institutions.

**Topics:** Inmate committees

**Access:** Files arranged by institution or name of group, and by region.

**Program Record Number:** OCI 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.

**Topics:** Visits, investigations.

**Access:** Files arranged by institution and by region.

**Program Record Number:** OCI CIN 005

## Particular Personal Information Banks

### Offender Complaints and Investigations

**Description:** Each file, within the case tracking system, contains records [notes, correspondence and documents] related to the issues 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.

**RDA Number:** 95/013

**Related PR#:** OCI CIN 030

**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 114

### 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 Minister of Public Security and Emergency Preparedness, 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 Public Security and Emergency Preparedness Canada. Under the direction of the Inspector General, the Assistant Inspector General is responsible for strategic direction and critical issue management. The Director of Operations is responsible for the management of operations. Staff responsibilities are as follows:

#### Review Staff

Develops and implements plans for monitoring and reviewing CSIS operational activities; assists the Inspector General in undertaking specific reviews requested by the Minister of Public Security and Emergency Preparedness or SIRC; advises the Inspector General respecting CSIS operational programs, as well as the Office project development and reviewing/ monitoring techniques; provides special project support.

### Information Holdings

#### Program Records

##### Access to Information and Personal Information Requests

**Description:** Information concerning requests for access to the Office records under the Access to Information Act and the Privacy Act; replies to such requests and relevant information related to their processing. Information is used to process requests and for statistics purposes.

**Topics:** Miscellaneous subjects directly related to the Inspector General's statutory and executive functions.

**Program Record Number:** OIG AIP 005

##### 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.

**Format:** 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.

**Format:** 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.  
**Format:** Hard copy.  
**Program Record Number:** OIG OPS 015

## Standard Program Records

Please refer to The Department of Public Security and Emergency Preparedness (PSEPC) chapter as it holds those records for our Office.

## Particular 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:** None

**Retention and Disposal Standards:** These records are kept for a minimum of two years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** OIG ADM 920

**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 and

then destroyed.

**RDA Number:** 98/005

**Related PR#:** OIG AIP 005

**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 her official duties, she 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.

## Manuals

- Reference Manual for Review Officers : Office of the Inspector General of CSIS, May 2004

## 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 Public Security and Emergency Preparedness Canada

Sir Wilfrid Laurier Building  
 340 Laurier Avenue West, 11th Floor  
 Ottawa, Ontario K1A 0P8

Tel.: (613) 990-2907

## **Reading Room**

The reading room of the Department of Public Security and Emergency Preparedness Canada has been designated as the reading room for the Office of the Inspector General of CSIS. The address is:

Sir Wilfrid Laurier Building  
340 Laurier Avenue West, 1st Floor  
Ottawa, Ontario

# Office of the Ombudsman, National Defence and Canadian Forces

## Chapter 115

### 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 Canadian Forces members to turn for information and assistance. The Ombudsman's mandate was established by Ministerial Directives, updated on September 5, 2001.

The Office is part of the Department of National Defence and Canadian Forces, however, it operates independently from the management and chain of command of the Department of National Defence and Canadian Forces. The Minister of National Defence, under section 73 of the Access to Information Act and section 73 of the Privacy Act, has delegated his authority in respect of records maintained by the Office, to the Ombudsman. Requests for records are processed independently of the Department of National Defence Access to Information and Privacy Office. The Office of the Ombudsman 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 the Department of National Defence and Canadian Forces. 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 submit an Annual Report to the Minister of National Defence, which is tabled in the House of Commons by the Minister of National Defence. The Ombudsman may also issue reports concerning any investigation or other matter within the mandate of the Ombudsman if it is in the public interest to do so.

#### Legislation

- Ministerial Directives Respecting the Ombudsman for the Department of National Defence and the Canadian Forces (Departmental Administrative Orders and Directives (DAOD) 5047-1)
- 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.

##### Director, Special Ombudsman Response Team

Reports to the Director General, Operations. Responsible for managing, directing investigations, and preparing reports for the Ombudsman on

complaints raising systemic issues often affecting large segments of the Department of National Defence and Canadian Forces community.

### 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.

### Comptroller

Reports to the Ombudsman. Responsible for 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 Acts 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.

**Access:** by subject

**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.

**Topics:** Development and negotiation of the Ministerial Directives; policies and procedures concerning the carrying out of the Ministerial Directives; assessment of the functioning and evolution of the Ministerial Directives.

**Access:** by subject

**Program Record Number:** NDCFO OPE 010

### Standard Program Records

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

Access to Information and Privacy Requests  
Physical Security

### Particular Personal Information Banks

#### 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 consist 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; employees and former employees of DND; employees or former employees of the Staff of non-Public Funds, CF; members of the immediate family 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



Marshal or appropriate civilian police authority.

**Retention and Disposal Standards:** Documents will be kept for a minimum of 5 years. Retention and Disposal standards are currently being reviewed by Library Archives Canada.

**RDA Number:** TBD

**Related PR#:** NDCFO OPE 010

**TBS Registration:** 005158

**Bank Number:** NDCFO PPU 010

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Personal Information Banks and a description of their contents.

Access to Information and Privacy Requests

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

## 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 Office of the Ombudsman, National Defence and Canadian Forces may be directed to:

Office of the Ombudsman, National Defence and Canadian Forces  
Urbandale Building  
100 Metcalfe Street, 12th Floor  
Ottawa, Ontario K1P 5M1

Tel.: (613) 992-0787 (General Enquiries)

Te.: (613) 992-6962 (Media Enquiries)

Toll-Free: 1-888-828-3626

Fax: (613) 992-3167

Web Site: [www.ombudsman.forces.gc.ca](http://www.ombudsman.forces.gc.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:

Ombudsman National Defence & Canadian Forces  
Urbandale Building  
100 Metcalfe Street, 12th Floor  
Ottawa, Ontario K1P 5M1

# Office of the Superintendent of Financial Institutions Canada

## Chapter 116

### 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 Supervision Sector, a Regulation Sector, a Corporate Services Sector, and the Office of the Chief Actuary.

#### Responsibilities

OSFI is responsible for regulating and supervising federally registered financial institutions including banks, insurance, trust and loan companies, and fraternal benefit societies and co-operative credit societies. It also supervises employer-sponsored pension plans that are subject to the Pension Benefits Standards Act, 1985. Through the Office of the Chief Actuary, OSFI also makes available actuarial advice to other departments of the federal government and provides 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 Company Act

#### Organization

##### Corporate Services Sector

This sector is divided into five divisions: Communications and Public Affairs; Finance and Informatics Services; Human Resources; Office Management and Technical Services; Regulatory Information Division.

##### Regulation Sector

This sector has seven divisions that develop regulatory policy and guidelines, prepare recommendations with respect to applications for regulatory consents under the legislation, develop rulings that set precedents, and draft technical aspects of financial sector legislation. The sector also co-ordinates OSFI's relations with other regulators and supervisors and works with a number of domestic and international organizations that deal with financial stability issues. The sector also provides legal support to OSFI.

##### Actuarial Division

This division ensures that appropriate actuarial knowledge, advice, and standards are applied to OSFI's regulatory and supervisory functions.

##### Capital, Accounting and Research 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 regulatory functions, and promotes understanding of capital requirements by OSFI staff and external stakeholders.

In addition the Division is responsible for contributing to the integrity of accounting and external reporting policies and practices of federally regulated institutions. In this capacity, the Division consults with various standard setters, regulatory organizations and others to assess and influence the direction of evolving standards and governance structures of the accounting profession.

The Division also supports the OSFI's risk assessment and intervention, rule making and approvals functions by providing field support, interpretations, guidance and professional training.

The Division also performs research and analyzes industry-wide, sectoral and company-specific issues.

##### Compliance Division

The division evaluates the effectiveness of the compliance functions of financial institutions

supervised by OSFI, with due regard for emerging risks. It also acts as OSFI's liaison with other agencies on financial crime-related matters, and conducts assessments of financial institutions' anti-money laundering and anti-terrorist procedures, and works closely with the Supervision Sector and the Financial Transactions and Reports Analysis Centre of Canada, Canada's financial intelligence unit.

### **International Advisory Group (IAG)**

The International Advisory Group provides technical assistance to countries seeking to strengthen their supervisory and regulatory practices. This group works primarily with supervisors in the Caribbean, Asia and Latin America. IAG's responsibilities are to develop, implement and administer technical assistance programs, including hands-on advice and training, seminars and workshops.

### **International Liaison Division**

The division works with supervisory agencies in other jurisdictions to enhance on-going co-operation and appropriate information exchange, and, with 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.

### **Legal Services Division**

This division provides or obtains all legal advice and legal services required by OSFI, including interpretation of statutes, regulations, and other legal instruments and preparation of draft legislation and regulations, contracts and legal documents. It also provides advice on policy development and lends support to litigators acting on behalf of OSFI. The division processes requests made to OSFI under the access to information and privacy legislation.

### **Legislation and Approvals Division**

This division has two principal areas of responsibility:

It contributes to the development of legislation and regulations that maintain or strengthen public confidence while recognizing the need for financial institutions to compete.

It prepares recommendations related to applications made by financial institutions for regulatory consents under the legislation and provides rulings and interpretations pertaining to legislation, regulations and OSFI Guidelines.

### **Supervision Sector**

This sector supervises all federally regulated financial institutions and pension plans. Divisions within the Supervision Sector are responsible for overseeing the overall safety and soundness of the institutions and plans by: analysing risks and identifying trends and practices within the financial services industry; within the OSFI Supervisory Framework, developing a supervisory plan for each federally regulated financial institution that includes examining and monitoring the financial condition and effectiveness of oversight and control of those entities; and making recommendations and following up on corrective action, consistent with OSFI's early intervention mandate.

### **Basel Implementation Division**

This division is responsible for monitoring the implementation of the Basel II Capital Accord by Canadian financial institutions to which it applies. In addition, the division supports the Superintendent in his role as Chairman of the Accord Implementation Group (AIG).

### **Capital Markets Risk Assessment Services**

This 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 and promotes understanding of capital markets' operations by supervisory and regulatory staff.

### **Credit Risk On-site Assessment Services**

This division carries out monitoring, on-site and early intervention activities at financial institutions, with respect to credit risk and risk management practices.

### **Financial Conglomerates Group**

This group supervises federally regulated conglomerate deposit-taking institutions and conglomerate insurance companies, including all the federally regulated entities in each conglomerate. The responsibility for each

conglomerate is assigned to a Relationship Manager, who carries out the supervisory work with a team of supervisors.

### **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.

### **Monitoring & Analytics Support Division**

This division is responsible for providing key metrics, including peer benchmarking, to support Relationship Managers in their monitoring activities. In addition, the division is responsible for monitoring the health of the deposit-taking, life and property and casualty industries with respect to identifying emerging issues, trends and risks in these industries.

### **Operational Risk & Capital Assessment Services**

The mandate of the division is to support Supervision Sector in technology and operational risk assessment. The division conducts on-site supervisory reviews including but not limited to IT Governance, development, deployment and management of technology in business operations; as well as disaster recovery and business continuity planning. In the context, this division identifies best practices for technology and operational risk mitigation and in conjunction with the Supervision Sector encourage their adoption by FI's. In addition, the division works with international regulators to share and harmonize supervisory and regulatory practices with respect to technology and operational risk management issues.

### **Private Pension Plans Division**

This division 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 protect the rights and interests of plan members by determining whether pension plans are in sound financial condition and in compliance with the requirements of legislation and OSFI policies and guidelines. The division relies on plan administrators for good

governance and prudent management of the pension plans for which they are responsible. In addition, the division intervenes, when necessary, to ensure that appropriate corrective actions are taken.

### **Regulatory and Supervisory Practices Division**

This division develops and recommends effective regulatory and supervisory practices and assists in the implementation of approved practices. The division is committed to ensuring that OSFI practices are up-to-date, effective and adjusted on a timely basis to reflect developments in Canada and internationally.

### **Supervisory Information Management Division**

This group is responsible for managing Supervision's financial data needs for the monitoring of capital, credit, market, operational and insurance risks for Federally Regulated Financial Institutions. In addition, the division acts as the liaison between OSFI, other government agencies and industry associations for the collection of this data.

### **Audit & Consulting Services**

This division reports directly to the Superintendent and provides internal audit and consulting services to the Office. It assists senior management in assessing OSFI's risks and providing objective evaluations of OSFI's control processes.

### **Office of the Chief Actuary**

The Chief Actuary and his staff provide a range of actuarial services and advice to the Government of Canada in respect of the Canada Pension Plan; the Old Age Security program; and federal public sector pension and insurance 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 Office of 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 Loans 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.

**Format:** Paper and EDP systems.

**Program Record Number:** SFI IAP 015

#### Applications for Employment

**Description:** Records related to applications from individuals seeking employment with OSFI.

**Topics:** The files include completed application forms, letters and curricula vitae of persons seeking employment with OSFI.

**Access:** Files arranged by name

**Format:** Paper and EDP systems.

**Program Record Number:** SFI ERF 001

#### Corporate Policy

**Description:** Records related to the development of legislative and regulatory policy; correspondence with departments in other jurisdictions, industry associations and professional bodies regarding, among other matters, standards to prevent money laundering and terrorist financing; correspondence with other departments in other jurisdictions 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.

**Format:** Paper and EDP systems.

**Program Record Number:** SFI RPP 001

#### Financial Institutions-Deposit-taking Institutions

**Description:** Information on incorporation and registration, financial statements, reports required by legislation or guidelines, 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.

**Format:** 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.

**Format:** Paper and EDP systems.

**Program Record Number:** SFI IAP 007

#### Pension Plans Subject to the 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.

**Format:** Paper and EDP systems.

**Program Record Number:** SFI IAP 010

### Standard Program Records

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

Account and Accounting

Access to Information and Privacy Requests

Acts and Legislation  
 Administration  
 Administration and Management Services  
 Audits  
 Automated Document, Records, Information Management Systems  
 Budgets  
 Buildings and Properties  
 Business Continuity Plans (BCP)  
 Classification of Positions  
 Employment and Staffing  
 Equipment and Supplies  
 Finance  
 Furniture and Furnishings  
 Hospitality  
 Human Resources  
 Information Technology Services  
 Occupational Health, Safety and Welfare  
 Office Appliances  
 Official Languages  
 Pensions and Insurance  
 Personnel  
 Physical Security  
 Proactive Disclosure  
 Procurement  
 Relocation  
 Salaries and Wages  
 Staff Relations  
 Training and Development  
 Travel  
 Utilities

## Particular 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are retained for two years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** SFI ERF 001

**TBS Registration:** 001685

**Bank Number:** SFI PPU 010

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Personal Information Bank and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

## Classes of Personal Information

Virtually 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 policyholder 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.

## Manuals

- Access to Information
- Attendance at Conferences
- Capitals Plans, Projects and Procurement
- Charts of Accounts (supplementary)
- Code of Professional Conduct
- Classification
- Communications
- Compensation
- Comptrollership
- Continuous Learning
- Employee's Guide to Year-End Performance Review
- Employment Equity
- Hospitality
- Hospitality Allowances
- Hospitality Policy Highlights
- Human Resources
- Information Management
- Insurance and Related Benefits
- Isolated Posts Directive
- Job Description Writing Guide
- Manager's Guide to Year-End Performance Review
- Materiel, Risks and Common Services
- Multiculturalism Policy
- Occupational Safety and Health
- Occupational Health and Safety Policy
- Official Languages
- OSFI Relocation Policy – The Professional Institute of the Public Service of Canada (PIPSC)
- OSFI Travel Policy
- OSFI Travel Policy - The Professional Institute of the Public Service of Canada (PIPSC)
- OSFI Travel Policy - The Public Service Alliance of Canada (PSAC)
- Pay Administration (supplementary)
- Performance Management Guide
- Policy on the Prevention and Resolution of Harassment and Conflict in the Workplace
- Privacy and Data Protection
- Real Property
- Review, Internal Audit and Evaluation
- Security
- Staff Relations
- Training Guide (supplementary)
- Workforce Adjustment Policy - The Professional Institute of the Public Service of Canada (PIPSC)
- Workforce Adjustment Policy – The Public Service Alliance of Canada (PSAC)

## Additional Information

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

Access to Information Coordinator  
 Office of the Superintendent of Financial Institutions  
 255 Albert Street  
 Ottawa, Ontario K1A 0H2  
 Tel.: (613) 990-7495  
 Fax: (613) 952-5031  
 E-mail: [extcomm@osfi-bsif.gc.ca](mailto:extcomm@osfi-bsif.gc.ca)  
 Web Site: [www.osfi-bsif.gc.ca](http://www.osfi-bsif.gc.ca)

## Reading Room

In accordance with the Access to Information Act, OSFI's library has been designated as a public reading room. It is located at:

255 Albert Street, 13th Floor  
 Ottawa, Ontario

Should you wish to visit the library, please phone (613) 990-7729.

# Pacific Pilotage Authority Canada

## Chapter 117

### 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.

**Topics:** Setting of tariffs; tariff charges; pilotage services; CTC hearings

**Program Record Number:** PPA OPE 010

#### Standard Program Records

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

Access to Information and Privacy Requests

Accounts and Accounting



Acts and Legislation  
 Administration  
 Administrative and Management Services  
 Budgets  
 Business Continuity Plans  
 Classification of Positions  
 Employment and Staffing  
 Equipment and Supplies  
 Finance  
 Furniture and Furnishings  
 Information Technology Services  
 Occupational Health, Safety and Welfare  
 Office Appliances  
 Official Languages  
 Pensions and Insurance  
 Personnel  
 Physical Security  
 Salaries and Wages  
 Staff Relations  
 Travel  
 Utilities  
 Vehicles

## Particular 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. 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 and then destroyed.

**RDA Number:** 99/004

**Related PR#:** PPA PRN 915

**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 and then destroyed.

**RDA Number:** 99/004

**Related PR#:** PPA PRN 915

**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 and then destroyed.

**RDA Number:** 98/001

**Related PR#:** PPA PRN 920

**TBS Registration:** 004146

**Bank Number:** PPA PPU 025

### Register of Marine Pilots

**Description:** This bank relates to a register of information on individuals carrying out duties of pilotage for the purpose of monitoring the certification qualifications. The personal information contained in these records may include license certification, date of birth, gender, social insurance number; home address; citizenship;

education, employment history and medical information. Personal information such as name, telephone numbers, relationship to the pilot, etc. of emergency contacts and/or beneficiaries may also be recorded.

**Class of Individuals:** Licensed marine pilots, apprentice pilots or holders of pilotage certificates employed by or contracted by the Authority.

**Purpose:** This register information is obtained as required by the Pilotage Act for the review of pilot

**Consistent Uses:** Information is also provided to various provincial health insurance plans; to group insurers, to unions for dues check-off purposes and to Public Works and Government Services Canada for pension purposes.

**Retention and Disposal Standards:** Records of current employees are retained for ten years after they are no longer employed and then destroyed. Records on contracted pilots are retained for twenty years after they are no longer employed and then destroyed.

**RDA Number:** 99/024

**Related PR#:** PPA OPE 005

**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 and then destroyed.

**RDA Number:** 99/003

**Related PR#:** PPA PRN 914

**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  
1130 West Pender Street, Suite 1000  
Vancouver, British Columbia V6E 4A4

Tel.: (604) 666-6771

Fax: (604) 666-1647

E-mail: info@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:

1130 West Pender Street, Suite 1000  
Vancouver, British Columbia

# Parks Canada Agency

## Chapter 118

### 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 the Environment, 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 Administered in Whole or in Part by the Parks Canada Agency:
- Canada National Marine Conservation Areas Act, S.C. 2002, c. 18
- Canada National Parks Act, S.C. 2000, c.32
- Canada Shipping Act, S.C. 2001, c. 26
- Department of Transport Act, R.S. 1985, c. T-18
- Dominion Water Power Act, R.S. 1985, c. W-4
- Federal Real Property Act, S.C. 1991, c. 50
- Forestry Act, R.S. 1985, C. F-30
- Heritage Railway Stations Protection Act, R.S. 1985, c. 52 (4th Supp.)
- Historic Sites and Monuments Act, R.S. 1985, c. H-4
- Laurier House Act, R.S. 1952, c. 163
- Parks Canada Agency Act, S.C. 1998, c. 31
- Saguenay-St. Lawrence Marine Park Act, S.C. 1997, c. 37
- Species at Risk Act, S.C. 2002, c. 29
- Regulations Currently in Force:
- Dominion Water Power Regulations
- Federal real Property Regulations
- Gros Morne Forestry Timber Regulations
- Heritage Railway Stations Regulations
- Historic Canals Regulations
- Marine Activities in the Saguenay - St. Lawrence Marine Park Regulations
- National Historic Parks General Regulations
- National Historic Parks Order
- National Historic Parks Wildlife and Domestic Animals Regulations
- National Parks Aircraft Access Regulations
- National Parks Building Regulations
- National Parks Camping Regulations
- National Parks Cemetery Regulations
- National Parks Domestic Animals Regulations, 1998
- National Parks General Regulations
- National Parks Highway Traffic Regulations
- National Parks of Canada Businesses Regulations
- National Parks of Canada Cottages Regulations
- National Parks of Canada Fire Protection Regulations
- National Parks of Canada Fishing Regulations
- National Parks of Canada Garbage Regulations
- National Parks of Canada Lease and License of Occupation Regulations
- National Parks of Canada Water and Sewer Regulations
- National Parks Signs Regulations

- National Parks Town, Visitor Centre and Resort Subdivision Designation 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 Game Regulations

## Organization

### Chief Executive Officer's Office

The Chief Executive Officer heads the Agency and reports directly to the Minister of the Environment. The CEO's office provides advice and support to the CEO and coordinates the agenda and the meetings of the Executive Board.

Also the CEO's office maintains strong working relationships with the Minister of the Environment as well as with other senior government officials, the members of the Executive Board and Field Unit Superintendents.

The CEO'S office also includes the Executive Correspondence Office, which is responsible for the management of all correspondence directed to the Parks Canada Agency.

The Executive Board is the main 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 center business plans.

### 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.

### Communications

Reporting to the Chief Executive Officer (CEO), the National Corporate Communications Branch provides strategic advice to the CEO and senior managers of the Agency on communications issues. It is responsible for 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 in support of the Agency's 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; liaison between the office of the Minister of the Environment 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 an annual internal communications strategy.

### Human Resources

Reporting to the Chief Executive Officer, the Human Resources National Office 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, and for 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.

### 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 the delivery of programs that conserve aspects of Canada's heritage, including the Federal Heritage Buildings, Heritage Railway Stations, Federal Archeology programs, 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 is the responsibility of Parks Canada's 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: formulating 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; contributing to international heritage conservation through leadership and participation in international conventions, programs, agencies and agreements, including the World Heritage Convention; the provision of historical, archeological and architectural research; providing services in support of policies and programs related to archaeological and Aboriginal heritage issues; the management and implementation of the Heritage Railway Stations Protection Act; assisting to government departments and agencies in the implementation of the Treasury Board Heritage Buildings Policy; supporting the Historic Sites and Monuments Board of Canada, the statutory body that advises the Minister of Environment on historical commemoration; the coordination of the Ministerial Plaquing Program and the National Program for the Grave Sites of Canadian Prime Ministers; the management of the National Historic Sites of Canada Cost-Sharing Program; National Historic Sites systems planning, management planning and business planning; the delivery of national public education products and heritage presentation initiatives; the 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 related to the management of national parks and national marine conservation areas. The Directorate also participates in federal-provincial-territorial park

forum, 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: the development, review, interpretation and implementation of policies, procedures, legislation, regulations and management directives governing all aspects of national parks and national marine conservation areas (NMCA) management; the development and coordination of the national park and the national marine conservation areas management planning processes and other related planning processes; the coordination and development of volunteer, cooperative and partnership arrangements with individuals, non-profit organizations and the business sector; the coordination and leadership of Parks Canada participation in Aboriginal land claims negotiations; various planning and negotiation efforts aimed at completing the national park and national marine conservation areas systems by the identification, selection and establishment of new national parks and national marine conservation areas in unrepresentative regions; the development and coordination of delivery of national functional training; the coordination of the application of the Canadian Environmental Assessment Act and the policies of the Minister; the development of information systems in support of resource conservation and protection; the development and coordination of special operations in law enforcement; undertaking studies in the field of ecosystem conservation and management; the delivery of scientific advice to the Parks Canada Agency; representing the Agency, 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 programs: 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, 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; coordinating 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.

## Information Holdings

### Program Records

#### Engineering and Architectural Projects

**Description:** Information on engineering and architectural projects carried out for Parks Canada, including the project authorization form project brief, design data, cost estimates management reports and project schedules. (See also PAR CPS 005, Management Information and Outreach).

**Topics:** Planning; design; construction; operation; maintenance; equipment; services; utilities; facilities; claims and evaluation.

**Program Record Number:** PAR CPS 035

#### 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:** Reports on environmental protection; pollution and pollutants; regulations; reports; surveys; studies; water and wildlife.

**Format:** Printed and electronic

**Program Record Number:** PAR CPS 045

#### Flora

**Description:** Information on botany, ecology and forestry management in the National Parks.

**Topics:** Reports; forest fires; regulations; silviculture; pest control; statistics; surveys and studies; timber cutting.

**Format:** Printed and electronic

**Program Record Number:** PAR CPS 050

#### 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 provided by the provincial government.

**Program Record Number:** PAR CPS 015

### **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, the national historic sites and the historic canals. Also contains 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.  
Format: EDP and microforms.

**Program Record Number:** PAR CPS 030

### **Justice and Law Enforcement**

**Description:** Information on justice and law enforcement in the national parks, the national historic sites and the historic canals.

**Topics:** Justice and law enforcement, crimes and violations, judicature, police services, reports and returns, statistics, surveys and studies.

**Format:** Printed and electronic

**Program Record Number:** PAR CPS 055

### **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 honors; 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

### **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.

**Format:** Printed and electronic

**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

### **National Marine Conservation Areas**

**Description:** Establishment, administration, management and control of National Marine Conservation Areas; legislation and regulations; Aboriginal issues; comprehensive claims; specific claims and self-government.

**Topics:** Development and planning; management plans; public participation; research; sports; statistics; surveys and studies; tourists and tourism.

**Format:** Printed and electronic

**Program Record Number:** PAR CPS 060

### **National Parks**

**Description:** Establishment, administration, management and control of National Parks; legislation and regulations; Aboriginal issues; comprehensive claims; specific claims and self-government.

**Topics:** Camp sites; cemeteries; development and planning; management plans; townsite planning; regional planning; ski areas; day use areas; nature trails; signs; permits; public participation; research; sports; statistics; surveys and studies; tourists and

tourism accommodation, bath houses, hot springs, catering and restaurants, souvenirs and handicrafts.

**Format:** Printed and electronic

**Program Record Number:** PAR CPS 075

### 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.

**Format:** EDP Systems and hard copy.

**Program Record Number:** PAR CPS 020

### 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; licenses 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, licenses 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.

**Format:** Computerized data base related Leasehold and Freehold lands as well as hard copy.

**Program Record Number:** PAR CPS 010

### 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.

**Format:** printed and electronic

**Program Record Number:** PAR CPS 080

### 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; licenses and permits; hunting; regulations; surveys and studies; trapping; immobilization drugs; live capture; gifts of animals; reserves; furs and hides; fish culture; sport fishing in national parks; insects and their control; use of insecticides.

**Format:** Printed and electronic

**Program Record Number:** PAR CPS 085

## Standard Program Records

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

Access to Information and Privacy Requests

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

Hospitality

Human Resources

Lands

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance



Personnel  
 Physical Security  
 Proactive Disclosure  
 Procurement  
 Relocation  
 Salaries and Wages  
 Staff Relations  
 Training and Development  
 Travel  
 Utilities  
 Vehicles

## Particular 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 roadsides in emergency cases such as missing persons or bear problems; to control backcountry sites and facilities; to protect visitors.

**Consistent Uses:** Provides an analysis of use of the backcountry, statistics, planning and rehabilitation.

**Retention and Disposal Standards:** Under review.

**RDA Number:** 78/001

**Related PR#:** PAR CPS 020

**TBS Registration:** 001751

**Bank Number:** PAR PPU 067

### Campground Registration

**Description:** The bank contains listings of campgrounds and campers.

**Class of Individuals:** Campers.

**Purpose:** To control campground allocation, and provide revenue accountability, statistics, future planning and aid to visitors.

**Consistent Uses:** Statistics, revenue, maintenance decisions and future planning.

**Retention and Disposal Standards:** All personal information collected is purged from the database 31 days after the camping event has ended.

**RDA Number:** 72/010

**Related PR#:** PAR 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:** Under review.

**RDA Number:** 72/010

**Related PR#:** PAR CPS 075

**TBS Registration:** 001749

**Bank Number:** PAR PPU 061

### Fishing License

**Description:** This bank identifies license holders.

**Class of Individuals:** National parks visitors (fishermen).

**Purpose:** Information in this bank relates to the issuing of fishing licenses. It is used to identify license 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:** Under review.

**RDA Number:** 78/001

**Related PR#:** PAR CPS 085

**TBS Registration:** 001745

**Bank Number:** PAR PPU 051

### 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:** Under review.

**RDA Number:** To be determined.

**Related PR#:** PAR CPS 005  
**TBS Registration:** 004012  
**Bank Number:** PAR PPU 077

#### **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:** Under review.

**RDA Number:** 78/001  
**Related PR#:** PAR CPS 075  
**TBS Registration:** 001753  
**Bank Number:** PAR PPU 069

#### **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 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:** Under review.

**RDA Number:** 78/001  
**Related PR#:** PAR CPS 020  
**TBS Registration:** 001750  
**Bank Number:** PAR PPU 066

#### **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:** Under review.

**RDA Number:** 78/001  
**Related PR#:** PAR CPS 005  
**TBS Registration:** 001748  
**Bank Number:** PAR PPU 056

#### **Literary Contest - Heritage Presentation and Public Education**

**Description:** Name, personal address, phone number, age, citizenship, sex, electronic address.  
**Class of Individuals:** Canadian citizens or permanent residents, 13 years and older, who have entered contests.  
**Purpose:** To make sure that contestants meet the requirements to enter the contests (age, citizenship); to be able to reach the winners and send them their prizes; and to draw generic profiles of contestants, to be used in developing future contests.

**Consistent Uses:** Creation of a list of addresses of people who wish to receive more information on Parks Canada. The personal information collected will include only those people who indicated their agreement by ticking the box on the form explaining that the addresses will be used to send information concerning Parks Canada's programs and services.

**Retention and Disposal Standards:** Under review.

**RDA Number:** 78/001  
**Related PR#:** PAR CPS 090  
**TBS Registration:** 005385  
**Bank Number:** PAR PPU 080

#### **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 the 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:** Under review.

**RDA Number:** 78/001  
**Related PR#:** PAR CPS 075  
**TBS Registration:** 001754  
**Bank Number:** PAR PPU 071

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Personal Information Banks and a description of their contents.

Access to Information and Privacy Requests (this information is held by the Department of Canadian Heritage)

Hospitality

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes (this information is held by the Department of Canadian Heritage)

Travel

## Manuals

- Guide to the Preparation of Commemorative Integrity Statements
- Implementation of Section 41 of the Official Languages Act: Parks Canada Agency Action Plan 2002-2005-07-08
- Keep the Wild in Wildlife
- National Historic Sites of Canada System Plan
- National Marine Conservation Areas System Plan
- National Parks System Plan
- Parks Canada Agency Corporate Plan 2004/05 – 2008/09
- Parks Canada Agency Sustainable Development Strategy 2004-2007
- Parks Canada Guiding Principles and Operational Policies
- Sharing the Responsibility of Safety
- Standards and Guidelines for the Conservation of Historic Places in Canada
- You are in Black Bear Country

## Additional Information

### Reading Room

The Canadian Heritage 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  
Gatineau, 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  
25 Eddy Street, 7th Floor  
Gatineau, Quebec K1A 0M5  
Tel.: (819) 953-3545  
Web Site: [www.pc.gc.ca](http://www.pc.gc.ca)

National Director of Corporate Communications  
25 Eddy Street, 6th Floor  
Gatineau, Quebec K1A 0M5  
Tel.: (819) 994-2534  
Fax: (819) 953-5523

Eastern Canada  
Director General  
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

Ontario Service Centre  
111 Water Street  
Cornwall, Ontario K6H 6S3  
Tel.: (613) 938-5874  
Fax: (613) 938-5729

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

Western and Northern Canada  
Director General  
635-8th Avenue S.W., Suite 1550  
Calgary, Alberta T2P 3M3

Tel.: (403) 292-5592  
Fax: (403) 292-8868

Western Canada Service Centre  
145 McDermot Avenue, 1st Floor  
Winnipeg, Manitoba R3B 0R9

Tel.: (204) 983-2348  
Fax: (204) 984-2240

# Patented Medicine Prices Review Board

## Chapter 119

### 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 consumers and contribute to Canadian health care by ensuring that prices charged by manufacturers for patented medicines sold in Canada are not excessive. The PMPRB's mandate extends to all patented drugs, including prescription and non-prescription medicines sold in Canada for human and veterinary use.

**Reporting:** To contribute to informed decisions and policy making, by reporting on pharmaceutical trends and on the R&D spending by pharmaceutical patentees. The PMPRB reports annually to Parliament through the Minister of Health.

#### 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 PMPRB'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 sold in Canada are not excessive. The price information gathered by the Branch forms the basis of the PMPRB's Annual Report to Parliament. The Branch is responsible for the implementation of the PMPRB'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 prices of patented medicines. The Branch manages the application of the compliance and enforcement policy in cases where the prices are outside the Guidelines.

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.

Corporate Services are 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 PMPRB 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; 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.

**Format:** 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; as well as Research and Development expenditures by patentees.

**Topics:** Policy and economic analyses.

**Access:** Files arranged by subject.

**Format:** 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 PMPRB's hearing process and its communications functions, including publishing and public relations.

**Topics:** Public Records (Registrar), communications, publications.

**Access:** Files arranged by subject.

**Format:** 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

Hospitality

Human Resources

Occupational Health and Safety

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

## Standard Personal Information Banks

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

Hospitality

Relocation

Travel

## Classes of Personal Information

### General Correspondence and Enquiries

Information in this class relates to routine correspondence concerning the monitoring and reporting activities of the PMPRB. 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, sections 87 and 88, 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](mailto:pmprb@pmprb-cepmb.gc.ca)

E-mail: [sdupont@pmprb-cepmb.gc.ca](mailto:sdupont@pmprb-cepmb.gc.ca)

Web site: [www.pmprb-cepmb.gc.ca](http://www.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 120

### 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 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 Social Development (formerly 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.

**Access:** Files arranged by case number and name of individual.

**Program Record Number:** PAB PAB 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

Classification of Positions

Equipment and supplies

Finance

Office Appliances

Official Languages

Procurement

#### Particular 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.

**Consistent Uses:** available for use for an administrative purpose.

**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.

**RDA Number:** 90/023



**Related PR#:** PAB PAB 005  
**TBS Registration:** 003697  
**Bank Number:** PAB PPU 005

## Manuals

- Rules of Procedure, (CPP section 28)
- Rules of Procedure, (CPP section 83)

## Additional Information

### 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 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 to 6751). These documents and the decisions of the Board are held by the particular department involved to which any enquiries should be directed.

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  
E-mail: [info@pab-cap.gc.ca](mailto:info@pab-cap.gc.ca)  
Website: [www.pab.cap.gc.ca](http://www.pab.cap.gc.ca)

## Reading Room

Conference Room  
Capital Square Building  
222 Queen Street, 9th Floor  
Ottawa, Ontario K1P 5V9

# Port Alberni Port Authority

## Chapter 121

### 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

##### Property

**Description:** Information relating to the acquisition, disposal, exchange, leasing, construction, engineering and development of water-front, waterlot areas and upland properties within the jurisdiction of Port Alberni.

**Topics:** Agreements for development and/or service of real estate including habitat preservation; the acquisition or exchange of properties to facilitate harbour access and port business; the leasing and/or permitting of tenants;

and the development of physical assets including buildings and service infrastructures such as roads and sewers.

**Program Record Number:** PAPA PRO 020

#### 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.

Access to Information and Privacy Requests

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

## Particular Personal Information Banks

### 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.

**RDA Number:** 98/005

**Related PR#:** PAPA PRN 920

**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.

**RDA Number:** 99/004

**Related PR#:** PAPA PRN 915

**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.

**RDA Number:** to be determined

**Related PR#:** PAPA PRO 020

**TBS Registration:** 005031

**Bank Number:** PAPA PPU 015

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

## 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.

Please Note: Requests made to the Port Alberni Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Port Alberni Port Authority.

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](mailto:pahc_lk@cedar.alberni.net)

Web Site: [www.alberni.net/harbor](http://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 122

### General Information

#### Background

The Prince Rupert 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 Port of Prince Rupert, located on the northwest coast of British Columbia (BC) some 800 kilometers north of Vancouver, BC, is considered to be Canada's marine gateway to Asia. As the railhead on the West coast of North America, the Port of Prince Rupert is directly linked to the North American Heartland by road, rail and air.

#### Responsibilities

The role of the Prince Rupert Port Authority is to facilitate and expand the movement of cargo and passengers through the Port of Prince Rupert, 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
- Port Authorities Management Regulations
- Port Authorities Operating Regulations

#### Organization

##### Board of Directors

Three levels of government, Federal, Provincial and Municipal, each appoint an individual to the Prince Rupert Port Authority Board of Directors. The Federal Transport Minister, on the recommendation of the port users, appoints the four other directors. The Board elects a Chairperson from among their number.

#### President and Chief Executive Officer

The President and Chief Executive Officer of the Prince Rupert 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 Operations

This Division consists of Finance, Accounting, Harbour Operations, Security, Environmental Services, Maintenance, General and Property Administration, Statistics, Information Services and Human Resources.

#### Marketing and Development

This division consists of Business Development, Marketing and Advertising, Engineering, Technical Support, Facilities and Property Planning.

### Information Holdings

#### Program Records

##### Cargo Handling

**Description:** Information relating to all aspects of cargo handling -storage, transfer, cargo, commodities, transportation, and other related subjects.

**Topics:** Bulk cargo; break bulk cargo; liquid bulk and general cargo.

**Program Record Number:** PRPA CAR 010

##### Communications and Marketing

**Description:** Information relating to media relations, press releases, client relations, marketing analysis, advertising, promotional events, and community relations.

**Topics:** Media clippings; advertising; corporate identity; publications; speeches and presentations; promotions and events.

**Program Record Number:** PRPA CAM 020

##### Engineering

**Description:** Information relating to buildings management, maintenance of facilities and structures, projects design and construction.

**Topics:** Dredging & filling; hydrographics;

inspection; railways; roads; specifications & standards.

**Program Record Number:** PRPA ENG 030

### **Environmental Services**

**Description:** Information relating to environmental assessment reports, issues and projects.

**Topics:** Environmental issues.

**Program Record Number:** PRPA ENV 040

### **Harbour Operations**

**Description:** Information relating to traffic, vessels, safety, emergency planning, and related subjects.

**Topics:** Accidents and incidents; aircraft; anchorage; berthage; dangerous goods; harbour headline; marinas; navigation; patrol boats; recreational waterway use.

**Program Record Number:** PRPA HOP 050

### **Information Systems**

**Description:** Information relating to information systems, hardware, software, security and access requirements, and networks.

**Topics:** Development projects; inventory; operations; security & integrity; standards; support.

**Program Record Number:** PRPA INF 060

### **Legal and Corporate Secretarial**

**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; jurisdictions; trademarks; legislation.

**Program Record Number:** PRPA LCS 070

### **Port Development**

**Description:** Information relating to future planning and policy development, growth through capital projects and includes development projects and land use plans.

**Topics:** Land acquisition & disposition; municipal and regional land use; permits.

**Program Record Number:** PRPA DEV 080

### **Properties**

**Description:** Information relating to the administration of Authority properties, property leases, licences, easements, acquisitions and disposals of property, and title searches.

**Topics:** Payments in lieu of taxes; title information; insurance; appraisals; casual use; commercial leases & agreements; recreational leases & agreements.

**Program Record Number:** PRPA PRO 090

### **Security**

**Description:** Information relating to investigations, security systems, and liaisons.

**Topics:** Security service; terminals security; investigation & incident summaries.

**Program Record Number:** PRPA SEC 100

### **Terminal Operations**

**Description:** Information relating to cargo and cruise ship operations.

**Topics:** Canada Customs; cargo terminals; cruise terminals; operators.

**Program Record Number:** PRPA TOP 110

## **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

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Salaries and Wages

Training and Development

## **Standard Personal Information Banks**

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

Relocation

Travel

## **Manuals**

- Canadian Payroll Manual
- Canadian Port Authorities Pension Plan Manual
- Emergency Plan

- Financial Management Policies and Guidelines
- Land Use Management
- Official Languages
- Practices and Procedures for Prince Rupert Harbour
- Superannuation Administration Manual
- Superannuation Insurance Administration 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.

Please Note: Requests made to the Prince Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Prince Rupert Port Authority.

Requests for further information about the Prince Rupert Port Authority and its various programs and functions may be directed to:

Prince Rupert Port Authority  
215 Cow Bay Road, Suite 200  
Prince Rupert, British Columbia V8J 1A2

Tel: (250) 627-8899

Fax: (250) 627-8980

## **Reading Room**

Prince Rupert Port Authority's Library has been designated under the Access to Information Act as a public reading room. The address is:

215 Cow Bay Road, Suite 200  
Prince Rupert, British Columbia

[www.rupertport.com](http://www.rupertport.com)

# Privy Council Office

## Chapter 123

**The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.**

### 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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.

**Format:** 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

## Particular 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.

**RDA Number:** 78/001

**Related 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.

**RDA Number:** 69/076

**Related 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.

**RDA Number:** 69/076

**Related 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.

**RDA Number:** 78/001

**Related 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.

**RDA Number:** 99/004

**Related 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.

**RDA 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.

**RDA Number:** 69/076

**Related 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  
Blackburn Building  
85 Sparks Street, Room 633  
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:

Blackburn Building  
85 Sparks Street, Room 625  
Ottawa, Ontario



# Public Health Agency of Canada

## Chapter 124

### General Information

#### Background

The Public Health Agency, which was launched on September 24, 2004 as part of the new federal strategy for public health, includes all aspects of the former Population and Public Health Branch of Health Canada. The agency's organizational description has been updated; however, the personal information banks, the program records, and manuals listing will be updated as the agency evolves.

#### Responsibilities

Strengthening its ability to protect the health and safety of Canadians, the Government of Canada has delivered on its commitment to establish a new Public Health Agency of Canada and appoint a Chief Public Health Officer.

The creation of the Public Health Agency of Canada (PHAC) marks the beginning of a new approach to federal leadership and collaboration with provinces and territories on efforts to renew the public health system in Canada and support a sustainable health-care system.

Focused on more effective efforts to prevent chronic diseases, like cancer and heart disease, prevent injuries and respond to public health emergencies and infectious disease outbreaks, the Public Health Agency of Canada works closely with provinces and territories to keep Canadians healthy and help reduce pressures on the health-care system.

The agency will be part of the public service and will be headed by the Chief Public Health Officer who will report to the Minister of Health. Health Canada will also report to the Minister of Health. Although separate, both will be members of the health portfolio and will work together to improve and protect the health of Canadians.

#### Legislation

- Department of Health Act, R.S.C. 1985, c. H-3.2
- Emergency Preparedness Act, R.S., 1985, c.6 (4th Supp.)

- Financial Administration Act, R.S.C. 1985, c. F-11
- Fitness and Amateur Sport Act, R.S.C. 1985, c. F-25
- Human Pathogens Importation Regulations, SOR/94-558
- Immigration Act, R.S., 1985
- Quarantine Act, R.S.C. 1985, c. Q-1
- Quarantine Regulations, C.R.C., c.1368
- Queen Elizabeth II Canadian Research Fund Act, R.S.C. 1970, c. Q-1

#### Organization

##### Centers – Directorates – Laboratories

The following brief descriptions outline the various components that make up the Public Health Canada:

Business Integration and Information Services Directorate

Canadian Science Centre for Human and Animal Health

Centre for Chronic Disease Prevention and Control

Centre for Emergency Preparedness and Response

Centre for Healthy Human Development Centre for Infectious Disease Prevention and Control

Centre for Surveillance Coordination

Laboratory for Foodborne Zoonoses

Management and Program Services Directorate

National Microbiology Laboratory

Regions

Strategic Policy Directorate

Business Integration and Information

The directorate serves as a single point of entry for the Assistant Deputy Minister to maintain a connection with horizontal Public Health Agency of Canada activity on a day-to-day basis. It is made up of three key areas: Scientific Publication and Multimedia Services, Parliamentary Affairs and Cabinet Business and Business Integration.

The Scientific Publication and Multimedia Services group produces, in both traditional and electronic

formats, a wide range of branch scientific information products, from brochures to periodicals, poster presentations and books. Parliamentary Affairs and Cabinet Business supports the work of the Minister in the House at Committee and Cabinet meetings and manages Access to Information requests. Business Integration covers a range of activities, including links with the Auditor General's Office, branch internal communications, and secretariat functions for various branch committees.

### **Canadian Science Centre for Human and Animal Health Canada**

The centre is responsible for the provision of a variety of services to support this state-of-the-art laboratory complex. The centre hosts scientific programs for both the National Microbiology Laboratory (Public Health Agency of Canada) and the National Centre for Foreign Animal Diseases (Canadian Food Inspection Agency). Specifically, the centre's service units are responsible for the provision of safety, security, biocontainment and environmental operational services at the facility, leading the outreach activities to the surrounding communities to provide information on the ongoing scientific strategies and programming of the centre through the Community Liaison Committee, and providing a wide range of management services such as communications, library and information management, finance, informatics, telecommunications, administration, materiel management and human resources to the centre and its client organizations.

### **Centre for Chronic Disease Prevention and Control**

The centre is the national focal point for chronic disease prevention and control. Program activities are centered around three key strategic priorities: knowledge generation and dissemination, policy and program development, and surveillance. Activities focus on building and disseminating the evidence based on best practices and lessons learned to support policies and programs for chronic disease prevention and control; facilitating the development of prevention, screening and early detection programs for chronic diseases by provinces/territories; providing project funding to community and support groups; developing national strategies for the management and control of chronic diseases; maintaining and enhancing an integrated surveillance system to assist in

developing chronic disease policy; and providing a stimulus for international links in the area of chronic disease prevention and control.

### **Centre for Emergency Preparedness and Response**

The centre is Canada's central coordinating point for public health security issues. Its many responsibilities include developing and maintaining national emergency response plans for the Public Health Agency of Canada; monitoring outbreaks and global disease events; assessing public health risks during emergencies; contributing to keeping Canada's health and emergency policies in line with threats to public health security and general security for Canadians in collaboration with other federal and international health and security agencies; being responsible for the important federal public health rules governing laboratory safety and security, quarantine and similar issues; and being the health authority in the Government of Canada on bioterrorism, emergency health services and emergency response.

### **Centre for Healthy Human Development**

The centre is responsible for implementing policies and programs that enhance the conditions within which healthy development takes place. Through action founded on the principles of population and public health, the centre addresses the determinants of health and facilitates successful movement through the life stages. The centre acts through programs addressing healthy child development, active living, families, aging and lifestyles, public information and education (Canada Health Network), as well as issues related to rural Health.

### **Centre for Infectious Disease Prevention and Control**

The centre promotes improvement in the health status of Canadians in the area of infectious diseases through public health action. These public health actions include surveillance and epidemiology, risk management, research including laboratory science, health promotion, public health policy development, and prevention and care programs. The Centre for Infectious Disease Prevention and Control's objectives are to decrease transmission of infectious diseases and to improve the health status of those infected. The centre's program areas include infectious disease surveillance and risk assessments, foodborne, zoonotic and environmentally acquired infections,

immunization and respiratory infections, community acquired infections including Hepatitis C, blood safety surveillance and health-care acquired infections, HIV/AIDS policy/coordination/programs, and HIV and retro virology laboratories. The centre works in close partnership with the provinces and territories and with international agencies to accomplish its goals.

### **Centre for Surveillance Coordination**

The centre collaborates with public health stakeholders on the development, maintenance and use of health surveillance information, tools and skills to increase the capacity of public health professionals and decision makers across Canada, which enables them to better protect the health of Canadians through timely and informed decision making. The centre provides coordination and strategic vision for the development of a Network for Health Surveillance in Canada and develops, maintains and strengthens relationships with local/regional, provincial/territorial and federal governments as well as non-governmental organizations and academia. With its partners, the centre jointly addresses cross-cutting issues in public health surveillance. The centre's Canadian Field Epidemiology Program (CFEP) strengthens public health practice in Canada through a training program that fosters excellence in the practice of applied epidemiology. The CFEP is part of an international network of training programs in epidemiology and public health interventions.

### **Laboratory for Foodborne Zoonoses**

The laboratory provides policy makers and other stakeholders with scientific information and advice on minimizing the risks of human illnesses arising from the interface between humans, animals and the environment, with special emphasis on infections due to enteric pathogens (intestinal disease-causing agents). Located in Guelph, Ontario, with satellite units in Lethbridge, Alberta, and St-Hyacinthe, Quebec, these locations provide opportunities for collaborative projects with universities, government agencies (federal and provincial), and public health and industry partners in delivery of the program objectives.

### **Management and Program Services Directorate**

The directorate is a centre of leadership and expertise that provides branch-wide management and program services to support the population

and public health mandate of the branch in the following areas: leadership and coordination of performance measurement and evaluation; grants and contributions management; continuous learning and workplace health activities; management of the Population Health Fund; and administrative services (e.g., accommodations, informatics and information management, ministerial and executive correspondence).

### **National Microbiology Laboratory**

The National Microbiology Laboratory consists of five national laboratories supported by a Division of Core Services, which includes DNA sequencing, Animal Resources and a Central Laboratory for Decontamination and Wash-up Services. The five national laboratories are as follows: National Laboratory for Zoonotic Diseases and Special Pathogens; National Laboratory for Bacteriology; National Laboratory for Enteric Pathogens and Foodborne Diseases; National Laboratory for Diagnostic Virology and National Laboratory for Host Genetics and Prion Diseases. These laboratories provide expert microbiological reference testing, surveillance and outbreak investigation support to the public health network in Canada.

### **Public Health Agency of Canada Presence in Six Regions**

The Public Health Agency of Canada staffs are located in the National Capital Region (NCR) and in regional offices across Canada. These offices carry out the agency mandate through such activities as program delivery, research and knowledge development, policy analysis and development, community capacity building, and public and professional education.

### **Strategic Policy Directorate**

The directorate provides Public Health Agency of Canada (PHAC) with policy expertise and coordination. It collaborates with analysts in all areas of the branch to develop, articulate and integrate branch policy. By gathering and synthesizing key policy information, creating and cultivating internal and external partnerships and providing sound, evidence-based policy advice, Strategic Policy Directorate helps to set strategic directions for PHAC and the Department

## Information Holdings

### Program Records

#### Aboriginal Head Start Initiative

**Description:** Aboriginal Head Start Initiative (AHS) is an early intervention strategy which addresses the needs of young Aboriginal children 0-6 living in urban centres and large northern communities.

Projects are locally controlled and administered by Aboriginal non-profit organizations with programs designed to meet the spiritual, emotional, intellectual and physical needs of the child.

**Topics:** Culture and language; education; health promotion; nutrition; social support programs; parental involvement.

**Program Record Number:** PHAC 008 430

#### Blood Safety Surveillance and Health Care Acquired Infections Division

**Description:** Through surveillance, risk assessment and targeted research, this division provides national leadership in the development and promotion of a national management/policy structure to reduce the risk of blood borne pathogen infections (including hepatitis, Creutzfeldt-Jakob diseases/prions, West Nile virus, and emerging pathogens), transfusion-transmitted injuries and infections resulting from the transplantation of tissues and organs. The division also collects, analyses, interprets and disseminates epidemiological information on nosocomial and occupational infections to the Canadian population.

**Topics:** Hepatitis A, B and C; transfusion-transmitted and infections/injuries; blood-borne parasitic diseases; Creutzfeldt-Jakob Disease and emerging blood-borne agents.

**Program Record Number:** PHAC 008 401

#### Breast Cancer

**Description:** The Canadian Breast Cancer Initiative (1993-1998) and the Renewed Canadian Breast Cancer Initiative (1998-2003) are departmentally-led initiatives that involve working in partnership with key stakeholders from the provincial and territorial governments, health professionals, care providers, associations, researchers, educators, consumers and support groups, the private sector, and women affected by breast cancer. The goals of the initiative are to reduce both the incidence of breast cancer in Canada and the mortality rate, and to improve the quality of life of those directly and indirectly affected by breast cancer from prevention to

palliative care. The Renewed Initiative works through five linked components: the Canadian Breast Cancer Research Initiative; Prevention, Early Detection and Quality Screening; Surveillance and Monitoring; Enhancing Quality Approaches to diagnosis, Treatment and Care; Community Capacity Building; and Evaluation and Coordination.

**Topics:** Prevention; early detection and screening; quality management, information systems; education; awareness raising and recruitment; treatment and care; support, advocacy, community capacity building and networking; policy issues.

**Program Record Number:** HCan 008 260

#### Canada Prenatal Nutrition Program

**Description:** Information on Canada Prenatal Nutrition Program (CPNP), a program which funds community based coalitions and agencies to establish, deliver or enhance services for at-risk pregnant women in order to improve birth outcomes. CPNP is targeted at pregnant women most likely to have unhealthy babies because of poor health and nutrition.

**Topics:** Prenatal Nutrition; Prenatal Care; Lifestyle Counselling.

**Program Record Number:** PHAC 008 435

#### Canadian Breast Cancer Screening Database (CBCSD)

**Description:** The CBCSD is a national breast screening surveillance system designed to facilitate monitoring and evaluation of organized screening programs across Canada. Established in 1993, it is operated and maintained by the Chronic Disease Prevention and Surveillance and Risk Assessment Divisions in the Centre for Chronic Disease Prevention and Control.

**Topics:** In addition to demographic data (such as age, ethnicity, place of residence) and risk-factor profile data (such as parity, gravidity, family cancer history) for each consenting client, the database records details pertaining to all screening episodes occurring within the programs. Hospital treatment and diagnostic databases and provincial cancer registries are linked to the CBCSD to provide diagnostic outcome data for abnormal screens. Data are available from program start date, and are updated every two years.

**Program Record Number:** PHAC 008 261

#### Canadian Field Epidemiology Training Program

**Description:** This program was created in 1975 to respond to requests for epidemiologic assistance by provinces, territories and other federal partners. Field epidemiologists assist in investigations into

risk factors, etiologists and effectiveness of control measures for both communicable and non-communicable diseases. Data collection is done on behalf of the requester, and all data are returned to the requester at the end of the investigation. Field epidemiologists also evaluate surveillance systems to assess the capacity to translate data into public health action.

**Topics:** injury; child maltreatment and maternal and infant health.

**Program Record Number:** PHAC 008 108

### **Canadian Strategy on HIV/AIDS**

**Description:** The Canadian Strategy on HIV/AIDS is a pan-Canadian strategy based on collaboration among all levels of governments, communities, non-governmental organizations, professional groups, institutions and the private sector.

**Topics:** Prevention; community development and support to national non-governmental organizations; care, treatment, and support; research; surveillance; legal, ethical and human rights issues; international collaboration; Aboriginal health and community development; Correctional Service Canada and consultation, evaluation, monitoring and reporting.

**Program Record Number:** PHAC 008 290

### **Cancer**

**Description:** This division develops and conducts cancer surveillance programs which address issues across the "lifecycle" of cancer ranging from the underlying causes of cancer to access to palliative care. The outcome of these programs will provide measurement tools needed to assess needs, priorities and progress in cancer prevention and control through the creation and strengthening of Canadian information and intelligence on determinants of cancer, impact and trends, and population access to effective interventions. The division assists decision makers in the formulation of policies for the adoption and diffusion of effective cancer prevention and control practices in Canada. The division encourages and participates in multi-agency and multi-disciplinary activities to support actions needed to improve national cancer surveillance systems, facilitates and coordinates development of a clearly defined national cancer prevention and control strategy including goals, objectives and strategies, and recommendations for action based on new research/surveillance findings.

**Topics:** Air quality; climate change and health; contaminated sites; environmental contaminants

noise; radiation; water quality and legislation and guidelines.

**Program Record Number:** PHAC 008 100

### **Cardiovascular Disease**

**Description:** The Chronic Disease Prevention Division (the division) of the Centre for Chronic Disease Prevention and Control (the centre) has the lead role for cardiovascular disease. This includes the overall coordination for the prevention and control of cardiovascular diseases, as well as limited surveillance and data interpretation (in cooperation with the Surveillance and Risk Assessment Division). Health Canada has had a lengthy history of involvement in cardiovascular disease and continues to work closely and collaboratively with a number of key partners. In the past, Health Canada was integrally involved in a number of initiatives, including The Canadian Heart Health Initiative (CHHI), The Cardiovascular Action Plan, targeted hypertension strategies, and the Healthy Heart Kit. In light of several environmental changes and reduced resources, many of these initiatives are in a time of transition. Health Canada recently completed a situational analysis on the CHHI and is continuing to explore opportunities to build on past experiences and successes of the program. With respect of the Cardiovascular Action Plan, Health Canada and the other partners involved are currently revisiting the plan to ensure its effectiveness in the current health environment. There is a shared recognition that further integration with other prevention strategies will be key to the plan's implementation and success. At present, high blood pressure continues to be a focus for Health Canada. High blood pressure is a key risk factor in the development and progression of cardiovascular disease. Health Canada has helped to establish a coalition for the prevention and control of hypertension. We are now focusing on high blood pressure as part of an integrated screening approach with the development of comprehensive screening policies. The division is also developing a model that links behavioural science, systems theory and practice. The centre also was a partner in the development of The Growing Burden of Heart Disease and Stroke in Canada 2003 (led by the Heart and Stroke Foundation of Canada, in collaboration with the Canadian Cardiovascular Society and Health Canada). This is the sixth in a series of biennial reports issued by the Foundation, highlighting the high cost of cardiovascular diseases to both quality of life and to Canada's health-care system. The report

examines the prevalence of cardiovascular risk factors – smoking, physical inactivity, being overweight, high blood pressure and diabetes – and also makes policy recommendations on how to address the growing burden presented by heart disease and stroke. As we continue to address the growing burden of cardiovascular disease, there is recognition that the contributing risk factors are associated with a number of chronic diseases. As such, the centre has recognized the need for a more integrated approach to the prevention of cardiovascular disease and the risk factors that contribute to it.

**Topics:** Develop information on cholesterol, high blood pressure, diabetes, tobacco use and physical inactivity, and obesity as modifiable risk factors for cardiovascular disease. Coalition building and management; research on prevention policy; coalition and dissemination of heart health interventions, children and youth, disadvantaged groups, social marketing, integrated approaches to CVD prevention at the community level, prevention and control of elevated blood cholesterol and high blood pressure.

**Program Record Number:** PHAC 008 265

#### **Community Action Program for Children (CAPC)/Canada Prenatal Nutrition Program (CPNP) National Projects Fund**

**Description:** The purpose of the fund is to finance initiatives that will support the objectives of CAPC/CPNP programs and directly benefit CAPC and CPNP projects across Canada. The National Projects Fund will allow national, regional or local organizations to undertake specific, short-term initiatives in support of activities that generate knowledge and action about children, families and the role of the community in supporting families.

**Topics:** The theme over the next two years is strengthening program management and the funding priorities are: human resources, training and supervision; volunteer recruitment and management; national think tank; connectivity; Fetal Alcohol Syndrome (FAS); and support for Francophone projects outside Quebec.

**Program Record Number:** PHAC 008 436

#### **Centres of Excellence for Children's Well-being**

**Description:** Information on the Centres of Excellence for Children's Well-being program, which was created with a mandate to improve Canadians' understanding of, and responsiveness to, the physical and mental health needs of children and the critical factors for healthy child development. Each of the five centres focuses on

a different issue associated with child and youth well-being: child welfare, communities, early childhood development, special needs, and youth engagement. Each centre is responsible for: collecting and analysing data, conducting original research, providing policy advice, disseminating information, and developing networks of individuals and groups who are working on the same issue.

**Topics:** Children, early child development; health, youth engagement; disabilities; special needs; child welfare; child and youth centred communities; policy issues, research.

**Program Record Number:** PHAC 008 338

#### **Cervical Cancer**

**Description:** The Cervical Cancer Prevention Network (CCPN) is a network of federal, provincial, territorial and non-governmental representatives which has been established to foster the development of provincially based organized quality screening programs in Canada and the development and use of information systems to enable monitoring and evaluation of the programs through the activities of three working groups: the Quality Management Working Group, the Recruitment Working Group, the Information Systems Working Group.

**Topics:** Prevention; early detection and screening; quality management, information systems; policy issues; awareness raising and recruitment.

**Program Record Number:** PHAC 008 333

#### **Chronic Disease Prevention**

**Description:** Responsibility for the integrated approach to chronic disease prevention falls within the Chronic Disease Prevention Division and the Integrated Chronic Disease Prevention and Control Policy Office. The Chronic Disease Prevention Division is a member of the Chronic Disease Prevention Alliance, a conglomerate of non-governmental organizations and government agencies, who share a common vision for an organized, integrated system of chronic disease prevention for Canada. The division is also the lead on an intra-departmental working group on the primary prevention of chronic disease that seeks to synergise departmental efforts in the areas of chronic disease prevention.

**Topics:** Chronic disease prevention policy; coalition building; needs assessment; stakeholder involvement and community empowerment.

**Program Record Number:** PHAC 008 295

#### **Chronic Respiratory Diseases**

**Description:** Co-ordination of a national approach to the prevention and effective management of

chronic respiratory disease in Canada.

**Topics:** National strategic plan in partnership with national coalitions for asthma and Chronic Obstructive Pulmonary Disorder (COPD), surveillance, population-based research on determinants of respiratory disease, dissemination of information on respiratory disease prevention and management.

**Program Record Number:** PHAC 008 317

#### **Community Action Program for Children**

**Description:** Information on Community Action Program for Children (CAPC), a targeted program which funds community based coalitions and agencies to establish and deliver services to meet the developmental needs of children, ages 0 to 6, and their families living in conditions of risk; also information and reports on the evaluation of CAPC-funded projects.

**Topics:** Parent training and support; child injury, child development, child health; prevention of abuse and neglect.

**Program Record Number:** PHAC 008 337

#### **Diabetes**

**Description:** The Centre for Chronic Disease Prevention and Control (CCDPC) is responsible for delivering three of the four components of the Canadian Diabetes Strategy. The four components are: Prevention and Promotion; National Coordination; National Diabetes Surveillance System; and the Aboriginal Diabetes Initiative B the latter of which is under the purview of the First Nations and Inuit Health Branch (FNIHB). The major goals of the Canadian Diabetes Strategy are to address the health concerns of diabetes for the entire Canadian population, with prevention and promotion as major elements; working in partnership to increase awareness and education of diabetes, its complications and major risk factors; share best practices; coordinate and lead diabetes efforts nationally; and assist community based prevention projects.

**Topics:** Aboriginal Diabetes Initiative; blindness; nutrition; obesity and physical activity.

**Program Record Number:** PHAC 008 331

#### **Division of Aging and seniors**

**Description:** Serves as the centre of expertise and focal point for information in areas pertaining to healthy aging and seniors. It promotes meaningful participation of seniors in federal decisions and activities that affect them. Activities include: providing advice and supporting policy development; conducting and supporting research and education activities; encouraging innovative

means of improving the health of seniors in situations of risk and in preventing situations of risk from developing; and providing operational support to the National Advisory Council on Aging.

**Topics:** Research, health promotion and evaluation, policies and program development, liaison and partnerships; production and dissemination of information and operational support to the National Advisory Council on Aging.

**Program Record Number:** PHAC 008 259

#### **Division of Aging and Seniors & National Advisory Council on Aging**

**Description:** Group of citizens set up to help and advise the Minister of Health on issues of aging and the quality of life of seniors.

**Topics:** Policy statements; reports; writings

**Program Record Number:** PHAC 008 095

#### **Division of Childhood and Adolescence**

**Description:** The division serves as a centre of expertise, leadership and coordination within the federal government and Health Canada for issues, activities and programs concerning children and youth. The division is a focal point for policy development, research and strategic analysis of trends regarding the broad determinants of health for children and youth in Canada.

**Topics:** Children, adolescents, healthy pregnancy, healthy child development, early child development, children's rights, parenting.

**Program Record Number:** PHAC 008 339

#### **Early Child Development**

**Description:** Information on the Early Childhood Development Initiative (a key priority under the National Children's Agenda) which was supported at the First Ministers' Meeting in September, 2000. Beginning in April 2001, the Government of Canada increased transfers to the provinces and territories by \$2.2 billion over five years to build on existing services and supports that promote early childhood development. Provincial and territorial governments have agreed to use this increased funding to: promote healthy pregnancy, birth and infancy; improve parenting and family supports; strengthen early childhood development, learning and care; and strengthen community supports. All governments agreed to report publicly on their progress, and on how children are faring, which will allow governments, and Canadians, to track progress in improving the well-being of young children. The Government of Canada report entitled Federal/Provincial/ Territorial Early Childhood Development Agreement: Report on the Government of Canada Activities and Expenditures

2000-2001 was released in November 2001 and can be found at:

[www.unionsociale.gc.ca/ecd/cover\\_e.html](http://www.unionsociale.gc.ca/ecd/cover_e.html).

Governments have also agreed to work together on research and knowledge on Early Childhood Development (ECD) and to share information on effective practices to improve child outcomes. Information on the expenditures of federal departments and agencies related to ECD.

**Topics:** Children, policy issues, child welfare, indicators, health, inter-governmental issues, social policy, healthy pregnancy, maternity care, parenting, breastfeeding.

**Program Record Number:** PHAC 008 336

### **Emergency Services**

**Description:** Information on the functions of this planning and coordinating body for cases of national emergency. Central capability is achieved by interdepartmental orientation and the continual updating of Health Canada's public health emergency health plans, training programs and exercise activities; coordination with the planning, training and exercise programs of other departments through the Office of Critical Infrastructure Protection and Emergency Preparedness, the Solicitor General of Canada and others; coordination with provincial emergency health services and emergency social services through the Committee of Emergency Social Services Directors and the Federal/Provincial/Territorial Network.

**Topics:** Establishment, development and maintenance of national capability to provide essential health services in an emergency; establishment and maintenance of a stockpile of health supplies and equipment as part of the Department's responsibility for natural and human-caused emergency planning and includes assistance to provincial and municipal governments; development and operation of training courses on emergency planning and survival, programs to ensure office procedures are followed and accounting practices are maintained.

**Program Record Number:** PHAC 008 255

### **Evidence and Information for Chronic Disease Policy Division**

**Description:** Responsible for translation of scientific information into policy for chronic diseases, planning and evaluation of policy and programs, and dissemination of information and liaison with stakeholders in practice, policy and research.

**Topics:** National consortium for best practices in

chronic disease prevention and control, meta-database platform for intervention strategies for chronic diseases, development of new and efficient methodologies for knowledge translation, and network and capacity building for knowledge transfer.

**Program Record Number:** PHAC 008 267

### **Federal/Provincial/Territorial (FPT) Advisory Committee on Population Health**

**Description:** The FPT Advisory Committee on Population Health (ACPH) is a senior policy advisory committee reporting to the FPT Conference of Deputy Ministers of Health. The goal of ACPH is to address major issues that affect the health and well-being of Canada's population as a whole, as well as groups with less favourable health status.

**Topics:** National Strategy for Healthy Child Development, National Population Health Goals, Public Health, Report on the Health of Canadians.

**Program Record Number:** PHAC 008 269

### **Fetal Alcohol Syndrome / Fetal Alcohol Effects (FAS/FAE)**

**Description:** In 1999, \$11 million over three years was allocated to enhance FAS/FAE activities related to: public awareness and education; training and capacity development early identification and diagnosis; coordination; surveillance; and a strategic project fund administered by the Population Health Fund. Health Canada, through its national and regional offices, works in collaboration with Provincial/Territorial governments, a National Advisory Committee, a National First Nations and Inuit CPNP/FAS/E Steering Committee, and other federal departments on various FAS/FAE activities.

**Topics:** Healthy pregnancy, FAS/FAE, social marketing, information for professionals and front-line workers, funding.

**Program Record Number:** PHAC 008 271

### **Foodborne, Waterborne and Zoonotic Infections Division**

**Description:** This division implements an enhanced regionally-based capacity to conduct surveillance (data collection, analysis, interpretation, dissemination) and investigation of (a) food and waterborne diseases and (b) zoonotic diseases (diseases in domestic and wild animals relevant to human health). This work includes maintaining and developing a national food and water safety surveillance system and providing national leadership to improve enteric disease surveillance. The division also investigates and



coordinates investigations of food borne and waterborne disease outbreaks across Canada and provides guidance and direction, as requested, by the Provincial Health Authorities; facilitates and coordinates risk analysis and risk management activities with international, federal, provincial and local partner organizations; conducts, supports and coordinates targeted research in critical areas; and identifies emerging threats to the health and safety of Canadians.

**Topics:** Drinking water; Health Care utilization for gastrointestinal illness; salmonella typhimurium; acute gastrointestinal illness and West Nile Virus.

**Program Record Number:** PHAC 008 402

#### **Health Canada / Veterans Affairs Canada Falls Prevention Initiative**

**Description:** Health Canada and Veterans Affairs Canada have established a community-based, health promotion pilot initiative to help identify effective falls prevention strategies for veterans and seniors. A total of \$10 million has been committed over a four-year period, from FY 2000-2001 to FY 2003-2004, to pilot community projects in three regions B Atlantic Canada, Ontario and British Columbia B as well as at the national level. The funds will be distributed through Health Canada's Population Health Fund.

**Topics:** Falls, falls prevention, seniors, veterans, caregivers.

**Program Record Number:** PHAC 008 274

#### **Health Promotion**

**Description:** Health Promotion and Population Health are linked areas of health policy. Since the early 1970s, Health Canada has been an internationally renowned player for its work in the field of health promotion. Since the mid 1990s, Health Canada's main policy direction has evolved from health promotion to a population health approach. Health promotion includes five key strategies: building healthy public policy; creating supportive environments; strengthening community action; developing personal skills; and reorienting health services. Three of these strategies B building healthy public policy, creating supportive environments and reorienting health services are better addressed from a population health's systematic approach and responding to new evidence on the role played by the broad range of social, economic and environmental determinants in improving overall health.

**Topics:** Child Health; Healthy pregnancy and infancy; injury prevention; mental health; national

clearinghouse on family violence physical activity; rural health; seniors health.

**Program Record Number:** PHAC 008 276

#### **Health Surveillance and Epidemiology**

**Description:** This division, in partnership with many stakeholders (government agencies, non-governmental organizations, academic centres, international agencies) conducts national surveillance of selected child and reproductive health issues including data collection, analysis and response. Response activities include information dissemination, policy development, prevention / intervention programs and targeted epidemiologic risk assessment studies.

**Topics:** Maternal and Infant Health Surveillance and Epidemiology, Injury Surveillance and Epidemiology, Child Maltreatment Surveillance and Epidemiology.

**Program Record Number:** PHAC 008 172

#### **Healthy Child Development**

**Description:** The focus is on healthy child development with a focus on the determinants of health, including physical, social, economic and mental/emotional health and well-being, family support, healthy, safe and non-violent environments, and international treaties and obligations such as children's rights.

**Topics:** Children's rights, UN Convention on the Rights of the Child, mental health, media literacy, children's environmental health, injury prevention, active living, healthy eating, parent support and education, international treaties dealing with children, etc.

**Program Record Number:** PHAC 008 171

#### **HIV/AIDS Policy, Coordination and Programs Division**

**Description:** The HIV/AIDS Policy, Coordination and Programs Division serves as the focal point for Health Canada in the coordination, implementation and monitoring of the Canadian Strategy on HIV/AIDS. The HIV/AIDS Division plays a central role in moving the strategy towards a nationally shared vision with improved collaboration among all levels of governments, among communities, non-governmental organizations, professional groups, institutions and with the private sector. The division also provides national expertise on key activities under the CSHA such as: strategy management, policy development and information synthesis, prevention and care, treatment programs, marketing and communications and strategy monitoring and evaluation.

**Topics:** Aboriginal people; care and treatment; community development; coordination, planning, evaluation and reporting; Correctional Services and F/P/T Aids.

**Program Record Number:** PHAC 008 405

### **HIV/AIDS, Sexually Transmitted Diseases (STD) and Tuberculosis (TB)**

**Description:** This bureau conducts national surveillance, field investigations, development of laboratory science and applied research of the epidemiology related to HIV/AIDS, STD and TB; directed at identification and quantification of risks, assessment of proposed prevention strategies and the evaluation of existing surveillance, prevention and control activities. Investigation of HIV, STD and TB disease outbreaks are carried out as well as development of recommendations for their control. As a UNAIDS Collaborating Centre, the bureau is involved in international activities that include providing assistance worldwide to support the establishment of harmonized international standards for clinical immunology and facilitate regional cooperation to improve HIV/AIDS, and TB prevention and control programs in developing countries to reduce the HIV/AIDS/TB epidemics. The bureau guarantees the quality of HIV testing in Canada introduces new HIV testing technology and develops guidelines and recommendations for HIV/AIDS, STD and TB control in Canada through the coordination of a network of scientific experts, public health officials and advisory committees / working groups. The bureau disseminates timely information related to public health needs, priorities and strategies.

**Topics:** blood safety; *C. difficile*; CJD/vCJD; HIV/AIDS; Hepatitis; Lyme Disease; noroviruses; notifiable diseases; respiratory diseases; severe acute respiratory syndrome; sexually transmitted infections; simian foamy virus; tuberculosis; tularemia and West Nile Virus.

**Program Record Number:** PHAC 008 131

### **Immunization and Respiratory Diseases Division**

**Description:** The aim of the division is to reduce or eliminate vaccine preventable and infectious respiratory diseases in Canada. In partnership with provinces and territories, the division is responsible for the national surveillance of vaccine preventable and infectious respiratory diseases, including influenza and SARS, surveillance of vaccine associated adverse events and monitoring of immunization status, including the development of immunization registry network. It provides

scientific and administrative support to the National Advisory Committee on Immunization and Pandemic Influenza Committee. The division also investigates and coordinates investigations of vaccine preventable and infectious respiratory disease outbreaks across Canada, and provides guidance and direction, when requested, by provincial or territorial public health authorities when outbreaks of vaccine preventable or infectious respiratory diseases occur in individual jurisdictions. The division also conducts supports and coordinates applied public health research in the areas of immunization and infectious respiratory disease, and identifies and communicates emerging vaccine preventable and infectious respiratory disease threats to Canadians. The division collaborates with other national governments and international organizations to prevent and control vaccine preventable and infectious respiratory diseases.

**Topics:** Basic immunology; immunization schedule; vaccine safety; travel vaccines; Canadian immunization registries network and influenza.

**Program Record Number:** PHAC 008 404

### **Infectious Diseases**

**Description:** Surveillance for and research on the epidemiology of infectious diseases directed at identification and quantification of risks, assessment of proposed prevention strategies and evaluation of existing surveillance, prevention and control activities. Coordination of a network of scientific experts, public health officials and advisory committees / working groups to develop guidelines / recommendations for selected topics and to investigate diseases of provincial and/or national importance. Furthermore, the Blood-Borne Pathogens Division is involved in blood safety and xenotransplantation issues pertaining to transmission of infectious, chronic and degenerative diseases.

**Topics:** Immunization, food borne, waterborne and enteric diseases, nosocomial and occupations infections, respiratory diseases and blood borne pathogens.

**Program Record Number:** PHAC 008 132

### **Mental Health Promotion**

**Description:** The overall goal of the Mental Health Promotion Unit is to integrate mental health promotion principles in healthy public policy, and to facilitate research, knowledge development, evaluation, and innovative projects which promote and improve mental health and well-being, within a

variety of environments.

**Topics:** Mental health status of Canadians, mental health policy, mental health promotion practices, youth empowerment, community empowerment, suicide prevention, international network for mental health promotion.

**Program Record Number:** PHAC 008 270

### **Microbiology**

**Description:** The National Microbiology Laboratory provides expert microbiological reference testing, surveillance and outbreak investigation support to the public health network in Canada. The National Microbiology Laboratory is a key element in Canada's preparedness for biologic terrorism and other infectious diseases emergencies. In addition, the National Microbiology Laboratory operates six External National Reference Centres on a cost-sharing basis with the Provinces. These centres include Parasitology (Serology), Mycology, Yersinia, Streptococcus, Rabies and Epstein Barr Virus.

**Topics:** Listeriamonocytogenes in foods; molds; mycotoxins in foods; campylobacter jejuni in foods; bacterial Foodborne pathogens-Listeria; campylobacter; fresh-cut produce and molecular typing.

**Program Record Number:** PHAC 008 180

### **Middle Childhood and Adolescence**

**Description:** The focus is on research, knowledge development and dissemination, consensus building and policy development activities, focused primarily on the middle childhood and adolescence (6 to 18) stages of development, both nationally and internationally. Include supporting opportunities and choices for youth and intersectoral collaboration with communities, governments and the private sector and information on the health behaviours in school-aged children survey and models, such as the School Health Model and Comprehensive School Health.

**Topics:** Adolescent engagement and empowerment, Comprehensive School Health, School Health Model, Health Behaviours in School-Aged Children Survey, identity development, adolescent attachment.

**Program Record Number:** PHAC 008 182

### **National Children's Agenda**

**Description:** The National Children's Agenda (NCA), a co-operative effort by federal, provincial and territorial (FPT) governments, was established to ensure that all Canadian children have the best opportunity to develop their potential. The governments' "shared vision" of the agenda

includes goals for all Canadian children: to be healthy (physically and emotionally), safe and secure, successful at learning, socially engaged and responsible. The vision also identifies six areas in which collaboration by governments could enhance child well-being: enhancing early child development; supporting parents and strengthening families; improving income security for families; providing early and continuous learning experiences; promoting healthy adolescent development; and creating safe, supportive and violence-free communities. Information on the process followed, results of the public dialogue held in 1999, and the revised vision issued in June 2000 by the FPT Ministerial Council on Social Policy Renewal. Working together, the governments of Canada are making progress in two important areas: fighting child poverty (through the National Child Benefit) and promoting early childhood development (through the Early Childhood Development Initiative).

**Topics:** Employment Insurance benefits for parental leave; National Child benefit; workplace policies; family law; family support and national action plan for early child development.

**Program Record Number:** PHAC 008 184

### **National Clearinghouse on Family Violence**

**Description:** National resource centre for Canadians seeking information and resources which address violence in the family and in other relationships of trust, dependency or intimacy. The clearinghouse collects, develops and disseminates new informational materials on behalf of the federal Family Violence Initiative. Clients, including health and social service-providers, other front-line workers, researchers, community groups, politicians, media representatives, and the general public can access all clearinghouse services and publications free of charge in both English and French.

**Topics:** Prevention, treatment, training and research related to family violence. Areas include but are not limited to woman abuse, child abuse, child sexual abuse, and abuse of older adults.

**Program Record Number:** PHAC 008 313

### **National HIV and Retrovirology Laboratories**

**Description:** National HIV and Retrovirology Laboratory provide comprehensive expertise to national and international partners in human and emerging retrovirus testing and research. These partners include Health Canada programs (such as regulatory branches of Health Canada), laboratories associated with the provincial ministry

of health, and hospital and blood-screening labs. The laboratory provides expertise in HIV/HTLV reference service testing and national and international quality assurance programs for HIV serology, viral load testing and lymphocyte enumeration. The laboratory also develops, evaluates and transfers related technologies to national and international partners. In addition, the National HIV and Retrovirology Laboratories provides laboratory support for HIV and STD surveillance programs through the provision of the specialised laboratory testing necessary for national HIV incidence estimates as well as laboratory support of the Canadian HIV Strain and Drug Resistance Surveillance Program.

**Topics:** National diagnostic testing; reference services; quality assurance and directed development

**Program Record Number:** PHAC 008 185

#### **Office of Rural Health**

**Description:** The Office of Rural Health provides Department-wide strategic leadership and coordination to improve the health of citizens in rural and isolated areas of Canada. The office provides expert advice to the Department on issues related to rural health; promotes action by other federal government departments and agencies on rural health; and establishes partnerships or liaises with provincial and territorial governments, rural stakeholders, professional organizations and other federal departments and agencies on rural health issues. The office is the departmental focal point on research and initiatives to advance rural health, and promotes the use of “rural lens” in the development of departmental programs and policies. The office also provides policy and logistical support to the Ministerial Advisory Council on Rural Health.

**Topics:** rural perspective; access to health care in rural Canada; national framework on rural health research; national rural health strategy; rural health issues and Canada’s experience on rural health nationally and internationally.

**Program Record Number:** PHAC 008 186

#### **Office of Special Health Initiatives**

**Description:** This office provides program development for new or re-emerging public health issues through developmental and initial administrative support functions.

**Topics:** Tuberculosis (TB) Prevention and Control: All provinces and territories participate in this system by forwarding data relating to all reported cases of new active and reactivated TB cases in

their jurisdiction to the TB Control Program and produces annual reports containing various analyses on the data, global health intelligence, global and regional electronic information highways, HIV/AIDS, emerging pathogens, migration health and enforcement of the Quarantine Act.

**Program Record Number:** PHAC 008 170

#### **Office of the Voluntary Sector**

**Description:** Office of the Voluntary Sector serves as a centre of expertise, leadership and coordination within Health Canada for issues, activities and programs concerning the voluntary health sector. The office is the lead for the Department’s implementation of the Government of Canada’s Accord with the Voluntary Sector and the Codes of Good Practice. The office coordinates the Department’s participation in the federal Voluntary Sector Initiative (VSI) B a \$95 million major horizontal policy effort involving over 20 federal departments and agencies led by Canadian Heritage. The office provides policy advice to the Minister who sits on the Ministerial Consultative Committee on the Voluntary Sector and the Chief Public Health Officer of the Public Health Agency of Canada who represents the Agency on senior management committees directing the VSI. Health Canada is responsible for several key projects of the VSI, such as the Policy Internships and Fellowships pilot project and several health policy projects funded under the Sector. Involvement in Department Policy Development Fund, including the Voluntary Organizations is involved in Collaborative Engagement in Health Policy Project. The office leads the implementation of Health Canada’s Framework for Building the Relationship with National Voluntary Organizations Working in Health. The office also provides individual organizational and sector-wide development grants to small and medium national voluntary health organizations representing conditions or diseases of small incidence.

**Topics:** Accord and Codes of Good Practice; voluntary sector projects; individual organizational and sector wide development grants and the Policy Internships and Fellowships project.

**Program Record Number:** PHAC 008 311

#### **Physical Activity Unit**

**Description:** The mandate of the Physical Activity Unit is to help Canadians improve their health through regular physical activity. Physical activity is positioned within the Healthy Living Strategy B an

intersectoral initiative designed to improve health outcomes and reduce disparities in health status in Canada. Phase I of the strategy is focusing on physical activity, healthy eating and their relationship to healthy weights. The unit's work is based on an approach to partnerships that is multi-sectorial, multi-level, and multi-disciplinary. The Physical Activity Unit works in partnership with: 1) provincial and territorial governments towards achieving the target set by Ministers to increase the physical activity levels of Canadians by 10 percentage points in each PT by 2010; and 2) non-government organizations through the Physical Activity Contribution Funding Program providing financial and technical assistance to 13 national organizations for fiscal 2003/2004. Key flagship products include: Canada's Physical Activity Guides (children and youths, adults and older adults), the Business Case for Active Living at Work, and Stairway to Health.

**Topics:** Contribution program; physical activity guide; guide for older adults; summer Active; active living at work and active transportation.

**Program Record Number:** PHAC 008 420

#### **Population Health Approach**

**Description:** The population health approach towards health policy building evolved from Health Canada's health promotion policy development activities of the 1990s. Strategies are now being employed to integrate the approach into broader Health Canada activities in order to inform Canadians about both the approach and population health initiatives. This to ensure the population health approach is considered and included in the broader federal political agenda to position population health as the new vision for health in the next century. These strategies include a conceptual framework for thinking about health; decisions that are guided by consideration of the evidence; a framework for taking action; actions targeted at the societal, community, structural or system level; and requirements of collaboration between multiple sectors.

**Topics:** Social, economic and physical environments; early childhood development; personal health practices; individual capacity and coping skills; human biology and health services;

**Program Record Number:** PHAC 008 328

#### **Population Health Fund**

**Description:** Population Health Fund supports time-limited projects sponsored by Canadian voluntary not-for-profit organization and educational institutions. The goal of the Population Health Fund

is to increase community capacity for action on or across the determinants of health. The projects develop and disseminate community-based models for applying the population health approach, increase the knowledge base for program and policy development on population health and increase partnerships and intersectoral collaboration to address the determinants of health. Health Canada establishes priorities for funding based on identified program needs and life stages.

**Topics:** Healthy communities-Mental Health; children's health; healthy living; parenting supports chronic disease.

**Program Record Number:** PHAC 008 330

#### **Prostate Cancer**

**Description:** The Cancer Division is managing the grant of \$3 million per year for the Vancouver Centre of Excellence in Prostate Cancer Research and the Canadian Prostate Cancer Initiative, for a period of five years. The purpose of this initiative is to advance research, care and treatment of prostate cancer.

**Topics:** Risk factors; early detection and recent trends.

**Program Record Number:** PHAC 008 329

#### **Risk Factors**

**Description:** Through collaboration with other departmental and external experts, this project contributes to the development of quality data collection sources to enhance risk factor surveillance, evaluation and research in Canada. Lifestyle factors such as smoking, diet, physical activity, alcohol use and sun exposure are some of the most important contributors to the development of a wide range of chronic diseases. This project does not provide information directly to the public. However, expertise is provided on data availability and interpretation to those within the Department who develop public reports. This project also helps to ensure that the current and emerging data needs of the Centre for Chronic Disease Prevention and Control in this area are understood and considered when developing national data collection programs.

**Topics:** Substance Use; mental health and chronic diseases for women; aboriginal peoples, seniors and ethnic minorities; economic & employment and diabetes.

**Program Record Number:** PHAC 008 309

#### **Sexual and Reproductive Health**

**Description:** Information on initiatives on sexual and reproductive health to increase awareness of risks and promotion of sexual and reproductive

health to provinces and territories, national organizations, communities and individuals, to maintain and improve the health and well-being of Canadians through improved personal health practices. Provide a resource booklet: Canadian Guidelines for Sexual Health Education.

**Topics:** Sexually Transmitted Diseases, teen pregnancy; infertility; sexual violence; breast, cervical and prostate cancer; abortion; contraceptives; low birth weight, HIV/AIDS; and menopause.

**Program Record Number:** PHAC 008 308

## Particular Personal Information Banks

### Canadian Childhood Cancer Surveillance and Control Program

**Description:** This bank contains information about Canadian children under age 20 years diagnosed with cancer from 1995 on. Data are collected via questionnaire and clinical chart review. Information collected from 1995 to 2000 includes name, address, telephone number of the patient and the parent or legal guardian and health insurance number. Information collected 2001 onward does not include the above information. Other information includes diagnostic, treatment, and clinical outcome data.

**Class of Individuals:** Canadian children aged 20 or less at time of diagnosis with cancer as identified via pediatric oncology centers or via provincial cancer registries, and who agree to participate in study.

**Purpose:** To facilitate development of prevention and control strategies, and to assess risk factors and to minimize long-term consequences.

**Consistent Uses:** For surveillance analysis. Information may be used to contact these individuals in follow-up surveys except after 2001, where the pediatric oncology centre will take responsibility of contacting individuals.

**Retention and Disposal Standards:** Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).

**RDA Number:** to be determined

**Related PR#:** PHAC 008 336

**TBS Registration:** 004092

**Bank Number:** PHAC PPU 082

### Canadian Communicable Disease Surveillance System

**Description:** This bank contains information provided by provincial health departments relating to socio-demographic characteristics of the patients, diagnostic information and treatment history.

**Class of Individuals:** The information relates to individuals with a diagnosed occurrence of a notifiable communicable disease.

**Purpose:** The purpose of this bank is to provide a database to monitor the incidence of notifiable communicable diseases for use in epidemiological studies in support of disease control and prevention measures.

**Consistent Uses:** None

**Retention and Disposal Standards:** Retained a minimum of 10 yrs, and then transferred to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).

**RDA Number:** to be determined

**Related PR#:** PHAC 008 172

**TBS Registration:** 004093

**Bank Number:** PHAC PPU 078

### Canadian Congenital Anomalies Surveillance System

**Description:** The bank contains information on incidence of birth defects in Canada. Participating provinces provide machine readable information including the date of birth, sex, nature of birth defects, municipality of residence and a provincial registration number. The system was initiated in 1966.

**Class of Individuals:** All infants born in participating provinces and diagnosed as having a birth defect in the first year of life since 1973.

**Purpose:** The purpose of this data bank is to provide a database to monitor the incidence of birth defects in Canada and to serve as a register for epidemiological research studies.

**Consistent Uses:** Use of this bank is consistent with the purpose specified in section 5.

**Retention and Disposal Standards:** Retained a minimum of 10 years, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 years).

**RDA Number:** to be determined

**Related PR#:** PHAC 008 172

**TBS Registration:** 004111

**Bank Number:** PHAC PPU 075

### Canadian Hospitals Injury Reporting and Prevention Program

**Description:** This bank contains information provided by injured persons and by the hospitals at which they were seen. The following personal information is in the bank: the hospital name, injured person's medical record number, date of birth, sex and postal code and the first three letters of the individual's family name. In addition there is information on the circumstances in which the injury occurred, the nature of the injury and how the case was handled in the emergency room.

**Class of Individuals:** The information relates to individuals who seek care for injuries or poisoning at one of 10 pediatric and 6 general hospitals that participate in the program.

**Purpose:** The purpose of this bank is to provide an ongoing surveillance of the circumstances in which injuries occur and, by making the information available to those who develop and evaluate injury prevention programs, to make an important contribution to reducing the number and severity of injuries in Canada.

**Consistent Uses:** A postal code conversion program developed at Statistics Canada will permit linkage of CHIRPP data with grouped census data and analysis of the associations of socio-demographic factors with injuries.

**Retention and Disposal Standards:** The files are retained for 100 years.

**RDA Number:** to be determined

**Related PR#:** PHAC 008 328

**TBS Registration:** 003452

**Bank Number:** PHAC PPU 066

### Canadian Surveillance for Creutzfeldt – Jakob Disease (CIDPC)

**Description:** This data will be collected about people with Creutzfeldt-Jakob disease and persons who do not have Creutzfeldt-Jakob disease (controls) by reviewing their clinical records for clinical information and for information about exposure to blood or certain procedures. Additional information will be collected by interviews with the family, by collecting blood samples for genetic tests and by collecting neuropathology samples after death.

**Class of Individuals:** All persons who are suspected to have developed Creutzfeldt-Jakob disease and their controls, recruited through physicians from hospitals and the local community.

**Purpose:** To determine the risk of acquiring Creutzfeldt-Jakob disease through blood transfusions; to determine if there is any unusual forms of Creutzfeldt-Jakob disease as seen in

England following the bovine spongiform encephalopathy (mad cow disease) epidemic.

**Consistent Uses:** None.

**Retention and Disposal Standards:** to be determined

**RDA Number:** to be determined

**Related PR#:** PHAC 008 401

**TBS Registration:** 004904

**Bank Number:** PHAC PPU 286

### Canadian Tuberculosis Reporting System

**Description:** Contains information collected and provided to the Public Health Agency of Canada (formerly Health Canada) since 1996 and data provided to Statistics Canada from 1970 - 1995 by provincial and territorial public health authorities on persons reported with TB disease (new active or relapsed cases). Data may include reporting province/territory, gender, age, date of birth, birthplace, activity status, HIV status, drug resistance, treatment outcomes (including death and cause of death, compliance and whether or not treatment was directly observed) and drug regimens.

**Purpose:** To support the prevention and control of tuberculosis. An annual report called "Tuberculosis in Canada" is published and is available in bilingual print version and on the Public Health Agency of Canada website.

**Consistent Uses:** Secondary analysis of sub-groups of the population (i.e., by ethnic origin or disease site) to further understanding of epidemiology of tuberculosis in Canada. Information may be provided to Statistics Canada and the Public Health Agency of Canada Notifiable Diseases On-line.

**Retention and Disposal Standards:** Report forms are retained a minimum of 10 yrs, then reviewed for possible transfer to Library and Archives Canada. Electronic version of data is retained in order to do time series analyses.

**RDA Number:** to be determined

**Related PR#:** PHAC 008 170

**TBS Registration:** 004112

**Bank Number:** PHAC PPU 087

### Extraordinary Assistance Plan

**Description:** Contains applications, correspondence, medical records of applicants who became infected with the AIDS virus (HIV) who received blood or blood products as well as their first order relative (spouse/partner or child) who was secondarily infected with HIV; and to living thalidomide victims who were born in Canada and whose mothers took thalidomide

during the first trimester of pregnancy.

**Class of Individuals:** Individuals or agents of their estates who have applied for benefits.

**Purpose:** To determine eligibility and administer financial benefits to HIV infected persons and thalidomide victims.

**Consistent Uses:** Information contained in these files is used to determine eligibility for receipt of financial benefits only.

**Retention and Disposal Standards:** The HIV files are retained for a minimum of 20 years after last activity on file and the thalidomide files for 100 years after last activity on file.

**RDA Number:** to be determined

**Related PR#:** PHAC 008 255

**TBS Registration:** 005078

**Bank Number:** PHAC PPU 039

#### Home Care Study

**Description:** This bank contains information about clients and formal and informal care providers of home care within Ottawa-Carleton. The data consists of a client code, postal code, age, gender, and diagnosis, reason for admission to home care, referral source, mother tongue, living arrangements, and relation to informal care provider. For informal care providers, data include the individual score on the Zarit Caregiver Burden Scale.

**Class of Individuals:** Formal and informal care providers and clients admitted to the Regional Municipality of Ottawa-Carleton Home Care Program.

**Purpose:** To gain a better understanding of the factors which influence access to home care services.

**Consistent Uses:** Pilot research project only.

**Retention and Disposal Standards:** Retained 25 yrs then transferred to Library and Archives Canada.

**RDA Number:** to be determined

**Related PR#:** PHAC 008 305

**TBS Registration:** 004089

**Bank Number:** PHAC PPU 090

#### Physical Activity Benchmarks Initiative

**Description:** The Physical Activity Unit provides contribution funding to the Canadian Fitness and Lifestyle Research Institute to monitor and track population physical activity levels, factors which influence physical activity at the individual, organization and systemic levels (i.e., settings and environments), capacities of governments and partners to act, and the outcomes of joint action. The Physical Activity Benchmarks Initiative informs

FPT decision-making and provides the basis for progress reports to Ministers vis-à-vis their target to increase the physical activity levels of Canadians by 10 percentage points in each PT by 2010.

**Class of Individuals:** Individual Canadians and professionals in the physical activity community.

**Purpose:** The primary purpose of the program is to track physical activity levels of Canadians and factors which influence physical activity. The data is used to develop policy and program strategies aimed at increasing physical activity levels of Canadians.

**Consistent Uses:** none.

**Retention and Disposal Standards:** Retained 10 yrs, then transferred to Library and Archives Canada.

**RDA Number:** to be determined

**Related PR#:** PHAC 008 420

**TBS Registration:** 005079

**Bank Number:** PHAC PPU 235

#### Physician Asthma Management Study

**Description:** The former Laboratory Centre for Disease Control (LCDC) of Health Canada commissioned a national survey of physicians on their asthma management practices prior to 1997. This survey comprises part of a national strategy that LCDC has undertaken in partnership with other members of the National Asthma Control Task Force. Questionnaires were sent to 4,489 physicians in Canada's ten provinces and two territories. Physicians were asked how often they used different method of diagnosis and follow-up and different medications for treatment of asthma in adults and children. These findings will be useful in targeting education interventions on certain topics of asthma management to specific groups of physicians.

**Class of Individuals:** Canadian physicians.

**Purpose:** To collect information on the variety and quality of asthma care and education in Canada; to provide advice to the National Asthma Control Task Force

**Consistent Uses:** None.

**Retention and Disposal Standards:** Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada.

**RDA Number:** to be determined

**Related PR#:** PHAC 008 317

**TBS Registration:** 004106

**Bank Number:** PHAC PPU 086



### **Spousal Determinants in Delayed Response to Chest Discomfort Survey**

**Description:** The telephone survey contains information on how a woman would respond if her partner consulted her regarding chest discomfort. Personal information will only be collected on those individuals who agree to participate in future surveys on the same subjects. Personal identifiers collected will include name, address, age, and telephone number.

**Class of Individuals:** Respondents are randomly selected adult women chosen by telephone number in Ottawa-Carleton.

**Purpose:** Future surveys on delay determinants would be enhanced if repeated on the same individuals to examine changes over time or after community targeted interventions.

**Consistent Uses:** To match an individual's response from the first survey to subsequent surveys.

**Retention and Disposal Standards:** Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).

**RDA Number:** to be determined

**Related PR#:** PHAC 008 404

**TBS Registration:** 004108

**Bank Number:** PHAC PPU 091

### **Student Lung Health Survey**

**Description:** In 1995-96, a school-based survey of asthma was conducted in nine volunteer health units across Canada, targeting 5 to 19 year-olds enrolled in school. The objectives were to examine asthma prevalence, incidence, severity, associated risk factors, management and treatment practices, the utilization of health services and the prevalence of allergies. Approximately 39,800 students received the Screening Questionnaire through the classroom teacher in the elementary schools or by mail-out to their home for high school students. An in-depth Asthma Telephone Interview (ATI) was conducted within the previous twelve months of this survey with those who had previously been diagnosed with asthma.

**Purpose:** To collect enhanced surveillance data on current asthmatic and asthma-like students. This is needed for the planning and implementation of effective asthma control programs in Canada.

**Consistent Uses:** Respondents may be contacted in the future to provide other health related information. This information may be shared with other programs within Health Canada. The public

health units will retain the original questionnaires and data for their own health services delivery.

**Retention and Disposal Standards:** Retained a minimum of 10 yrs, and then reviewed for possible transfer to Library and Archives Canada (excluding questionnaires which may be destroyed after 2 yrs).

**RDA Number:** to be determined

**Related PR#:** PHAC 008 317

**TBS Registration:** 004110

**Bank Number:** PHAC PPU 081

### **Traveler Illness Reports**

**Description:** The Traveller Illness Report form will collect information on an individual who arrives ill at a port of entry (airport, seaport, border crossing, etc.) as well as when needed, other passengers in contact with the ill individual(s). Information collected include some, if not all, of the following: traveller's (or contact's) name, nationality, home address and phone number, address and phone number while in Canada (if different), transporter details (airline, ship, seat/cabin number, etc.), ill traveller's symptoms (high fever, coughing, rash, bleeding, etc.), travel history, particularly if there has been recent travel in a tropical country, if any, similar illness in travel companions preliminary diagnosis, if available, if the traveller is being referred to hospital for medical attention, details on the ambulance, hospital, immigration status of the ill individual (and if not Canadian, passport number), name and phone number of person reporting the ill traveller.

**Class of Individuals:** Travellers arriving at a Canadian port of entry who exhibit two or more symptoms of illness.

**Purpose:** The Traveller Illness Report form is used to document arriving ill individuals and their contacts in order to determine the amount of illness among travellers and to proactively identify unusual incidences of diseases overseas as well as to facilitate tracing of passengers in the event of an outbreak of diseases of significance.

**Consistent Uses:** Nominal information collected by the Traveller Illness Report form will not be matched with any other personal information bank. Data on countries visited and symptoms exhibited may be collected for research purposes.

Disclosure of an individual's information will be limited, on a need-to-know basis, to appropriate port of entry personnel, Public Health Agency of Canada quarantine officials, and, in the case of someone who requires further medical attention at a health care institution, medical staff, as well as immigration authorities, should the traveler not be

Canadian.

**Retention and Disposal Standards:** Nominal and tracing information will be retained for at least two incubation periods of the suspected illness, to a maximum of three months, in order to ensure that there is no secondary spread of the illness. After abstraction of data on countries visited and symptoms for research purposes, the form will be retained for 2 years, and then destroyed.

**RDA Number:** to be determined

**Related PR#:** PHAC 008 276

**TBS Registration:** 004064

**Bank Number:** PHAC PPU 071

## Manuals

- 50-60 Bed Emergency Hospital
- 200 Bed Emergency Hospital
- A Guide to Green Government
- A Submitter's Guide for Compliance with Part V of the Medical Devices Regulations
- Acceptable Methods
- Additional Provincial/Territorial Services Information Exchange
- Advanced Treatment Centre
- Advisory Committee on Institutional and Medical Services (A.C.I.M.S.) Hospital Claims Manual
- Analytical Methods and Techniques for Colours in Foods
- Analytical Methods for Pesticide Residues in Foods
- Analytical Methods for the Regulatory Analysis of Foods
- B.F.M.M. Financial Coding Manual
- Bacteriology of Tuberculosis
- Because They're Young: Active Living for Canadian Children
- Blood Collection and Blood Component Manufacturing
- Blood Lead Intervention Levels and Strategies
- Canadian Drug Identification Code
- Canadian Environmental Protection Act Human Health Risk Assessment for Priority Substances
- Canadian Immunization for Canadians
- Canadian Immunization Guide Fourth Edition, 1993
- Canadian Recommendations for the Prevention and Treatment of Malaria Among International Travelers- (CCDR 2000; 26S2:1-42)
- Canadian Water Guidelines
- Casualty Collecting Unit
- Casualty Simulation
- CATMAT and NACI - Travel, Influenza and Prevention- (CCDR 1996; 22: 141-145)
- Chemistry and Manufacturing: New Drugs
- Clinical Guidelines for Medical Services Personnel
- Coal Liquefaction and Health: Elements of a Worker Health Surveillance Program
- Code of Practice - General Principles of Food Hygiene for Use by the Food Industry in Canada
- Community Health Nursing (Saskatchewan region)
- Compendium of Analytical Methods - Vol. 1 - Official Methods of Microbiological Analysis for Foods
- Compendium of Analytical Methods - Vol. 2 - HPB Methods of Microbiological Analysis for Foods
- Compendium of Analytical Methods -Vol. 3 - Laboratory Procedures of Microbiological Analysis for Foods
- Compendium of Analytical Methods - Vol. 4- Detection of Extraneous Matter in Foods
- Completing an Application for Registration as a Proprietary Medicine
- Conduct and Analysis of Bioavailability and Bioequivalence Studies - Part "A"
- Conduct of Clinical Investigations
- Consumer Drug Advertising
- Containment Standards for Veterinary Facilities
- Controlling Antimicrobial Resistance - An Integrated Action Plan for Canadians (Background Information) May 1997
- Course Manual - Emergency Health/Social Services Planning (Community)

- Course Manual - Hospital Emergency Planning
- Course Manual - Special Care Facility Emergency Planning
- DAS Drug Analysis Service (DAS) National Analytical Methods
- DAS National Standard Operating Procedures
- DAS Ontario Region Analytical Methods
- DAS Ontario Region Standard Operating Procedures
- DAS British Columbia Region Analytical Methods
- DAS British Columbia Region Standard Operating Procedures
- Dental Practitioner Information Kit
- Departmental Security Manual of Health Canada
- Design Guidelines - Part 1, Space and Furnishings
- DFS Procedures
- Diagnostic Reference Testing of Selected Viruses
- Diagnostic x-ray equipment compliance and facility survey
- Direction for Use of Estrogen-Progestin Combination Oral Contraceptives
- Disinfectants: Preparation of Application for Drug Identification Number
- Dose - Response Information To Support Drug Registration
- Drug Distribution Manual
- Economic Burden of Illness in Canada, 1993 July 1997
- Emergency Clothing Manual
- Emergency Food Services Manual
- Emergency Health Services Health Supplies
- Emergency Hospital (Operating Manuals)
- Emergency Lodging Manual
- EMS Self-Assessment Guide
- Emergency Based Medicine - (CCDR 1994; 20: 145-147)
- Environmental Contaminants Manual
- Environment (CCME), 1992
- Exposure Guidelines for Residential Indoor Air Quality
- Family Violence in Canada: A Call to Action
- Family Violence Initiative Fact Sheet on Health and Welfare's Role
- Federal Family Violence Initiative - Information on Project Funding by Health and Welfare Canada
- Fever in the International Traveller - (CCDR 1997; 23: 1-8)
- Financial Management Guide for projects funded under the Population Health Fund
- Financial Management Manual (volumes 1 to 3)
- Food, Drug, Cosmetic and Medical Device Projects to Be Conducted During Program Year
- Foreign Service Directives
- Framework for Research on Active Living
- Fungal contamination in public buildings: A guide to recognition and management
- General principles for labeling and advertising claims that relate to the nutrition recommendations
- Good Manufacturing Practices, 3rd Edition
- Guide for applicants, Population health Fund: Rural and Remote Health Innovations Initiative
- Guide for the labeling of drugs for veterinary use
- Guide for the Preparation of Plant Master Files and Imported Drug Submissions
- Guide to Project Evaluation
- Guidelines for Biomedical Facilities using Sheep as Research Animals
- Guidelines for Canadian Drinking Water Quality, Sixth Edition
- Guidelines for Canadian Recreational Water Quality
- Guidelines for developing a Pesticide Toxicology Database
- Guidelines for developing pesticide residues data in foods as consumed

- Guidelines for Evaluation of Safety and Efficacy of Antimastitis Intramammary Infusion Drugs
- Guidelines for Evaluation of Safety and Efficacy of Teat Dip Formulations
- Guidelines for health information programs involving the sale of foods
- Guidelines for incidental additive submissions
- Guidelines for Infection Control
- Guidelines for Product Monographs and Package Inserts for Schedule C. Drugs
- Guidelines for Safe Use of Ultrasound: Part II - Industrial and Commercial Applications - Safety Code 24
- Guidelines for Submissions under Section 17 of the Canadian Environmental Protection Act
- Guidelines for the Development of Efficacy Data to Support the Use of Animal Drugs in Feeds
- Guidelines for the nomenclature and classification of externally visible defects in metal containers of canned foods
- Guidelines for the Notification and Testing of New Substances: Chemicals and Polymers
- Guidelines for the Notification and Testing of New Substances: Organisms
- Guidelines for the Practice of Travel Medicine
- Guidelines for the Preparation of Drug Submissions on Schedule C Drugs
- Guidelines for the Preparation of Toxicity and Residue Submissions for the Human Safety of Veterinary Products Intended for Use in Food Producing Animals
- Guidelines for the Production, Distribution, Retailing and Use of Refrigerated Prepackaged Foods with Extended Shelf Life
- Guidelines for the Safe Use of Ultrasound Part I: Medical and Paramedical Applications - Safety Code 23
- Guidelines for Working with the Private Sector
- Guidelines on nutrition labeling
- Hazardous Products Act Reference Manuals
- Health - Based Tolerable Daily Intakes / Concentrations and Tumorigenic Doses / Concentrations for Priority Substances
- Health Protection and Drug Laws
- Homeopathic Preparations: Application for Drug Identification Numbers
- Hospital Disaster Supplies
- How are Health reforms Affecting Seniors? A Participatory Evaluation Guide
- Housing an Aging Population: Guidelines for Development and Design
- Human Health Risk Assessment for Priority Substances
- Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS)
- ICH - Clinical Safety Data Management: Definitions and Standards for Expedited Reporting
- ICH - Dose - Response Information to Support Drug Registration
- ICH - Impurities in New Drug Substances
- ICH - Stability Testing of New Drug Substances and Products
- ICH - Studies in Support of Special Populations: Geriatrics
- ICH - The Extent of Population Exposure to Assess Clinical Safety for Drugs Intended for Long-Term Treatment of Non-Life-Threatening Conditions
- Indoor Air Quality in Office Buildings: A Technical Guide
- Industrial Hemp Technical Manual
- Infection Control Guideline: Infection Prevention and Control Practices for Personal Services: Tattooing, Ear/Body Piercing, and Electrolysis
- Infection Control Guideline: Routine Practices and additional Precautions for Preventing the Transmission of Infection in Health Care
- Infection Control Guideline: Hand Washing, Cleaning, Disinfection and Sterilization in Health Care
- Infection Control Guideline: Proceedings of the Consensus Conference on Infected Health Care Workers - Risk for Transmission of Blood borne Pathogens

- Infection Control Guideline: Preventing the Spread of Vancomycin-Resistant Enterococci (VRE) in Canada
- Infection Control Guideline: Foot Care by Health Care Providers
- Infection Control Guideline: Preventing Infections Associated with Indwelling Intravascular Access Devices
- Infection Control Guideline: Preventing the Transmission of Blood borne Pathogens in Health care and Public Services Settings
- Infection Control Guideline: An Integrated Protocol to Manage Health Care Workers Exposed to Blood borne Pathogens
- Infection Control Guideline: Canadian Contingency Plan for Viral Haemorrhagic Fevers and Other Related Diseases
- Infection Control Guideline: Guidelines for Preventing the Transmission of Tuberculosis in Canadian Health Care Facilities and Other Institutional Settings
- Infection Control Guideline: Occupational Health In Health Care
- Inspection of Biologics Manufacturers
- Inspection Procedures for Food Plant Inspectors
- Investigating Human Exposure to Contaminants in the Environment: A Handbook for Exposure Calculations
- Labeling of Cosmetics
- Labeling of Drugs for Human Use
- Laboratory Biosafety Guidelines
- Laboratory Guidelines for Serotyping and Biotyping Campylobacters
- Laboratory Methods for Neisseria Gonorrhoeae
- Laboratory Methods for the Diagnosis of Legionnaire Disease
- Laboratory Quality Assurance Standards
- Limits of Exposure to Radiofrequency Fields at Frequencies from 10 kHz - 300 GHz - Safety Code 6
- Management of Emergency Delivery
- Manufacture and Testing of Biologics Produced by Recombinant DNA Technology
- Manufacture and Testing of Monoclonal Antibodies and Their Conjugates
- Menopause
- Minister's Steering Committee on Active Living Report
- Moving Through the Years: A Blueprint for Action
- National Alcohol and Drug Treatment Centres - Design 2 costs guidelines
- National Consensus Conference on Foodborne, Waterborne and Enteric Disease Surveillance November 1995
- National Consultation on the Role of the Laboratory Centre for Disease Control in Tuberculosis Prevention and Control) Proceedings and Recommendations July 1994
- National Enforcement Reports (Prosecutions, Recalls, Imported Products Unacceptable for Sale in Canada, Seizures forfeited)
- National Framework on Aging (NFA)
- National Guidelines for Environmental Noise Control
- National Health Research and Development Program Career Awards Guide
- National Health Research and Development Program Projects Guide
- National Health Research and Development Program Training Awards Guide
- National Symposium on Risk and Prevention of Infectious Diseases for Emergency Response Personnel September 1994
- National Workshop on Tuberculosis, HIV and Other Emerging Issues - Proceedings May 1993
- Native Alcohol Abuse Program (Manitoba region)
- NIHB Program directives
- Nurses' Drug Classification System
- Nursing Manual - a reference book for Indian Health Nurses (Atlantic, Manitoba, and Saskatchewan regions)
- Occupational Health Assessment Guide
- Occupational Health Nursing Manual

- Occupational Safety and Health Manual – HC
- Office Air: A Worker's Guide to Air Quality in Offices, Schools and Hospitals
- Ontario Region - Procedures for Conducting Compliance Activities
- Oral Contraceptives (1994)
- Patient Care in Flight
- Persistent Diarrhea in the Returned Traveler - (CCDR 1997; 23: 1-8)
- Personal Services: Psychosocial Planning for Disasters
- Plasmid Biology and Recombinant DNA Methodology
- Pharmacy Provider Information Kit
- Policy Guide for the Management of Advisory Committees in Health Canada
- Population Health Fund - Guide for applicants
- Preparation of Human New Drug Submissions
- Preparation of Investigational New Drug Submissions
- Preparation of Veterinary New Drug Submissions
- Product Master Files
- Product Monographs
- Product Recall Procedures
- Protocols for Identification of Neisseria Species
- Public Service Health Manual for Environmental Health Officers
- Radiation Protection in Computed Tomography Installations - Safety Code 31
- Radiation Protection in Dentistry - Recommended Safety Procedures for Use of Dental X-Ray Equipment - Safety Code 30
- Radiation Protection In Mammography - Safety Code 33
- Radiation Protection in Veterinary Medicine - Recommended Safety Procedures for Installation and Use of Veterinary X-Ray Equipment - Safety Code 28
- Radiation Safety Codes
- Radiation Safety for Baggage X-Ray Inspection Systems
- Reaching Out: A guide to Communicating with Aboriginal Seniors
- Reference Guide of Funding Sources for Health Research in Canada
- Regional Interim Directives Manual (Manitoba region)
- Registration and Inquiry Manual
- Registration Handbook
- Regulatory and Quarantine
- Regulatory Directives
- Requirement for the Safe Use of Baggage X-Ray Inspection Systems - Safety Code 29
- Requirements for Industrial X-ray Equipment Use and Installation - Safety Code 27
- Resources Catalogue (Quebec region)
- Safety Code 23. Guidelines for the Safe Use of Ultrasound Part I - Medical and Paramedical Applications
- Safety Code 24. Guidelines for the Safe Use of Ultrasound: Part II - Industrial and Commercial Applications. 1991
- Safety Code 25. Short-Wave Diathermy Guidelines for Limited Radio Frequency Exposure
- Safety Code 27. Requirements for Industrial X-ray Equipment Use and Installation
- Safety Code 28. Radiation Protection in Veterinary Medicine Recommended safety procedures for installation and use of veterinary x-ray equipment
- Safety Code 29. Requirements for the Safe Use of Baggage X-Ray Inspection Systems
- Safety Code 30. Radiation Protection in Dentistry. Recommended Safety Procedures for the Use of Dental X-Ray Equipment
- Safety Code 31. Radiation Protection in Computed Tomography Installations
- Safety Code 32. Safety Requirements and Guidance for Analytical X-ray Equipment
- Safety Code 33. Radiation Protection in Mammography

- Safety Code 6. Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency Range from 3kHz to 300 GHz
- Safety Requirements and Guidance for Analytical X-Ray Equipment - Safety Code 32
- Sanitation and Environmental Health Manual for CHR's
- Sanitation Code for Canada's Food Service Industry
- School Health Curriculum
- Seniors Guide to Federal Programs and Services
- Ship's Nurse Manual
- South Zone Field Administrative Manual (Manitoba Region)
- Stability Testing of new Drug Substances and Products (ICH)
- Staphylococcal Phage Typing of Staphylococcal Microorganisms
- Statement on Hepatitis A Vaccines for Travelers - (CCDR 2001; 27: 3-12)
- Statement on High-Altitude Illnesses - (CCDR 1998; 24: 1-9)
- Statement on Japanese Encephalitis Vaccine - (CCDR 1998; 24: 1-4)
- Statement on Meningococcal Vaccination for Travellers - (CCDR 1999; 25: 1-6)
- Statement on Motion Sickness
- Statement on Oral Cholera Vaccination - (CCDR 1998; 24: 1-3)
- Statement on Overseas Travelers and Typhoid - (CCDR 1994; 20: 61-63)
- Statement on Poliomyelitis Vaccination for International Travelers - (CCDR 1995; 21: 145-148)
- Statement on Travellers and HIV/AIDS - (CCDR 1994; 20: 147-149)
- Statement on Travelers and Rabies Vaccine - (CCDR 1994; 20: 201-204)
- Statement on Travelers and Sexually Transmitted Diseases - (CCDR 1994; 20: 204-208)
- Statement on Travelers' Diarrhea - (CCDR 2001; 27 (ACS-3): 1-12)
- Stress Management Manual
- Studies in Support of Special Populations: Geriatrics (ICH)
- SVS Guide
- Terms and Conditions for Grants to National Voluntary Health and Social Service Organizations
- The Assessment of Mutagenicity Health Protection Branch Mutagenicity Guidelines
- The Lot by Lot Testing and Release Programme
- The Risk and Prevention of Tuberculosis Travellers - (CCDR 1997; 1-8)
- The Safe Living Guide: A Guide to Home Safety for Seniors
- The use of opioids in the management of opioid dependence
- Toxicological Evaluation
- Traditional Herbal Medicines
- Training Manuals (Course material) - Work planning & Budgeting - Travel - Lotus Notes Basic Training
- Transfer Payment Procedures Manual
- Travel Medicine Recommendation: Dengue Fever & International Travel - (CCDR 1996; 22: 25-28)
- Travel Statement on Jet Lag - (CCDR 1995; 21: 148-151)
- Tuberculosis Manual
- Tuberculosis Screening and the International Traveller - (CCDR 1996; 22: 149-154)
- Utilization of Continuous Cell Lines in the Manufacture of Biologics
- Viral, Rickettsial, Chlamydial, Mycoplasma Reagents
- Working Actively Together: Canada's Blueprint Toward Active Living in the Workplace
- X-ray equipment in medical diagnostic part a: recommended safety procedures for installation and use - Safety Code 20A

## 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.

Enquiries concerning the various programs and activities of the Department, as well as Program Records and Personal Information Banks, should be addressed to the appropriate responsibility centres.

General departmental and branch information is provided by the Management and Program Services Directorate in Ottawa.

Contact may be made in person, by telephone or by writing to the Management and Program Services Directorate, Public Health Agency of Canada. The Directorate publishes a Directory of Publications, available from headquarters.

Public Health Agency of Canada – Ottawa  
AL-6501H

130 Colonnade Road  
Ottawa, Ontario K1A 0K9

RDG - Alberta and Northwest Territories  
Canada Place

9700 Jasper Avenue, Suite 815  
Edmonton, Alberta T5J 4C3

RDG - Atlantic Region  
1557 Hollis Street, Suite 702  
Halifax, Nova Scotia B3J 3V4

RDG - British Columbia and Yukon  
Winch Building  
757 West Hastings Street, Suite 405,  
Vancouver, British Columbia V6C 1A1

RDG - Manitoba and Saskatchewan  
391 York Avenue, Suite 425  
Winnipeg, Manitoba R3C 0P4

RDG - Ontario and Nunavut  
25 St Clair Avenue East, 4th Floor  
Toronto, Ontario M4T 1M2

RDG - Quebec Region  
Guy-Favreau Complex, East Tower  
200 René Lévesque Boulevard West, Suite 218  
Montreal, Quebec H2Z 1X4

## Reading Room

In accordance with the Access to Information Act, the departmental libraries in Ottawa have been designated as public reading rooms.

Radiation Protection Library  
775 Brookfield Road, Room 223  
Address Locator: 6302B1  
Confederation Heights  
Ottawa, Ontario K1A 1C1

Tel.: (613) 941-8911

The Laboratory Centre for Disease Control Library  
Laboratory Centre for Disease Control Building

Tel.: (613) 957-1362

The Product Safety Library  
Health Products and Food Branch  
1800 Walkley Road  
Ottawa, Ontario

Tel.: (613) 952-5198

Access to Information and Privacy Centre  
Jeanne Mance Building

Tel.: (613) 946-9268

The Environmental Health Library  
Health Protection Branch  
Environmental Health Centre

Tel.: (613) 957-1725

The Banting Research Centre Library  
Health Protection Branch  
Sir Frederick G. Banting Research Centre

Tel.: (613) 957-1022

Health Canada Departmental Library  
2nd Floor, Jeanne Mance Building  
Ottawa, Ontario K1A 0K9

Tel.: (613) 957-1545



# Public Safety and Emergency Preparedness

## Chapter 125

### General Information

#### Background

In December 2003 the Government announced the creation of the Department of Public Safety and Emergency Preparedness to succeed the Department of the Solicitor General, which was established in 1966 by the Department of the Solicitor General Act.

The Solicitor General's mandate evolved over the years, resulting in a portfolio comprising the Department, the Royal Canadian Mounted Police, the Correctional Service of Canada, the Canadian Security Intelligence Service, the National Parole Board, the Canada Firearms Centre, the Office of the Correctional Investigator, the Office of the Inspector General of CSIS, the RCMP External Review Committee and the RCMP Public Complaints Commission.

The functions of the Office of Critical Infrastructure Protection and Emergency Preparedness (OC�PEP), and of the National Crime Prevention Centre, were added to the new Department of Public Safety and Emergency Preparedness, and the new Canada Border Services Agency joined the other Agencies under the umbrella of the new Department. As a result, the responsibilities of Public Safety and Emergency Preparedness include emergency preparedness, crisis and consequence management, physical and cyber critical infrastructure, national security, corrections, policing, oversight, crime prevention and border security.

Phase II of the National Crime Prevention Strategy (NCPS) was launched in 1998, with an annual budget of \$32M following an initial phase (1994-1997) that set the strategic directions for the NCPS. An expansion of the NCPS in 2001 allowed for strengthened infrastructure, evaluation of demonstration (model) research projects, public education and ongoing program delivery of five funding programs. Expansion funding ends in March 2005.

The NCPs objectives are to promote partnerships between governments, businesses, communities, and individuals to reduce crime and victimization, assist communities in developing and

implementing solutions to local problems, increase public awareness of, and support for, crime prevention, and to conduct research and establish best practices.

#### Responsibilities

The Department provides strategic policy advice, delivers community safety programs, national emergency preparedness and critical infrastructure programs and services, and supports the Minister on all aspects of her mandate, including providing direction to the Agencies, ensuring accountability to Parliament for the Agencies and national public safety leadership.

The National Crime Prevention Strategy aims to reduce crime and victimization by tackling crime before it happens. The National Strategy is based on the principle that the surest way to reduce crime is to focus on the factors that put individuals at risk: factors like family violence, school problems, and drug abuse. Using this proactive social development approach, the National Strategy provides communities with the tools, knowledge, and support they need to deal with the root causes of crime at a local level.

#### Legislation

- Canada Boarder Services Agency (C-26)
- Canadian Peacekeeping Service Medal Act
- Canadian Security Intelligence Service Act
- Charities Registration (Security Information) Act
- Controlled Drugs and Substances Act
- Corrections and Conditional Release Act
- Criminal Code of Canada
- Criminal Records Act
- Department of the Solicitor General Act
- DNA Identification Act
- Emergencies Act
- Emergency Preparedness Act
- Firearms Act
- Immigration and Refugees Protection Act

- Prisons and Reformatories Act
- Public Safety and Emergency Preparedness Act (C-6)
- Royal Canadian Mounted Police Act
- Royal Canadian Mounted Police Pension Continuation Act
- Royal Canadian Mounted Police Superannuation Act
- Security Offences Act
- Transfer of Offenders Act
- Witness Protection Program Act

## Organization

In April 2004 the new Department was reorganized into five branches, each headed by an Assistant Deputy Minister.

### Community Safety and Partnerships

This branch comprises the national Crime Prevention Centre (NCPC), the Corrections and Criminal Justice Directorate, and the Aboriginal Policing Directorate. Its functions are: crime prevention; corrections and conditional release; and Aboriginal policing.

### Corporate Management

The functions of this branch are: comptrollership; information management; management assurance, and human resources.

### Emergency Management and National Security

This branch includes operational readiness and response, housing the Government Operations Centre; emergency preparedness and recovery programs; emergency management policy and national security policy.

### Policing, Law Enforcement and Interoperability Branch

This branch includes the Law Enforcement and Border Strategies Directorate, the Policing Policy Directorate, and the Public Safety and Interoperability Directorate. Its functions are: policing policy; borders policy; organized crime strategies; firearms policy; summit security policy; and Interoperability.

### Portfolio Relations and Public Affairs

This branch includes Communications, Strategic Policy and Intergovernmental Affairs, and Ministerial and Executive Services. Its functions are: communications; strategic policy and portfolio coordination; provincial/territorial and international relations; ministerial services; access to information and privacy.

### National Crime Prevention Centre Regional Delivery Structure

The NCPS has staff in every province and territory, with 6 main regional offices located in Atlantic Canada, Quebec, Ontario, the Prairies, British Columbia and the North. Staff in regional offices include program and communications officers, program managers, evaluation analysts and Directors. Regional staff is responsible for program delivery, in particular overseeing the delivery of our largest funding program, the Community Mobilization Program.

### Other Units in Headquarters include: Program Development and Delivery

In addition to regional program delivery, there is a team within the Program Development and Delivery Unit that is responsible for national program delivery.

### Policy, Research and Strategic Planning

The policy, research and strategic planning unit is responsible for policy and coordination, as well as the development of policy frameworks, maintenance of the strategic plan and knowledge development work.

### Communications, Promotion and Public Education

The communications, promotion and public education unit is responsible for coordinating Ministerial announcements as well as producing a myriad of materials related to promoting the Strategy and educating the public.

### Evaluation

The evaluation unit is responsible for meeting our mid-term and summative evaluation requirements and to support the rigorous evaluation of our crime prevention investment fund projects (CPIF).

### Operations

The operations unit manages the grants and contributions, the financial operations, the human

resources and administrative operations of the National Crime Prevention Centre. As well, the Operations Unit is responsible for the management of the GCIMS database and identifies, proposes and recommends the conduct of audits for program and service delivery.

### Safer Communities Initiative

The Safer Communities Initiative is composed of 5 funding programs. These include: The Community Mobilization Program - supports local, community based solutions to the problems that contribute to crime and victimization; The Crime Prevention Investment Fund - supports demonstration projects with a rigorous third party evaluation; The Crime Prevention Partnership Program - supports the development and dissemination of tools and resources for crime prevention initiatives; The Business Action Program on Crime Prevention - engages and supports the private sector in community based crime prevention efforts; and The Crime Prevention Strategic Fund - supports projects that move from independent to more strategic, broad, community safety initiatives.

## Information Holdings

### Program Records

#### Aboriginal Policing

**Description:** Information on First Nations Policing Policy.

**Topics:** 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 for policing agreements, follow-up monitoring information of the policing services and holistic, integrated initiatives (in collaboration with other departments/agencies and other governments), aimed at improving the lives of Aboriginal people, crime prevention projects.

**Program Record Number:** PSEPC CSP 20

#### Community Corrections

**Description:** Information on community interventions.

**Topics:** Probation; alternative sentencing; restitution; restorative justice; management and treatment of sex offenders.

**Program Record Number:** PSEPC CSP 21

#### Conditional Release

**Description:** Information on all aspects of conditional release from institutions.

**Topics:** Parole decision-making, parole supervision; statutory release; temporary absences; clemency; factors related to success/risk reduction; procedural safeguards; parole officer's role.

**Program Record Number:** PSEPC CSP 22

#### 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:** PSEPC CSP 23

#### 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.

**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:** PSEPC CSP 24

#### Counter-Terrorism and Contingency Planning - National Security Directorate

**Description:** Information on the development of contingency and preparedness plans in the event of a terrorist incident, including situation responses, either in a resource or lead capacity; implementation of the national counter-terrorism plan and the Operational Readiness Program; development of counter-terrorism policy initiatives.

**Topics:** Contingency plans; counter-terrorism program and counter-terrorism policies. National Security Directorate -Situation Room; exercises.

**Program Record Number:** PSEPC EMNS 057

#### Counterfeit examiners

**Description:** information on requirements for counterfeit examiners under subsection 461(2) of the Criminal Code.

**Topics:** Requirements; designation revocation.

**Access:** Files arranged by Police Department.

**Program Record Number:** PSEPC PLEI 080

**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:** PSEPC PLEI 081

**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.

**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:** PSEPC CSP 025

**Emergency Management Operations**

**Description:** Information on Government of Canada operational emergency response capabilities and programs including information pertaining to the National Emergency Response System, the Government Operations Centre and the Canadian Cyber Incident Response Centre.

**Topics:** National emergency response plans; consequence management and cyber security exercises; records related to operational activities and associated decision support materials; event planning and post-event analysis; incident warning and analysis products; cyber security operations and outreach activities; critical infrastructure interdependencies and vulnerability assessment methods, tools and studies.

**Program Record Number:** PSEPC EMNS 050

**Federal/Provincial/Territorial Emergency Management Relations**

**Description:** Information on the coordination of federal/provincial/territorial emergency management and on regional office roles and responsibilities.

**Topics:** Federal/provincial/territorial meetings respecting emergency management and related matters; regional office coordination; regional office roles and responsibilities; provincial/territorial

emergency management activities and organization.

**Program Record Number:** PSEPC EMNS 051

**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:** PSEPC PLEI 082

**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:** PSEPC CSP 026

**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:** PSEPC CSP 27

**Law Enforcement Border Strategies**

**Description:** Information on issues related to federal policing, law enforcement and border management.

**Topics:** Policing and law enforcement; comprehensive national and portfolio strategies on drugs and organized crime; DNA data bank; National Police Services; witness protection; federal (military) assistance to the RCMP and/or provincial police; child sexual exploitation; prostitution; child labour exploitation; child abduction and missing children; seniors; youth justice regime; children and youth at risk; international trafficking of persons; community policing; victims; fetal alcohol syndrome/effect; youth gangs; police associations; Police Week; Police Memorial; Mutual Legal Assistance Treaties; law enforcement issues such as standards, norms, training; designation under the law enforcement justification provisions; money laundering;

marijuana grow operations; anti-smuggling initiative, e.g. tobacco smuggling; integrated proceeds of crime; related FPT issues and information on FPT fora, e.g. the FPT ADM Committee on Policing Issues; commercial and economic crime; high tech crime & cryptography; child exploitation on the Internet; massmarketing fraud; identity theft; capital market fraud; corruption Canada-U.S. Cross Border Crime Forum; National Coordinating Committee on Organized Crime (NCC); organized crime policy and coordination; criminal intelligence; high tech crime/internet crime; family violence; violence against women; biology casework analysis agreements; transnational organized crime, international treaties, conventions and agreements and international drug issues.

**Program Record Number:** PSEPC PLEI 086

#### **Ministerial and Executive Services**

**Description:** Ministerial and Executive Services is responsible for Parliamentary Liaison, Cabinet Affairs, Access to Information and Ministerial Correspondence, and coordination of briefing material for ministerial meetings. The unit also provides secretariat support for the Deputy Minister's meetings with the Minister, Heads of Agencies and the Coordinating Committee of Deputy Ministers, as well as providing support to the Senior Management Committee.

**Topics:** Transition Briefing books, QP House cards, Private Members bills, Parliamentary Snapshot, Briefing Notes, Weekly Business Calendar, Ministerial Correspondence (including Minister's letters, mailing lists, procedures), Access to Information responses to requests, Reference books

**Program Record Number:** PSEPC PRPA 110

#### **National Crime Prevention Centre**

**Description:** Information on projects funded through grants and contributions programs to the communities across Canada in relations to Crime Prevention through Social Development.

**Topics:** Priorities groups - children, youth and their families; Aboriginal people and their communities; and women and girls' personal security.

**Program Record Number:** PSEPC CSP 29

#### **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 pursuant to paragraph 188(1)(a) and subsection 186(5) of the Criminal Code. This

information is used to assist the Minister in fulfilling her 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 her 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.

**Topics:** Requirements, designation, revocation, annual report.

**Program Record Number:** PSEPC PLEI 084

#### **Policing Policy**

**Description:** Information on issues related to the RCMP's federal policing role; RCMP policing policies and functions; RCMP accountability to the executive and to the public including oversight issues relating to the Commission for Public Complaints against the RCMP and the RCMP External Review Committee; the resources, role, function, services, corporate issues, management, administration and operations of the RCMP including contract poling agreements, personnel policies and practices; international police peacekeeping; Part VI of the Criminal Code; the Canada Firearms Centre; and projects relating to policing which have been funded or proposed for funding by the Department.

**Topics:** Policing and policy issues; National Police Services; international witness protection; RCMP protective policing services; federal (military) assistance to the RCMP and/or provincial police; civilian oversight/police accountability; Commission for Public Complaints Against the RCMP (CPC); RCMP External Review Committee (ERC); RCMP labour management; RCMP emergency policing protocol - Ontario & Quebec; Canadian international police peacekeeping activities; designations for electronic surveillance, counterfeit examiners, fingerprint examiners, and law enforcement justification designations under subsection 25.1(3) of the Criminal Code, Annual Report to Parliament on electronic surveillance designations and associated guidelines, Annual Report to Parliament on the RCMP's use of Law Enforcement Justification Provisions; Ministerial Directives; RCMP Contract Policing arrangements; RCMP Pension Advisory Committee for RCMP Superannuation Act; firearms; Security Cost

Framework negotiations and reimbursements. Project files are arranged by name of project.

**Program Record Number:** PSEPC PLEI 085

### **Public Safety Interoperability**

**Description:** Information on issues relating to information sharing and interoperability between agencies responsible for criminal justice and public safety, and the interoperability of criminal justice information systems.

**Topics:** CPSIN Standards-Canada Public Safety Information Network, Data Standards, Privacy, Performance Measurement Framework, Interoperability, Information Architecture, CPSIN Security Policy, Biometrics, Radio Communications Interoperability and FPT Joint Statement.

**Program Record Number:** PSEPC PLEI 083

### **Science and Technology Policy**

**Description:** Information on the identification of science and technology issues and developments that create risks, challenges or opportunities for Canada's national security, protection of the national critical infrastructure, emergency management, or public safety; and for assessing these developments to define and recommend policies and other measures to enhance public safety.

**Topics:** Policy development and planning liaison, research, statistics, environmental scanning, higher education and science and technology portfolio management and coordination.

**Program Record Number:** PSEPC EMNS 052

### **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:** PSEPC EMNS 053

### **Security General**

**Description:** Information on departmental security and security programs.

**Topics:** training; information technology security; communications security; agreements; evaluations;

incidents; clearances; physical security and security technology.

**Program Record Number:** PSEPC CM 005

### **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:** PSEPC EMNS 054

### **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:** PSEPC EMNS 055

### **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:** PSEPC EMNS 056

### **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:** PSEPC CSP 28

### **Strategic Policy and Intergovernmental Affairs Directorate**

**Description:** Information on portfolio management and coordination, including environmental scanning, policy planning, federal/provincial/territorial matters and intergovernmental affairs, parliamentary affairs, liaison with Ministry Agencies and other federal departments. Ministerial support.

**Topics:** Portfolio management and coordination, policy planning, federal/provincial/territorial and international issues, liaison, research, statistics,

non-governmental and voluntary organizations and environmental scanning.

**Program Record Number:** PSEPC PRPA 111

## Standard Program Records

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

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Business Continuity Plans

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Applicances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Salaries and Wages

Staff Relations

Training and Development

Utilities

Vehicles

## Particular Personal Information Banks

### Applications for Employment

**Description:** This bank contains information on individuals who have sent a written application for

employment to the Department. 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.

**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 and then destroyed.

**RDA Number:** 98/005

**Related PR#:** PSEPC PRN 920

**TBS Registration:** 001532

**Bank Number:** PSEPC 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 Minister, and the Minister'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 Minister, the Deputy Minister, 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 Portfolio. 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 Minister 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 Minister 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 6(1) 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 and then sent to Library and Archives Canada.

**RDA Number:** 94/012

**Related PR#:** PSEPC EMNS 054 and PSEPC EMNS 056

**TBS Registration:** 003355

**Bank Number:** PSEPC PPU 026

#### **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 information on individuals who have been involved in complaints against the Force or its members, the files contain reports, memoranda and correspondence.

**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.

**Purpose:** This information is used: (i) to provide advice to the Minister in respect of her statutory responsibilities for all matters pertaining to the RCMP; and (ii) to provide policy support and advice to the Minister, in furtherance of her 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 and then destroyed.

**RDA Number:** 94/012

**Related PR#:** PSEPC PLEI 085

**TBS Registration:** 001539

**Bank Number:** PSEPC 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 and then destroyed.

**RDA Number:** 98/001

**Related PR#:** PSEPC PRN 930

**TBS Registration:** 001531

**Bank Number:** PSEPC 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 Minister or the Security Advisory Committee for advice. This bank also contains the reports of the Security Intelligence Review Committee provided to the Minister 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 Minister or the Security Advisory Committee for advice.

**Purpose:** The information in this bank is used to support the Minister, Deputy Minister, 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 and then transferred to Library and Archives Canada.

**RDA Number:** 94/012

**Related PR#:** PSEPC EMNS 054

**TBS Registration:** 001538

**Bank Number:** PSEPC PPU 040

## Classes of Personal Information

### Departmental Records Offices

In the course of conducting the programs and activities of the Department, 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. 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 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 Minister

### **Additional Information**

The Department 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  
Public Safety and Emergency Preparedness  
340 Laurier Avenue West  
Ottawa, Ontario K1A 0P8

Tel.: (613) 991-2800

Information is also available on the Web at the following address: [www.psepc.gc.ca](http://www.psepc.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

# Public Service Commission of Canada

## Chapter 126

### General Information

#### Background

The Public Service Commission (PSC) is an independent agency responsible for safeguarding the staffing values of a professional Public Service. It is accountable to Parliament and 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, representative of Canadian society and able to serve the public in the official language of their choice.

The PSC administers the Public Service Employment Act (PSEA) which governs staffing in the Public Service. It develops policies and programs that shape staffing, establishes recourse mechanisms related to appointments, deployments and harassment in the workplace and monitors the conduct of delegated staffing.

#### Legislation

- Public Service Employment Act (PSEA)
- Public Service Employment Regulations (PSER)

#### Organization

##### Audit Branch

The PSC's Audit Branch, created in April 2004, has become the Department's main function in overseeing the integrity of the staffing system and on reporting to Parliament on the exercise of merit in staffing. This is accomplished through the integration of the following main functions — Accountability (monitoring, assessment of departmental staffing performance and risk assessment), Audit (including merit studies), Investigations (appointments and political activities of public servants) and the analysis of appointment information. The PSC's Library is also situated in this Branch.

##### Commissioners

The jurisdictional powers of the Public Service Commission rest with the President, appointed for a seven-year term, and the other Commissioners. Together, they set overall policy in accordance with the Public Service Employment Act.

##### Commission and Corporate Secretariat

The Commission and Corporate Secretariat provides support, advice and services to the Commission and PSC Senior Management and acts as the custodian of the Commission's governance framework. It is responsible for the provision of administrative and operational support for the Meetings of the Commission and other departmental committees and processes Exclusion Approval Orders. The Secretariat coordinates and processes Access to Information and Privacy (ATIP) requests and manages ATIP activities. Also, it is responsible for the application of the Public Service Code of Ethics and Values at the PSC. As necessary, the Secretariat manages any international agreements and Memoranda of Understanding and coordinates international activities.

##### Corporate Management Branch

The Corporate Management Branch provides services in support of the PSC and its programs. This includes financial, administrative and information technology systems, policies and services; human resources management, corporate communications, planning activities and Internal audit, and assurance and evaluation.

##### Policy Branch

This Branch is the focus for the PSC's independent oversight and reporting to Parliament on the application of the merit principle and the integrity of the staffing process. It integrates the main PSC independent agency policy, regulatory, information management, monitoring and reporting functions as well as non-delegated executive resourcing. The Branch also supports the medium and long term positioning of the PSC through strategic analysis, research and liaison with various stakeholders. The Branch is also responsible for the delivery of Employment Equity initiatives and certain corporate programs.

## Investigations 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. Part of its role is to provide training, advice and assistance to departments, unions, other organizations and individuals on recourse related matters.

## Services Branch

This Branch works with departments and agencies to maintain a highly competent Public Service that is non-partisan, representative of Canadian society and able to serve the public in the official language of their choice. The Branch's responsibilities include recruitment operational policy and program design, the administration of central recruitment programs, outreach and referral of external candidates to departments and agencies, as well as the provision of evaluation and assessment services and tools through the Personnel Psychology Center.

## Regional Offices

The Commission's regional offices are collectively responsible for delivering recruitment and assessment programs and services to federal departments and employees as well as to members of the public across Canada. The regional Director Generals are responsible for adapting the PSC's programs and services to the particular needs of each region.

## 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.

**Format:** electronic

**Program Record Number:** PSC AIB 005

## Communications and Outreach

**Description:** Provides services essential to PSC's operations; ensures an integrated approach to PSC communications that raises awareness of the organization and its mandate among PSC partners and Canadians; maintains appropriate and consistent messaging; provides advice on PSC policies and guidelines; and coordinates and supports internal and external communications services and plans across the PSC and with other departments and agencies.

**Topics:** Planning and evaluation, writing and editing, publishing, Internet and electronic communications, transformation, parliamentary scanning, publications, internal communications, corporate messages and speeches, public enquiries and outreach.

**Access:** PSC Web site

**Program Record Number:** PSC CMB 022

## Corporate Planning and Reporting Directorate (DPRD)

**Description:** This Directorate is responsible for the preparation of the Report on Plans and Priorities, the Operational Plan, the Quarterly Progress Reports and the Departmental Performance Report. CPRD is also responsible for the development and implementation of action plans for the Performance Measurement, the Management Accountability Framework, the Corporate Risk Management and the Information Management.

**Format:** electronic

**Program Record Number:** PSC PRN 914

## Delegation (formerly Recruitment Programs and Priority Administration)

**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; referral and placement of priority persons; Priority Administration System.

**Access:** PSC Web site.

**Format:** paper, electronic files, database

**Program Record Number:** PSC SPB 033

## Executive Programs

**Description:** Information on the recruitment, assessment, selection and counseling and implementation of career development programs for executives and employees in the feeder groups.

**Topics:** Resourcing services to departments, priority placement; resourcing/competition files; recruitment, selection, assessment and employment counseling.

**Access:** Written request or e-mail

**Format:** Paper

**Program Record Number:** PSC SPB 065

#### **External Audits**

**Description:** Information on audits pertaining to the management of staffing and the exercise of the non-delegated staffing authority, and on the implementation of the Public Service Human Resources Management Agency of Canada's (PSHRMAC) policies.

**Topics:** Audits of departments' staffing practices; methodology and guidelines for audits.

**Access:** This information is organized by subject or by department and agency. It is administered by the Audit Branch.

**Format:** electronic or paper.

**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. Information on closed harassment investigation files conducted under a previous third party mandate pursuant to now revoked Order-in-Council PC 1986-2350

**Topics:** Investigations, investigation and conciliations files.

**Format:** Electronic

**Program Record Number:** PSC AIB 010

#### **Management and Planning Services (formerly Monitoring and Information Management)**

**Description:** Information on monitoring, analysis and research on issues related to staffing policies.

**Topics:** Monitoring and information management, staffing data and information systems, data and analysis services.

**Access:** This information is organized in three categories: by characteristics of employees who have been appointed to positions in the Public Service or who have left the Public Service, by department or agency or by subject. It is administered by the Audit Branch.

**Format:** electronic or paper.

**Program Record Number:** PSC SPB 032

#### **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, under current Order-in-Council PC 2001-955.

**Topics:** Mediation, Investigation, Coaching, Harassment

**Program Record Number:** PSC RB 002

#### **Other Inquiries**

**Description:** Information pertaining to other inquiries relating to allegations of irregularities or fraudulent practices in a selection process, revocations of appointments, delegation of authority and requests for deleting name of candidates from eligibility lists.

**Topics:** Other inquiries

**Program Record Number:** PSC RB 001

#### **Personnel Psychology Centre (PPC)**

**Description:** Information on: personnel assessment tools that help Public Service managers identify and develop competent staff; career counseling for aspirants to, and employees at, executive levels; career transition counseling for departments' employees; consultation and training to the human resources community.

**Topics:** Assessment tools and techniques, on-line tests, Competency Profiles.

**Program Record Number:** PSC SPB 037

#### **Regions (formerly Staffing Operations)**

**Description:** Information on the provision of non-delegated staffing activities and services for occupational groups other than EX.

**Topics:** Administration of central recruitment programs and outreach and referral of external candidates to departments and agencies.

**Program Record Number:** PSC SPB 030

#### **Resourcing Services (formerly Recruitment 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 and guidelines; post-secondary and student recruitment;

**Program Record Number:** PSC SPB 031

#### **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; and 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 counseling services; 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; departmental staffing reports and PSC assessments.

**Program Record Number:** PSC SPB 050

## Standard Program Records

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

Access to Information and Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Buildings and Properties

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Travel

## Particular Personal Information Banks

### Applicant Inventories and Referrals

**Description:** This bank may contain applications/curricula vitae, test results, and screening and referral information resulting from competitions/announcements. Individuals seeking access to this information are required to specify the city in which they presented an application for employment and reference numbers in cases of 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 occupational groups other than 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 employment equity groups is used for statistical purposes by the PSC, 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. Unsolicited applications are maintained for six (6) months and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 030

**TBS Registration:** 001422

**Bank Number:** PSC PPU 015

### Executive Resourcing

**Description:** This bank may contain security clearance ratings; language examination results; memoranda to the Commission (Board Reports); letters of offer; letters of acceptance; letters to unsuccessful candidates; notices of Right to Appeal if applicable; letters indicating that there were no appeals; copies of Records of Staffing Transactions; official languages Information forms; job descriptions; requests for non-delegated staffing; job profiles; statements of qualifications; resumes; individual candidate reports from the Assessment Centre for Executive Appointment; reference check results; and a list of persons

considered for each position. Individuals seeking access to this information are requested to provide the pertinent competition number.

**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 PSC.

**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 departments.

**Retention and Disposal Standards:** Records are retained for three (3) years after the eligibility list expires, then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 065

**TBS Registration:** 001475

**Bank Number:** PSC PCE 746

#### **Federal Student Work Experience Program (FSWEP): Inventory of Applicants**

**Description:** This bank may contain the following information: applications for employment, job requests, and requests for re-employment, records and results of referrals of applicants.

**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 PSC. The information on employment equity groups is used for statistical and referral purposes by the PSC and the employing department.

**Retention and Disposal Standards:**

Computerized and hard copy records are retained for five (5) years, and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 031

**TBS Registration:** 003952

**Bank Number:** PSC PPU 086

#### **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. It may also contain closed harassment investigations conducted by the Recourse Branch, as a third party, pursuant to a previous mandate under a now revoked Order-in-Council.

**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 and/or public servants involved in harassment investigations conducted by the Recourse Branch, at the request of a department.

**Purpose:** This bank exists in accordance with subsection 7.1 of the Public Service Employment Act and the Order-in-Council P.C. 1986-2350 (now revoked) as well as the subsequent Order-in-Council P.C. 2001-955 to record information with respect to investigations related to the application of the Public Service Employment Act and Regulations and to record 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, and then deleted.

**RDA Number:** 2001/025

**Related PR#:** PSC AIB 010

**TBS Registration:** 001421

**Bank Number:** PSC PPU 010

### **Leadership Competencies Assessment Services (formerly Assessment Centre for Early Identification of Executive Potential)**

**Description:** This bank may contain memoranda and letters; biographical information and assessment results or assessor comments. This bank may also include assessment and career counseling data for candidates participating in developmental programs.

**Class of Individuals:** Candidates who have been assessed by our assessment tool.

**Purpose:** This bank exists in accordance with section 10 and sub-section 16(1) of the Public Service Employment Act to record and provide information relating to the assessment of candidates.

**Consistent Uses:** This bank is used to provide assessment information to candidates requesting feedback, to gather normative data on candidates who have gone through the Assessment Centre and for research and development purposes. 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 five (5) years after the assessment and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 034 and PSC SPB 065

**TBS Registration:** 001430

**Bank Number:** PSC PPU 055

### **Occupational Test Results**

**Description:** This bank may contain test answer sheets or written exams 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 sub-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 and the

Post-Secondary Recruitment System, which contain applicant inventories. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc.

**Retention and Disposal Standards:** Hard copy files are kept for five (5) years and destroyed. Candidate test results are kept indefinitely on computerized files.

**RDA Number:** 2001/025

**Related 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, curricula 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 Services 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 PSC.

**Consistent Uses:** This bank is used to staff positions and, on request, to disclose to a participant in a selection process 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 employment equity groups is used for statistical purposes by the PSC, 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.

**RDA Number:** 2001/025



**Related PR#:** PSC SPB 030

**TBS Registration:** 001427

**Bank Number:** PSC PPU 040

**Post-Secondary Recruitment (PSR) Program:  
Inventory of Applicants**

**Description:** This is a completely electronic data bank with 24-hour user accessibility. It contains personal and demographic data, curricula vitae, transcripts of marks, test results where applicable, correspondence, records of instances of consideration, notations or referrals, notes to files and messages for applicants to the PSR program.

**Class of Individuals:** Non-public servants and public servants applying to the Post-Secondary Recruitment Program.

**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 PSR Program.

**Consistent Uses:** This bank is used to identify applicants for positions offered through PSR. It may be used for human resources planning, statistical purposes and studies.

**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.

**RDA Number:** 2001/025

**Related 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 interview recordings, assessments, reports, consent forms, 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 records on candidates tested for 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, interview recordings are retained for two (2) years unless the candidate agrees to their earlier disposal (four months) and then destroyed.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 050

**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 or Writing Test. For candidates tested in Oral Interaction, the test recordings 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 or Writing Test.

**Purpose:** This bank exists in accordance with sub-section 16(1) and section 20 of the Public Service Employment Act to record 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. Personal information collected on a voluntary basis, such as education, age, sex, classification, employment equity group, as well as test item responses, are used for research and development purposes such as validation of test items, development of new tests, etc. 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, and 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.

**RDA Number:** 2001/025

**Related PR#:** PSC SPB 030 and TBS PCE 703  
**TBS Registration:** 001425  
**Bank Number:** PSC PPU 030

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Hospitality

Internal Disclosure of Wrongdoing in the Work place

Relocation

Travel

## Classes of Personal Information

### General Administrative Documentation

In the course of conducting the activities and programs of the PSC, 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 subject 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 PSC occasionally surveys individuals and private and other public organizations that 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 individuals' 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

- Appeal Board Practice and Procedures Guide
- Investigations Practice and Procedures Guide
- 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.

Everywhere in Canada  
 InfoTel: 1-800-645-5605  
 TTY: 1-800-532-9397

## Reading Room

In accordance with the Access to Information Act, an area on the premises of the identified institutions has been designated as a public reading room. These rooms are located in the following PSC regional offices:

Headquarters  
 L'Esplanade Laurier, West Tower  
 300 Laurier Avenue West  
 Ottawa, Ontario K1A 0M7

Tel.: (613) 992-9562  
 Fax: (613) 992-9352

Reading Room Hours: 08:30 to 16:30

### 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  
 P.O. Box 1664, Halifax CRO  
 Halifax, Nova Scotia B3J 3V3  
 Tel: (902) 426-4698  
 Fax: (902) 426-0507  
 TTY: (902) 426-6246

New Brunswick  
 777 Main Street, 7th Floor  
 Moncton, New Brunswick E1C 1E9  
 Tel.: (506) 851-6620  
 Fax: (506) 851-6618  
 TTY: (506) 851-6624

Newfoundland  
 10 Fort William Road, Ground Floor  
 St. John's, Newfoundland and Labrador  
 A1C 1K4  
 Tel: (709) 772-0458  
 Fax: (709) 772-4316  
 TTY: (709) 772-4317

Prince Edward Island  
 119 Kent Street, Suite 420  
 Charlottetown, Prince Edward Island  
 C1A 1N3  
 Tel: (902) 566-7030  
 Fax: (902) 566-7036  
 TTY: (902) 566-7039

**Quebec Region**

Regional and District Office  
 200 René-Lévesque Boulevard West  
 East Tower, 8th Floor  
 Montréal, Quebec H2Z 1X4  
 Tel.: 1-800-645-5605  
 Fax: (514) 283-6380  
 TTY: 1-800-532-9397

Reading Room Hours: 08:15 to 16:15

District Office  
 Champlain Harbour Station  
 901 Cap Diamant, 3rd Floor, Room 341  
 Québec, Québec G1K 4K1  
 Tel.: 1-800-645-5605  
 Fax: (418) 648-4575  
 TTY: 1-800-532-9397

Reading Room Hours: 08:00 to 12:00 and  
 13:00 to 16:00

**National Capital and Eastern Ontario Region**

Regional Office  
 66 Slater Street, 3rd Floor  
 Ottawa, Ontario K1A 0M7  
 Tel.: 1-800-645-5605  
 Fax: (613) 996-8048  
 TTY: (613) 996-1205

Reading Room Hours: 08:30 to 16:30

**Central and Southern Ontario Region**

Regional Office  
 1 Front Street West, 6th Floor  
 Toronto, Ontario M5J 2X5  
 Tel.: (416) 973-3131  
 Fax: (416) 973-1883  
 TTY: (416) 973-2269  
 PSC toll-free: 1-800-387-0776

Reading Room Hours: 08:30 to 16:30

**Central Prairies Region**

Regional and District Office  
 320 Donald Street, 1st Floor  
 Winnipeg, Manitoba R3B 2H3  
 Tel.: (204) 984-4636  
 Fax: (204) 983-8188  
 TTY: (204) 983-6066

Reading Room Hours: 09:00 to 16:00

District Office  
 Bank of Canada Building  
 2220 12th Avenue, Suite 400  
 Regina, Saskatchewan S4P 0M8

Tel.: (306) 780-5627  
 Fax: (306) 780-5723  
 TTY: (306) 780-6719

Reading Room Hours: 08:00 to 16:00

**Western and Northern Region**

Regional Office  
 9700 Jasper Avenue, Suite 830  
 Edmonton, Alberta T5J 4G3

Tel.: 1-800-645-5605  
 Fax: (780) 495-2098  
 TTY: (780) 495-3130

District Offices  
 757 West Hastings Street, Suite 210  
 Vancouver, British Columbia V6C 3M2  
 Tel.: 1-800-645-5605  
 Fax: (604) 666-6808  
 TTY: (604) 666-6868

1230 Government Street, Suite 539  
Victoria, British Columbia V8W 3M4

Tel.: 1-800-645-5605  
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

Government of Canada  
Building 607  
P.O. Box 1990  
Iqaluit, Nunavut XOA OHO

Tel.: (867) 979-2991  
Fax: (867) 979-2897

# Public Service Human Resources Management Agency

## Chapter 127

### General Information

#### Background

The Public Service Human Resources Management Agency of Canada (the Agency) was created on December 12, 2003, to ensure that the government's agenda for renewal of human resources management throughout the public service is carried out. A President, an Executive Vice President, five Vice Presidents, and five corporate DGs make up the PSHRMAC management team. The President of the Treasury Board is the Minister responsible for PSHRMAC.

#### Responsibilities

As part of the Government of Canada's commitment to make its public service the best in the world, PSHRMAC plays a critical leadership role in supporting excellence in human resources policy, planning and reporting across the federal government. The Agency is responsible for management issues such as learning and leadership development, Official Languages, Employment Equity and Diversity, Human Resources Planning and Accountability, Human Resources Management Modernization, Classification, Values and Ethics, and HR systems.

#### Legislation

- Employment Equity Act, S.C. 1995, c. 44 (with the Minister of Human Resources and Skills Development Canada)
- Financial Administration Act, R.S.C. 1985, c. F-11 (certain provisions only)
- Official Languages Act, R.S.C. 1985, c. 31 (4th Supp.) Parts IV, V and VI and Section 91
- Public Service Modernization Act, S.C. 2003, c.22 (certain provisions only)

#### Organization

##### Communications Branch (CB)

The Communications Branch provides a broad range of strategic and operational communications

support to the President, the Executive Vice President, VPs of business lines and DGs of Corporate Branches within the Agency.

Communicators prepare and implement communication plans, produce news releases, media lines, publications, speeches and presentations in support of all Agency business. The Communications Branch is divided into two main divisions: Media Relations and Parliamentary Affairs and Corporate and Business Line Communications. Media Relations and Parliamentary Affairs deals directly with the media and helps branches manage public issues. It also organizes media briefings with policy experts and provides media monitoring services for the Agency. Parliamentary Affairs is responsible for providing support to the minister's office in the form of strategic advice, QP cards, communications material, and logistics support to Question period, House and Senate Committees regarding PSHRMAC appearances and report tabling. The Corporate Communications and Business Line section is responsible for developing, implementing and monitoring communications policy initiatives as well as branding for the branch and the Agency as a whole. It coordinates publishing and event participation, as well as managing internal communications and content for the Agency Web site and Intranet site. Corporate Communications also provides strategic communications advice and analysis to the Agency's business lines.

##### Human Resources Management Modernization Branch (HRMM)

The Human Resources Management Modernization Branch (HRMM) was established in April 2004, as an organization within the Public Service Human Resources Management Agency of Canada (PSHRMAC), the new central agency whose core business, purpose and focus is to improve the management of people, and of leadership, in the public service of Canada.

In this context the HRMM branch plays a critical role within the Agency and across government for managing the transition to a reformed HR system, and its associated performance measurement regime. The HRMM branch is accountable for providing leadership and oversight over a broad range of functional areas, with primary

responsibility for the implementation of the Public Service Modernization Act (PSMA), including staffing and recourse, labor relations and dispute resolution, learning, and cultural change; leading the ongoing Classification modernization process, including the development and implementation of classification policies and guidelines and job evaluation standards as well as ensuring classification system capacity; aligning Employment policies; developing the HR dimension of the Internal Service Modernization Program (ISMO) initiative; and supporting the Human Resources community.

In summary, the HRMM branch and its Executive team provide the visible face of HR reform to key stakeholders and the HR community across government.

### **Human Resources Planning, Accountability and Diversity Branch (HRPAD)**

In April 2005, the Human Resources Planning and Accountability Branch (HRPAB) and the Employment Equity Branch (EEB) were combined creating one organization called the Human Resources Planning, Accountability and Diversity Branch (HRPAD). The Branch provides leadership to ensure that departments and agencies have a modern HR planning function integrated with business planning, enabled by proper tools including access to HR information and research. HRPAD is responsible for developing and implementing a system for active monitoring and reporting for government-wide HR management and for coordinating an annual report to Parliament on the state of HR within the Public Service. The Branch gives advice on the Employment Equity Act and other employment equity issues; monitors performance for departments and agencies and reports progress to Parliament through annual reports. HRPAD has the overall responsibility for the successful implementation of the Embracing Change Action Plan and for ensuring that the federal Public Service reflects the values and diversity of Canadian society.

### **Human Resources Strategies Directorate (HRSD)**

The HR Strategies Directorate is composed of a team of human resources policy, program and planning specialists with a wide-ranging background of knowledge and experience. The

team provides impartial and professional human resources management corporate advice and support to the Agency.

HR Strategies was established in 2004 to ensure that the organization was well equipped to assume its new HR management responsibilities in a modernized environment. As such it assists the Agency's executive team by researching, designing, developing or administering HR plans, policies, tools, processes and programs to support the organization's current and future needs; preparing data about employment equity and official languages representation; administering the annual performance management and pay program; implementing an employee awards and recognition program; keeping abreast of emerging issues and identifying means to address them, such as learning; advising on organizational changes and potential impacts on employees; acting as secretariat for the Human Resources Management and Labour-Management Consultation committees; informing employees of key policy or program changes affecting them; and establishing and conducting an HR performance measurement program.

### **Leadership Network (TLN)**

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 Leadership Network, as part of the Treasury Board Secretariat, became part of the Public Service Human Resources Management Agency of Canada by Orders in Council P.C. 2003-436, 2003-437 and 2003-221. The Accelerated Executive Development Program (AEXDP), the Assistant Deputy Minister Pre-qualified Process (ADMPQP), the Career Assignment Program (CAP), the Management Trainee Program (MTP), Accelerated Economist Training Program (AETP) and Interchange Canada (IC) became part of the Leadership Network on April 1, 2004 by Orders in Council P.C. 2004-368 and 2004-370.

The Leadership Network has an overarching accountability for leadership development programs and will serve as the catalyst in

developing and maintaining a highly skilled, competent and representative group of leaders. This requires an integrated approach to leadership development where all leadership development programs are aligned to support the “leadership continuum” of the federal public service – from entry level – to middle managers – and finally up to and including the development of the executive cadre who will assume the most senior levels of the public service. To align the leadership development programs which support the leadership continuum, 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 Canada School of Public Service. The Leadership Network (TLN) is currently preparing a framework, in collaboration with the portfolio partners, to enhance the management capacity of the Public Service through Core Learning and Mandatory Training. Work is also underway to develop and validate a Library of Common Knowledge for Employees and Managers at all Levels. The library will be an expression of knowledge standards which will be instrumental for developing the framework on Core Learning and Mandatory Training. It will also serve as a practical tool to support curriculum development by the Canada School of Public Service, to align existing courses and programs, and to support deputy heads in discharging their new responsibilities relative to training and development under the Public Service Modernization Act.

The Leadership Network is also responsible for supporting the collective management of the Assistant Deputy Minister community. The Leadership Network is responsible for the development of and advice on Executive Group Organization and Classifications Policy and the Classification of all EX-4/5 positions in the government. The Leadership Network is also responsible for pride and recognition policies, programs/events and Interchange Canada.

### **Legal Services (LS)**

Treasury Board Legal Services provides legal advice to the Public Service Human Resources Management Agency of Canada and the President of the Queen’s Privy Council for Canada with respect to their powers and duties. The Unit, staffed by Department of Justice lawyers, supports the Public Service Human Resources

Management Agency of Canada, whose mandate encompasses many of the federal government’s internal human resources functions.

Legal Services lawyers give specialized legal advice to the Public Service Human Resources Management Agency of Canada and the Government of Canada in connection with the Agency’s central agency functions. 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.

### **Office of Public Service Values and Ethics (OPSVE)**

Established in November 2003, the Office of Public Service Values and Ethics is mandated with ensuring that departments, agencies and the public service as a whole have in place the policies, tools, management infrastructure and practices required to ensure that public service values and ethical conduct are reflected in daily practices, and that they are an integral part of the performance management and assessment processes. To this end, the Office acts as a centre of expertise for policy making and advice on public sector values and ethics, including policies and strategies related to workplace well-being; communicates and promotes program objectives and priorities; develops and disseminates best practices, tools and training programs; ensures the establishment of a results-based accountability approach to values and ethics; and monitors the performance of departments and agencies.

### **Official Languages Branch (OLB)**

Under the Official Languages Act, the mandate of the Official Languages Branch (OLB) is to provide strategic orientation and to co-ordinate the Official Languages Program in federal departments, agencies, Crown corporations, and certain privatized organizations. The OLB is responsible for overseeing federal institutions so that they serve Canadians in the official language of their choice at offices with an obligation to do so, create and maintain a work environment conducive to the effective use of both official languages in designated bilingual regions, and provide equal employment and advancement opportunities to English-speaking and French-speaking Canadians within the Public Service.

The OLB prepares and communicates official languages policies and directives and supplies the necessary interpretation and support. It establishes the management framework within which federal institutions fulfill their legislated responsibilities. The OLB develops program management tools and systems and encourages their use in federal institutions. It identifies information needs and interprets related statistics. Also, it oversees the implementation of programs, in conjunction with federal departments and agencies, and produces an annual report that the President of the Treasury Board tables in Parliament.

The OLB manages the Regional Partnerships Fund and the Official Languages Innovation Fund set up by the Action Plan for Official Languages.

The OLB is comprised of an Executive Secretariat and the following three divisions: Policy, Strategic Planning and Policy Development; Marketing, Promotion and Champions, and Performance Measurement and Liaison.

### **Policy Coordination and Corporate Secretariat (PCCS)**

The Policy Coordination and Corporate Secretariat oversees policy coordination for the Agency as well as strategic and logistical support to key management advisory committees. The Division also coordinates the TB policy suite review initiative for the Agency. It provides Agency-wide executive support services including ministerial correspondence, translation coordination and editing. It is also responsible for managing the Agency's responses to access to information and privacy requests.

### **Strategic Management & Planning Directorate (SMPD)**

The Strategic Management and Planning Directorate (SMPD) – is composed of a team of specialists in financial, administrative and contracting services with a wide-ranging background of knowledge and experience. The team gives professional and impartial financial management, administration and contracting advice to the Agency. The Director General is the Senior Financial Officer and Comptroller for the Agency.

SMPD is the Agency's center of expertise in the following areas: financial management advice and control; financial planning, analysis and reporting; strategic, operational and business planning; financial policy interpretation; financial training;

systems and accounting services; Treasury Board submissions and Memoranda to Cabinet; facilities; telecommunications; contracting; material management; security; information management and information technology (in cooperation with the Department of Finance – Corporate Services Branch) . The Directorate is also responsible for the overall liaison on these matters with the Treasury Board Secretariat, the Department of Finance, the Receiver General, the Auditor General of Canada, and Public Works and Government Services Canada.

The Directorate is also responsible for the preparation of the Annual Reference Level Updates (ARLU), the Main Estimates, the Supplementary Estimates, and coordinates all financial input to the Agency's Business Plan, operational plans, the Report on Plans and Priorities and the Departmental Performance Report.

## **Information Holdings**

### **Program Records**

#### **Communications**

**Description:** Information concerning communication plans, news releases, media lines, publications, speeches and presentations.

**Topics:** General Information on Communications

**Program Record Number:** PSHRMAC CB 001

#### **Information Management**

**Description:** Information program to assist users of data obtained from the central agency information systems.

**Topics:** General Information on Corporate information services (Corporate information services); Data extraction and analysis; (Electronic human resources); HR information management working group; Web-site - HR Connexions, HR Policies and Publications from outside organizations; Classification - central agency client needs, classification and coding of transactions/accounts; Personnel data systems - business and information models, committees, data element dictionary, micro-computer systems; Personnel Applications Centre (PAC) - Electronic Data Processing (EDP) Personnel Data Administration Centre (PDAC); Personnel Management Information System (PMIS) –Employee Benefits Statements (EBS) System, Entitlements and Deductions System (ENT/DED) -



development, Extra Duty Reporting System (EDRS), Incumbent System - development, maintenance and operations, related activities - pay, Work Force Adjustment Monitoring System (WFAM), Information Management, Leave and Extra Duty, Leave Reporting System (LRS), Leave Without Pay (LWOP) System, Official languages information system (OLIS) - Population Affiliation System (PAS), Position Information Collection System (PICS) Position and Classification Information System (PCIS), System for Human Resources Monitoring (SHURM), Official Language File (OLF), Information centre; Kerr-Dawson report.

**Program Record Number:** PSHRMAC CB 130

#### **Human Resources Management Modernization**

**Description:** Information on classification modernization including the development and maintenance of classification systems and standards for all occupational groups in the Public Service; and the process by which a job is allocated to an occupational group and, through job evaluation, to a level within the group.

**Topics:** Classification – system – policy and guidelines; Training and accreditation - courses, policy and guidelines, curriculum development; Classification monitoring - framework development, on-going development; Audits and monitoring - departmental audits, monitoring, Occupational groups - occupational group structure, pre and post march 1999, Committees; Communications; Complaints; Consultations; Conversion; Delegation of authority - policy and guidelines, departments; Departments and agencies - Royal Canadian Mounted Police, community management, association of organization and classification professionals (AOCP); Funding; Governance framework; Grievances –case files, cases as of January 1994, cases closed prior to January 1994, policy and procedures, grievance tracking system (GTS); Conversion grievance - policy, guidelines; Information management and information technology (IM/IT); Official languages; Organization costing system; Outside practices; Pay equity implications and gender neutrality; Position files; Position classification information system (PCIS); Tools; Position Information Collection System (PICS); Modernization - proposals, special projects, Economics and Social Science Services, foreign services, horizontal initiatives program, Program and Administrative Services; Reports and statistics; Standards - categories and groups, needs analysis, update

and maintenance, application;- Symposium; Training; Three-year plan.

**Program Record Number:** PSHRMAC HRMM 415

#### **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:** PSHRMAC HRMM 426

#### **Human Resources Community Secretariat**

**Description:** Information on recruitment, professional development, learning and other related topics of interest to the Human Resources community, including compensation specialists.

**Topics:** General Information relating to the Human resources community; Compensation; Courses; the PE group: selected standard; Embracing change.

**Program Record Number:** PSHRMAC HRMM 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 re-structuring; Values and ethics; Training - Committees and councils - staff training council - training boards; Courses and Programs - Categories and groups - Management Category, Management development all levels, Middle management and supervisory training; Public Service Commission - Career Assignment Program (CAP); Educational leave; Orientation of employees; Qualification improvement program.

**Program Record Number:** PSHRMAC HRMM 145

#### **Major Public Service Wide Projects**

**Description:** Information related to Research on Human Resources Issues.

**Topics:** Information relating to Major public service wide projects; Public Servants and Organizational Health Survey; Public Service Human Resources Management Framework; Staffing.

**Program Record Number:** PSHRMAC HRMM 025

#### **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:** Plans and progress reports for la relève; Central agencies, Government departments, Federal regional councils; Functional communities.

**Program Record Number:** PSHRMAC HRMM 035

### **Public Service Renewal**

**Description:** Information relating to the overall renewal of the Public Service and its human resources management.

**Topics:** Public Service Renewal; 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.

**Program Record Number:** PSHRMAC HRMM 050

### **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; Consultations.

**Program Record Number:** PSHRMAC HRMM 325

### **Transition and Work Life Policies**

**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; 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; Alternative service delivery departments and agencies, transfers of government employees from one department to another; Human resource development council secretariat; Human rights – committees, personal harassment; Human resources management regime benchmarking; 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); Deployment - appointment to level; Geographic mobility; Human resources reform (HR modernization); Interchange

Canada; Leave with income averaging; Leave with pay - designated holidays, special, time off, vacation; Leave without pay; Oath of allegiance; Public service terms and conditions of employment regulations; Pre-retirement transition leave; Severance pay; Self-funded leave; Surveys; Special assignment pay plan (SAPP); Telework (work at home); Temporary employment - long term specific period employment, term study; Transfer from federal to private or provincial jurisdiction; Transfers of government employees from one department to another; Conditions and benefits of work – Canada labour code; Day care; Continuity of employment; Flexible workforce; Hours of work – adaptable work patterns – compressed work week, departmental programs, evaluation, flexible working hours – overtime; National joint adjustment steering committee (NJASC) – departments and agencies, provinces and territories; Telework (work at home); .

**Program Record Number:** PSHRMAC HRMM 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; Social sectors; Evaluation plan redesign; Committees; Communication files - decks, speeches, meetings, flip charts; Fresh eye testing (February 2-20, 1998); Design simplification - work descriptions(5K); Gender neutrality; Implementation - enquiries Canada exercise, reporting on the departmental UCS project plan (includes sample II); Interdepartmental model work description (IMWD); 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), Evaluation training by region; Historical.  
**Program Record Number:** PSHRMAC HRMM 120

### **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 –Champions (Breakfasts), executive committee, IDF-EE (inter-departmental forum on employment equity) - Steering Committee, Joint Recruitment and EE Champions Committee; Decks presentations speeches and speaking notes; Embracing change - committees conferences and councils, fund - business case and proposals, implementation sessions, status reports, strategy; Complaints; EE data; Employment Systems Review; Employment Equity Positive Measures Program (EPPMP) – federal public service job accomodation network (fps-jan); Provinces and territories; Separate employers (by code);; Service commitments; Summary analysis; Members of visible minority groups/external availability/by category and occupational groups/metropolitan area/census 1986; Survey of public service employees-; Task force on an inclusive public service (TFIPS); Training and development; Workplace improvement; Departments agencies and crown corporations; Provinces and territories; Designated groups - external availability - census 1986; Employment equity program in crown corporations (prior to 1993); Technical processes.

**Program Record Number:** PSHRMAC HRPAD 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 - Advisory committee, Northern careers program (NCP); Departmental plans and programs; External availability - estimates by

departmental and occupational groups –various census 1986.

**Program Record Number:** PSHRMAC HRPAD 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); Advisory Committee to the President of the Treasury Board - meetings; External availability - by category and occupational groups - metropolitan area –census 1986; National Council of Visible Minorities in the Federal Public Service.

**Program Record Number:** PSHRMAC HRPAD 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; Transportation.

**Program Record Number:** PSHRMAC HRPAD 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 committees - standing Departmental plans and programs; Internal availability - by departmental and occupational groups, as of March 31, 1990; Reports and statistics; Status - committees and councils, International Year; Studies and surveys.

**Program Record Number:** PSHRMAC HRPAD 324

### **Human Resources (HR) Planning**

**Description:** Provides strategic leadership in integrating business and HR planning PS-wide; provides leadership in helping departments/agencies develop current and future needs assessments; provides strategic leadership

PS-wide for HRP capacity building; provides support to the Interdepartmental HR Advisory Committee; advises DM Sub-committees (PSMA) on PS-wide HR planning capacity building recommendations and requirements; develops and implements a portfolio approach to work with depts/agencies PS-wide in all aspects of HR planning.

**Topics:** HR Planning tools, practices, capacity building and innovations.

**Program Record Number:** PSHRMAC HRPAD 666

### Human Resources Policies

**Description:** Information on general human resources policies.

**Topics:** Human Resources Policies; policy review process (workshop), report; Award plan for inventors and innovators; conference, continuous learning, deployment; design, framework, genetics, hospitality, hospitality resource information, interchange policy, parking, separate employers, student employment, suite, taxis, terms of employment and rates of pay for students, veterans, volunteers, policy framework for workplace well-being, flexible hours of work, information and referral services for child care, leave with income averaging, part-time employment, pre-retirement transition leave; recognition, retention, self-funded leave, telework, variable work week, workplace day care centres, workplace fitness programs; Policy and learning; Interchange; Term Employment; Student Employment (policy, pay rates, terms and conditions); Special Assignment Pay Plan; Employee Performance Management; Volunteers; Charitable Organizations; Telework

**Program Record Number:** PSHRMAC HRPAD 515

### Human Resources Policies - Personnel Management Manual 1982-1990

**Description:** Information on general policies and requirements in Personnel Management.

**Topics:** Personnel Management Manual (PMM 1982-1990) Employees Services, Superannuation procedures; Isolated Posts Directive

**Program Record Number:** PSHRMAC HRPAD 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, Foreign service directive, Human Resources, Insurance and Related Benefits, Isolated Posts Directive,

Occupational Safety and Health, Pay Administration, Staff Relation, Training Guide.

**Program Record Number:** PSHRMAC HRPAD 175

### Human Resources Strategies

**Description:** Information related to the policy, programs and strategies supporting HR renewal.

**Topics:** General Information on human resources strategies; Strategic planning; Strategic policy team; Pride and recognition – workplace and well-being conference 2003, - award of excellence, long service award; 2003, 2004, outstanding achievement award; incentive award plan, merit award, senior officer retirement certificate, suggestion award –liaison including liaison with departments and agencies and Crown Corporations; Continuous learning - Policy evaluation continuous learning culture, core knowledge needs, e-learning, learning / training programs / Public Service Commission restructuring, orientation program, PSAC/TBS joint learning.

**Program Record Number:** PSHRMAC HRPAD 330

### 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:** PSHRMAC HRPAD 052

### Policies & Planning

**Description:** Various issues including Policy, general meeting information, specific project files.

**Topics:** General Information on policies and planning; Departments, agencies and crown corporations; 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.

**Program Record Number:** PSHRMAC HRPAD 170

### Policy & Planning (Human Resources) (Prior to April 2004)

**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 policies and planning; Alternative dispute resolution; Annual direction on the learning needs and priorities to the public service; Annual reports; Appointment to level; Assistant secretaries office; Benchmarking Business planning; La relève; Career assignment program (CAP); Charitable organizations campaign; Corporate knowledge retention and transfer (CKRT); Co-development; Committees - advisory committee on labour management relations (fryer), continuous learning, pride and well-being committee, federal committee on workplace alternate dispute resolution, human resources joint steering committee, policy committee, policy council, Policy Integration Committee - forward planning agenda, meetings, terms of reference; working group, public service commission advisory committee (PSCAC) working group on co-development, research community advisory committee, survey follow-up action committee; Communications; Compensation; Conferences; Consultation reports; Current and future needs of the public service; Decks presentation speeches; Definition of promotion; Departmental outreach, Departments agencies and crown corporations; Discussion papers; Elder care; Electronic learning (E-Learning); Employee HR desktop; Environmental scan report; Federal student employment programs; Finance; Focus group; Freedom of expression; Foreign services (FS) study; Functional communities relations; Golden jubilee medals; Government on-line (GOL); Human resources - human resources management framework (HRMF), human resources management modernization, human resources system; Information management; Innovations and best practices; International; La relève; Learning and development; Management development program; Management trainee program; Measurement framework; Meetings councils and retreats; Micro-computer systems; Minimum qualification standards; Mobility; National master standing offer for long service instant award; National occupation classification (NOC); National public service week (national coordination); Occupational categories and groups; Organizational development; Outreach; Performance management; Periodic table; Planning - reporting, results and information systems, HR instruments suite; Policy – award plan for inventors and innovators, framework for workplace well-being, flexible hours of work, hospitality resource information, indemnification, information and referral services for child care,

interchange policy, leave with income averaging, parking, part-time employment, pre-retirement transition leave, recognition, retention, self-funded leave, separate employers, student employment, suite, taxis, telework, terms of employment, and rates of pay for students, variable work week, veterans, volunteers, workplace day care centres, workplace fitness programs; Policy and learning; Practices; Probationary period; PSAC/TBS joint learning; Public policy forum; Reporting and evaluation framework; Research and analysis; Service delivery models; Results-based human resource management and accountability framework; Shared services; Special assignment pay plan; Transforming the government; Web-site – e-HR, human resources (HR) connexions; Workforce renewal strategy; Working framework renewal; Working groups; Workplace well-being best practices; Events and Workshops; Foreign delegations; Data extraction and analysis; HR policies and publications from outside organizations; Electronic human resources (e-HR).  
**Program Record Number:** PSHRMAC HRPAD 222

#### **Research**

**Description:** undertaking our first annual HR environmental scan in support of departments, agencies and with a view to building capacity in HRP, and that we are planning to conduct a number of analyses on recruitment.

**Topics:** Researches; Reports; Environmental scan.  
**Program Record Number:** PSHRMAC HRPAD 888

#### **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 workplace improvement and HR innovations; Public service wide employee survey 1999; Public service wide employee survey 2002.

**Program Record Number:** PSHRMAC HRPAD 055

#### **Human Resources Strategies Directorate**

**Description:** Information on the Public Service Human Resources Management Agency of Canada's (PSHRMAC) internal Human Resources plans, policies or programs.

**Topics:** researching, designing, developing or administering HR plans, policies, tools, processes and programs to support the organization's current and future needs; preparing data about employment

equity and official languages representation; administering the annual performance management and pay program; implementing an employee awards and recognition program.

**Program Record Number:** PSHRMAC HRSD 001

#### **Office of Public Service Values and Ethics**

**Description:** Information related to the centre of expertise, leadership and services for ensuring the public service has in place the necessary management infrastructure and practices to support a strong culture of public service values and ethics. Information on: learning and communication; policy and research; liaison, evaluation and accountability.

**Topics:** General Information related to values and ethics; specific information related to the Values and Ethics Code for the Public Service (Statement of Public Service Values and Ethics including responsibilities, authorities and accountabilities, Conflict of Interest Measures, Post-Employment Measures and Avenues of Resolution); Bills C-11 and C-25, the proposed Public Servants Disclosure Protection Act; Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace; Policy on the Prevention and Resolution of Harassment in the Workplace; Policy on the Indemnification of and Legal Assistance for Crown Servants; Workplace Well-Being; Leave with Income Averaging Policy; Policy on Self-Funded Leave; Pre-retirement Transition Leave Policy; Policy on Workplace Fitness Programs; Workplace Day Care Centres; Information and Referral Services for Child Care; Policy on the Use of Electronic Networks; Oath of Allegiance; lists of networking resources (Advisory Committee on Public Service Values and Ethics; Senior Officials for the Values and Ethics Code for the Public Service; Senior Officers for the Policy on Internal Disclosure of Information Concerning Wrongdoing in the Workplace; Departmental Officers for Conflict of Interest and Post-Employment Measures; Coordinators for the Policy on the Prevention and Resolution of Harassment in the Workplace; Advisors for Excluded and Non Represented Employees); assessment of institutions, performance measurement, liaison with departments/agencies, and departmental statistics; communications materials such as publications, reports, speeches, presentations, employee surveys related to values and ethics; conferences, workshops and events; promotional materials (videos, brochures, aide-mémoire cards, etc.) and learning materials (electronic guide to the Values and Ethics Code, on-line harassment

prevention tool, videos for applied learning, etc.); co-champions; Conflict of Interest and Post-Employment Code; departments and agencies; foreign delegations; freedom of expression and duty of loyalty. Harassment - association of professional executives of the public service of Canada (APEX), Canadian human rights commission, communication plans and tools, departmental coordinators, individual cases, investigations and investigators, mediation and shared mediators network, monitoring - statistics, policies - enquiries, public service commission of Canada, research, training, unrepresented employees - advisory network; Policy – indemnification, internal disclosure policy (IDP); Political activities; statement of principles for the public service. Co-champions; Conflict of interest and post-employment code - public service (PS) code Departments and Agencies; Freedom of expression.

**Program Record Number:** PSHRMAC OPSVE 510

#### **Official Languages Branch**

##### **Executive Secretariat**

**Description:** Responsible for Parliamentary Affairs, managing the Official Languages Innovation Program, planning OLB resources, general horizontal issues concerning official languages, strategies and procedures (Report on Plans and Priorities and Performance Report), and represents the employer side of the National Joint Council's Official Languages Sub-Committee.

**Topics:** Committee of Deputy Ministers on Official Languages (CDMOL); Assistant Deputy Minister Committee in support of CDMOL; Official Languages Support Committee; Ministers' Group on Official Languages; National Joint Council's Official Languages Sub-Committee; Standing Committee on Official Languages (House of Commons); Standing Committee on Official Languages (Senate); Official Languages Innovation Program Steering Committee; key players (PCO/PSC/CSPS/OCOL/TBS).

**Program Record Number:** PSHRMAC OLB 010

##### **Marketing Promotion and Champions**

**Description:** Promotional information and initiatives on official languages within the Government of Canada intended for the public and federal employees. The Official Languages Act stipulates that the President of the Treasury Board table a report each year on the Official Languages Program in federal institutions.

**Topics:** Advertisement; Annual report, follow up

report of PSC and the commissioner of official language, heritage Canada, 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, - year of la Francophonie; Internet site; Products - annotated version of the 1988 Official Languages Act, chairing bilingual meetings, doing it alone - together, poster, video on language of work, video on service to the public; Publications; Publicity.

**Program Record Number:** PSHRMAC OLB 015

#### **Performance Measurement and Liaison**

**Description:** Assessment of the effectiveness of official languages programs in federal institutions. Ensuring that institutions comply with their official languages obligations. Information on official languages policies and programs for the public and federal employees and consultations with departments and key stakeholders about those policies and programs. Coordination of governmental affairs.

**Topics:** Assessment report - service to the public in British Columbia; audits - language of work, service to the public; Burolis - directory of federal offices, offices closed; - complaint from the commissioner of official languages, investigation report and special study by the Commissioner of Official Languages follow-up; Monitoring – analysis of submissions to the Treasury Board, annual report, assessment of institutions, performance measurement, liaison with institutions, statistics; Pilot projects - communications between Quebec and National Capital Region, British Columbia service to the public; TBS special studies; Survey; Universe of institutions covered by the Official Languages Act. Committees consultations and minority communities; Ad Hoc meeting-key players (CFP/PCH/CCG/COL); Committees-Airport authority advisory committee, Assistant deputy minister committee in support of CDMOL, committee of Deputy Ministers on Official Languages (CDMOL), crown corporations advisory committee on official languages (CCACOL), departmental advisory committee on official languages (DACOL), federal regional councils, interdepartmental consultative committee on languages industries, 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, National Joint Council (NJC)-Executive Committee, Official languages; Network of official languages champions – crown corporations, departmental, ministerial; Steering committee of official languages champions' network; Official languages regional sub-committee; Port authorities advisory committee, Reference group of ministers, Research group, Standing committee on official languages. The language management site of Canada: Communities-Alberta, British Columbia, Assemblée aînées et aînés francophones du Canada; 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; Conferences; Consultation-Office de la langue française.

**Program Record Number:** PSHRMAC 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; Review of the application of the regulations 2001 census; City of Ottawa; Communication in the federal administration; Communication with the public; Discussion papers; Equitable participation; French on the internet; Human resources modernization; Innovation fund; Language of work; Language requirements of management group (CBC EX); Language training - PSC review (Public Service Commission), school accreditation, testing; Memorandum of understanding between TBS and PCH; Presentations; Program revitalisation; Questions and answers media; Service to the Public; Staffing

of bilingual positions; Using the official languages on electronic networks.

**Program Record Number:** PSHRMAC OLB 002

#### **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 - Departments and Agencies; General information relating to Official Languages; Audit - departments, agencies and Crown corporations, language of work, program management, regional visits (CONSTATS), 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; Linguistic regimes of provinces and territories; Liaison - by provinces and territories; Official Languages Act - regulations - consultations; Official languages minority groups - regional; Departments, Agencies and Crown Corporations; Alternative services delivery; Privatization - transfer of responsibilities; Service to the public; Staffing; Studies and surveys; Translation and needs; Work Instruments.

**Program Record Number:** PSHRMAC 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:** PSHRMAC 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:** PSHRMAC OLB 255

#### **Official Languages Innovation Program (OLIP)**

**Description:** Action Plan for Official Languages (an Exemplary Public Service); Official Languages Innovation Fund and Official Languages Regional Partnerships Fund.

**Topics:** Innovation Program, OLIP, eligibility criteria, fund management, annual budgets, Steering Committee, evaluation report, Memorandum of Understanding, innovative projects, partnerships, change in organizational culture, management of the Official Languages Program, learning, interdepartmental cooperation, sharing of best practices, language learning in the workplace, Federal Regional Councils, submission date.

**Program Record Number:** PSHRMAC OLB 999

#### **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:** PSHRMAC OLB 025

#### **Official Languages Systems (Prior to 2001)**

**Description:** Information on administrative systems of official languages programs.

**Topics:** General Information relating to official language's systems; Co-ordination of Personnel Data Systems; Data; Language training information; Language Training Module (LTM); Liaison with Personnel Applications Centre (PAC); Liaison with Human Resources Branch (HRB); Liaison with Public Service Commission (PSC); Micro-Computers - user applications; Official Languages Information System (OLIS) - development, input forms, population,; OLIS II; Reports - information and statistical output (OLIS); Special Reports (AD HOC) - DLO reports, MIFL reports

**Program Record Number:** PSHRMAC OLB 047

#### **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, extensions and deferments, review, testing, staff development.

**Program Record Number:** PSHRMAC OLB 260

### **Research, Strategic Planning and Policy Development**

**Description:** Develops policies and directives regarding communications and services to the public, language of work, and participation.

Provides policy interpretation and guidance.

**Topics:** Staffing of bilingual positions; Language training; Language requirements of management group, Official Languages Policy Framework, Policy on Language of Work, Policy on Official Languages for Human Resources Management, Directive on the Linguistic Identification of Positions or Functions, Directive on the Staffing of Bilingual Positions, Directive on Language Training and Learning Retention, Policy on Alternative Service Delivery – Annex C, Bilingualism Bonus Directive, Producing Texts in Both Official Languages, Active Offer, Communications with the Public, Events of National or International Scope for the General Public, Grants and Contributions, Use of Media, Using the Official Languages on Electronic Networks, Legislation, Policies and Directives; Cases in litigation - Contravention act, devinat, lavigne, montfort, Directives – bilingual bonus, language training and learning retention, use of official languages in electronic communications, sites; Legal opinions (legal services) and interpretation; Legislation - official languages act (parts IV, V, VI); official languages regulations, acts and regulation on employment in the public service, exclusion order, financial administration act; Policy alternative service delivery, official languages for human resource management, service and communication to the public, language of work, grants and contributions, phase II of the policy review project; Strategic planning - census 2001, memorandum to cabinet on an exemplary public service (dion plan), perception and attitude study, public service employee survey.

**Program Record Number:** PSHRMAC OLB 005

### **Policy Coordination and Corporate Secretariat**

**Description:** Information on key management committees, ministerial correspondence, translation coordination and editing, access to

information and privacy requests.

**Topics:** briefing notes, correspondence

**Program Record Number:** PSHRMAC PCCS 002

### **Access to Information and Privacy (ATIP) Unit**

**Description:** Information on the administration of the Access to Information and Privacy legislation within the Public Service Human Resources Management Agency of Canada (PSHRMAC).

**Topics:** Access to information requests, consultations, informal requests, departmental complaints, internal consultation, Privacy requests, consultations, informal, corrections. 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. Access to Information and Privacy - general and request files.

**Program Record Number:** PSHRMAC PCCS 005

### **Strategic Management & Planning Directorate**

**Description:** The Strategic Management and Planning Directorate (SMPD) – is composed of a team of specialists in financial, administrative and contracting services with a wide-ranging background of knowledge and experience. The team gives professional and impartial financial management, administration and contracting advice to the Agency.

**Topics:** TB submissions, Annual Reference Level Updates (ARLU), Main Estimates, Supplementary Estimates, Business plans, operational plans, Report on Plans and Priorities (RPP) and Departmental Performance Report (DPR).

**Program Record Number:** PSHRMAC SMPD 001

### **The Leadership Network**

**Description:** Information relating to the creation, action plan and strategic planning of The Leadership Network, reports and information on management committee

**Topics:** General Information relating to The Leadership Network; Managers project; La Relève Action Fund Support; Career assignment program (CAP); Management trainee program (MTP); Provincial and International Delegations; Policy research development program (PRDP); Competencies Project; Co-operation and Liaison with Outside Organizations; The Leadership Network Communications, Annual Report to the Prime Minister; BTV-Business Television;

Publications; CD-Rom; Videos; Speeches and Addresses; TLN/La Relève Task Force "Decks".

**Program Record Number:** PSHRMAC TLN 040

### **ADM Collective Management**

**Description:** Information relating to the administration of the ADM Collective Management System.

**Topics:** ADM Collective Management; ADM and successful PQP personal files.

**Program Record Number:** PSHRMAC TLN 015

### **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 from Pool; EX-04 to EX-05 Promotion Process - Applicants; Inventory of unsolicited applications for external recruitment of ADM's; Open Competition; Without Competition; DM Visits.

**Program Record Number:** PSHRMAC TLN 010

### **Development Programs**

**Description:** Information relating to the management and administration of the Corporate Development Programs, candidates and participants.

**Topics:** Accelerated Executive Development Program (AEXDP) / ADM Qualified Pool – selection, annual assessment and program completion, applicants and participants, developmental assignments, la relève. Accelerated economist training program (AETP) - Training files. Interchange Canada Program (ICP) - Candidate files. Management Trainee Program (MTP) - Graduate & withdrawn, not retained, participants. Career Assignment Program (CAP) – Aboriginal, diversity in leadership program (DILP), information technology, language training, marketing, operations, participants and candidates, persons with disability (PWD), pilot project financial administration (FI) – candidates & participants, pre-qualified EX-01 ready process, projects, promotion, selection, transition / alignment, visible minority.

**Program Record Number:** PSHRMAC TLN 021

### **Executive Management**

**Description:** Information on organizational issues of concern to the Treasury Board and the Human Resource Management of Executive Group, Organization and Classification and the Target Executive Count control program.

Interdepartmental Committee for EX Group, Performance Management Pay Plan for Executive Group, Advisory Committee on Senior Level Retention & Compensation.

**Topics:** EX benchmarks; Executive group - classification - categories and groups, position files (EXHRBSM), employee benefits statements, executive employment transition (EET) HRB work force adjustment (WFA), voluntary early retirement incentive program; EX position evaluation plan modernization project; Organization; Departments and agencies; Pay - Executive group - compensation comparisons, executive compensation, salary administration; Governor in Council; Pay for time not worked; Pay plans - Special Assignment Pay Plan (SAPP); Premium pay for duties performed - acting pay; Management category and equivalents - executive and senior management groups complement; Temporary assignment pool (TAP); Senior Level Retention and Compensation (SLRC) - Committees, Compensation, Human resource issues, La Relève, Outside organizations or employers - provincial governments, Studies and surveys.

**Program Record Number:** PSHRMAC TLN 400

### **Federal Public Sector Youth Internship Program (As of April 1, 2005, this is part of Youth Employment Strategy at HRSDC)**

**Description:** Managed by the Public Service Human Resources Management Agency of Canada and delivered in partnership with the YMCA, the Federal Public Sector Youth Internship Program places interns in host federal government organizations for 9 month terms. Its main objective is to enable unemployed or under-employed young Canadians between the ages of 15 and 30 to acquire the experience and skills they need to enter and fully participate in the labour market. The Federal Public Sector Youth Internship Program has allowed the creation of 9,000 internship opportunities for youth since its inception in 1997.

**Topics:** Federal Public Sector Youth Internship Program

**Program Record Number:** PSHRMAC TLN 140

### **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.

**Program Record Number:** PSHRMAC TLN 030

## Technology and Innovation

**Description:** Events; Fact Sheets; Reports of Technology and Innovation; The Leadership Network Web Site.

**Topics:** Information relating to the administration of Technology and Innovation; Events; Reports of technology and innovations; Web site.

**Program Record Number:** PSHRMAC TLN 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

Hospitality

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

## Central Personal Information Banks

### Management Trainee Program (MTP): Inventory of Applicants and Participants

**Description:** The objective of the Management Trainee Program (MTP) is to recruit and develop highly qualified individuals for key positions of responsibility in the federal Public Service of Canada. The personal information collected includes the individual's full name; home address and telephone number; work address and telephone number; citizenship, date of birth, test scores, assignment evaluations, highest level of education attained, transcripts of marks, performance evaluations, bilingual capacity and employment equity status.

**Class of Individuals:** Current and former applicants and participants of the MTP, both public servants and non-public servants.

**Purpose:** This information is used to manage the MTP program, and it is used to track candidates' progress within the Public Service. The MTP includes current and historical information so that it can be used to prepare future recruitment campaigns and to produce statistical reports.

**Consistent Uses:** To refer candidates to departmental Senior Managers for future employment opportunities. An electronic mailing list is maintained for the MTP community and is used only to send information to participants.

**Retention and Disposal Standards:** This information is scheduled to be retained for two years and then destroyed, once a Records Disposition Authority has been established.

**RDA Number:** To be determined

**Related PR#:** PSHRMAC TLN 021

**TBS Registration:** 006439

**Bank Number:** PSHRMAC PCU 768

## Particular Personal Information Banks

### 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 counseling 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 twenty (20) years and then transferred to Library and Archives Canada.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 040

**TBS Registration:** 001703

**Bank Number:** PSHRMAC PPU 060

### **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.

**RDA Number:** 2001/025

**Related PR#:** PSHRMAC TLN 030

**TBS Registration:** 001895

**Bank Number:** PSHRMAC PPU 069

## **Standard Personal Information Banks**

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

Hospitality

Relocation

Travel

## **Classes of Personal Information**

### **Ministerial Correspondence and Enquiries**

This class of information contains correspondence received by the Agency 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 Agency 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)

## **Additional Information**

### **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 K1A 0R5

Tel.: (613) 995-5877

# Public Service Integrity Office

## Chapter 128

### General Information

#### Background

On November 30, 2001, the Public Service Integrity Office was established by the Treasury Board Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace. The Office mandate is to act as a neutral entity on matters of internal disclosure of wrongdoing. In particular, the office assists employees who: believe that their issue cannot be disclosed within their own department; or raised their disclosure issue(s) in good faith through the departmental mechanisms but believe that the disclosure was not appropriately addressed.

Wrongdoing is defined as an act or omission concerning: a violation of any law or regulation; or a breach of the Values and Ethics Code of the Public Service; or misuse of public funds or assets; or gross mismanagement; or a substantial and specific danger to the life, health and safety of Canadians or the environment.

The President of the Treasury Board, under section 73 of the Access to Information Act and section 73 of the Privacy Act, has delegated the authority, in respect of records maintained by the Office, to the Public Service Integrity Officer. Therefore, requests for records are processed independently of the Treasury Board Secretariat Access to Information and Privacy Office.

#### Responsibilities

The Public Service Integrity Office provides public service employees with an independent and neutral, external review of disclosures of wrongdoing in the workplace. In addition to investigating matters in an equitable, timely and confidential manner the Office ensures that an employee who makes a good-faith disclosure is protected from job reprisal. The Public Service Integrity Office gives a high priority to confidentiality and will protect information to the extent possible. However, the Public Service Integrity Office is subject to the provisions of the Privacy Act and the Access to Information Act. Please consult with the Public Service Integrity Office for more information.

The responsibilities of the Office are: to provide advice to employees who are considering making a disclosure; to receive, record and review the disclosures of wrongdoing received from departmental employees; to establish if there are sufficient grounds for further action and review; to initiate an investigation when required, to review the results of investigations and to prepare reports, and to make recommendations to deputy heads on how to address or correct issues related to the alleged wrongdoing; in some special circumstances or in cases when the departmental responses are not adequate or timely, to make a report of findings to the Clerk of the Privy Council in his role as head of the Public Service; to protect from reprisal employees who disclose in good faith information concerning wrongdoing; and those having made a good faith disclosure in the course of a parliamentary proceeding or inquiry under the Inquiries Act related to the 2003 report of the Auditor General; to monitor the type and disposition of cases brought to the attention of the Public Service Integrity Officer; to prepare an Annual report on its activities for tabling in Parliament.

#### Treasury Board Policy

The Treasury Board Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace created the position of Public Service Integrity Officer and defined the role and mandate of the supporting office.

#### Legislation

- The Public Service Integrity Office was established under a Treasury Board Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace. The policy stems from the Treasury Board authority to manage the Public Service pursuant to the Financial Administration Act and its authority as the employer of the Public Service under the Public Service Staff Relations Act.

#### Organization

##### The Public Service Integrity Officer

Appointed by the Governor in Council, the Public Service Integrity Officer acts under the authority

conferred to the position by Treasury Board Policy. The Public Service Integrity Office is independent and operates at arms length with respect to the conduct of its activities. The Annual Report prepared by the Public Service Integrity Officer is tabled in Parliament by the President of the Privy Council.

The Office is composed of an Executive Director, Senior Investigators, Legal Counsel and administrative staff. Senior investigators are responsible for reviewing and conducting investigations of alleged wrongdoing and complaints of reprisal. Investigations may result in recommendations made to deputy heads for corrective actions when wrongdoing is established.

## Information Holdings

### Program Records

#### Operations

**Description:** Operational Information of the Public Service Integrity Office includes records on the development of the Public Service Integrity Office's mandate, studies, research, policy and procedures in carrying out the mandate that are not included in Standard Program Records. This bank may also include information related to the Public Service Integrity Office Web Site and Mail. As well certain documents may be located in the Treasury Board of Canada Secretariat Standard Program Records.

**Topics:** Statistics and activities records, communications, publications

**Access:** This information is accessible by subject matter.

**Program Record Number:** PSIO 001

#### Preliminary Inquiries and Investigation case files

**Description:** Case files containing information concerning all complaints made under the Treasury Board Policy on Internal Disclosure of Information Concerning Wrongdoing in the Workplace. It contains administrative files and procedures regarding any aspect of the work done by the PSIO whether during an investigation or at the preliminary review stage. It may include all documents necessary for the conduct of the PSIO's mandate and among others any document on which the PSIO based its findings, made its recommendations or negotiated a remedy where applicable. It may also contain information concerning judicial review of the PSIO's findings for those cases which have been the object of such review by the Federal Court.

**Topics:** policy, procedures, research documents, evidence, exhibits, arguments, notes of telephone conversations or meetings and information on resolution of complaints where applicable.

**Access:** By Records number or name of the complainant and/or institution concerned.

**Program Record Number:** PSIO 003

#### Access to Information and Privacy Acts Requests

**Description:** Includes material related to the administration of and internal procedures for the processing of formal and informal requests, in accordance with the Access to Information Act and/or Privacy Act. These records may contain the requests made by individuals to obtain access to information under the control of the PSIO in accordance with the Access to Information Act and/or the Privacy Act and related replies. These records may include requests for correction of personal information.

**Topics:** These records may include material related to PSIO and Treasury Board Secretariat policies and procedures concerning the administration of the Acts.; material related to reports to Parliament on the administration of the Acts; internal activity reports; InfoSource updates, conference material; committee information; copies of relevant legislation, as well as information related to the interpretation and application of these laws and policies.

**Program Record Number:** PSIO 002

#### Legal Matters

**Description:** This holding contains legal opinions on pertinent policies, regulations and legislations that may have an impact on the work of the Public Service Integrity Office. It also contains information on legal proceedings in which the Public Service Integrity Office may be involved.

**Topics:** The Bank may include pleadings, briefs, appeal files, transcripts and statements of evidence, opinions and related correspondence. The greater part of the information contained in the litigation files are obtained from the relevant court registry files.

**Access:** The information is accessible by the investigation file number assigned to the case or court file or by subject if not related to an investigation or court file.

**Program Record Number:** PSIO 004

## Standard Program Records

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

Acts and Legislation

Administration

Administration and Management Services

Budgets

Employment and Staffing

Equipment and Supplies

Furniture and Furnishings

Hospitality

Office Appliances

Official Languages

Proactive Disclosure

Procurement

Relocation

Training and Development

Travel

## Particular Personal Information Banks

### Access to Information and Privacy (ATIP)

**Description:** This bank contains requests to obtain access to departmental records under the Access to Information Act and the Privacy Act, the replies to such requests, and information related to their processing. It also contains requests for correction of personal information; informal requests; records related to complaints, investigations requests for judicial review and consultations received from other institutions. Personal information may include the name of the requester, address, telephone and facsimile numbers, correspondence and other processing information related to the request, as well as personal information contained in departmental records that are relevant to the request.

**Note:** The personal information contained in departmental records relevant to the request is not used for administrative purposes.

**Class of Individuals:** Individuals who exercised their rights under the Access to Information Act and/or the Privacy Act; individuals who made informal requests to obtain information under the control of the institution.

**Purpose:** The information in this bank is used to administer the Access to Information Act and the

Privacy Act. The Bank is used to process and respond to formal and informal requests, during consultations with other government institutions, during investigations by the Offices of the Information Commissioner and of the Privacy Commissioner, and during court reviews. It is also used to report to Parliament on the administration of the Acts.

**Consistent Uses:** The bank is used to provide reports on ATIP activities to the Public Service Integrity Office and to the Treasury Board Secretariat. The information may be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** Files are retained for two years after the last administrative action and then destroyed.

**RDA Number:** 98/001

**Related PR#:** PSIO 002

**TBS Registration:** 005474

**Bank Number:** PSIO PPU 010

### Disclosure of Wrongdoing in the Workplace and Complaint about Job reprisal

**Description:** Records in this bank consist of information received from employees of the Public Service alleging that wrongdoing has been or is being committed in the workplace and/or information concerning job reprisal complaints. Personal information may be found in the letter alleging that a person has committed a wrongdoing or an act of reprisal. This bank may include information such as the date and nature of the wrongdoing or reprisal act, records of interviews, investigations reports, analyses of events, records of decision taken, correspondence or any document received or generated during the initial review or the investigation itself. It may also contain information collected from government or non-government sources in the process of the case review or the investigation.

**Class of Individuals:** This bank applies to employees of the Public Service listed in Part I, Schedule I, of the Public Service Staff Relations Act, witnesses and other parties to the allegation.

**Purpose:** The information is used to deal with allegations made under the Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace or complaints of job reprisal. It is used to assess the nature of the alleged wrongdoing or the complaint of reprisal, initiate investigations if needed, review evidence and produce findings and recommendations. It is also used to report to Parliament.

**Consistent Uses:** Information is used for research and statistical purposes to identify and

substantiate behavioural and systemic problems, to detect trends, and contribute to recommendations leading to improvements in the welfare and governance of the federal government of Canada. The process of confidentiality is subject to the Privacy Act. Personal information received by the Public Service Integrity Office may be disclosed during an investigation if required or to resolve the matter (e.g. complaint of reprisal). In some cases, the Public Service Integrity Office may determine that other avenues may be more appropriate to address the matter. The Office may report it to authorities having the powers to investigate under federal, provincial and municipal statutes. When dealing with an issue of a systemic nature, no personal information will be communicated to the institution concerned.

**Retention and Disposal Standards:** The Office is currently developing a retention schedule.

**RDA Number:** To be determined.

**Related PR#:** PSIO 003

**TBS Registration:** 005473

**Bank Number:** PSIO PPU 015

## Standard Personal Information Banks

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

Hospitality

Relocation

Travel

## Classes of Personal Information

The Public Service Integrity Office receives anonymous complaints or correspondence on the issue of disclosure of wrongdoing and job reprisal which may not trigger an investigation or a correspondence but can be used for statistical or trend analysis purposes. This information can be retrieved by name of institution to which the information relates or by a combination of both the name of the institution concerned and date of receipt of the correspondence by the Office or by the subject matter.

## Manuals

The Public Service Integrity Office uses the same administrative and procedural manuals as the Treasury Board Secretariat.

## 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 Public Service Integrity Office may be directed to:

The Public Service Integrity Office  
60 Queen Street, Suite 605  
Ottawa, Ontario K1P 5Y7

Tel: (613) 941-6400

Toll-Free: 1-866-941-6400

Fax: (613) 941-6535

Web Site: [www.integritas.gc.ca](http://www.integritas.gc.ca)

## Reading Room

A meeting room has been designated within the office. The address is:

60 Queen Street, Suite 605  
Ottawa, Ontario K1P 5Y7



# Public Service Labour Relations Board

## Chapter 129

### General Information

#### Background

The Public Service Modernisation Act (PSMA) established the Public Service Labour Relations Act (PSLRA), which came into effect on April 1st, 2005. The PSLRA established the Public Service Labour Relations Board (PSLRB), building on the previous Public Service Staff Relations Board (PSSRB), an institution that was established in 1967 with the inception of collective bargaining in the Public Service of Canada and ceased to exist with the coming into force of the PSLRA.

#### Responsibilities

The Board administers the collective bargaining and grievance adjudication systems in the federal Public and Parliamentary Service. Board members administer the legislation by holding grievance adjudication and complaint hearings throughout Canada. The Board also provides mediation and conflict resolution services to help parties resolve differences without resorting to a formal hearing. As part of its new mandate, the Board is establishing a compensation research and analysis function. More specifically, proceedings before the Board include grievance adjudication, arbitration, conciliation through Public Interest Commissions, mediation, compensation research and analysis, applications for certification, revocation of certification, displacement, complaints of unfair labour practices, identification of positions whose duties are of a managerial and confidential nature, essential services agreements, determination of successor rights, enforcement of obligations of employer and employee organization, and complaints of disciplinary actions or discrimination that resulted from federal employees having exercised their rights relating to workplace health and safety under Part II of the Canada Labour Code.

#### Legislation

- Public Service Labour Relations Act, S.C. 2003, c. 22, s. 2
- Public Service Labour Relations Board Regulations, SOR/2005-79

- Public Service Staff Relations Act, R.S.C., 1985, c. P-35
- P.S.S.R.B. Regulations and Rules of Procedure, 1993, SOR/93-348
- Parliamentary Employment and Staff Relations Act (P.E.S.R.A.), R.S.C., 1985, c. 33 (2nd Supp.)
- P.E.S.R.A. Regulations and Rules of Procedures, SOR/86-1140
- Part II - Canada Labour Code, R.S.C. 1985, c. L-2 (certain provisions only)

#### Organization

Pursuant to the Public Service Labour Relations Act, S.C. 2003, c. 22, s. 2, the Board is composed of “a Chairperson, up to three Vice-Chairpersons and any other members that the Governor in Council may appoint.” The Chairperson and the Vice-Chairpersons are each full-time members and the other members may be appointed as full-time or part-time members. A member may be appointed for a term of office that is not more than five years. Part-time members are appointed primarily for the purpose of adjudicating grievances.

#### Executive Director of the Board

The Executive Director of the Board is, subject to the direction of the Chairperson, responsible for the supervision and direction of the work and staff of the Board. The following services report to the Executive Director of the Board: Compensation Research and Analysis, Corporate Services, Dispute Resolution Services, Finance Services, Legal Services, and Registry Operations and Policy.

The Compensation Research and Analysis unit collects, compiles and analyzes market-based compensation data. Its findings are disseminated or made available to parties to the collective bargaining process, other public institutions, the private sector, and the general public.

Corporate Services is responsible for the corporate functions of Information Technology, Material Management, Information Management, Library Services, Communication Services and Human

Resource Management as well as the provision of administrative support and advice in strategic planning and reporting.

Dispute Resolution Services are available to the parties in all areas of the Board's jurisdiction, with the exception of compensation research and analysis. The Board assists parties in their collective bargaining efforts through its conciliation (through Public Interest Commissions) and arbitration services. In addition, the Board, through its mediation program, allows parties to resolve workplace disputes with the assistance of an impartial third party. The Board also provides training at the national level on interest-based negotiations and mediation geared specifically to labour relations in the federal public service.

Finance Services is responsible for providing strategic advice and support to senior management on financial management matters including business and financial planning, policy interpretation and cost accounting. It also develops and implements financial policies and procedures, manages the accounting operations and is responsible for ensuring the integrity of the Board's financial systems.

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.

Registry Operations and Policy 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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 100

#### Applications for Declaration that conduct is unlawful

**Description:** Information on applications for a declaration that the conduct giving rise to a contravention of subsections 194(1) or (2) or 197(3) or (4) or sections 195 or 196 of the Public Service Labour Relations Act, S.C. 2003, c. 22, s. 2, is unlawful

**Topics:** Applications for a declaration that conduct is unlawful.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 592

#### 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 P.S.S.R.B. Regulations and Rules of Procedure, 1993, SOR/93-348.

**Access:** Files arranged by case file.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 110

#### Applications for Extension of Time in respect of grievances

**Description:** Information on applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings in respect of grievances when the prescribed time for each of these activities has expired.

**Topics:** Applications for extension of time prescribed in the Public Service Labour Relations Board Regulations, SOR/2005-79 in respect of grievances.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 568

#### Applications for Extension of Time in respect of labour relations

**Description:** Information on applications for a time extension for the performance of an action, serving of a notice, filing of a document or initiation of proceedings in respect of labour relations matters when the prescribed time for each of these activities has expired.

**Topics:** Applications for extension of time prescribed in the Board's regulations in respect of labour relations matters.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 549

#### **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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 551

#### **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 Public Service Staff Relations Act, R.S.C., 1985, c. P-35.

**Topics:** Applications to determine a new occupational category.

**Access:** Files arranged by case file.

**Format:** Microfiche only.

**Program Record Number:** RLT ROP 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.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 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.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 510

#### **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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 562

#### **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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 542

#### **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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 550

#### **Canada Labour Code - Complaints (Part II - Section 133)**

**Description:** Complaints from employees against employers for allegedly taking action against them because they exercised their rights under 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.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 560

#### **Canada Labour Code - Decisions of Safety Officers (Part II)**

**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 Public Service Staff Relations Act, R.S.C., 1985, c. P-35.

**Access:** Files arranged by case files.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 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.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 579

### **Complaints of Unfair Labour Practices**

**Description:** Information on complaints alleging unfair labour practices.

**Topics:** Contravention of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35 or the P.S.S.R.B. Regulations and Rules of Procedure, 1993, SOR/93-348 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, R.S.C., 1985, c. P-35 a breach of the duty of fair representation.

**Access:** Files arranged by case file.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 060

### **Complaints of Unfair Labour Practices**

**Description:** Information on complaints alleging unfair labour practices.

**Topics:** Complaints that an employer has failed to comply with section 56 of the Public Service Labour Relations Act, 2003, c. 22, s. 2 (duty to observe terms and conditions), an employer or bargaining agent has failed to comply with section 106 of the Act (duty to bargain in good faith), an employer or bargaining agent or employee has failed to comply with section 107 of the Act (duty to observe terms and conditions) or 132 of the Act (duty to observe terms and conditions), an

employer or bargaining agent or deputy head has failed to comply with subsection 110(3) of the Act (duty to bargain in good faith), an employer or employee organization has failed to comply with section 117 of the Act (duty to implement provisions of the collective agreement) or 157 of the Act (duty to implement provisions of the arbitral award), or an employer or employee organization or person has committed an unfair labour practice within the meaning of section 185 of the Act.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 561

### **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 Public Service Staff Relations Act, R.S.C., 1985, c. P-35.

**Topics:** Applications for consent to prosecute.

**Access:** Files arranged by case file.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 105

### **Consent to Prosecution**

**Description:** Information on applications to obtain the consent of the Board to institute prosecution for an offence under sections 193 to 205 of the Public Service Labour Relations Act, 2003, c. 22, s. 2.

**Topics:** Applications for consent to prosecution.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 597

### **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. Records created after June 1, 1993, fall under the Designated Positions heading.

**Access:** Files arranged by case file.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 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, R.S.C., 1985, c. P-35 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.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 547

#### **Essential Services Agreements**

**Description:** Information on applications for determination of an unresolved matter that may be included in an essential services agreement. Information on applications to amend an essential services agreement. Information on applications to temporarily amend, or suspend, an essential services agreement because of an emergency. Information on applications for extension of a period referred to in sections 119 to 134 of the Public Service Labour Relations Act, 2003, c. 22, s. 2.

**Topics:** Essential services agreements.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 593

#### **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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 548

#### **Labour Relations**

**Description:** Information of a general nature relating to labour relations not relating to another program record.

**Topics:** Labour relations.

**Access:** Files arranged by topic.

**Format:** Paper copy.

**Program Record Number:** RLT LRG 500

#### **Managerial and Confidential Exclusions (Positions)**

**Description:** Information on determinations by the Board 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.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 543

#### **Managerial and Confidential Exclusions (Positions) - Revocation**

**Description:** Information on applications for revocation of an order that declared a position to be a managerial or confidential position

**Topics:** Determinations by the Board on the status of positions that have been declared as managerial or confidential.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 575

#### **Mediators, Experts and Advisors**

**Description:** Information on hiring, on a temporary basis, the services of mediators and other experts or persons having technical or special knowledge to assist the Board

**Topics:** Résumés; hiring documents.

**Access:** Files arranged by surname.

**Format:** Paper copy

**Program Record Number:** RLT DRS 587

#### **Notice to bargain collectively**

**Description:** Information on notices requiring the other party to commence bargaining collectively, with a view to entering into, renewing or revising a collective agreement.

**Topics:** Notices to bargain collectively.

**Access:** Files arranged by bargaining unit.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 582

### **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, R.S.C., 1985, c. P-35, positions rather than employees are to be proposed for exclusions on the grounds of managerial or confidential capacity.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 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. Records created after June 1, 1993 fall under the Objections to Managerial and Confidential Exclusions (Positions) heading.

**Access:** Files arranged by case file.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 569

### **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, R.S.C., 1985, c. P-35, termination of employment or demotion on grounds other than discipline.

**Access:** Files arranged by case file.

**Format:** 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.

**Format:** Microfiche only.

**Program Record Number:** RLT ROP 125

### **Reference to Adjudication of individual grievances**

**Description:** Information on the references to adjudication of an individual grievance that relates to the interpretation or application in respect of an employee of a provision of a collective agreement or arbitral award, a disciplinary action resulting in termination, demotion, suspension or financial penalty, non-disciplinary demotion or termination, or deployment (in some specific cases).

**Topics:** References to adjudication of individual grievances

**Access:** Files arranged by case file.

**Format:** Paper copy

**Program Record Number:** RLT ROP 566

### **Reference to Adjudication of group grievances**

**Description:** Information on references to adjudication of a group grievance that relates to the interpretation or application, common in respect of employees in a single portion of the federal public administration and the same bargaining unit, of a provision of a collective agreement or arbitral award.

**Topics:** References to adjudication of group grievances

**Access:** Files arranged by case file.

**Format:** Paper copy

**Program Record Number:** RLT ROP 567

### **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.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 130

#### **Requests for the filing of a Board order in the Federal Court**

**Description:** Information on requests for filing a certified copy of an order of the Board, exclusive of the reasons for the order, in the Federal Court.

**Topics:** Filing of a Board's order in Federal Court.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 521

#### **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.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 585

#### **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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 525

#### **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.

**Format:** Paper copy.

**Program Record Number:** RLT DRS 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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT DRS 140

#### **Requests for the Establishment of a public interest commission**

**Description:** Information on the establishment of a public interest commission for the 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 public interest commissions.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 590

### 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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 583

### Strike vote

**Description:** Information on statements respecting a strike vote and applications for a declaration that a strike vote is invalid.

**Topics:** Statements respecting strike votes and determination of validity of such votes.

**Access:** Files arranged by bargaining unit.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 584

### Successor Rights

**Description:** Information on the determination of the Board, under section 48.1 of the Public Service Staff Relations Act, R.S.C., 1985, c. P-35, 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.

**Format:** Paper copy, microfiche.

**Program Record Number:** RLT ROP 040

### Successor Rights

**Description:** Information on applications for determination of what rights, privileges and duties of an employee organization have been acquired or are retained, in respect of a merger, amalgamation or transfer of jurisdiction among employee organizations. Information on applications for certification as the bargaining agent for employees bound by a collective agreement or arbitral award that is continued in force by section 81 of the Public Service Labour Relations Act, 2003, c.22, s. 2. Information on applications for determination, in respect of employees bound by a collective agreement or arbitral award that is continued in force by section 81 of the Public Service Labour Relations Act, as to whether the employees of a new separate agency constitute one or more units appropriate for collective bargaining, which employee organization is to be the bargaining agent for the employees in each such unit and the expiry date of each collective agreement or arbitral award. Information on applications for leave to give, in respect of employees bound by a collective agreement or arbitral award that remains in force by reason or an order made under paragraph 84(1)(c) of the Act, a notice to bargaining collectively under section 105 of the Act. Information on applications for leave to give, in respect to employees bound by a collective agreement or arbitral award that is continued in force by section 81 of the Act, a notice to bargaining collectively under section 105 of the Act.

**Topics:** Applications for determination of successor rights and obligations.

**Access:** Files arranged by case file.

**Format:** Paper copy.

**Program Record Number:** RLT ROP 536

### Standard Program Records

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

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits



Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Hospitality

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

## Classes of Personal Information

### Correspondence and Enquiries

This class of information contains correspondence received by the Public Service Staff Relations Board 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 Board 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

- 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.

Access to Information and Privacy Coordinator  
Public Service Labour Relations Board  
240 Sparks Street  
P.O. Box 1525, Station B  
Ottawa, Ontario K1P 5V2

Tel.: (613) 990-1757

## Reading Room

The Board's Records Office has been designated under the Access to Information Act as a public reading room. The address of the Records Office is:

Public Service Labour Relations Board  
240 Sparks Street, Room 696G  
Ottawa, Ontario

# Public Works and Government Services Canada

## Chapter 130

### General Information

#### Background

Public Works and Government Services Canada (PWGSC) was created in 1993 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).

Following the government's decision to review the way in which corporate communications will be delivered, on April 1, 2004, PWGSC assumed some of Communication Canada's functions.

#### Responsibilities

The Department of Public Works and Government Services 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; government wide central accounting and reporting; administration of the public service payroll and superannuation systems; and the provision of productive working environments for 187,000 federal employees 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 (for the application of articles 18 and 22 only)
- Bridges Act, R.S.C. 1985, c. B-8 (See also Table of Public Statutes, except Fort Falls Bridge Authority, Blue Water Bridge Authority & Buffalo and Fort Erie Public Bridge Company)
- Canadian Arsenals Limited Divestiture Authorization Act, S.C., 1986, c. 20
- Defence Production Act, R.S.C. 1985, c. D-1, as amended
- 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, An Act to confirm the authority of the 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
- Ottawa River, an Act respecting certain works, 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

- 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

### Accounting, Banking and Compensation Branch

The mission of the Accounting, Banking and Compensation Branch is: the fulfillment of Receiver General responsibilities, the administration of compensation services, and the provision of services and optional products in the area of finance. In fulfilling these roles, the Accounting, Banking and Compensation Branch 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 Financial Administration Act. 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 the Accounting Banking and Compensation Branch business operations.

#### Central Accounting and Reporting Sector

The Central Accounting and Reporting Sector, carries out its Receiver General government wide central accounting and reporting responsibilities through the maintenance of the Accounts of Canada; the preparation of the Government's monthly financial statements and the production of the Annual Public Accounts. To carry out these

responsibilities, the Sector operates and maintains the Central Accounting Systems and operates and maintains the Common Departmental Financial System as a common service offering to other government departments. Operating costs for most of the optional services are recovered from customer departments.

### 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 and services 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

### Acquisitions Branch

The Acquisitions Branch provides departments and agencies with expert assistance at each stage of the supply cycle and offers tools that simplify and accelerate the acquisition of goods and services. It ensures that the government exercises due diligence and maintains the integrity of the procurement process. The Acquisitions Branch provides customers with comprehensive services for acquiring complex and commercial goods and services. Purchases range from office supplies to military ships to security systems and everything in between. Acquisitions Branch assists with identifying requirements and will carry out all steps in the procurement quickly and easily. These include: identifying the goods or services to be purchased; selecting the most effective procurement approach; developing appropriate

evaluation criteria; calling for, receiving and evaluating bids; negotiating contracts; debriefing unsuccessful bidders; and administering contracts.

Acquisitions Branch also develops, implements and maintains policies, tool kits and standards; provides operational advice; and develops innovative electronic approaches. It also provides a broad range of training, seeks out innovative services and alternate forms of service delivery, and manages quality assurance, performance review and performance indicators. Branch national programs include the Canadian General Standards Board; traffic management; Crown Assets distribution; forensic audit, accounting and cost price analysis; and advice on major and complex procurements or projects. A specific mandate of this Branch is to establish and expand partnership relationships with many other industry associations involved with government procurement.

**Acquisitions Branch is divided into six (6) sectors as follows:**

**Commercial Acquisition and Supply Management Sector (CASMS)**

The Commercial Acquisitions and Supply Management Sector provides national leadership in the development and implementation of strategies and initiatives that meet the acquisition requirements and expectations of client departments, agencies and boards. The goods and services managed and acquired are diverse complex and sophisticated, and these include the management of real property contracts for the design and construction of buildings, marine facilities, roads, bridges and public utilities; management and renewal of Alternate Form of Delivery contracted services for the management of real property assets; a portfolio of logistics, fuel, electrical and transportation products and services; commercial and consumer products and services such as furniture, clothing, food and pharmaceutical products; communications products and services which include advertising, public opinion research, exhibit fabrication, events management, audio-visual productions and printing. The sector is also responsible for providing leadership in the management and disposal of seized and government owned assets and specialized cost and forensic accounting services.

CASMS is composed of eight Directorates: Real Property Contracting (RPCD); Alternate Forms of Delivery (AFD); Logistics, Electrical, Fuel and Transportation (LEFTD); Commercial and Consumer Products (CCPD); Communications Procurement (CPD); Crown Assets Distribution (CAD); Seized Property Management (SPMD) and Cost and Forensic Accounting (CFAD).

**Land, Aerospace, Marine Systems and Contracts Management Sector (LAMS)**

The LAMS Sector is responsible for establishing and managing contracts to acquire a wide range of technically complex systems for the land, marine and aerospace environments including the acquisition of military and civilian aircraft and ships and related systems, equipment and spare parts; avionics systems including radar and sensors; underwater systems including trainers and simulators; land communications systems and security and information operation systems; and a wide range of technically complex armament systems such as wheeled and tracked armoured vehicles, large and small calibre weapons and ammunition. Also, LAMS acquires services such as equipment/systems engineering, repair and overhaul and maintenance services.

LAMS is composed of eight Directorates: The Land Equipment Program; Security and Information Systems; Aerospace Weapons Systems; Armoured Vehicles Projects; Aerospace Equipment Program; Marine Systems; Major Projects and Contract and Commodity Management.

LAMS is also responsible for the PWGSC European Office in Koblenz, Germany, and the PWGSC Washington, D.C. Office.

**Major Projects Services Directorate (MPS)**

The MPS Directorate is responsible for all aspects of the contractual arrangements for major procurements, complex systems support contracts and major service delivery contracts. The Services Directorate directs the development and implementation of strategies and initiatives to minimize potential risk and to protect the interests of the Crown. The Services Directorate directs the development and implementation of quality assurance and performance measurement systems for assigned Major Crown Projects and complex, major projects. The Services Directorate is the centre of excellence for major procurement

activities and contributes to the development of national acquisition policies, standards, programs and services in the area of major projects.

### **The Acquisition Renewal Sector (AR)**

The AR Sector is responsible for leading the transformation and modernization of the Acquisitions Business line and providing advice and recommendations on an optimum value-for-money approach to meet the acquisition needs of PWGSC, the Government of Canada and Canadians and to save money. AR provides leadership in developing the strategic renewal vision for the Business Line, associated strategic and long-term planning and governance framework, policy developments, human resource management strategy and approaches and communications strategies to manage the strategic relationships between Acquisitions Branch and its Stakeholders.

AR Sector is divided into four Directorates: Electronic Acquisitions Business Directorate; Acquisitions Policy, Process and Governance Directorate; Commodity Management Directorate; and the Professional Development and Change Management Directorate.

### **Risk, Integrity and Strategic Management (RISM) Sector**

The RISM Sector provides strategic direction, advice and oversight to the Acquisitions Business Line. This includes developing strategic policies in support of the Government's trade obligations, socio-economic and environmental objectives; coordinating branch input to departmental reports such as the Report on Plans and Priorities; providing Procurement Review Committee Secretariat services, ensuring the integrity of the procurement process through cost audits and contract quality control; delivering insurance advisory services; enhancing contract management; supporting the branch's operations and financial management; and identifying, developing and monitoring national standards.

RISM Sector is divided into five Directorates: Acquisition Program Integrity Secretariat; Acquisition Strategy and Relations Directorate; Business Management Directorate; Contract Management Directorate; and the Canadian General Standards Board.

### **Services and Technology Acquisition Management Sector (STAMS)**

The STAMS Sector manages contracting for professional, science technology and telecommunication goods and services, including contract administration and life cycle management of complex electronic infrastructure and systems procurement projects; specialized professional, and research and development services; telecommunications systems and services; software and shared systems procurement projects; and traffic management services on behalf of a wide range of federal government departments and agencies.

STAMS is composed of six Directorates: The Science and Professional Services Procurement Directorate; Informatics and Telecommunications Procurement Directorate; Software and Shared Systems Procurement Directorate; Special Procurement Initiatives Directorate; Space Projects Directorate and the Traffic Management Directorate.

### **Audit and Ethics Branch (AEB)**

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.

The Branch's overall integrity mandate also includes providing the leadership for the departmental ethics program, provides fraud awareness and investigation services, and responsibility for the internal disclosure role.

AEB encompasses four main business activities: Audits; Evaluations; Fraud Awareness and Investigations and delivery of ethics related services.

The internal audit and evaluation 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.

The Fraud Investigations and Internal Disclosures (FIID) Directorate 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.

The Ethics Directorate is responsible for assisting all managers and employees in the maintenance of their ethics efforts and activities to implement the departmental Ethics Program.

### **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 across Canada. CAC's services may also be provided upon request to provincial, municipal, territorial and Aboriginal governments in Canada and to foreign governments and 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 Services, Human Resources, Communications Branch (CSHRC)**

The CSHRC Branch is responsible for supporting the Minister, Deputy Minister and Associate Deputy Minister in their dealings with Cabinet, Parliament, Central Agencies, other government departments and agencies and the public. It provides corporate communications support as well as corporate leadership in the development of frameworks for risk management, contract management review, quality control and performance measurement, and monitoring and reporting. It is also responsible for corporate programs including health, safety, security and administration. It is accountable for the departmental Human Resources Management Framework, providing leadership in the management of PWGSC's human resources and managing the delivery of all human resources services.

### **Classification, Labour Relations, Compensation and Business Systems Sector**

The sector provides department-wide frameworks, strategies, policies and procedures and delivers within the National Capital Area departmental programs in the areas of organization design and classification, labour relations, compensation, the Employee and Organizational Assistance Program and employee services, including training, development and certification programs for HR professionals in the aforementioned discipline/areas. It represents PWGSC in consultations with central agencies on all issues or questions related to classification, labour relations or compensation and provides strategic advice to departmental and Special Operating Agency management on related matters. It also leads the design, development, installation and maintenance of human resources electronic information systems and associated business processes. It also provides functional support to the regions on these departmental programs.

### **Communications Sector**

The Communications Sector 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 Sector 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.

### **Corporate Policy, Planning and Risk Management Sector (CPPRM)**

The sector is responsible for corporate planning, corporate policy, risk management, international and intergovernmental cooperation and Cabinet and Treasury Board submission services. It is also responsible for analysis of corporate issues, departmental co-ordination of government wide initiatives. It represents PWGSC on interdepartmental policy or planning committees. Further, it provides research and executive committee support the the Minister, Deputy Minister and the Departmental Operations Committee. CPPRM also plays a key corporate

role in leading and coordinating the Department's sustainable development plans and activities. This includes writing the Department's Sustainable Development Strategy and leading the associated planning and reporting activities.

### **Executive Secretariat**

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 ES is comprised of: the Access to Information and Privacy Directorate, the Ministerial Services Directorate, the Ministerial Correspondence Directorate, and the Ministers' Regional Offices (MROs) Directorate.

### **Health, Safety, Security, Emergencies and Administration Sector (HSSEA)**

HSSEA provides PWGSC with a security program that ensures the co-ordination of all policy functions and the implementation of policy requirements, by managing a broad range of programs, including the Corporate Security Program, Health and Safety Program and the Emergency Preparedness Program, for the Branch, Department, other government departments and levels of government and industry at the international and national level.

The Director General, HSSEA is the Departmental Security Officer (DSO), responsible for the development and implementation of the departmental Security, Health, Safety and Emergency Preparedness Programs that ensure the achievement of the mandatory requirements of the Canada Labour Code and the Government Security Policy, regulations and standards in an effective and cost-efficient manner.

HSSEA is the centre of expertise that fosters and advances the integration of the various security functions within the department (referred to as the Departmental Distributed Security Network), central agencies and government security agencies.

HSSEA is also responsible for the policy, planning, delivery and control of a broad range of Branch and Corporate-wide services. These services include records and document management, forms management, mail services, material management and corporate accommodation.

### **The Official Languages, Staffing, Employment Equity and Learning Sector**

The Official Languages, Staffing, Employment Equity and Learning Sector (OLSEEL) provides department-wide frameworks, strategies, policies and procedures as well as operational direction of the delivery within the National Capital Area of departmental programs in the areas of staffing, learning, human resources planning and strategies, employment equity, and Official Languages. OLSEEL also provides functional support to the regions on these departmental programs.

OLSEEL delivers a suite of human resources services including human resource planning, staffing, employment equity and diversity, learning and change management and official languages.

OLSEEL also provides corporate leadership in the adaptation and implementation of the suite of government-wide Human Resource Modernization initiatives, projects and processes within PWGSC.

### **Directorates of OLSEEL**

#### **Directors, Human Resources**

A Director, Human Resources is identified for each business line to provide strategic human resources management advice and support. This is an Account Executive role, with accountability to identify client needs and work with the various Human Resource (HR) Directorates to ensure efficient and effective service delivery to meet client needs. The OLSEEL Sector provides this service to the Real Property and ITS Branches, as well as to the Translation Bureau. In the case of the Bureau, the Director, HR also delivers staffing, compensation labor relations and other operational services.

#### **Employment Equity**

The Employment Equity Group provides advice, interpretation and guidance to PWGSC management, employees, employee representatives, and HR practitioners on all matters pertaining to employment equity. The group also develops policies and coordinates and implements initiatives regarding designated group recruitment, development and retention.

#### **Executive Services**

Provides an integrated human resources service for the Executive Group.

## **HR Modernization**

Provides corporate leadership with respect to the adaptation and implementation of the suite of government-wide Human Resource Modernization initiatives, projects and processes within the PWGSC strategic and operational environment.

## **HR Planning**

The Human Resources Planning and Strategies Directorate is the focal point for and provides research, analytical, advisory and consultative services and recommendations in support of PWGSC management and HR professionals on a broad range of HR strategic planning issues including HR planning, workforce analysis, work force adjustment, and performance management. The group is also responsible for the departmental Human Resources Management Framework and the State of the Work Force Performance measures in line with the Management Accountability Framework to guide managers on making people management an integral part of business success.

## **Official Languages**

The Official Languages Directorate provides linguistic services such as language training, individual language training plans, on-site second language evaluation writing assistance and orientation process. Other services include policy, planning and monitoring which includes interpretation of the Official Languages Act and Regulations and linguistic rights and obligations. This Directorate develops and implements the Department's strategic Action Plan for Official Languages. It is also responsible for the resolution of complaints related to official languages and support to linguistic minority communities under Section 41 of the Official Languages Act.

## **Organizational Performance and Learning (OPAL)**

OPAL supports the corporate learning vision and PWGSC as a learning organization by creating and managing for PWGSC interventions and learning program to enhance organizational effectiveness and/or transformations (includes change management, organization development, formal classroom training, self-directed learning and e-learning through the web, facilitation and performance improvement interventions). OPAL provides functional guidance to the regions in these areas.

## **Staffing**

Provides advice, interpretation and guidance to PWGSC HR practitioners and senior management, on a broad range of staffing issues. The group is also responsible for developing the PWGSC staffing framework; promoting effective HR processes through the development of policies, programs and strategies; consulting with central agencies and employee representatives on department-specific staffing measures that meet PWGSC's business needs; enhancing HR Management processes and systems to ensure the HR community is supported with up-to-date working tools and reporting on departmental staffing activities to ensure good management practices through analysis and monitoring.

## **Finance Branch**

The Director General, Finance Branch is the Chief Financial Officer responsible for providing financial services to the Department. The Branch plans, develops, administers and monitors financial management framework, policies, systems, processes, procedures, and practices for the Department. It provides financial planning, analysis, 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 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 Branch develops and coordinates the implementation of quantitative measures to assess the operational performance of PWGSC Branches. It provides authoritative advice and functional direction to headquarters 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, traveling expenses, the relocation program and cash management. The Branch is also responsible for the development, maintenance and operation of financial corporate systems and processes internal to PWGSC. Finance establishes the corporate management charges to



revolving funds, using the departmental Cost Allocation Model. Finance is responsible for ensuring that the financial implications for the department are accurately reflected in submissions to central agencies. It develops and maintains the accounting and financial management framework, policies, guidelines, authorities and practices in support of the Department's plans, financial framework and operations and in support of central agency requirements and government initiatives.

### **Government Information Services Branch (GISB)**

Government Information Services Branch (GISB) was created on April 1, 2004, following the disbandment of Communication Canada. The vast majority of responsibilities were transferred to PWGSC's newly created GISB as outlined in Order in Council P.C. 2004-0100. Privy Council Office took responsibility for regional and analytical functions as outlined in Order in Council P.C. 2004-0098 and Canadian Heritage took responsibility for the powers, duties and functions relating to grant agreements with the Canadian Unity Council under Order in Council P.C. 2004-0099.

GISB manages the Government's communication platform by providing multi-channel access (print, electronic, telephone, in-person) to information on Government programs and services and promotes these services through visibility while maintaining sound stewardship in coordinating the Government's communication activities.

Collectively, GISB constitutes the public face of Government promoting the Government of Canada's agenda and its relevance in day-to-day lives of Canadians. GISB is a vehicle to increase federal presence and visibility.

GISB contributes to PWGSC's common services provider's mission in various ways while ensuring stewardship across Government communications.

The organizational structure of GISB is composed of five sectors: Government Services Marketing and Advertising, Public Opinion Research and Advertising Coordination, Communication Services, Public Access Programs, and Strategic Planning and Transition.

### **Government Exhibitions, Marketing and Advertising Sector**

This Sector's activities are targeted towards external audiences through the following programs and services: Government of Canada's Exhibitions and Marketing and Advertising.

#### **Exhibitions Program**

The Government of Canada's Exhibitions Program provides Canadians with a unique opportunity to interact with Government of Canada representatives in person and to receive information on government programs, services and access channels. The Canada Pavilion, a key component of the Government of Canada Exhibitions Program, is a traveling showcase bringing together different departments under one corporate umbrella. More than 5 million visitors have entered the Canada Pavilion over the last four years. The Exhibitions program also coordinates departmental exhibit plans under Article 22 of the Communication Policy which encourages department to submit their exhibitions plans to a central Government of Canada database to enhance governmental unified and coherent presence at events. Some 42 departments and agencies have registered over 800 exhibitions plans in this database. The Program is successful since its creation. As such, 86% of visitors support this initiative and 91% find that exhibitions are a good way of reaching them.

#### **Marketing and Advertising**

Marketing and Advertising works in partnership with Government of Canada departments to design, plan and implement citizen-centred marketing and advertising campaigns and promotional products to inform citizens about services available to them. Under the new government advertising planning and funding process; Marketing and Advertising will implement a campaign on Government of Canada services.

Based on a solid foundation of successes and lessons learned over the years, future campaigns will be primarily directed at promoting citizen awareness of government services and public access channels (1 800 O-Canada and the Canada Site).

In addition, Marketing and Advertising produces promotional material for the public access channels (1 800 O-Canada, Canada Site) and supports other government departments in the development of new guides and campaigns.

## **Public Opinion Research and Advertising Coordination Sector**

Both directorates, the Public Opinion Research and the Advertising Coordination and Partnerships, play a horizontal role in offering mandatory common services to other governmental institutions.

### **Public Opinion Research**

The Public Opinion Research Directorate (PORD) provides coordination and advisory services for public opinion research (POR) to assist departments in meeting their research objectives and provides guidance such that the research undertaken conforms to GoC policies and market research industry standards. More generally, it ensures the effective and transparent management of the function across government. PORD facilitates the POR procurement process, promotes best practices within the GoC research community and shares results by placing the final research reports in the public domain. Services include advising departments/agencies at each stage of public opinion research projects; coordinating public opinion research across the GoC; providing advice on research methods, techniques, products, market research practices, standards of the market research industry; facilitating the procurement process through the Communication Sector of PWGSC on behalf of client departments; providing a variety of research services and tools including research guides, seminars and information exchange meetings and an extranet networking site; and promoting the sharing of research across the Government of Canada and with the public by submitting final reports to Libray and Archives Canada and the Library of Parliament.

In May 2004 new POR procurement instruments were implemented to enhance the Government of Canada's Contracting process for POR and strengthen the management of this important tool.

### **Advertising Coordination and Partnerships**

The Advertising Coordination and Partnerships Directorate provides federal institutions with planning, coordination, advisory and training services on advertising, as well as expertise and support for partnering arrangements in communicating, marketing and promoting government programs and services to Canadians. This directorate promotes greater accountability and transparency in government advertising

through enhanced documentation and public reporting, advises government departments on advertising-related policies and administrative procedures, promotes best practices in government advertising and shares lessons learned from past activities; and plans and undertakes training and development activities for government employees; and helps them obtain the best value for dollar in advertising campaigns and activities.

### **Communication Services Sector**

This sector designs and delivers communications tools that directly respond to Canadians' information needs and support the government's communications priorities. The Sector's programs and services are: The Canada Gazette, Publishing and Depository Services and the Electronic Media Monitoring.

#### **Canada Gazette**

The Canada Gazette has been the official newspaper of the Government of Canada since 1841. Publication in the Canada Gazette is mandatory under certain acts of Parliament and serves as official notice to Canadians. The Canada Gazette has been on the Internet since 1998. Since April 1, 2003, the PDF version has been given the same official status as the printed copy and is published simultaneously with the printed copy. Approximately 160 countries access the Canada Gazette.

#### **Publishing and Depository Services**

Publishing and Depository Services, which includes the Canadian Government Publishing (CGP) and the Depository Services Program (DSP), work together to ensure that Canadians have access to Government of Canada information and publications. CGP provides advice on current copyright law and its impact on the reproduction and distribution of Crown material.

#### **Electronic Media Monitoring**

PWGSC is the coordination authority for electronic media monitoring. The Electronic Media Monitoring (EMM) Program acts as a broker for Government of Canada Institutions in obtaining a right of access to electronic versions of Canadian news sources. There are 76 departments/organizations registered as users of EMM sources.

### **Public Access Programs Sector**

This sector's activities aim at helping the public obtain information on Government of Canada programs and services. The sector's responsibilities include: Providing the primary access point by telephone and Internet for information on Government of Canada programs, services and information products; managing the Government of Canada communication channels: 1 800 O-Canada, the Canada Site and Publiservice; offering customized information services; and collaborating with many government departments and organizations at various levels both in Canada and abroad.

### **Canada Enquiry Centre**

The Canada Enquiry Centre is comprised of 1 800 O-Canada, the Information Management Centre and the Customized Information Services.

### **1 800 O-Canada**

Toll-free information service providing information on federal programs, services and initiatives. Toll-free number is accessible in Canada and in over 60 countries.

### **Information Management Centre**

Maintains the database used by the 1 800 O-Canada service and for databases built specifically for other federal departments that use Customized Information Services. Database contains information on more than 4,000 programs and services from over 200 Government of Canada organizations.

### **Customized Information Services**

Manages information services to help departments quickly react to unique or specific issues and initiatives, and offer an efficient and cost-effective solution for Government of Canada organizations. Recent examples include the SARS and Mad Cow Disease information lines.

### **Canada Site ([canada.gc.ca](http://canada.gc.ca))**

The Canada Site is the primary Internet access point for information on the Government of Canada, its programs, services, new initiatives and products, and information about Canada. The Canada Site received more than 103,000 e-mail messages in 2003-2004, a 84% increase over 2002-2003. The site also received approximately 53 million page requests during the same period.

### **Publiservice**

Publiservice, the Government of Canada's intranet, offers public service employees a single window access to the most up-to-date government information and work tools available on-line.

### **Newsroom ([news.gc.ca](http://news.gc.ca))**

This is the Government of Canada's first enterprise-wide Web based news distribution service providing the media and citizens with convenient, real-time, single window access to Government of Canada news items in both official languages. The Newsroom ensures transparency and access to Government of Canada news with up-to-date accurate and understandable information, which is available 24 hours per day, 7 days per week.

### **Gateways and Clusters**

The Gateways and Clusters Division strengthens the Government of Canada (GoC) Internet presence and ensures an enterprise-wide approach to service delivery by providing coordination across the gateway and cluster on-line community for horizontal service delivery. This is achieved by: promoting common principles, undertaking common initiatives, driving engagement, and facilitating inter-jurisdictional partnership.

### **Strategic Planning and Transition Sector**

This sector ensures achievement of GISB's objectives and goals and provides a broad range of business management services, including information management services, performance measurement, and administrative systems support. The Sector also coordinates Branch-wide input on a number of corporate initiatives, including the Report on Plans and Priorities (RPP), the Departmental Performance Report (DPR), and the Program Activity Architecture (PAA).

### **Executive and Corporate Services**

This directorate encompasses the following services:

### **Strategic Planning and Governance**

Responsible for long term strategic and operational planning for the Branch.

### **Facilities and Business Support**

Coordinates all activities associated with Branch accommodation, material, records, mail, messenger and associated services.

### **Program Office**

Acts as the interface between GISB and PWGSC's Information Technology Services Branch (ITSB).

### **Information Technology Services Branch (ITSB)**

Information Technology Services Branch (ITSB) is a common service organization within Public Works and Government Services Canada (PWGSC). ITSB is mandated with meeting the GOL objective of offering the most commonly used services on-line by 2005 including the development of gateways and clusters for Canadians; the continued development and operation of the Secure Channel; and the development of a change management and human resource framework to prepare the Public Service to work in a multi-channel service delivery environment.

ITSB provides leadership in supporting government-wide initiatives such as the common strategic infrastructure and IM/IT community renewal, project management; IT and telecommunications services, on an optional basis, to other federal government departments and agencies.

The Branch provides functional direction for information technology (IT) architecture, standards and security; provides support for the transfer of information management/information technology (IM/IT) knowledge and the development of the IM/IT professional community for all Government of Canada.

ITSB is also mandated with developing and leading PWGSC's corporate information and knowledge management initiatives; providing departmental 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.

Finally, to improve IT program delivery and cost savings for Canadians, the organization has recently been mandated to seek every opportunity to transform the current environment into a shared service environment.

The Branch is composed of the following sectors: Application Management Services, GOL Initiative, The Government of Canada Marketplace (GoCM) Sector, Information/Knowledge Management and CIO, Organizational Readiness, Standards, Engineering and Project Management, Shared Products and Services Development, Strategic and Client Services, The Shared Travel Services Initiatives (STSI), Strategic Infrastructure Services, Telecommunications and Informatics Services and Operations.

### **Applications Management Services (AMS) Sector**

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.

### **GOL Initiative**

The GOL Initiative Sector provides oversight for the initiative, which aims to use information and communication technology to provide Canadians with enhanced access to improved citizen centered, integrated services, anytime, anywhere and in the official language of their choice. It also oversees the putting on-line of the most commonly used services by 2005 and the development of gateways and clusters based on the needs and preferences of Canadians.

### **The Government of Canada Marketplace (GoCM) Sector**

The GoCM Sector provides an effective and efficient framework for the end-to-end procurement and purchasing of goods and services electronically for the Government of Canada. GoCM Sector looks at existing acquisitions products to determine their relevance within the new framework, and investigates how, where and when the business of acquisition could be transformed to enable it to better meet the ever evolving business requirements of the Government of Canada.

The key project of the GoCM Sector is the Government of Canada Marketplace (GoCM) project. The GoCM will be the premier vehicle for GoC employees to buy approved goods and services through readily available on-line GoC catalogues.

GoCM is divided into three directorates: the Electronic Processes Directorate; the Electronic Strategic Services Directorate; and the Electronic Projects Management Directorate.

### **Information/Knowledge Management Sector**

The Information/Knowledge Management Sector provides strategic management and coordination services including strategy development, asset management, governance services and investment analysis to help maximize the value to PWGSC of corporate Information Management/Information Technology (IM/IT) resources, activities and investments. The sector is also responsible for developing and leading PWGSC's corporate Information and Knowledge Management initiatives and providing the Department with Internet and Intranet development services. It also manages the PWGSC GOL Program Office responsible for the coordination and oversight of all GOL activities in PWGSC. The sector also acts as the PWGSC CIO. As such, the sector oversees the effective, efficient use of the IM/IT resources required to support the strategic objectives of PWGSC and its business lines, and to achieve excellence and best-practices IM/IT management.

### **Organizational Readiness Sector (ORS)**

The Organizational Readiness Sector (ORS) identifies and helps departments address culture and workforce issues related to the implementation of GOL and Service Improvement initiatives. The competency-based community-led strategy modeled by the ORS encourages a whole-of-government focus for departmental change-management initiatives, and supports multiple change agendas. It is also responsible to develop a change management and human resource framework to prepare the Public Service to work in a multi-channel service delivery environment.

### **Shared Products and Services Development Sector**

Shared Products and Services Development Sector is responsible for providing corporate leadership across the Department and the federal public service in planning and implementing

strategic and innovative business frameworks and models for the delivery of corporate and common IT shared products and services. The domain of product and services includes all the IT infrastructure, e.g. data centres, networks, desktops, networks, IM tools, and enterprise corporate administrative systems. This work is being done in concert with the work that is happening at TBS CIOB and comptrollership branch and PSHRMAC. Efforts also include working to integrate our IM tools strategy into the government of Canada IM strategy. It is responsible for developing and implementing strategies, approaches and initiatives with Central Agencies in providing functional guidance and support in meeting the evolving business needs of clients; the priorities and objectives of government; and the leadership requirements on behalf of the organization for advancing government-wide initiatives respecting shared systems, e-government and shared/common services.

### **The Shared Travel Services Initiatives (STSI)**

The STSI is the first shared services initiatives in the Government of Canada, and one of several non-legislated initiatives related to the modernization of human resources management.

The goal of the STSI is to reduce travel costs and to improve employees' travel experience by giving them better tools to make travel arrangements and manage the travel process.

This initiative brings the government's various travel services together by having a single supplier provide integrated travel services based on automation.

The key objectives of the initiatives are to: Improve travel support and services, and increase security for travellers and travel arrangers by providing a more efficient, streamlined, electronic travel services to travellers and travel arrangers through all stages of travel; reduce travel costs and provide economics of scale to the Government of Canada; and Implement and benefit from industry best practices.

For travellers and travel arrangers, the STSI means better travel tools and support and an improved travel experience from start to finish. For departments, it means improved information to make better business decisions and significantly reduce travel costs.

The new service enables travellers and travel arrangers to manage travel simply and efficiently

by providing: secure access to an On-line Booking Tool; a new full-service travel agency; a convenient government travel card; consistent customer care by either Intranet or telephone; eventually automated authorization and expense claims management; a worldwide locator service; a single portal to access all services; and a comprehensive information management system.

Once the fully-integrated travel solution, including the expense management tool, is in place, it will offer: on-line approval and pre-trip authorization; expense claim processing, management and settlement; e-mail notification of status, authorizations and payments completion; embedded automated travel policies, such as mileage rates and meal allowances; better information on travel patterns to help managers make sound travel decision based on facts.

### **Standards, Engineering and Project Management Sector**

The functions of the Standards, Engineering and Project Management are to provide leadership with respect to the development and maintenance of a policy framework that incorporates policies, standards and best practices ensuring the consistency and coherence of departmental IM/IT operations; lead and direct a departmental network of IM/IT expertise ensuring that operational issues and considerations are reflected and incorporated within the development of the departmental IM/IT policy framework and architecture; provide expert technical support to an interdepartmental network of CoE for the development of government-wide IT architectures, standards, and security frameworks; direct the development of technical performance objectives, technical requirements, applications and propose government-wide technology standards and guidelines for departmental and government networks; and manage the development, promulgation and ongoing maintenance of IT security standards to support the establishment and implementation of the overall departmental security framework and program. This sector also provides Web site development and project management services to other government departments.

### **Strategic and Client Services Sector**

The functions of the Strategic and Client Services Sector will evolve quite significantly during the early stages of the new fiscal year. The branch is undergoing a significant business transformation

and the changes being proposed within the sector will support the ITSB business lines and Executive team by providing best-in-class business management services in the areas of business planning and reporting, resource management, program management, and business intelligence.

Functionally, the sector directs the preparation of ITSB Business Plans, Performance Reports and evaluation of Strategic Business Issues pertaining to ITSB priorities including internal/external and management frameworks. The sector also provides leadership in the development of performance management and project management frameworks, standards and metrics required to effectively measure the value, goals and objectives of ITSB in providing services to its clients. The overall coordination and stewardship of Branch resources (physical, financial and human) is being established this sector so as to maintain a holistic approach to the management of these resources. In that regard, the ITSB Human Resources Committee with representatives from all sectors and PWGSC Corporate Services, Human Resources and Communications (CSHRC) Branch will report to this sector.

This sector also provides professional advice and support to senior management of the department and central agencies with respect to the development and implementation of GoC-wide IM/IT policies and strategies.

Ensuring consistent, effective and accurate messaging is another key deliverable of this sector. This is both for internal clients as well as ITSB's external client base and stakeholder communities. Events coordination, briefing books, product and service collateral, presentation materials and similar business communications is carefully coordinated with CSHRC Branch as well as complementary initiatives associated with our transformation to enterprise Shared IT Services.

The sector has announced a "phase implementation" of a Branch Project/Program Management Office (BPMO) designed to establish ITSB standards/discipline for project management within the sectors. The BPMO will also provide Branch-wide tracking and reporting techniques designed to establish a broader sense of awareness of the full range of project initiatives within ITSB and strengthen risk management techniques in the process.

Finally, the sector directs the provision of executive support services to the CEO, ADM and

management team of ITSB including governance, accommodations, issues management, business continuity plans and ATIP administration.

### **Strategic Infrastructure Services**

The functions of the Strategic Infrastructure Services are to provide leadership, co-ordination, and broad direction in the planning, development, maintenance and use of a government-wide architecture for IM/IT infrastructure; comprised of the subset of the departmental infrastructure domains that are common or shared across government; in support of the government's renewal objectives and its service delivery agenda. It also provides strategic technical expertise with respect to the design, development and implementation of the Government of Canada IM/IT infrastructure and systems to enable e-government. Common infrastructure projects managed by the Sector include the Secure Channel Project, the Public Key Infrastructure (PKI) system to ensure secure communications between the Canadian public and departments and agencies, and the Federated Infrastructure National Directory Services (FINDS). The sector ensures both initial security and privacy compliance of new Secure Channel services, as well as ongoing maintenance and compliance.

### **Telecommunications and Informatics Services and Operations (TISO) Sector**

The TISO sector offers IT services to federal and territorial government departments, agencies and Crown corporations across Canada. The Government of Canada (GoC), as a single entity, is the largest user of IT services in the country. With over 250,000 employees, it is a complex business to ensure the delivery of voice and data to each desk top, to run the many applications, to manage network security, to deliver satellite technology to remote locations, and to provide many other services. TISO experts work with industry providers to offer the most appropriate technology solutions, with the best possible service, at the lowest available rates. TISO is engaged in two main areas - telecommunications and computing. First, it is the de facto provider of telecommunications services to the GoC, even though the majority of its services are provided on an optional basis. Today, approximately 150 government organizations purchase their telecommunications services from TISO. These

services cover four portfolios: Telecommunications Services, Satellite Services and Network and Infrastructure Services Managed Services.

TISO also provides a variety of computing services to other government departments and agencies to help manage their IT infrastructures and applications. TISO hosts and manages several large data centres to handle the computing needs of its clients, and it supports more than 480 business applications, and 27 corporate applications, for the user community. Computing services cover five portfolios: Mainframe Services, Mid-range Services, Office Automation Services, Printing and Distribution Services and Business Continuity and Recovery Services

In addition to offering Telecommunications and Computing services to other government departments and agencies, TISO also has the mandate to manage the maintenance and operation of PWGSC's own telephony systems, IT infrastructure and services, including data centres, networks and office workstations. Through its extensive industry experience and knowledge, and its collaboration with the private sector, TISO delivers significant benefits to its user community including brokering and negotiating on behalf of many users to obtain the lowest available rates for government, as well as in-depth technology expertise, client service, and simplified administration.

### **Real Property Branch (RPB)**

The RPB was created as part of Public Works and Government Services Canada's realignment in November 2003. The RPB provides federal departments and organizations with a full range of real property services, as well as strategic and expert advice that supports the Government of Canada in the delivery of programs to Canadians.

National leadership for the delivery of real property services is provided through Directors General in seven specific sectors: Real Property National Capital Area, Professional and Technical Programs, Accommodation and Portfolio Management, Strategic Management and Renewal, Resource Management and Systems, Parliamentary Precinct and Alternative Forms of Delivery New Procurement.

### **Accommodation and Portfolio Management (AMP)**

The APM Sector provides stewardship for the PWGSC real property portfolio and develops

innovative service delivery models and real estate solutions for the Government of Canada. It develops strategies and, national frameworks to accommodate federal tenant space demand and to introduce sustainable, productive, and supportive workplace environments for federal public servants. The sector is also responsible for renting spaces – mostly for office purposes – to respond to federal departments' and agencies' accommodation needs. The sector produces policies, standards, systems, tools, and performance measures to provide national direction for the management of the portfolio and the delivery of real estate services. It develops strategies for maintaining and disposing of assets no longer required by the government and collaborates with central agencies to ensure support for departmental initiatives and to promote the modernizing of real property instruments.

It also manages the delivery of the Appraisals Program and the Payments in Lieu of Taxes Program.

### **Alternative Forms of Delivery (AFD) New Procurement**

To replace the expiring contracts, the AFD New Procurement Sector - Outsourcing Project Office, recently undertook a rigorous and comprehensive tender process to contract out certain PWGSC property management and, project delivery services. The operational start date for the new contracts is April 1, 2005. The Outsourcing Project Office is governed by an intradepartmental group of senior executives. The Project Office also acts as a focal point on RPB issues and activities pertaining to future outsourcing in compliance with RPB's business renewal initiative.

### **Parliamentary Precinct**

The Parliamentary Precinct Sector delivers real property services to clients in the National Capital's Parliamentary Precinct. The sector's main clients are the Senate of Canada, the House of Commons and the Library of Parliament. The sector also provides real property services to the offices of the Prime Minister, the Deputy Prime Minister, the Privy Council, as well as the Governor General's La Citadelle residence. It provides integrated real property services through a single window. The services include accommodation planning, delivery of capital projects and operations and maintenance services. It also provides services to commercial and retail

tenants, including numerous media outlets. The sector implements the Long Term Vision and Plan (LTVP) for the Parliamentary Precinct, a detailed blueprint for renovations and new construction that will meet client accommodation requirements, including putting in place required infrastructure upgrades.

### **Professional and Technical Programs (PTP)**

The PTP Sector leads a national program of professional and technical services for the operations and maintenance, planning, design, renovation and construction of federal buildings and facilities. It provides specialized expertise in environmental and sustainable development, project management, architecture and engineering, heritage conservation, geomatics, asset and facilities management, and energy conservation to federal organizations. The sector exercises a national role which includes oversight, functional direction, advice and quality management. It also offers specialized services to federal custodians on a fee for service basis in its areas of expertise, and manages the AFD Property and Project Management contract.

### **Real Property National Capital Area (RPNCA)**

The RPNCA Sector provides the full range of property management and real property client services in the national capital area, (excluding Parliamentary Precinct) and in Nunavut. RPNCA is responsible for the day-to-day operations of office and special purpose buildings for RPB and other custodian departments in the NCA, either internally or via private sector service providers. The operations and service delivery are carried out by professionals who work in real property teams. These professionals include project managers, client accommodation services advisors, environmental liaison officers, asset managers, property and facilities managers, building systems technicians, business managers and administrative support staff. The sector also offers conference services, utilities, maintenance, and asset management for NCA conference facilities. As well, it manages central heating and cooling plants, and operates and maintains the bridges and dams owned by PWGSC. In Iqaluit, Nunavut, the Sector also provides consolidated offices for seven federal departments, including Indian and Northern Affairs Canada, in a modern, fully equipped Government of Canada Building.



PWGSC also provides a full range of services to many governments, including some 250 housing units for federal employees in Iqaluit.

### **Resource Management and Systems (RMS)**

The RMS Sector is responsible for providing Real Property Branch leadership in resource management activities. This includes developing and overseeing the implementation of strategies, policies, frameworks and initiatives to provide for integrated business, financial and program management. RMS also leads the Branch's information management/knowledge management activities and day-to-day systems management activities.

### **Strategic Management and Renewal (SMR)**

The SMR Sector is responsible for articulating and advancing the Branch's strategic vision, developing the Branch business plan, and directing the development of the branch's human resource strategy. The sector also leading business renewal, communications and change management initiatives for the Branch. Outside reviews conducted by the Auditor General, the Standing Committee on Public Accounts and the Treasury Board Secretariat prompted the creation of the Real Property Renewal Project. These reviews triggered RPB to re-examine the way it conducts business. Over the next few years, the Renewal Project will transform and modernize the branch's service delivery model. A more strategic approach to the management of the real property portfolio will result in a more progressive, efficient and effective real property program. The changes led by this project will position the department to respond to Canadians' expectations that we provide efficient, fair and ethical services in areas such as federal presence, sustainable development, sustainable cities and support to the National Homelessness Initiative. Also, the SMR Sector is the point of contact for stakeholder relations with the real property industry, other governments and central agencies, and contributes to the continuing development of the national public-service wide real property community.

### **Service Integration Branch (SIB)**

The SIB was created in November 2003 to provide PWGSC clients with seamless integrated services through a "one-stop centre for solutions" for

government common services specifically in the areas of real property, acquisition, telecommunications and informatics services.

SIB is responsible for the day-to-day operations and relationships with clients and their senior executive committees. In partnership with the program branches, it creates service solutions to meet the needs of customers in other government departments and agencies.

SIB is the home of dedicated Client Service Teams (CSTs) and Service Integration Teams (SITs), and supports the work of Regional CSTs providing services across the country.

### **Industrial Security Sector (ISS)**

ISS is responsible for the safeguarding of classified and designated information and assets and controlled goods in Canada and internationally pursuant to the Government Security Policy, the Defence Production Act (DPA) and the Controlled Goods Regulations (CGR).

Through the Canadian and International Industrial Security Program, ISS provides personnel screening services for departmental employees and industry contractor personnel, ensures security and inspection of companies which have access to protected and classified information and assets specifies security-required terms and conditions in classified contractual documents. Internationally CIISD makes cross-border arrangements, provides visit and document control and negotiates NATO and bilateral CIISD Memorandums of Understanding and arrangements.

Through the Controlled Goods Program (CGP), ISS ensures that every "person" in a position to examine, possess or transfer controlled goods is registered or exempted from registration under the CGP, conducts inspections to assess compliance and initiates prosecutions of any person who contravenes any provision of CGR as per Part 3 of the DPA.

### **Canadian International and Industrial Security Directorate (CIISD)**

This program is responsible for directing the development and delivery of the Industrial Security Program on behalf of the federal government and for developing, implementing and evaluating comprehensive industrial security policies, interdepartmental and international in scope, consistent with the Government Security Policy

(GSP), NATO Security Regulations, bi-lateral international industrial security agreements and related protocols.

CIISD provides personnel screening services for departmental employees and industry contractor personnel, ensures security and inspection of companies which have access to protected and classified information and assets, ensures the safeguarding of protected and classified government assets, and specifies security-required terms and conditions in classified contractual documents.

Internationally, CIISD makes cross-border arrangements, provides visit and document control and negotiates NATO and bilateral CIISD Memoranda of Understanding and arrangements.

### **Controlled Goods Program Directorate (CGP)**

This program ensures compliance with the Defence Production Act (DPA) and the Controlled Goods Regulations (CGR). It ensures that every “person” in a position to examine, possess or transfer controlled goods is registered or exempted from registration under the Controlled Goods Program. This program also conducts inspections to assess compliance and initiates prosecutions of any person who contravenes any provision of CGR as per Part 3 of the DPA.

### **Program Harmonization and Services Directorate (PHSD)**

This program provides strategic advice to all levels of management within the sector. It directs 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, management information services, financial management, training, performance measurement, quality management and administrative/human resource services.

### **PWGSC Services for CRA**

The Integrated Services Team (IST) for the Canada Revenue Agency (CRA) is an integrated unit composed of CRA and PWGSC employees, and is accountable for the management of the national CRA real property accommodation portfolio.

The focus of this real property partnership is to capitalize on the existing infrastructures and strengths of both organizations to revolutionize the delivery of real property services to the CRA. To

date, clear dividends to the Government of Canada have been achieved through a better business discipline for the efficient use of space.

An integrated unit is collocated in the NCA as well as in the Atlantic and Quebec Regions. To date, PWGSC has primarily provided accommodation and project delivery services to the CRA, and also may be expanded to include additional services based on client requests.

### **PWGSC Services Integration Team (SIT) CH/INAC/PCA**

The SIT for CH/INAC/PCA focuses on customer relationship management efforts for its customers on a national basis, while providing national leadership in the delivery of integrated service offerings for real property, acquisitions, information technology and shared services. The SIT manages relations with its customer departments and provides them with a single window to access PWGSC services.

The primary customers for this PWGSC team are the Department of Canadian Heritage and its portfolio, Parks Canada Agency and Indian and Northern Affairs Canada and its portfolio. Their customers’ mandates are one might say “Canada itself” and are at once unique and synonymous to one another in the context of their social, economic and cultural footprints that impact all Canadians. As such, the SIT manages the customer relationships at a strategic level for these, in actually, 36 customer departments/agencies/crown corporations and small organizations to ensure that PWGSC successfully supports them in realizing their mandates.

We do this through: developing strategies to build and manage relationship; integrating, facilitating and promoting PWGSC business line value propositions; promoting better communications and enhanced mutual understanding between our customers and our PWGSC business lines; seeking service improvement and efficiencies; facilitating the resolution of issues; and monitoring stakeholder results, performance and customer satisfaction.

### **PWGSC Services for Public Safety and Emergency Preparedness Canada (PSEPC) including RCMP/CSIS/OCIPEP/CORCAN/CSC**

The Client Service Team for PSEPC clients works with such organizations as the Royal Canadian Mounted Police, Canadian Security Intelligence

Service, Correctional Services Canada, Public Safety and Emergency Preparedness Canada and the National Parole Board.

The Service Integration Team (SIT), working in collaboration with each agency, is a strategic enabler to support program delivery by providing services in Real Property, Procurement, Informatics and Telecommunications and Shared Services. In addition, the SIT plays an essential role as “Account Executive” to maintain focus on high profile activities for clients and facilitates communication and interaction within PWGSC business lines and resolves problems.

The SIT plays a key role in the success of PWGSC’s Way Forward initiative which highlights whole-of-government culture and approaches without diminishing service delivery to clients.

### **Regions**

The Regional Offices are responsible for the provision of all services offered by the Public Works and Government Services Administration at the regional and local levels across Canada. There are five Canadian regions in addition to the National Capital Area: Atlantic, Quebec, Ontario, Western, and Pacific. The regions deliver a full range of services to federal government departments including real property, telecommunications and informatics, acquisitions, pay and benefits, translation, and consulting and audit services. In addition, PWGSC regional cheque production offices also 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. A specialized branch in Shediac, New Brunswick, is responsible for superannuation services.

### **Service Integration Teams (SITs), NCA**

The SITs provide national leadership in the delivery of an integrated service offering for real property, acquisitions, telecommunications and informatics services to more than 80 PWGSC client departments and agencies. The SITs consist of six (6) teams responsible for identifying opportunities and working with the PWGSC Business Lines in ensuring delivery of truly integrated services to clients.

The Service Integration Teams represent the interests and concerns of their clients on common and services management issues.

The SIT’s aim is to: become a strategic business partner and valued member of the client’s team; provide national leadership in the development of strategies and initiatives for cost-effective integrated PWGSC services that support the clients’ strategic and operational objectives; and ensure consistency in the delivery of PWGSC services to national clients.

### **Shared Services Integration (SSI) Sector**

The SSI Sector is responsible for the development and provision of corporate position and strategy on shared services to maximize the department’s service delivery effectiveness. In this role, the sector works closely with central agencies to help rationalize Corporate Administrative Shared Services in terms of operations and governance government-wide and works to intergrade shared services to practices into the department’s The Way Forward initiative. The sector manages special cluster groups for HR (particularly the GCHRMS and HRIS clusters) and material management (AMMIS) and works towards developing best practices for shared services through which the department’s Service Integration Teams will have the necessary knowledge and tools to assist customer departments as they adopt shared services. In addition, the sector also advises and works closely with the Small Departments and Agencies (SAAN) to prepare them to migrate to a shared services mode of operations.

### **Strategic Planning, Business Integration and Shared Services Sector**

The sector is responsible for strategic advice and issue management to the Assistant Deputy Minister, SIB. It also provides Branch leadership in the analysis, evaluation, development and management of business renewal and change management strategies, customer relationship management (CRM), coordination of Branch human resources activities and IM/KM strategies.

In addition, the sector is mandated to develop and implement innovative and effective business and management approaches and initiatives, and ensure the cost-effective delivery of the full range of PWGSC products and services in the NCA, through the provision of the business infrastructure

and sustaining operational support functions for the effective operation and accountability of the National Client Service Teams.

The sector also coordinates a full range of administrative services for the Branch.

### **Translation Bureau (TB)**

As a special operating agency, the TB provides Parliament, the judiciary and other governmental departments and organizations with translation, revision, interpretation, technolinguistic, terminology and other related linguistic services in both official languages, Aboriginal languages and in over 100 other languages, including sign language. It has the mandate to standardize terminology within the federal government and to manage the terminology and linguistic database TERMIUM®. A network of regional offices provide services throughout Canada.

### **Business Development Sector**

The Business Development sector provides expert advice and analyses to the Bureau's CEO and Senior Management Committee in the development and management of the Translation Bureau's strategic directions and planning cycle. It is responsible for policy management and integration, the Bureau's strategic planning cycle, the contract monitoring function, recruitment, professional and technical training services, as well as documentary services. It is also responsible for developing new products, namely Technolinguistic services.

### **Client Services**

Client Services' role is to develop, maintain and manage business relationships with federal government clients for the Bureau's products and services, including terminology products and publications. Their primary functions include negotiating service contracts, conducting client satisfaction surveys and market studies, and the promotion of our products and services. Client Services is also responsible for internal communications.

### **Infrastructure and Technology Management**

The Infrastructure and Technology Management Sector ensures the integrity of financial management within the Bureau's, oversees the implementation of the Bureau's accountability framework, the development of the Bureau's IT/IM

strategy, and ensures the provision common services, including logistical and technological support.

### **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**

Terminology and Standardization supports the translation and operations by providing terminology products and services and in particular, by managing the federal government's linguistic data bank, TERMIUM®. The Directorate standardizes and disseminates 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.

### **Translation Operations**

Translation Operations provides general and specialized translation services and related linguistic services 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**

#### **Accounting Banking and Compensation Branch**

##### **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, and associated financial and related statistical data; 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).

**Access:** requests for records of individual departments or agencies should be directed to the department or agency concerned.

**Format:** Computer databases and files.

**Program Record Number:** PWGSC ABC 130

### Central Accounting

**Description:** The Receiver General maintains records for the central accounts of Canada and produces reports from these records.

**Topics:** Central accounts; Annual Public Accounts of Canada; annual preliminary financial statements and monthly statement of financial operations of the Government of Canada. The RG maintains a general ledger of the past 10 years. From fiscal year 1999-2000 to present the general ledger contains the account opening and account closing balances for each unique combination of government-wide coding. Prior years contain detailed financial transactions.

**Access:** requests for records of individual departments or agencies should be directed to the department or agency concerned.

**Format:** Central data bank is in machine readable form on the PWGSC mainframe.

**Program Record Number:** PWGSC ABC 145

### 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.

**Format:** Microfilm, computer and cards.

**Program Record Number:** PWGSC ABC 080

### Pay Administration Products

**Description:** Information on administrative services required for the disbursement of pay and provision of information to employees on their pay; such as input, the compilation, calculation and issuance of pay and information; 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 and web applications.

**Topics:** Public Service pay, Royal Canadian Mounted Police pay, House of Commons pay, Canadian Forces pay.

**Access:** Files arranged by subject, by department.

**Format:** Magnetic tapes, microfilm, databases and hard copy.

**Program Record Number:** PWGSC ABC 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.

**Format:** Computer.

**Program Record Number:** PWGSC ABC 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 and web applications, 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, Canadian Forces; Members of Parliament Retiring Allowance payments; Judges Pension payments; and file maintenance for 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.

**Format:** Microfilm, magnetic tapes, database, hardcopy.

**Program Record Number:** PWGSC ABC 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.

**Format:** Computer.

**Program Record Number:** PWGSC ABC 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.

**Format:** 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 ABC 140

### **Acquisition 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 fulfillment of the contract.

**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.

**Format:** 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.

**Access:** Procurement database and Procurement History database. Files are arranged by contract, serial number, by subject, by company and by purchase order number.

**Format:** 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.

**Topics:** Procurement plan, contracts request, contracts amendments request, amendment approval form, proposal, certifications (employment equity, Canadian content, etc.), cost-source of funds, price support, sole source justification (for non competitive requirements), basis of payments, bids, evaluation summary, legal opinion, financial opinion, quality assurance opinion, audit and evaluation, risk assessment.

**Program Record Number:** PWGSC SOS 245

#### **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).

**Format:** 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.

**Format:** 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.

**Format:** Computer documents, negatives and film, microfilm, photographs and brochures.

**Program Record Number:** PWGSC SOS 200

### **Requirements Definition**

**Description:** Information on the need for 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.

**Format:** Word processor and computer.

**Program Record Number:** PWGSC SOS 180

### **Seized Properties**

**Description:** Information on delivery of management and disposal services to law enforcement agencies for seized, restrained and forfeited assets pursuant to criminal offences.

**Topics:** Appraisal, inspection, sale, destruction, towing, warehousing, repairs; management of rental agreements, business, various types of financial instruments such as but not limited to GIC, bank accounts, investments.

**Program Record Number:** PWGSC SOS 215

### **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).

**Format:** 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.

**Format:** Microfiche

**Program Record Number:** PWGSC SOS 210

### **Audit and Ethics Branch**

#### **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.

**Topics:** Office of Auditor General reports.

**Program Record Number:** PWGSC AEB 235

#### **Audit and Evaluation**

**Description:** This information holding contains completed audits and evaluations, both approved and not approved, on departmental programs and activities; the file includes terms of reference, assessments, methodology, analysis recommendations, action plans and follow-up; the holding includes an annual audit and evaluation schedule. Audits are conducted to provide 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.

**Topics:** Audit, evaluation, audit methodology, action plan, audit plan, evaluation plan.

**Program Record Number:** PWGSC AEB 265

## Consulting and Audit Canada

### Consulting and Audit Services

**Description:** Information related to assignments conducted for public service clients.

**Topics:** Assurance, Accounting and Audit Services - Assurance and Audit Services: identifies, manages and meets the assurance, accounting and auditing needs of management in departments and agencies. Services include the internal audits, financial audits, reviews, verification and assurance engagements in areas of Risk Frameworks, Information Technology and Quality of Information. Cost Audit Services: provide professional audit opinions on the extent to which costs and profits paid to suppliers are fair, reasonable, measurable and in accordance with the terms and conditions of the contract; audit of government suppliers before, during and after the awarding of contracts, including major Crown projects. Contribution (Transfer of Payment) Audit Services: audit 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: audit of organizations to ensure that they are complying with federal government statutes, policies and regulations. Program Support Services: assists departments in program delivery to Canadians. Consulting Services - Human Resources and Organizational Development: provides an array of services related to organization and program design, organizational restructuring, organization development, culture transition and change management, leadership development and executive coaching, competency-based management, organizational learning, human resources planning, dispute resolution and conflict management, workplace well-being, ethics and values and e-learning. Knowledge Management: provides a range of services related to the processes by which people create, use, locate and understand information, including: knowledge management frameworks and strategies, records and document management; Information storage, retrieval and presentation; and Web content management and Website design. Information Technology Management: assists managers in IT policy development and strategic planning, IT systems

security and maintenance and IT systems design/management and through all stages of IT projects, including set-up and start-up, oversight and quality assurance, and emergency response. Financial Management Services : offers a range of services related to financial management frameworks, financial analysis, reporting and reviews, financial systems and processes, costing studies and forecasting, requests for funding and corporate administrative services. Project Management: provides project management support, assists managers to establish effective project management offices and offers services in procurement and contract management. Performance Management and Regulatory Services: services include policy and program review and evaluation; performance measurement and reporting frameworks; Results-based Management and Accountability Frameworks (RMAFs); service quality and client satisfaction measurement and review; risk management and risk analysis; statistical and economic analysis and surveys; benefits-cost analysis; forecasting, modelling and simulation; regulatory process management reviews and regulatory impact analysis. Governance: provides analysis and support for policy consultation and development; selection/design of service delivery arrangements; corporate governance and accountability frameworks; strategic business and operational planning and business process improvement. Sustainable Development and Environmental Management: supports departments in the development of sustainable development strategies and action plans; environmental management systems and environmental audits; social, economic and environmental indicators; and regional development planning. International Services Directorate (ISD): supports the international initiatives of federal government departments and agencies by providing value-added management consulting and audit services (e.g., CIDA international aid projects) and, upon request, to foreign government and international organizations.

**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.

**Format:** Computer, audio and video tapes, disks, slides, and transparencies.

**Program Record Number:** PWGSC CAC 135



## **Corporate Services, Human Resources and Communications Branch (CSHRB)**

### **Access to Information and Privacy Request Records**

**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.

**Access:** ATIP flow by file number, contract number, and/or name of firm or topic.

**Program Record Number:** PWGSC CPI 300

### **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 CPI 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, and by year and memorandum number.

**Format:** Paper and computer files are held and classified by Cabinet committee.

**Program Record Number:** PWGSC CPI 295

### **Communications Strategies**

**Description:** Information on the planning and management of internal and external communication activities and services, as well as the writing, editing, design and production of communications products.

**Topics:** Communications plans, Doing Business publication, publications and creative services; audiovisual and exhibition services.

**Format:** Files, slides, photos, films, video cassettes, CD-Roms.

**Program Record Number:** PWGSC COM 310

### **Complaints – Official Languages**

**Description:** This databank contains the complaints made under the Official Languages Act.

**Topics:** Interpretation of the Official Languages Act and regulations, linguistics rights and obligations and resolution of complaints related to official languages and support to section 41, minority associated to Official languages.

**Format:** A computerized databank records all complaints. Copies of complaints are kept in the Human Resources Planning Branch, HRS.

**Program Record Number:** PWGSC HRB 280

### **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 Modern Comptrollership.

**Access:** Electronic and hardcopy files classified by subject.

**Program Record Number:** PWGSC CPI 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. Also contains information about appointment of Crown Corporations' Board of Directors within the Minister's portfolio

**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.

**Format:** Paper files.

**Program Record Number:** PWGSC CPI 280

### **Departmental Briefing Books**

**Description:** This information holding provides the Minister and senior management with an overview of the department and contains data on the organization of the department, including a description of the departments' programs, services and activities. It identifies current issues and provides a financial management overview.

**Topics:** Vision, roles and expectations, Departmental description and review of activities, calendar of activities, organization charts.

**Program Record Number:** PWGSC COM 225

### **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 CPI 195

### **Media Relations**

**Description:** Information on media and public relations, including press releases, press clippings, responses to questions from the media.

**Topics:** Listings of press releases, capsules, speeches and contract highlights.

**Program Record Number:** PWGSC COM 315

### **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.

**Topics:** An agreement between interested parties establishing their respective rights and responsibilities regarding a project and serving as a basis for a future formal contract.

**Access:** Documents filed by control number.

**Format:** Hard copy and diskettes.

**Program Record Number:** PWGSC CPI 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, Deputy Minister, and Associate Deputy Minister's correspondence.

**Topics:** Management of Ministerial correspondence to the Minister, Deputy Minister and Associate Deputy Minister. Provides messenger services and mail distribution.

**Format:** All correspondence is scanned and originals are retained in the Ministerial Correspondence Directorate.

**Program Record Number:** PWGSC CPI 270

### **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.

**Access:** Files arranged by subject. Human Resources Management Systems (HMRS), Integrated Training System (ITS), WinOrg and Leave Information Management System (LIMS)

**Program Record Number:** PWGSC HRB 305

### **Physical Security**

**Description:** Information on physical security in federally controlled structures.

**Topics:** Security concerned with physical measures designed to safeguard personnel, to prevent unauthorized access to equipment, installations, material and documents, and to safeguard them against espionage, sabotage, damage, and theft.

**Format:** Hard copy and electronic records are maintained in a security container.

**Access:** The records are kept within the directorate and access is restricted to individuals within the security area.

**Program Record Number:** PWGSC RPB 120

### **Finance Branch**

#### **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.

**Format:** Files arranged by subject, project and company.

**Program Record Number:** PWGSC GOS 095

### Financial Information

**Description:** PWGSC departmental financial information.

**Topics:** It includes expenditure, revenue, supplier, customer, budget, forecast and various other financial information maintained by fiscal year for Central Agency reporting or internal operational requirements.

**Access:** FMS/R is the main financial database used by PWGSC and various reporting tools exist to extract the information at different levels. Access requests should be directed to the Finance Sector of PWGSC.

**Program Record Number:** PWGSC GOS 030

### Government Information Services Branch (GISB)

#### Canada Gazette Directorate

**Description:** Publishes Parts I, II and III of the Canada Gazette, the official newspaper of the Government of Canada.

**Topics:** Official appointments and public notices from federal departments and agencies, proposed regulations, and miscellaneous notices from the private sector (Part I); enacted regulations (Part II); and recent public acts of Parliament (Part III).

**Access:** Printed copy published since 1841. The official PDF version and alternate HTML format are available on-line at [canadagazette.gc.ca](http://canadagazette.gc.ca) and on the extranet at [canadagazetteducanada.gc.ca](http://canadagazetteducanada.gc.ca). Subscriptions to the printed copy can be purchased through Canadian Government Publishing ([publications.gc.ca](http://publications.gc.ca)). Copies can be viewed in libraries across Canada through the Depository Services Program.

**Format:** Printed copies and microforms.

**Program Record Number:** PWGSC GIS 400

#### Canadian Government Publishing

**Description:** Information on publications issued by the Canadian Federal Government.

**Topics:** Federal publications.

**Access:** Customer profiles, inventory management and sales data accessible by publication title, subject and profile codes.

**Format:** Government of Canada Publications Database.

**Program Record Number:** PWGSC GIS 405

#### Corporate Planning and Evaluation

**Description:** The Program Records belong to the former Communication Canada. The documents are from September 1, 2001 to March 31, 2004. 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; information pertaining to various corporate studies and evaluations.

**Topics:** Corporate Planning, Business Plan, Report on Plans and Priorities, Departmental Performance Report, Performance Measurement, strategic directions.

**Access:** Computer files and hard copy classified by subject.

**Program Record Number:** PWGSC GIS 410

#### Departmental Briefing Books

**Description:** The Program Records belong to the former Communication Canada. The documents are from September 1, 2001 to March 31, 2004. 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 sector, identifies current issues and provides a financial management overview.

**Topics:** An introduction to the departments, a description of each sector, current issues and a financial management overview.

**Access:** Computer files and hard copy classified by date and subject.

**Program Record Number:** PWGSC SPE 005

#### Depository Services

**Description:** Information on publications, websites, government sources issued by the Canadian federal government, its departments and agencies as well as on libraries comprising the Program's membership.

**Topics:** Federal publications, Depository libraries, Government web sites, Government Information sources.

**Access:** Bibliographic records accessible by author department, publication title, subject, provinces, municipalities, institutions.

**Format:** The Depository Services Program's computer database called Government of Canada Publications database, Infosource and CGII.

**Program Record Number:** PWGSC GIS 420

#### Executive and Corporate Services

**Description:** The Program Records belong to the former Communication Canada. The documents are from September 1, 2001 to March 31, 2004. The holding contains information on the development of departmental policies and positions, which conform to government wide policies and programs. These holdings include: memoranda to Cabinet and supporting documentation, Treasury Board

submissions, concept papers and briefing material for senior management.

**Topics:** Government online and other issues arising periodically.

**Access:** computer files and hard copy classified by subject.

**Program Record Number:** PWGSC GIS 425

### **Exhibitions Program**

**Description:** Information regarding its Canada Pavilion and related exhibitions activities.

**Topics:** Any event in which the governments is exhibiting with the Canada Pavilion or with other exhibit components, coordination of departmental participation at events and coordination of departmental exhibitions plans.

**Access:** Information on each project coordinated by GISB is stored in hard copy and computer files.

**Format:** Paper.

**Program Record Number:** PWGSC GIS 430

### **Marketing and Advertising**

**Description:** Information on radio, TV, print and Internet campaigns, as well as guides to government services.

**Topics:** Advertising campaigns and promotional activities.

**Access:** Campaign descriptions accessible on GISB Web site.

**Program Record Number:** PWGSC GIS 435

### **On-line Services**

**Description:** How to obtain on-line information about Government of Canada programs, services, initiatives and publications.

**Topics:** Activity, event, contracts and General Information on GOC programs, services and initiatives of interest to Canadians and public servants.

**Format:** Electronic and paper.

**Program Record Number:** PWGSC GIS 440

### **Public Opinion Research**

**Description:** Information on public opinion research commissioned by government departments and agencies.

**Topics:** Any current activity or event in which the government may have an interest in determining public opinion, e.g. substance abuse, energy conservation, government communications, environmental protection, etc.

**Access:** Information on each project submitted to GISB is stored in hard copy and/or computer files. Public opinion research reports are deposited with the Library and Archives Canada and the Library of Parliament.

**Program Record Number:** PWGSC GIS 445

### **Telephone Services**

**Description:** How to obtain information about Government of Canada programs, services, initiatives and publications by telephone.

**Topics:** Activity, event, contracts and General Information on GOC programs, services and initiatives of interest to Canadians.

**Access:** Toll free line 1-800 O-Canada (1-800 622-6232) and TTY line (1-800 465-7735). The Information is stored in comprehensive bilingual databases.

**Format:** electronic and paper.

**Program Record Number:** PWGSC SIG 450

### **Information Technology Services Branch**

#### **Chief Information Officer -(GOL PORTION ONLY)**

**Description:** Information related to the mandate and functions of the Chief Information Officer (CIO).

**Topics:** Government On-Line; Public Key Infrastructure; Organizational Readiness; Communications; Departments and agencies, Government on-line (GOL).

**Program Record Number:** PWGSC CIO 040

#### **Communications and Public Relations - (GOL PORTION ONLY)**

**Description:** Information on communications plans and activities including Web development.

**Topics:** Communication; Government On-Line (GOL); Internet - intranet, procedures, publiservice, reports and statistics, strategic plans.

**Program Record Number:** PWGSC CIO 125

#### **CS Development Program (non CS and CS-01)**

**Description:** The CS Development Program (formerly known as the "CS Trainee Program") is a special two-year apprenticeship program for post-secondary graduates, as well as current employees. Candidates who have completed the Program's requirements are prepared to be appointed to as CS-02 level position.

**Topics:** Apprenticeship Program; CS-02 appointment without competition.

**Access:** Workforce Development Services.

**Program Record Number:** PWGSC CIO 045

#### **Gateways and Clusters Division**

**Description:** Information on the implementation of the Cluster Blueprint which organizes Government of Canada Internet-based information and services according to client groups and subjects.

**Topics:** Vision, strategy and governance for Gateways and clusters, funding strategy for

gateways and clusters; Gateway and cluster plans and deliverables; GOL - Clusters; Cluster Blueprint.

**Program Record Number:** PWGSC CIO 001

#### **GOL Analysis Division**

**Description:** Information on GOL funded projects, departmental plans and progress, departmental reporting.

**Topics:** Analysis of GOL plans; Project charters and memoranda of understanding on GOL-funded projects, pathfinder and pilot projects, GOL project reporting, guidance to departments on GOL projects and plans; departmental liaison on GOL Plans and reports of government departments and agencies for reaching established targets.

**Program Record Number:** PWGSC CIO 065

#### **GOL and Service Strategy Division**

**Description:** Information on the overall strategy, policy direction and governance of the Government On-Line Initiative, on multi-channel service delivery and on Service Canada. Service Canada is a collaborative inter-departmental initiative that is providing 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 and in-person access centres. As of April 1, 2002, the operational lead for the Service Canada in-person network was transferred to Social Development Canada (SDC). GISB maintains responsibility for the Canada site and 1 800 O-Canada.

**Topics:** Service Strategy; Service Canada, Annual public reporting on GOL; multi-channel service delivery; Departmental leads for GOL (GOL Leads); research; division management; GOL - Clusters; Contact lists; Contracts; Division administration; Framework and strategy; Governance; Investment strategy; Liaison - Core departments and agencies, international, non-core departments and agencies; Management of information; Outreach; Portals; Program support centre; Program / project management; Public access; Reporting and monitoring; Research; Service transformation.

**Program Record Number:** PWGSC CIO 050

#### **Government Telecommunications Services**

**Description:** Information on 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.

**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

#### **Infrastructure Architecture and Security Division -(GOL PORTION ONLY)**

**Description:** Information on 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-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); Communications; Conferences and Trade Shows; Cross-certification; Electronic Authorization and Authentication; Electronic Commerce; Enterprise-Wide Entrust License; Information Management; Liaison -International-General, International Records Management Trust; Liaison- Provinces; Liaison with Companies, Firms, Associations; Liaison with Departments and Agencies – Social Development Canada (SDC), Public Works and Government Services (PWGSC), Treasury Board Secretariat - policies; Meetings - Directory Management Authority (DMA), Electronic Services Delivery (ESD), Policy Management Authority (PMA) - new, advisory, executive committee ; Policy - Electronic service delivery. Policy Law; Projects - Pathfinders, Secure Messaging Pilot; Record and Archives Working Group Technology - General Technology - Directories, Standards, Vendors IT Security (ITS), IT Security Standards (ITSS); management trust Architecture and Infrastructure; Governance; Plans and Projects; Policy and Procedures; Standards - general, TBITS; Strategic IM/IT Infrastructure (SII); Administration; Financial monitoring; Governance; Guidelines; Project management; Architecture - Consultations, planning; SII Project Management Office (PMO), administration, ad hoc material, Business plan, IMIT collaborations, Committees and meetings, Communications, Information management, Funding, Governance; Liaison - Government on-line (GOL), Human resource (HR), Information technology security (ITS); Policies; Presentations; Research; Status Reports; Program management.

**Topics:** Architecture and Infrastructure; Governance; Plans and Projects; Policy and

Procedures; Standards – general, TBITS; Strategic IM/IT Infrastructure (SII); Administration; Financial monitoring; Governance; Guidelines; Project monitoring; Architecture – Consultations, planning; SII Project Management Office (PMO), administration, ad hoc material, Business plan, CIOB tracking, IMIT collaborations, Committees and meetings, Communications, Information management, Funding, Governance; Liaison – Government on-line (GOL), Human resource (HR), Information technology security (ITS); Policies; Presentations; Research; Status Reports; Program management; Secure Channel; Strategies and Services; GE Net; Messaging Systems; Front Channel; Secure Channel; Infrastructure Pathfinder Projects; Treasury Board Information Technology Standards (TBITS); Electronic Forms; Public Service Reference Model; Enterprise Architecture; Technical Architecture; Grants & Contributions Business Architecture; Business Architecture; Electronic Supply Chain Business Architecture; Web Accessibility Architecture and Standards; Accessible Architecture; Web Accessibility Testing Services (WATS); Portal Architecture; Domain architecture Teams (DATS); and Architecture Principles; Core Architecture Team (CAT); Architecture Review Board (ARB); Secure Management Handling System (SMHS); Federated Architecture Program 1.0 and 1.1; Federated Architecture Program 2.0; Results Chain Analysis; Architecture Maturity Methodology; Be-XML; Architecture Methods and Practices Interoperability; Architecture Artifacts; Secure Architecture; Network Architecture; Addressing Standards, Character Sets and Coding, Common Reference Data Definitions, Dbase, Directory, Electronic Data Interchange, Electronic Document Standards, 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, Software Engineering, Software Quality Assurance, Telecom Wiring System, Thesaurus Standards Working Groups.

**Program Record Number:** PWGSC CIO 030

#### **Organizational Readiness Office**

**Description:** Organizational Readiness Office (ORO) strategically supports initiatives by departments, agencies and communities to develop appropriate tools, business practices and

approaches to help managers in the Information Technology, Information Management and Service Delivery communities ensure their workforces are ready for the challenges of delivering integrated, client centred services via multiple channels in the language of the citizen's choice.

**Topics:** Organizational Readiness Office; Awards and recognition program for Treasury Board Secretariat; Committees; Community renewal presentations; Community Renewal Website; Computer Systems (CS) Community; CS Bridging Program (CSBP); CS Technical Stream project; Communities of practice; competency-based HR management; competency profiles for IT; Demographics; IM/IT awareness for non IM/IT executives and managers; Government-on-line (GOL); IM/IT Executive Development Program (EDP); IM/IT Management Development Program (MDP); IT Learning and Professional Development, Liaison / Partners, Management Reports / Updates; Position - Work descriptions for the IM/IT community; Presentations; Project Management (PM-PDP) Recruitment / Compensation for the IM/IT Community; Service community; Small departments project - IT survey; Universal classification standards (UCS) for the IM/IT community.

**Program Record Number:** PWGSC CIO 070

#### **Service Transformation -(GOL PORTION ONLY)**

**Description:** Information on the GOL investment strategies, implementation and service transformation and integration, as well as gateways and clusters management.

**Topics:** Service transformation.

**Program Record Number:** PWGSC CIO 002

#### **Shared Travel Services Initiative (STSI)**

**Description:** Information on the first shared services initiative in the Government of Canada, and one of several non-legislated initiatives related to the modernization of human resources management.

**Topics:** Travel, employee travel, shared travel, shared services, human resources modernization, expense management, business intelligence, information management, automated services, travel policy.

**Access:** Shared network drive.

**Format:** Electronic and paper records.

**Program Record Number:** PWGSC SOS 220

#### **The Institute**

**Description:** Information on students participating in IM-IT training. Information held for the following purposes: invoicing, student course tracking,

reporting (i.e. Departmental statistics), records maintenance and communications (through email and mail) with students.

**Topics:** General Information on students within the Federal, Provincial and Municipal governments, who participate in IM-IT training.

**Program Record Number:** PWGSC CIO 075

## Real Property 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.

**Format:** 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.

**Format:** Machine-readable records, microfiche, drawings, plans, maps.

**Program Record Number:** PWSGC RPB 045

### Design and Construction

**Description:** Construction programs.

**Topics:** Construction and quality assurance; master construction specifications; consultants project control; 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.

**Format:** EDP systems, slides and film, brochures, microfilm, photographs.

**Program Record Number:** PWGSC RPB 025

### Energy and Sustainable Development

**Description:** Information on PWGSC 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.

**Format:** 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, territorial and other 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.

**Topics:** Payments to municipalities, taxing authorities, Payments in lieu of taxes Act, federal property, municipal services, real property tax, taxable property owner, evaluation, appraisals, Crown lands, federal programs.

**Access:** Files are arranged by region with their taxing authorities in alpha-numeric order.

**Format:** Maps, sketches, plans, photographs and electronic database.

**Program Record Number:** PWGSC RPB 115

### 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); graphic images/records of prestigious projects such as Parliamentary Precinct; graphic records of real property asset facility management; and materials and equipment.

**Format:** Machine-readable records, microfilm, microfiche, maps, plans, photographs and specifications.

**Program Record Number:** PWGSC RPB 030

### 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.

**Format:** Word processor and computer.

**Program Record Number:** PWGSC SOS 015

### Property Development

**Description:** Information on federal land management.

**Topics:** Redevelopment strategies and inventory rationalization.

**Format:** Maps, plans, photographs.

**Program Record Number:** PWGSC RPB 150

### Property Inventories

**Description:** (Law records) 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.

**Format:** 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.

**Format:** Machine-readable records, maps.

**Program Record Number:** PWGSC RPB 040

### Research and Innovation

**Description:** Information on innovative products/systems/processes arising from research, demonstration and transfer activities applied to real property assets.

**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 hazards such as earthquake or fire; data and analysis of specialized structures such as PEI bridge.

**Format:** Hard copy report, EDP systems, films, CDs, disc storage.

**Program Record Number:** PWGSC RPB 155

### 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.

**Access:** Files arranged by topic.

**Format:** Computer disk and hard copy.

**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.

**Format:** 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.

**Format:** EDP systems and microfilm records.

**Program Record Number:** PWGSC RPB 085

### Service Integration Branch (SIB)

#### 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.

**Topics:** Agreement and exchanges (information between Canada and other Countries); 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. Departmental Industrial Security Information System (DISIS).

**Format:** Automated system for industrial personnel security clearance or reliability check files.

**Program Record Number:** PWGSC CPI 105

#### International and Intergovernmental Cooperation

**Description:** Provides PWGSC with processes for participating in foreign visits and intergovernmental cooperation as part of knowledge sharing through



exchange of best practices, and uses this information for project management and reporting purposes.

**Topics:** Planning Foreign Visits, Documentation and Reporting, Decision and Implementation Processes, Management Procedures, Logistics Preparation, Federal-Provincial-Territorial Activities.

**Access:** Files are arranged by activity, project and country.

**Format:** Paper working files.

**Program Record Number:** PWGSC CPI 035

## 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. Information System of Linguistic Contract Services.

**Topics:** General; associations and organizations; bilingualism; conferences and seminars.

**Program Record Number:** PWGSC TRA 220

## Standard Program Records

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

Access to Information and Privacy Requests

Administration and Management Services

Automated Document, Records and Information Management Systems

Business Continuity Plans

Hospitality

Human Resources

Information Technology Services

Physical Security

Proactive Disclosure

Relocation

Travel

## Particular Personal Information Banks

### Accounting, Banking and Compensation Branch

#### 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 contains 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. The financial records have a retention period of six (6) years, whether they are electronic or paper and then destroyed.

**RDA Number:** 98/005

**Related PR#:** PWGSC ABC 075

**TBS Registration:** 002784

**Bank Number:** PWGSC PPU 040

#### PWGSCs T1204 Tombstone Information

**Description:** PWGSC supplier identifier: legal name of business entity or individual; address including postal code; business type, contractor (either individual, partnership or corporate); 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 T1204 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 T1204 supplementary slips.

**Retention and Disposal Standards:** Minimum of six years from the end of the last taxation year to which it relates and then destroyed. The legal authority for retention/disposal of the information related to tax document i.e., T-4s comes from the Canadian Income Tax Act under article 230(4) and the same limitation is imposed by la Loi sur le Ministère du Revenu for Québec.

**RDA Number:** 86/001, schedule 4.

**Related PR#:** PWGSC SOS 185

**TBS Registration:** 004154

**Bank Number:** PWGSC PPU 051

### **Receiver General Buy Button (RGGB) Credit Card Numbers**

**Description:** This bank contains credit card numbers and corresponding expiry dates that individuals have voluntarily provided as customers purchasing goods and services from a federal government department or agency using the Receiver General Buy Button (RGGB) to authorize payment. Also, this bank contains basic transaction information such as total purchase amount, department, transaction ID, and bank authorization number.

**Class of Individuals:** Members of the public who are customers purchasing goods and services from a federal government department or agency using the Receiver General Buy Button (RGGB) to authorize payment.

**Purpose:** The credit card numbers and corresponding expiry dates are required from customers purchasing goods and services from a federal government department or agency to process authorization and settlement of payment by credit card. The remaining basic transaction information is required to include in a payment receipt displayed to the customer.

**Consistent Uses:** The information contained in the Bank will be used for the purpose of processing credit card payments and, therefore, partial disclosure to a third party payment service provider is required for the processing. The information (partially masked credit card number) will also be available to the originating selling department (only) in reports and online for administrative purposes (ie - refunds, reporting and reconciliation).

**Retention and Disposal Standards:** The data maintained in this Bank is retained for six (6) fiscal years after the fiscal year in which the transaction occurred (accounts receivable - revenue). Data is subsequently disposed of, by means of destruction.

**RDA Number:** 99/004

**Related PR#:** PWGSC CPI 100

**TBS Registration:** 005380

**Bank Number:** PWGSC PPU 100

### **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, 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) 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 canceled. 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. The financial records have a retention period of six (6) years after the last administrative action, whether they are electronic or paper and then destroyed.

**RDA Number:** 98/005

**Related PR#:** PWGSC ABC 125

**TBS Registration:** 003964

**Bank Number:** PWGSC PPU 085

### **Acquisitions 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Inactive records are kept for three years after the last administrative action is taken and then destroyed. Active records are amended as appropriate.

**RDA Number:** 84/009

**Related PR#:** PWGSC RPB 085

**TBS Registration:** 003317

**Bank Number:** PWGSC PPU 026

#### **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.

**Purpose:** This bank is used to assist in the selection of suppliers.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Information is maintained for two years after the last administrative action and then destroyed.

**RDA Number:** 78/001

**Related PR#:** PWGSC SOS 185

**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.

**Class of Individuals:** Individual companies/suppliers who wish to do business with the Department.

**Purpose:** To identify potential suppliers.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Five-year retention period after the last administrative action and then destroyed, for automated records ; two years for manual records after the last administrative use and then destroyed.

**RDA Number:** 69/048

**Related PR#:** PWGSC SOS 185

**TBS Registration:** 001367

**Bank Number:** PWGSC PPU 005

#### **Consulting and Audit Canada**

##### **Claim for Payment on an ex Gratia Basis**

**Description:** This bank consists of information provided by individuals from the public, businesses and non-profit organizations who are making claims on a voluntary basis against the Government of Canada for losses and/or extraordinary expenses incurred during Summit activities. Claimants complete the Claim for Payment on an Ex Gratia Basis form. The data requested on this form includes: description of losses and/ or extraordinary expenses incurred during Summit, claimant name, contact details (address, phone and fax numbers), and claimant insurance details (insurance policy number, company, broker, details of insurance claim). Business and non-profit organizations must additionally provide their Goods and Services Tax Number (GST), Business Number (BN), Procurement Business Number (PBN), or Corporate Income Tax Number, and may also name staff and provide information submitted by their staff and volunteers to substantiate claims.

**Class of Individuals:** Commercial businesses and their employees, non-profit organizations and their employees and volunteers, and individuals of the public submitting claims.

**Purpose:** Information in this bank is collected to assess claim eligibility and issue payment by the federal government of Canada in accordance with the Financial Administration Act and TBS policies.

**Consistent Uses:** Information in this bank may also be used to advise claimants on the status of their claim, to track processing of claims, and to issue T4A receipts under the authority of the Income Tax Act. (Reference: PWGSC PPU 051).

**Retention and Disposal Standards:** Records are retain for six years after last administrative use and then destroyed

**RDA Number:** 98/005

**Related PR#:** PWGSC ABC 125

**TBS Registration:** 005255

**Bank Number:** PWGSC PPU 052

##### **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.

**Consistent Uses:** No Consistent Uses has been identified at this time.

**Retention and Disposal Standards:** Records are retained for three years or until updated by the registrant, whichever comes first and then destroyed.

**RDA Number:** To be established.

**Related PR#:** PWGSC CAC 135

**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 and firms in the private sector seeking consideration for assignments with CAC.

**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.

**RDA Number:** To be established.

**Related PR#:** PWGSC CAC 135

**TBS Registration:** 005018

**Bank Number:** PWGSC PPU 027

### Corporate Services, Human Resources, Communications Branch (CSHRCB)

#### Information Disclosed to Investigative Bodies

**Description:** This information bank contains a copy of access requests pertaining to personal information on Treasury Board form 350-56E(Rev. 1993/02): "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 paragraph 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 investigative bodies such as police forces for the purpose of complying with a subpoena or warrant issued or order made by a court under paragraph 8(2) a) and c) of the Act. 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 by laws.

**Purpose:** The purpose of this bank is to document

requests under paragraph 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 paragraph 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.

**RDA Number:** 98/005.

**Related PR#:** PWGSC CPI 300

**TBS Registration:** 001836

**Bank Number:** PWGSC PPU 035

### Government Information Services Branch (GISB)

#### Citizen Information Initiative Mailing List

**Description:** This information bank contains the names and addresses that respondents provided to the Government Information Services Branch on postage-paid reply cards included in Your Guide to Government of Canada Programs and Services. This bank may also contain comments provided by Canadians who complete comment cards found in various Government of Canada publications.

**Class of Individuals:** The information relates to Canadians who indicated a copy of the guide in the mail and who indicated that they wished to be kept aware of GOC programs and services.

**Purpose:** To create and maintain mailing lists that will enable the Government Information Services Branch to keep people aware of GOC programs and services.

**Consistent Uses:** None.

**Retention and Disposal Standards:** The information will be retained for two years.

Individuals who wish to have their names removed from the list can obtain it.

**RDA Number:** To be established.

**Related PR#:** PWGSC GIS 440.

**TBS Registration:** 004230

**Bank Number:** PWGSC PPU 120.

#### Internet Services

**Description:** E-mail: This bank may contain the names, home/e-mail addresses, telephone/facsimile numbers and Internet provider addresses of individuals who have submitted solicited or unsolicited information to the Canada Site or GISB's Internet site using comment/question forms and by sending free-form e-mail to the site. The bank includes responses to such comments/questions and any other information relevant to the processing of such

comments/questions. Server Logs: It may also contain personal information captured, by the Canada Site's server (server logs) such as Internet Server Provider addresses, over the course of normal navigation through the site. User metrics for Site Enhancements: In order to optimize service to users through the Canada Site, information on site usage patterns may be collected through a Statistics Program or the About Canada application. Optional Services: Customization, E-mail Notification – Users who choose to participate in these services, will through the nature of this activity, have provided personal information so that the Government of Canada can provide them with personalized information. These databases contain usernames, passwords, email addresses.

**Class of Individuals:** Canadians and international public who have access to the Internet.

**Purpose:** This information is compiled in order to process the comments/questions received and to track the responses given. The information is made available to GISB personnel in order to provide a response to the inquiry, and for the purposes of improving service to our Website clientele. The information is also used to provide e-mail updates of new links added to the site, bookmark profiles, statistical analysis of usage of the site.

**Consistent Uses:** The information will be used by various members of GISB who are responsible for maintaining pages on the Department's Internet sites.

**Retention and Disposal Standards:** To be established.

**RDA Number:** To be established.

**Related PR#:** PWGSC GIS 440

**TBS Registration:** 005372

**Bank Number:** PWGSC PPU 015

## Information Technology 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). It also includes details of all GICS calls made using government TeleCanada Card authorization codes.

**Class of Individuals:** Anyone who has access to an LSS telephone or a TeleCanada Card 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:** The information is retained for six (6) fiscal years after the fiscal year in which the transaction occurred, and then destroyed.

**RDA Number:** 99/004

**Related PR#:** PWGSC GTI 165

**TBS Registration:** 003744

**Bank Number:** PWGSC PPU 050

## Real Property Branch

### Consultants' Inventory

**Description:** This bank contains information relating to firms and individuals specializing in architectural, engineering (A&E) 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 records.

**Class of Individuals:** Professional and paraprofessional consultants.

**Purpose:** This information is used to select consultants for projects administered by the Department.

**Consistent Uses:** To allow for the efficient selection of A&E consultants, the information is updated on an ongoing basis by architectural and engineering firms and their employees as required.

**Retention and Disposal Standards:** Information is updated continuously and is maintained for two years after removal from the inventory and then destroyed.

**RDA Number:** 97/005

**Related 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, licenses 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.

**RDA Number:** 97/005

**Related PR#:** PWGSC PPU 005, PWGSC PPU 025.

**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.

**Consistent Uses:** The information is updated on an ongoing basis as required by the Department and their employees.

**Retention and Disposal Standards:** Information is retained for two years after last administrative use and then destroyed.

**RDA Number:** 79/008

**Related 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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Information is maintained for six years after the last administrative use and then destroyed.

**RDA Number:** 99/004

**Related PR#:** PWGSC SOS 185

**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.

**Consistent Uses:** None.

**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.

**RDA Number:** 79/008

**Related PR#:** PWGSC RPB 045

**TBS Registration:** 000700

**Bank Number:** PWGSC PPU 070

#### **Register of Real 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.

**Consistent Uses:** The register of designated members is necessary to ensure that a complete,

up-to-date, inventory of appraisers is available to the Appraisals Directorate to assist in 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 and then destroyed.

**RDA Number:** 79/008

**Related PR#:** PWGSC RPB 045

**TBS Registration:** 000701

**Bank Number:** PWGSC PPU 030

### Service Integration Branch (SIB)

#### 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, 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. RDA Number : To be established.

**Related 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** If not renewed, records are destroyed three to five years after date of security clearance or verification of reliability.

**RDA Number:** 79/018

**Related PR#:** PWGSC SOS 015

**TBS Registration:** 001369

**Bank Number:** PWGSC PPU 015

### Standard Personal Information Banks

Please see INTRODUCTION to this publication for the definition of Standard Personal Information Banks and a description of their contents.

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning (BCP)

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrong Doing in the Work-Place

Relocation

Security Video Surveillance and Temporary Visitor  
Access Control Logs and Building Passes

Travel

## Classes of Personal Information

### Canadian Government Publications

This class of personal information contains information about individuals who have ordered Government of Canada publications from Canadian Government Publishing through the order desk or on-line. The information is used to process orders for Governments of Canada publications. Data includes names, addresses, Visa/MasterCard and American Express numbers and expiry dates, customer numbers, as well as information with respect to cheques and international money orders.

For federal employees representing institutions and agencies, the following information is held: employee's name and E-mail address, name of institution, purchase order number, department number, IS organization code and reference code, and responsibility centre code, if from PWGSC.

This class of personal information includes members of the general public, federal employees and individuals representing firms, libraries, schools (all levels), and health and community organizations who have ordered Canadian Government publications.

Client names and addresses are shared with private sector firms in order to process orders, including mail-out.

### 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

- Access to Information and Privacy Directorate Desk Procedures
- Access to Information and Privacy Liaison Officer Handbook
- Ad Hoc Reporting, Downloading Facility User Guide
- Administration
- Annuitant Input and Accounting Manual (AIA) - Judges
- Canadian Forces Superannuation Manual for Pensions Office
- Compensation Focus
- Contract Policy and Administration
- Coordination of Access to Information Request System (CAIR) User Guide
- Corporate Affairs
- Corporate Plan
- Customer Manual
- Delegation of Authorities Manual
- Departmental Administrative Policy and Procedures Manual
- Departmental Index of Authorities
- Departmental Planning and Coordination
- Departmental Security
- Deputy Minister Directives
- EIS – Appointments and Announcements
- EIS – Directives
- Environmental Management System
- Environmental Safety
- Facilities Maintenance



- Family Allowance Program Policy and Procedures Manual
- Financial Management
- Government Telecommunications and Informatics Services Branch
- Guidelines and Methodology
- Industrial Security Manual – <http://ciisd.gc.ca/ism/text/preface-e.html>
- Information Management
- Information Processing – Management Manual
- Input and Procedures Manual for the Estimate and Elections System (ESTEL)
- Insurance Administration Manual
- Language Query
- Management and Reporting of Capital Assets
- Market-Based Charging
- Material and Facilities Management
- Material Management
- Operational Procedures Manual
- Operational Procedures Manual – Payroll Accounting Office (PAO)
- Operator's Guide to the Utilization of the Personnel Application Centre (INFOPAC)
- Organization
- Pay Office Procedures Manual (POP)
- Pay Policy and Procedures Manual
- Pension Support System Manual (PSS)
- Pension Benefit Division System User Guides (PBDS)
- Personnel Pay Input Manual (Manual & OnLine)
- Pharmaceutical, Medical Supplies and Related Items Catalogue
- Policy and Procedures for the Preparation of Standards
- Policy on Accounting and Reporting of Inventories
- Policy on Hospitality
- Policy on the Capitalization of Assets
- Procedures Manual
- 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
- Standard Acquisition Clauses and Conditions Manual
- Standard Payment System (SPS) User Guide
- Stocked Item Supply Catalogue
- Superannuation Administration Manual
- Superannuation Procedures Manuals (Contributor & Annuitant)
- Superannuation Procedures Manual for Personnel Offices Serviced by Regional Pay Systems (PER)
- Superannuation Procedures Manual – Public Service Corporations (PSC)
- Superannuation Procedures Manual – Accounting
- Superannuation Procedures Manual – Miscellaneous

- Superannuation Procedures Manual – District Service Office
- Superannuation Procedures / The Production Control/File Locator System (PCFLS)
- Supply Manual
- Surplus Assets Management System of the Administrative Services Directorate
- 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:

Communications Branch  
Headquarters  
Public Works and Government Services Canada  
Place du Portage, Phase III  
Gatineau, 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 institutions mentioned below 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

PWGSC – London, England  
Canadian High Commission  
Canada House, Trafalgar Square  
Pall Mall East  
London, England SW1Y 5BJ

### Headquarters

Departmental Library  
Place du Portage, Phase III  
11 Laurier Street, Room 1B2  
Gatineau, Quebec K1A 0S5

### Ontario Region

4900 Yonge Street, 12th Floor  
Willowdale, Ontario M2N 6A6

### Pacific Region

800 Burrard St, Suite 641, 12th Floor  
P.O. Box 11538  
Vancouver, British Columbia V6Z 2V8

### Quebec Region

Place Bonaventure, South-East Portal  
800 de La Gauchetière Street West, Suite 7300  
Montreal, Quebec H5A 1L6

### Washington Region

Canadian Embassy  
501 Pennsylvania Avenue, NW  
Washington, D.C.  
United States 20001

### Western Region

9700 Jasper Avenue, Suite 1000  
Edmonton, Alberta T5J 4E2  
Telus Plaza North  
10025 Jasper Avenue, 5th Floor  
Edmonton, Alberta T5J 1S6

# Quebec Port Authority

## Chapter 131

### 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 coordinate the development of maritime and harbour activities in Québec. 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 the maritime industry, to serve the economic interests of the Quebec region and of Canada and to ensure its profitability while respecting and taking in consideration the community and the environment. The legal setting of the Canadian harbour administrations is

translated by having more latitude in their development process and greater constraints notably when it comes to financing.

#### 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.

As the person responsible of the institution, he is in charged a team of administrators formed of two Vice President : one in charged of operations and the other is in charged of finances and administration, as well as two Directors : one responsible for the cruise market and communications and the other is in charged of strategic planning and marketing.

##### Operations

This department is responsible for property management, legal affairs, engineering and environmental services, maintenance, harbour master's office, security services, the marina as well as the lock and records management.

## Development

This department is under the responsibility of two Directors who are responsible of strategic planning, marketing, communications, public and corporate communications as well as port's tariffs.

## Finance and Administration

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; 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 concerning business plan, marketing plan and related studies as well as economic and business forecasts.

**Topics:** Research; studies; reports; cost analysis; statistics; forecasts; goods; advertisement requests.

**Program Record Number:** QPA MKT 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.

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Buildings

Budgets

Classification of Positions

Employment and Staffing

Finance

Furniture and Furnishings

Lands

Official Languages

Pensions and Insurance

Personnel

Relocation

Staff Relations

Training and Development

Travel

Vehicles

## Particular 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 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.

**RDA Number:** 95/005

**Related PR#:** APQ COM 005

**TBS Registration:** 004318

**Bank Number:** QPA PPU 005

## **Standard Personal Information Banks**

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

Relocation

Travel

## **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  
Quebec, Quebec G1K 7P7

Tel.: (418) 648-3640

Fax: (418) 648-4186

## **Reading Room:**

Quebec Port Authority  
Reading Room 201  
150 Dalhousie Street,  
Quebec, Quebec

# Royal Canadian Mint

## Chapter 132

### 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 National Revenue. 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 President and CEO of the Mint

The principal officer of the Mint is the President and CEO, who is also a member of the Board of Directors. The President and CEO is supported by the Chief Operating Officer of the Mint; the vice presidents of Communications; Corporate and

Legal Affairs; Finance and Administration; Human Resources; and Marketing, Sales and Growth; and the Director of Internal Audit.

#### Communications

This division, under the direction of the Vice-President, develops and directs the Mint's corporate communications and strategy as it pertains to corporate objectives, and that addresses 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 Mint's Web site ([www.mint.ca](http://www.mint.ca)), education outreach and other channels to proactively communicate with and respond to the Mint's audiences and key customers. This division is responsible for all media relations nationally and internationally, and assists in the promotion of Canadian circulation, numismatic and bullion coin programs through media events and speaking engagements. Other responsibilities in this area are the production of corporate communications materials, management of public inquiries and speech writing for the President and CEO.

#### Corporate and Legal Affairs

This division, under the direction of the Vice-President who is also the General Counsel and Corporate Secretary, is responsible for providing legal counsel and advice with respect to all legal matters affecting the Corporation; the protective and environmental services, including the Health and Safety Program; developing corporate policies; managing special projects in support of the Royal Canadian Mint's mission and goals; establishing and maintaining liaison with central agencies of government. The division also 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.

#### Finance and Administration

This division, under the direction of the Vice-President who is also the Chief Financial Officer, is responsible for corporate planning, financial budgeting, analysis and reporting, receivable and

payable management, treasury management and financing, insurance and risk management, information technology and systems, and records management.

### Human Resources and Lean Enterprise

This division, under the direction of the Vice-President, 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, translation services, and quality systems and lean office. Lean is a culture where all employees understand the customers' needs and actively participate in activities that add value for the customer. Lean is not a job reduction strategy; it is about reducing wasteful activity and refocussing those resources towards increased productivity and growth.

### Internal Audit

The Director of Internal Audit is responsible for managing the internal audit function within the Mint and ensuring the requirements of the Financial Administration Act are followed in this regard.

### Chief Operating Officer of the Mint

The Chief Operating Officer (COO) of the Mint is responsible for the profitability of all four business lines (Canadian and foreign Circulation - including the Winnipeg Plant, Numismatic - including the Ottawa Plant, and Bullion and Refinery). The COO is also responsible for Advanced and Corporate Engineering, Engraving and Die Production and Procurement. The Winnipeg Plant which includes the Plating Facility, produces Canadian and foreign circulation coinage, tokens and trade dollars. The Ottawa Plant produces Canadian and foreign numismatic and bullion coins, and Canadian and foreign medals. In addition, the Ottawa Refinery refines precious metals for mines, jewellers, banks and other institutions.

### Marketing, Sales and Growth

This division, under the direction of the Vice-President, is responsible for product development, pricing, promotion, advertising, and the sales and distribution of Royal Canadian Mint numismatic products and services in Canada and throughout the world.

The division recommends marketing and sales strategies for existing and new markets. 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. Products and services include domestic and foreign numismatic and circulation coinage, Maple Leaf bullion coins, gold refining and assay services, custom minting (e.g. medals, medallions, tokens, coin blanks, privy marks), and consulting services.

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.

## Information Holdings

### Program Records

#### Advertising

**Description:** Television, outdoor (billboard and transit), newspaper and magazine advertisements; marketing and advertising firms used to advertise and promote Canadian circulation, 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.

**Topics:** Precious metals; chemicals.

**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.

**Topics:** Order fulfillment and distribution; financial institutions; Winnipeg facility.

**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 public relations; publicity both nationally and internationally.

**Topics:** Exhibits; fairs; films and slides; photographs; portable displays; press conferences; press releases; launches; annual reports; website; 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 fulfilment, 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.

**Topics:** Master tools; specifications 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.

**Topics:** Alloys, metals and precious metals; coin composition.

**Program Record Number:** RCM MAD 045

### **Intellectual Property Rights**

**Description:** Copyright, trademark, industrial design, patent rights and registrations, studies and surveys.

**Topics:** Patent rights and licences, permission to use copyright material; trademarks and official marks; industrial designs; 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.

**Topics:** Precious metals; analysis.

**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.

**Topics:** Inventories, numismatic products.

**Program Record Number:** RCM MAD 080

### Worn and Mutilated Coin

**Description:** Shipments of fused and mutilated coin received from banks.

**Topics:** Worn and mutilated coins; financial institutions.

**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.

Access to Information and Privacy Requests

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

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

## Particular Personal Information Banks

### Customer Service Centre - Computerized Mail Master

**Description:** Information in these files includes the original order, customer name and address, language, product and quantity ordered, amount and method of payment, payment identification number, address and method employed for shipping.

**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 utilized for name, address, and order status information required in the order fulfilment process and to answer enquiries from customers concerning their particular order. It is also used to comprise a list of purchasers of coins for future solicitation through a direct mail campaign.

**Retention and Disposal Standards:** Records are destroyed after three years.

**RDA Number:** RCM 2000/027

**Related PR#:** RCM MRD 031

**TBS Registration:** 003365

**Bank Number:** RCM PPU 015

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Personal Information Banks and a description of their contents.

Access to Information and Privacy Requests

Executive Correspondence Management Systems

Internal Disclosure of Wrong Doing in the Work-Place

Relocation

Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes

Travel

## Manuals

- Corporate Policies Manual
- Procedures Manual - Administration and Finance, Volumes I and II (1985)

- Procedures Manual - Accounting, Volumes I and II (2000)
- Quality Management Systems Manual (ISO 9001:2000)

## 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.

Please Note: Requests made to the Royal Canadian Mint under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Royal Canadian Mint.

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

By appointment only. Please call (613) 993-2711.

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 133

### 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

- Royal Canadian Mounted Police Act

#### 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 advice to ensure the financial viability and stability of the RCMP, and the sound stewardship of all RCMP resources in the areas of financial management, asset and facility management, materiel, contracting, procurement and audit; and to ensure the strategic and practical national 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 Policy and Planning Branch

The Strategic Policy and Planning Branch service objective is to: (i) develop and implement an

overall RCMP policy framework for the assessment of and participation in public policy processes and debates affecting law enforcement: (ii) leading and facilitating the building of policy and policy research capacity; (iii) undertaking analysis of emerging trends and conditions affecting policing and law enforcement and facilitating an impact analysis process in support of establishing overarching strategic direction for the RCMP; (iv) the development and recommendation of options in response to future challenges, including facilitating the development of strategic frameworks and priorities; (v) leadership and support for the development of organizational planning processes and cycles, including appropriate linkages to and accountability instruments with federal and contract partners (vi) the development of and ongoing support to a performance management process and infrastructure, including the development and implementation of surveys; and (vii) leadership for information exchanges, strategic consultation and engagement and support for partnership arrangements, including MOUs, in the RCMP.

### **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. The Sub-Activity also maintains the medical records of members to ensure confidentiality.

### **Occupational Health and Safety**

This program is responsible for ensuring the implementation of the minimum occupational health and safety requirements in all RCMP workplaces as stated in Part II of the Canada

Labour Code. The Occupational Health and Safety Program assist managers and employees with occupational health and safety risk management, i.e., recognizing, assessing and eliminating or reducing work-related hazards. The expected end-result is overall improvement of work conditions, a reduction of work-related injuries and illnesses and related costs.

### **Learning and Development**

The Employee Continuous Development Process 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.

### **International Training Services**

A business line of the RCMP Chief Learning and Development Officer, Learning and Development Branch. The unit is mandated under Ministerial Directive D-81-1: Police Training Assistance Program to provide learning/training, consultative and investigative assistance to foreign countries. The program directly supports the RCMP International Liaison Program and is an effective vehicle to advance the RCMP international policing priorities and Government of Canada foreign policy.

### **Executive/Officer Development and Resourcing**

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), Civilian Members of officer equivalency and RCMP Public Service Executive.

### **Human Resources Sector (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, Professional Standards and External Review, Compensation, Classification, Honours and Recognition, Human Rights, employment equity.

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.

### **Official Language Directorate**

The Official Languages Directorate provides strategic orientation and coordination in support of the official languages program in the regions and divisions.

Under the Official Languages Act, the mandate of the Directorate covers service to the public, language of work, and the equitable participation of English-speaking and French-speaking Canadians in the RCMP.

To carry out its responsibilities for the program, the Directorate develops and communicates policies and initiatives related to official languages and provides interpretations and support to managers and employees as required. Finally, the Directorate monitors the effective implementation of the Official Languages Program in the regions and divisions; and prepares the Commissioner's Annual Report to Treasury Board.

### **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 a national police service and an internationally recognized institution delivering advanced and specialized learning primarily to Canadian and foreign police officers. It is composed of the Police Executive Centre, Police Sciences School, CPC Library, and the Business Services Branch.

### **Criminal Intelligence Services Canada**

CISC unites Canada's criminal intelligence community to more effectively and efficiently assess the threat of organized and other serious crime, with the goal of developing strategies to make Canadian communities safer. CISC is the "voice of criminal intelligence" for the entire national law enforcement community representing

member agencies at the municipal, provincial and federal government levels. Through its national network, CISC produces strategic intelligence products that are timely, of high quality and highly relevant to Canada's law enforcement community for making decisions and setting priorities related to organized crime. The basis for these products is the criminal intelligence/information from member agencies collected, stored and shared via the Automated Criminal Intelligence Information System (ACIIS), the national criminal intelligence database which is available to the law enforcement 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.

### **The Chief Information Officer (CIO) Sector**

The IM/IT program is critical to the RCMP's mandated and strategic priority of ensuring safe homes and safe communities. The IM/IT function for the RCMP is governed by the Chief Information Officer (CIO), who is responsible for ensuring that client-centred services are developed and managed in the organization. The CIO's role is to create and maintain an organization that is business-driven, quality conscious and carefully managed within its fiscal, human resource and IM/IT frameworks.

The corporate IM/IT program deals with the development and management of all aspects of information and computer technology that support the business requirements of the RCMP. This includes all hardware, software, application

systems and programs, as well as all stored information. It also incorporates the convergence of telecommunications and radio communications' services that RCMP officers require across Canada. Finally, the IM/IT program supports the full life cycle of both equipment and information and includes management practices that enable and aid in the legislated and sound usage of this information.

Information management provides for the maintenance, development and dissemination of applicable policies regarding recorded information, the management of archives, national forms policy and the editing, production and distribution of manuals, directives and bulletins. Information Technology includes all aspects of communication system standards and design, EDP application and operation of the central host mainframe and network systems, including the Canadian Police Information Centre (CPIC), the Canadian Police Information Retrieval System (PIRS), the Police Reporting Occurrence System (PROS) as it evolves, as well as other operational, administrative and management support applications that are used on a national basis.

The objective is to provide a comprehensive national policy and program for the management of information resources, associated computer technologies and telecommunications infrastructure. Together these serve the needs of RCMP operational police officers, support and administrative staff, system users and others working in the law enforcement community.

### **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 National Weapons Enforcement Support Team, 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.

### **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 provide technical services in the area of physical security systems, including armoured 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 for VIP visits, security inspections and surveys of physical installations and providing of 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.

### **Protective Policing Directorate**

Protective Policing Directorate is currently made up of the following branches whose responsibilities are as follows:

#### **Canadian Air Carrier Protective Program**

Directs the planning, implementation, training and monitoring of the Canadian Air Carrier Protective Program. Also monitors, analyses and provides timely advice to support the Protective Policing component at Vancouver, Edmonton and Halifax airports.

#### **Directorate Services**

Provides budgetary, VIP Training coordination and material management services (including major events) for Protective Policing across Canada as well as personnel administration in the NCR.

#### **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 Operations**

Provides the protection of the Governor General, Ministers of the Crown, Supreme and Federal Court judges, senior government officials and others designated by the Solicitor General, as well

as federal properties used by them such as Parliament Hill. Also responsible for providing security to internationally protected persons (IPPs) as well as planning, coordinating and executing the security operations for VIP visits within the NCR.

### **Major Events and Protective Services**

Directs the planning, implementation, administration and monitoring of the RCMP National Protective Policing Program as it relates to the Governor General, the Prime Minister, federal Cabinet Ministers and their residences, Supreme and Federal Court Judges, foreign diplomats residing in Canada, visiting Internationally Protected Persons and persons designated by the Minister of Public Safety and Emergency Preparedness as entitled to receive security. It further oversees the planning, implementation and administration of Major Events including Royal Visits and Prime Minister-led international conferences.

### **Strategic Activities**

Provides strategic advice and planning, communications, and management services for various Protective Policing programs and activities.

### **Federal Services Directorate**

Federal Services Directorate is currently comprised of the following sub-directorates and programs

#### **Border integrity**

#### **Customs & Excise**

The Customs and Excise Program 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.

#### **Federal Enforcement**

The Federal Enforcement Program is responsible for the investigation of a wide variety of federal statutes under five sub-programs. These are: Consumer Protection, including criminal Copyright

enforcement, the Weights and Measures and the Radio communication Acts; Public Safety, including Crimes against Humanity and War Crimes Act and the Quarantine Act; Airport FES, including airport federal enforcement and the National Ports strategy Environmental Crime, including National Parks and environmental protection; and Financial Loss Against the Government, including student loans and the Canada Pension Plan.

### **Immigration and Passport**

Immigration and Passport Branch's strategy is to combat and disrupt illegal migrant smuggling and the trafficking in persons to Canada. This program partnerships with federal government departments to provide an integrated approach to the enforcement of the Immigration and Refugee Protection Act, the Citizenship Act and the investigation of Canadian passport violations under the Criminal Code.

### **Integrated Border Enforcement Team**

The IBET mandate is to enhance border integrity and security at the Canada/United States border and to assist the Integrated National Security Enforcement Team on national security investigations at the border. The core partners are: Department of Homeland Security's Bureau of Immigration and Customs Enforcement (US-ICE) and the Bureau of Customs and Border Protection (USBP-BP), U.S. Coast Guard (USCG), Canada Border Services Agency (CBSA) and the Royal Canadian Mounted Police (RCMP). IBET units operate as intelligence driven enforcement teams comprised of Federal, State/Provincial and local law enforcement personnel to address such cross border issues as terrorism and organized crime. Each team acts with the National Security Focus as their first priority. The IBET program is multi-disciplinary in nature and works in land, air and marine environments along the Canada/United States border while respecting the laws and jurisdiction of each nation.

### **Marine & Ports Initiatives Branch**

The RCMP's primary goal is Safe Homes, Safe Communities. Our goal with regards to marine security is to disrupt and/or eliminate the activity of organized crime groups at the ports and to prevent the ports from being used as a conduit for the entry of cargo and people that could pose a risk to national security.

The RCMP uses an intelligence-led, multi-disciplinary approach to gather and share criminal intelligence and target organized criminal activity at Canada's major ports. This is possible through integrated efforts of the Canadian, U.S. and international law enforcement community, technological enhancement, new investigative tools, integration of security measures and developing shared information access systems.

### **Drugs and Organized Crime**

#### **Drugs**

This program manages the investigation of offences related to the importation, exportation, manufacturing, cultivation, trafficking and possession of substances regulated by the Controlled Drugs and Substances Act in Canada. Incorporated into its work are Drug Branch's activities related to international cooperation on drug training and exchanges. Drug Branch also administers and operates the RCMP's Drug Awareness Service as part of the balanced approach to the drug problem, recognizing that efforts must be directed at both supply and demand reduction

#### **Organized Crime**

The Organized Crime Branch administers a range of program areas focussed on the strategic priority of reducing the threat and impact of organized crime to Canadian society. Principal programs and activities falling under the responsibility of the Organized Crime Branch include Undercover/Backstopping Operations, Source Witness Protection, Organized Crime Development, Organized Crime Awareness, Human Source Development, Electronic Surveillance (wiretapping), Disclosure and the Cross Border Crime Forum.

#### **Financial Crime**

#### **Economic Crime**

This program is committed to the delivery of police services in four main areas: commercial fraud, federal statutes and government programs, 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 requires 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.

### **Integrated Market Enforcement Team**

To strengthen investigations, integrated teams of investigators, forensic accountants and lawyers will be established in the key financial centers across Canada. These teams will focus on the most serious cases of corporate fraud and market illegality, and will work closely with securities regulators and provincial and local police. The teams will be jointly managed by the Royal Canadian Mounted Police and partner agencies.

### **Proceeds of Crime**

The Proceeds of Crime Program coordinates the RCMP's components in relation to two (2) federal government initiatives, the Integrated Proceeds of Crime Initiative (IPOC) and the National Initiative to Combat Money Laundering (NICML).

The objectives of the Integrated Proceeds of Crime Program are to identify, seize, restrain and forfeit illicit and unreported wealth accumulated through organized criminal activity, thereby removing the financial incentive for engaging in criminal activities. The IPOC Program is an essential component of Canada's Organized Crime Strategy and plays key role in protecting the integrity of the Canadian economy. The IPOC units bring together the skills, knowledge and abilities of a diverse group of experts including law enforcement officers, lawyers from the Department of Justice, forensic accountants and property managers from Public Works and Government Services Canada; Customs Agents from Canada Border Services Agency, as well as Tax Agents from Canada Revenue Agency. The integration of the partner agencies facilitates a coordinated approach towards reaching the program's objectives.

The National Initiative to Combat Money Laundering, is coordinated by Finance Canada. Its mandate is to implement specific measures to detect and deter money laundering and the financing of terrorist activities and to facilitate the investigation and prosecution of money laundering and terrorist financing offences. The RCMP coordinates its activities in relation to the NICML through its Money Laundering Program. This program participates in the exchange of information between initiative partners, such as

Fintrac and the Canada Border Service Agency; provides an investigative assessment on money laundering intelligence; and monitors national and international money laundering trends and typologies.

### **International Liaison**

#### **International Peacekeeping**

This program promotes international peace and security through international peace support operations with police related expertise. The objectives are to: enhance international capacity to restore order and the rule of law; work with local police so that they carry out their policing responsibilities in accordance with democratic principles, in countries that have recently experienced or are threatened by conflict. In support of Canadian foreign policy objectives, the RCMP International Peacekeeping is responsible for ensuring the availability of Canadian police personnel for deployment to peace support operations, coordinating the selection, preparation, training, deployment and support of personnel providing Canadian police expertise internationally; managing, administering, and providing logistics coordination and technical support to programs requiring Canadian police personnel on international peace support operations;

#### **Interpol Ottawa**

Canada has been a member of Interpol since 1949, at which time the Royal Canadian Mounted Police was delegated the responsibility for the National Central Bureau (NCB) Interpol Ottawa. Interpol now has a membership of 181 countries. Interpol Ottawa is located at the RCMP Headquarters and is part of the International Liaison Branch. Interpol Ottawa is the central coordination point for all inquiries from international law enforcement agencies and Canadian police services. Interpol's activities focus on the fight against organized crime in pursuing criminal investigations requiring assistance from police agencies abroad. Interpol Ottawa is comprised of police officers and civilian employees from the RCMP as well as seconded officers from the Montreal Police, the Ontario Provincial Police and the Toronto Police Services. Interpol Ottawa provides assistance to Canadian and foreign police on criminal matters including: terrorism, organized crime, drugs, crimes against children,

illegal immigration, fraud, economic and financial crime, fugitives apprehension, stolen vehicles and stolen works of art.

### **Liaison Officer Program**

The Liaison Officer Program has RCMP members in strategic international locations to provide the Canadian and foreign law enforcement communities with assistance, information and coordinating support, especially for investigation on drugs, organized crime, proceeds of crime, commercial crime, immigration matters and anti-terrorism.

### **International Travel and Visits Branch**

The International Travel and Visits Branch (ITVB) is the National Policy Centre for RCMP international travel and visits to the RCMP. The ITVB also maintains the Travel and Visits Tracking System (TVTS). The International Travel Section (ITS) is responsible for the approval, coordination and post evaluation process pertaining to the attendance of RCMP employees at conferences, seminars, workshops and related activities outside of Canada. The International Travel Section manages the application and delivery of all special and diplomatic passports used by employees of the Force while on official government travel. The ITVB is also comprised of the International Visits and Protocol Section. This Section organizes, facilitates proper protocols and manages all inbound visits to the RCMP by foreign Law enforcement agencies, governments and other organizations

### **Strategic and Management Services**

Strategic and Management Services provides strategic advice and planning, budgetary and personnel administration, support, communications, and management services for the Directorate.

### **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.

### **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.

### **Ethics and Integrity**

The Office of the Ethics and Integrity Advisor is mandated to ensure that the Mission, Vision, Values and Commitments of the RCMP are internalized by all employees and remain in the forefront of the organizational psyche as well as with its communities of interest worldwide. The Office is responsible for encouraging, facilitating and promoting the sharing of Best Practices for ethics and ethical behaviour and articulating the relationship between the Core Values and the behaviour of management and employees to ensure good governance and consistency with our Commitments. The Ethics and Integrity Advisor is the Senior Officer responsible to provide RCMP employees with a means for the disclosure and investigation of wrongdoing in the workplace, and to this end, the Ethics and Integrity Advisor performs internal audit functions. The Ethics and Integrity Advisor advises the Commissioner and Senior Executives of the RCMP on the incorporation of our Core Values in our daily reality, stressing respect for our institutions of democracy, professional conduct, ethical behaviour and support for people.

## **Information Holdings**

### **Program Records**

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, Districts, Division and Headquarters, Ottawa classifies records under three main groups, Administrative, Operations and Sequential (Operational Investigative Records). The Administrative records are divided into seven sub-classifications. These are further categorized 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 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, Districts 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.

**Format:** Paper, microfilm, electronic

**Program Record Number:** CMP ADM 006

### **Administration Equipment & Supplies Records**

**Description:** Headquarters, Directorates, Divisions, Districts 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; Clothing & Kit General; 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 General; Firearms & Weapons 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 & 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.)

**Format:** Paper, microfilm, electronic.

**Program Record Number:** CMP ADM 005

#### **Administration Financial Records**

**Description:** Headquarters, Directorates, Divisions, Districts 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 & Accounts Payable Commercial Firms & Supplies Other Government Departments or Police Departments Utilities; Accounts Receivable General Policing & Government Department; 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; Traveling Expenses.

**Format:** Paper, microfilm, electronic

**Program Record Number:** CMP ADM 004

#### **Administration General Administration Records**

**Description:** Headquarters, Directorates, Divisions, Districts 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; RCMP Vehicular Accidents; Addresses and Speeches; Briefings and Presentations; RCMP Act and Regulations; Agreements Not Otherwise Specified; Agreements for Policing Services; Agreements for Policing Services Provinces, Yukon and NWT; Agreements and Requests for Policing Cities, Towns, Municipalities, and Aboriginal Communities, 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; Meeting Internal, Cultures and Customs; Dress Regulations; Emergency Planning; Gifts and Presentations to/from RCMP; Audits; Inspections and Evaluations; Reviews and Overviews; Quality Assurance Process, Inventions and Patents; Copyright; Licences, Passes and Permits; Museums, Relics and Curios; Official Languages; RCMP Organization; Headquarters Organization; Region Organization, Division Organization; Boundary Organization, Organization Other Government Departments, RCMP Planning Process; Manuals; Commissioner's Bulletin; Pony Express; Reports and Returns; Commissions; Saluting and Compliments; Sports and Recreation Clubs (RCMP).

**Format:** Paper, microfilm, electronic

**Program Record Number:** CMP ADM 001

#### **Administration General Services Records**

**Description:** Headquarters, Directorates, Divisions, Districts 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 & Liaison 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, e.g. CNE, Calgary Stampede, etc.); Historical (history of and articles about RCMP); Visits and Tours to/by RCMP; RCMP Quarterly; Library Services; Mail Management; Quality Service Delivery, Management Services; Micrographic Services; Computer Output Microfilm 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; 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 (e.g. 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, Districts 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; Competitions Individual, Employment General; Evaluation & Performance Rev.; Health & Medical; Income Tax; Insurance; Leave & Holidays; Pay, Salaries & Wages; Pension; Transfers; Volunteers (Including Victim Services Workers).

**Format:** Paper, microfilm, electronic

**Program Record Number:** CMP ADM 003

### **Administration Personnel Records RCMP Members**

**Description:** Headquarters, Directorates, Divisions, Districts 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); Accreditations and Credentials; 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 Health Nursing Services; Fitness and Lifestyle Program; Psychological and Emotional Health Services; Occupational & Environmental Health & Safety (regulations); Hours of Work; Inquiries & Information on personnel (including PS & Municipal Employees, serving and ex-members, etc); Income Tax; Insurance General, Life, Hospital and Provincial; Leave; Morale; Oaths of Allegiance and Secrecy (including PS & Municipal Employees); Passports and Visas, arrangements for (including PSE's & Municipal Employees); Pay, Bonus & Salaries; Pensions, Human Resources Management Information System (HRMIS); Privileges; Promotions; Promotional Dispute Resolution; Recruiting and Employment; Recruiting Advertising; Recruiting - Career Day Displays; 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; Training Cadets Transfers (northern service).

**Format:** Paper, microfilm, electronic

**Program Record Number:** CMP ADM 002

### **Operational Investigative Records**

**Description:** Headquarters and Directorates in Ottawa, Divisions, Districts 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 offences 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.

**Format:** Paper, microfilm, electronic.

**Program Record Number:** CMP INV 001

## Operational Policy Records/Operations Records

### Operational Policy Records

**Description:** Headquarters and Directorates in Ottawa, Divisions, Districts 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

### Operations Records

**Description:** Headquarters and Directorates in Ottawa, Divisions, Districts and Detachments each may have records concerning the policies, procedures and correspondence related to 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

Forensic Laboratory Services - General, Alcohol, Chemistry, Counterfeit Detection, Document Examination, Firearms and Ammunition Examination, Hair and Fibre, Biology, Serology, Toxicology Services, Radiography, Social Science, Photography - Laboratory, Forensic Laboratory Analysis - General, Forensic Identification Support, Fingerprinting, Photography - Identification, Computer-Enhanced Photograph, Film Processing, Composite Drawings, Criminal Records, Audio and Video Recording Analysis, Cryptanalysis, Criminal Behaviour Analysis, VICLAS, Polygraph, Counter-Technical Intrusion, Explosives, Dangerous

Material and Improvised Explosives Devices, Computer Analysis of Evidence, Other Operational Support, Firearms Control and Administration - General, Canadian Firearms Safety Courses, Canadian Firearms Safety Instructors, Prohibited Weapons/Devices, Prohibited Weapons/Devices - Individual Weapons, Firearms Acquisition Certificate (FAC), Firearms Licences and Authorizations - Individual Weapons, Refusals, Revocations, Prohibitions, Permits and Registration - General, Restricted Weapons - Individual Weapons, Other Weapons, Other Weapons - Individual Weapons, Firearms Permits for Minors, Shooting Clubs/Ranges, Shooting Clubs/Ranges - Individual Weapons, Firearms Dealers, Import/Export of Firearms, Storage of Firearms, Firearms Collections, Firearms Collections - Museums - Individual Museums, Firearms Collections - Corporate Collections, Identification/Tracing Firearms, Disposition of Firearms, Police Use of Firearms, Police Use of Other Weapons, Contingency Plans, Tactical Troop and Emergency Response Team - General, Tactical Troop and Emergency Response Team - Deployment, Emergency Operations Centre, Search and Rescue (SAR) Program, Search for Lost or Dangerous Person, Location of Fugitives, Missing Persons, Missing Children Registry, Location of Persons - Other, International Police Cooperation, Security, Security - Organizational and Administrative, Security - Personnel, Physical Security - General, Test and Evaluation - Physical Security, Specifications - Physical Security, Inspections - Physical Security, Closed-Circuit Television, Communications Security, EDP Security, Information Security, Armoured Vehicles - Security, Protective Policing - General, VIP Security, Major Events Security, Airport Policing and Security, Protection of Property, Media Support - General, Media Relations, Community Consultative Groups - General, Community Policing -General, Contact with Potential Offenders -General, Special Programs- General, Aboriginal and Visible Minority Policing, Restorative Justice, Preventive Initiatives, Patrols - General, Crime Prevention Through Environmental Design, Criminal Intelligence - General, Strategic Intelligence, Tactical Intelligence, Exchange of Criminal Intelligence, National Security Investigations -General, Threat Assessments, Criminal Extremists/Terrorists, Jurisdiction - General, Pursuits/Roadblocks, Interviews and Interrogations - General, Search and Seizure - General, DNA Warrants, Intercept Authorizations,

Dial Number Recording - Warrants, Video Surveillance - Warrants, Tracking Device - Warrants, Authorizations - Not Otherwise Specified, Search - With Warrant, Search - Without A Warrant, Evidence, Conducting Investigations - General, Notebooks, Major Investigations - General, Joint Forces Operations (JFOs), Undercover Operations - General, Undercover Operations - Companies, Surveillance - General, Electronic Surveillance, Physical Surveillance, Photo Identification, Information Sources - General, Human Sources, Source/Witness Protection, Other Sources, Victim Services, Domestic Violence, Criminal Code Offences - Investigative Procedures - General, Offences Against the Person, Homicide, Assault, Sexual Assault, National Sex Offender Registry, Kidnapping/Abduction, Hijacking and Hostage Taking, Dangerous Offender, Offences Against Property - General, Break and Enter, Theft, Computer Crime, Fraud, Integrated Market Enforcement, Forgery, Uttering, Counterfeiting, Currency Offences, Arson, Other Criminal Code Offences, Bribery of Public Official, Breach of Public Trust, Influence Peddling, Morals Offences, Pornography, Obscenity, Prostitution, Bawdy House, Gaming Offences, Lotteries, Unlawful Assembly, Firearms Offences, Economic Crime - General, Proceeds of Crime, Bankruptcy and Insolvency, Revenue Canada - Tax Program, employment Insurance, Customs and Excise - General, Smuggling, Export and Import, Drugs - General, Drug Interdiction Program, Drug Awareness Program, National Automated Drug Intelligence Program, Drug Violator Classification Program (VIOL), Citizenship, Immigration, Refugees, Deportation, Smuggling of Aliens, Passports - General, Environmental Investigations, Cultural Property, Wildlife, Transportation, Financial Loss to Government, Consumer Protection , Other Federal Investigations, Foreign Enlistment, Provincial/Territorial Statute Investigations, Municipal Bylaw Investigations, Traffic Enforcement Activities, Breath testing, Accident Investigations - Traffic, Accident Investigations - Other, Human Deaths - General, Applicant Investigations - General, Provincial Securities - Applicants (SFIC), Orders and Decorations Investigations - General, Access to Information Protection of Privacy, Access to Information Act - Request for Access, Privacy Act - Request for Access, Provincial Information Access and Privacy Act Requests, Lost and Found Property, Arrest - General, Prisoners and Mentally

Disturbed Persons - General, Young Offenders, Cell Security, Witnesses - General, Witnesses - Civil Actions, Prosecutions - General, Prosecution - Charges, Exhibits, Fees and Costs, Fines, Parole/Probation, Civil Actions.

**Format:** Paper, microfilm, electronic, photographs, tapes, CD, videotapes, audiotapes, diskettes

**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

Hospitality

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

## Particular Personal Information Banks

### Personnel (RCMP)

#### Applicants and Cadet Records

**Description:** The file and the Human Resource Management Information System (HRMIS) contains such material as applicant evaluations, selection test score, 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 PPU 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. This information may be linked with the Human Resources Management

Information System (HRMIS).

**Retention and Disposal Standards:** Information on unsuccessful applicants is maintained for a period of five calendar years at the headquarters of the division to which they applied. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/030, 89/013

**Related PR#:** CMP ADM 002

**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. This Information may be linked with the Human Resources Management Information System (HRMIS).

**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 Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 89/025, 96/023, 96/024

**Related PR#:** CMP ADM 002

**TBS Registration:** 001011

**Bank Number:** CMP PPU 085

### Honours 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'/ Cadets' 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 Records) 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. This information may be linked with the Human Resources Management Information System (HRMIS)

**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 Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 89/013, 96/024

**Related PR#:** CMP ADM 002

**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'/ Cadets' 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 Records), 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 Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 89/013, 95/009, 96/023, 96/024

**Related PR#:** CMP ADM 001

**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 and Refugee Protection Regulations 2002 (IRPR 2002) 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. The request will be treated informally and will be responded to as soon as practicable. 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.

**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.

**Class of Individuals:** Individuals who have been fingerprinted as a result of criminal charges, individuals fingerprinted under the IRPR 2002 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 IRPR 2002 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.

**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 Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 91/015, 96/023

**Related PR#:** CMP INV 001

**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, inter-provincial 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 inter-provincial 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 inter-provincial 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 Library and Archives Canada and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 89/025, 91/015, 95/009, 96/023, 99/006

**Related PR#:** CMP INV 001

**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, inter-provincial 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, inter-provincial 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 inter-provincial 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 Library and Archives Canada; and where the record has not been designated, it shall be destroyed.

**RDA Number:** To be determined/Appraisal of the records for CFRS PIB has not been yet conducted.

**Related PR#:** CMP INV 001

**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. This information may be linked with the Human Resources Management Information System (HRMIS)

**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 Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 95/009, 95/011, 96/023, 96/024, 98/005

**Related PR#:** CMP ADM 002

**TBS Registration:** 001010

**Bank Number:** CMP PPU 080

## Community, Contract and Aboriginal Policing Community Policing 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. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 2000/030, 96/023

**Related PR#:** CMP ADM 001

**TBS Registration:** 000998

**Bank Number:** CMP PPU 010

### **Criminal Operational Intelligence Records (Exempt bank)**

**Description:** This bank contains personal information on individuals who have been implicated, following criminal investigations, in organized and other serious crime 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), Police Reporting Occurrence System (PROS), National Criminal Data Bank (NCDB).

**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 Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 95/009, 95/011, 96/024, 99/006

**Related PR#:** CMP INV 001

**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 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. 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 fulfillment 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.

**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 Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RD Number:** 95/009, 96/023, 96/024, 99/006

**Related PR#:** CMP INV 001

**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. Information in this bank may be maintained in hard copy files as well as in automated form such as the Protective Policing Clients & Partnership Retrieval System (PPCPRS). 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 Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 89/025, 91/015, 95/009, 96/023, 96/024, 99/006

**Related PR#:** CMP INV 001

**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 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. 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. This information may be linked with the Human Resources Management Information System (HRMIS).

**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.

RDA Numbers: 95/009, 96/023, 98/001

**Related PR#:** CMP ADM 001

**TBS Registration:** 003208

**Bank Number:** CMP PPU 065

## Immigration & Passport

### 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 Foreign Affairs and International Trade 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 Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 89/025, 91/015, 95/009, 96/010, 96/023, 96/024, 99/006



**Related PR#:** CMP INV 001

**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), the Police Information Retrieval System (PIRS), the Police Reporting Occurrence System (PROS), the Missing Children's Registry (MCR), the Violent Crime Linkage Analysis System (ViCLAS), the DNA Bank, the Secure Criminal Information System (SCIS), the National Criminal Data Bank (NCDB), the Conducted Energy Weapon (CEW) Usage Report Database, the Reporting Economic Crime On-Line (RECOL) a single Web site where citizens can report everything from credit card fraud to major corporate corruption, the National Security Tip Line created to encourage Canadians to notify the RCMP of any criminal activity which may be associated to terrorism, the File Management System (FMS) established in order to enter information regarding firearms registry and to track files, the Laboratory Information Management System (LIMS), a commercial off the shelf application operating on the RCMP WAN (wide area network) platform which permits the six RCMP Forensic Laboratory sites to function as a single virtual laboratory system to support the sharing/reporting of case related information required to support a national forensic casework service to recognized law enforcement agencies and the Canadian legal system. Personal information contained in LIMS-Plus is minimal (Surname, Given Name 1, Given Name 2, Date of Birth, Sex and Subject Type and complies with PIRS (Police Information Retrieval System)

requirements for reporting) and is monitored/managed respecting the regulations for the storage and retention of information under the Archives Act and Privacy legislation. LIMS-Plus operates in a Protected 'B' security environment via Contivity and subject information for Protected 'C', Secret or Top Secret is not entered or maintained in the LIMS-Plus system. LIMS-Plus administration has a feature to 'sequester' information if required for sensitive case information to restrict access to data to a specific user.

**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. Firearms Officers are provided a subset of PIRS information to enable them to administer the Firearms Licensing Program. PIRS information is provided to the Firearms Officers through direct access to a limited subset of PIRS data which is used to populate Firearms Interest Police (FIP) persons category of the Canadian Police Information Centre (CPIC) which fit the general criteria of Section 5 (2) of the Firearms Act. 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

Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 91/015, 95/003, 95/009, 95/011, 96/010, 96/023, 96/024, 99/017

**Related PR#:** CMP INV 001

**TBS Registration:** 000997

**Bank Number:** CMP PPU 005

## Protective Policing 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 who 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 Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 89/025, 91/015, 95/009, 96/023, 96/024, 98/021, 99/006

**Related PR#:** CMP ADM 001

**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 (ATIP Flow and ATIP Image). 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 Library and Archives Canada; and where the record has not been so designated it shall be destroyed.

**RDA Number:** 89/025, 91/015, 96/023, 99/006

**Related PR#:** CMP ADM 001

**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. Where the record has been designated as having archival or historical value, the record shall be transferred to the control of the Library and Archives Canada; and where the record has not been so designated, it shall be destroyed.

**RDA Number:** 96/023

**Related PR#:** CMP OPS 001

**TBS Registration:** 003207

**Bank Number:** CMP PPU 050

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Personal Information Banks and a description of their contents.

Hospitality

Travel

Relocation

## Manuals

- Administration Manual
- Career Management
- CPIC Reference Manual
- Financial Management
- Firearms Training
- Forensic Identification
- Health Services
- Informatics
- Laboratory Services
- Operational Manual
- Pay Procedures
- Property Management
- Protective Policing
- 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 Public Safety & Emergency  
Preparedness Canada,  
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 134

### General Information

#### Background

The Royal Canadian Mounted Police 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 by the Royal Canadian Mounted Police, pursuant to the RCMP Act. The Committee reports annually to Parliament through the Minister, Public Security and Emergency Preparedness 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 for his decision.

#### 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 can be 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; updates to Info Source; statistical and activity reports.

**Access:** By subject.

**Program Record Number:** ERC EXE 055

##### Case Review

**Description:** Information on disciplinary appeals, discharge and demotion appeals, 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; thematic 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.

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Budgets

Business Continuity Plans (BCP)

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Office Appliances

Official Languages

Personnel

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

## Particular Personal Information Banks

### RCMP Member Discharge and Demotion References

**Description:** This bank contains information on discharge and demotion of RCMP members where such process has been referred to the RCMP External Review Committee pursuant to the RCMP Act. In addition to the requirements indicated on the Personnel Information Request Form, individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** Members of the RCMP who have been subject to discharge or demotion proceedings which have been referred to the RCMP External Review Committee pursuant to the RCMP Act.

**Purpose:** The information is used by the RCMP External Review Committee in dealing with discharge or demotion cases referred to the Committee pursuant to the RCMP Act.

**Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act.

**Retention and Disposition Standards:** These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discharge and demotion case files meeting specific criteria.

**RDA Number:** 95/028

**Related PR#:** ERC EXE 041

**TBS Registration:** 002874

**Bank Number:** ERC PPU 801

### RCMP Member Discipline References

**Description:** This bank contains information on the formal discipline of RCMP members where such discipline has been referred to the RCMP External Review Committee pursuant to the RCMP Act. In addition to the requirements indicated on the Personnel Information Request Form, individuals

must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** Members of the RCMP who have been the subject of formal disciplinary proceedings which have been referred to the RCMP External Review Committee pursuant to the RCMP Act.

**Purpose:** The information is used by the RCMP External Review Committee in dealing with formal discipline cases referred to the Committee pursuant to the RCMP Act.

**Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act.

**Retention and Disposition Standards:** These records are kept for seven years and are then destroyed, unless they form part of substantial and precedent-setting discipline case files meeting specific criteria.

**RDA Number:** 95/028

**Related PR#:** ERC EXE 041

**TBS Registration:** 002876

**Bank Number:** ERC PPU 803

#### **RCMP Member Grievance References**

**Description:** This bank contains information, forwarding comments, recommendations and decisions resulting from grievances submitted by members of the RCMP and referred to the RCMP External Review Committee pursuant to the RCMP Act. In addition to the requirements indicated on the Personal Information Request Form individuals must provide their full name and regimental number. Individuals wishing to access only specific information should identify the material desired to expedite the processing of their requests.

**Class of Individuals:** Members of the RCMP who have submitted grievances which have been referred to the RCMP External Review Committee pursuant to the RCMP Act.

**Purpose:** The information is used by the RCMP External Review Committee in dealing with grievances referred to the Committee pursuant to the RCMP Act.

**Consistent Uses:** The information may be used for research, planning, evaluation and statistical purposes. It may also be used in the dissemination of precedents, and in the preparation of reports pursuant to the RCMP Act.

**Retention and Disposition Standards:** These records are kept for seven years and are then

destroyed, unless they form part of substantial and precedent-setting grievance case files meeting specific criteria.

**RDA Number:** 95/028

**Related PR#:** ERC EXE 041

**TBS Registration:** 002875

**Bank Number:** ERC PPU 802

## **Standard Personal Information Banks**

Please see the INTRODUCTION to this publication for the definition of Standard Personal Information Banks and a description of their contents.

Access to Information and Privacy Requests

Business Continuity Plans (BCP)

Electronic Network Monitoring Logs

Hospitality

Travel

## **Classes of Personal Information**

### **General Administrative Documentation**

In the course of conducting the activities and program of the RCMP External Review Committee, 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, 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.

## **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](mailto:org@erc-cee.gc.ca)

Web Site: [www.erc-cee.gc.ca](http://www.erc-cee.gc.ca)

## **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:

Public Safety and Emergency Preparedness  
Canada  
340 Laurier Avenue West  
Ottawa, Ontario K1A 0P8

Hours: 8:00 to 15:00



# Saguenay Port Authority

## Chapter 135

**The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.**

### 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.

#### Organization

##### 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

### Particular 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
- Port 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.

Please Note: Requests made to the Saguenay Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Saguenay Port Authority.

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

E-mail: [apc@portsaguenay.ca](mailto:apc@portsaguenay.ca)

Web Site: [www.portsaguenay.ca](http://www.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 136

### 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.

### 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.

Access to Information and Privacy Requests

Account and Accounting

Administration and Management Services

Budget

Classification of Positions

Employment and Staffing

Equipement and Supplies

Finance

Furniture and Furnishings

Human Resources

Information Technology Services

Office Appliances

Pensions and Insurance

Personnel

Procurement

Physical Security

Relocation

Salaries and Wages

Training and Development

Travel

#### Standard Personal Information Banks

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

Access to Information and Privacy Requests

Electronic Network Monitoring Logs

Internal Disclosure of Wrong Doing in the Work-Place

Relocation

Travel

## Manuals

- Land Use Permit Process
- Land Use Permit Application Form
- Water Licence Process
- Water Licence Application Form
- Rules for Public Hearings

## 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@allstream.net](mailto:sahtuadm@allstream.net)

Web Site: [www.slwb.com](http://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:

K'asho Gotine Building  
Fort Good Hope, Northwest Territories

# Sahtu Land Use Planning Board

## Chapter 137

The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication. The following is from the 2003-2004 version of Info Source.

### 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, 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](mailto:info@sahtulanduseplan.com)  
Web Site: [www.sahtulanduseplan.com](http://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 138

### 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 Technical Services

This department is made up of Accounting, Finance, Statistics, General and Property Administration, Information Systems, Engineering Services, Environmental Services, and Human Resources.

#### Trade Development and Operations

This department consists of Port Operations, Outside Services, Security, Customer Relations, and Market Development.

#### Public Relations Communications

This department is responsible for Community, Media and Government Relations, Promotion and Special Events, and Advertising.

### Information Holdings

#### Program Records

##### Legal and Corporate

**Description:** Information relating to agreements, contracts, acts and regulations, corporate by-laws, litigation, opinions and research. Includes the minutes of the Board of Directors and Committees, and Orders in Council appointing members of the Board.

**Topics:** Meetings, minutes, legislation, submissions, trademarks, registration and claims

**Format:** Textual, Electronic

**Program Record Number:** SJPA LEG 005

##### Harbour Operations

**Description:** Information relating to traffic, vessels, safety, emergency planning, and related subjects.

**Topics:** Accident and incident; navigation, anchorage; harbour headline; berthage; recreation; dangerous goods.

**Format:** Textual, Electronic

**Program Record Number:** SJPA OPE 010

##### Terminal Operations

**Description:** Information relating to cargo, leased and non-leased facilities operations, and cruise ship operations.

**Topics:** Cargo and Cruise Terminals; Operators.

**Format:** Textual, Electronic

**Program Record Number:** SJPA TER 020

**Security**

**Description:** Information relating to investigations, security, and liaisons.

**Topics:** Investigation and incident summaries; security service; terminals security .

**Format:** Textual, Electronic, Photographic

**Program Record Number:** SJPA SEC 030

**Cargo Handling**

**Description:** Information relating to storage, transfer, cargo, commodities, transportation and related subjects.

**Topics:** Bulk, breakbulk, container and liquid cargos:

**Format:** Textual, Electronic

**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.

**Topics:** Land use; land acquisition and disposition; regional / municipal use

**Format:** Textual, Electronic

**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.

**Topics:** Payment in lieu of taxes; metes and bounds; insurance; appraisals; leases; easements; recreational use

**Format:** Textual, Electronic

**Program Record Number:** SJPA PRO 060

**Environmental Services**

**Description:** Information relating to environmental assessment reports, issues and projects.

**Topics:** Environmental projects; audits; issues

**Format:** Textual, Electronic, Photographic

**Program Record Number:** SJPA ENV 070

**Engineering**

**Description:** Information relating to building management, maintenance of facilities and structures, projects design and construction.

**Topics:** Dredging; hydrographics; facility; construction; inspections; railways; roads: specifications and plans; standards.

**Format:** Textual, Electronic, Photographic

**Program Record Number:** SJPA ENG 080

**Marketing / Communications**

**Description:** Information relating to media relations, press releases, client relations, marketing analysis, advertising, promotional

events and community relations.

**Topics:** Media; advertising, publications; contacts; community and government relations

**Format:** Textual, Electronic, Photographic

**Program Record Number:** SJPA MAR 090

**Information Systems**

**Description:** Information relating to information systems, hardware, software, security and access, requirements and networks.

**Topics:** Hardware; software; inventory operations; security; suppliers, development

**Format:** Textual, Electronic

**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

**Particular 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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for two years after resolution and then destroyed.

**RDA Number:** 98/001

**Related PR#:** SJPA LEG 005

**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.

**Consistent Uses:** none

**Retention and Disposal Standards:** Records are retained for two years and then destroyed.

**RDA Number:** 98/005

**Related PR#:** SJPA SEC 030

**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.

**Consistent Uses:** none

**Retention and Disposal Standards:** Records are retained for five years and then transferred to National Archives.

**RDA Number:** 98/001

**Related PR#:** SJPA LEG 005

**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
- Official Languages
- Operating Procedures
- Policies and Guidelines
- Practises and Procedures for Vessels in Saint John Harbour

## 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.

Please Note: Requests made to the Saint John Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Saint John Port Authority.

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

E-mail: port@sjport.com

Web Site: www.sjport.com

## 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 139

### 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 Federal Bridge Corporation Ltd. and the St. Lawrence Seaway Development Corporation 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 President, appointed by the Federal Bridge Corporation and 7 other Directors, all appointed by the Federal Bridge Corporation and the Saint Lawrence Seaway Development Corporation, constitute the Corporation's board of directors. The General Director, the Operation Manager and the Maintenance Manager are based on Cornwall Island in the St. Lawrence River near Cornwall, Ontario. Corporate functions include collection of tolls, maintenance of structures and roadways, and administration.

#### Administrative Services

These services include Office Support, accounting & purchasing. Support the board of directors by providing assistance and advice in the technical and management areas of the Corporation's organization to respond effectively to the Corporation's business needs and objectives. Oversee the integrity of the Corporation's financial statements and report to the board of directors on the financial performance of the organization. Plan and coordinate the Corporation's budget process. Treasury, legal counsel, human resources, engineering and archives management services are provided by the head office, the Federal Bridge Corporation.

#### Operation

This service is in charge of operating and maintaining a toll system, issue bridge passes and ensure the safe and efficient movement of vehicle traffic. Provide as well, external public relations.

#### Maintenance

This service is in charge of overseeing the conception of plans and term of references, put out call for tenders and manage maintenance projects related to the bridge and roadways.

## 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:** The Seaway International Bridge Corporation Ltd, 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.

**Access:** The information is filed with the concerned department.

**Program Record Number:** SIBC SIBC 120

### Standard Program Records

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

Hospitality

Relocation

Travel

### Particular 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.

**Consistent Uses:** May be used for accounting and referential purposes.

**Retention and Disposal Standards:** Original accounts payable vouchers together with supporting documentation. Retained 7 years and then destroyed.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**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.

**Consistent Uses:** May be used for accounting and referential purposes.

**Retention and Disposal Standards:** Retained 7 years and then destroyed.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**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:** Retained two years and then destroyed.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**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.

**Consistent Uses:** May be used for referential and legal purposes.

**Retention and Disposal Standards:** Retained five years after litigation is settled and then kept indefinitely.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**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 referential purpose.

**Retention and Disposal Standards:** Kept six years after settlement and then destroyed.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**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. 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:** Kept ten

years and then retained indefinitely.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**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. 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.

**Consistent Uses:** May be used for referential purpose.

**Retention and Disposal Standards:** Files are retained indefinitely.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**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 and then kept indefinitely.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**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:** Retained 7 years after the outcome, then kept indefinitely.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**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. 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:** Retained 7 years after the outcome. Then destroyed except documents pertaining to capital assets which are retained indefinitely.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**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. 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:** Retained 7 years after the outcome. Then destroyed except documents pertaining to capital assets which are retained indefinitely.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**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:** Retained seven years and then destroyed.

**RDA Number:** 72/019

**Related PR#:** SIBC SIBC 120

**TBS Registration:** 000287

**Bank Number:** SIBC PPU 095

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Personal Information Banks and a description of their contents.

Hospitality

Relocation

Travel

## 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.

Please Note: Requests made to the Seaway International Bridge Corp. Ltd. under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Seaway International Bridge Corp. Ltd.

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.  
Counsel and Secretary  
55 Metcalfe Street, Suite 1210  
Ottawa, Ontario K1P 6L5

Tel.: (613) 993-6880  
Web site: [www.sibc.ca](http://www.sibc.ca)  
email: [info@federalbridge.ca](mailto:info@federalbridge.ca)

The Federal Bridge Corporation, Ltd  
Counsel and Secretary  
55 Metcalfe Street, Suite 1210  
Ottawa, Ontario K1P 6L5

Tel: (613) 993-6880  
Web site: [www.federalbridge.ca](http://www.federalbridge.ca)  
email: [info@federalbridge.ca](mailto:info@federalbridge.ca)

## 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 140

### 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:** The Committee investigates complaints under section 41 and 42 of the Canadian Security Intelligence Service Act.

**Topics:** 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:** The Committee undertakes research projects in order to review the compliance of CSIS activities with the provisions of the CSIS Act, Ministerial Direction, CSIS operational policy and other related legislation.

**Topics:** Information on each research project undertaken by the Committee is placed on a separate file. These research 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.

Access to Information and Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Budgets

Employment and Staffing

Finance

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Personnel

Physical Security

Proactive Disclosure

Procurement

Salaries and Wages

Staff Relations

Training and Development

Travel

## Particular 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.

**Consistent Uses:** There are no consistent uses for this information.

**Retention and Disposal Standards:** These files have a retention period of 30 years. At the end of this 30 year period, these files are transferred to the Library and Archives of Canada (LAC) as historical records.

**RDA Number:** 94/016

**Related 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.

**Consistent Uses:** There are no consistent uses for this information.

**Retention and Disposal Standards:** These files are destroyed 5 years after the contract is terminated.

**RDA Number:** 94/016

**Related PR#:** SIR PRN 914

**TBS Registration:** 004450

**Bank Number:** SIR PPU 010

### 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.

**Consistent Uses:** There are no consistent uses for this information.

**Retention and Disposal Standards:** These records are destroyed two years after the expiry of the eligibility list or the last administrative use.

**RDA Number:** 98/005  
**Related PR#:** SIR PRN 920  
**TBS Registration:** 004452  
**Bank Number:** SIR PPU 020

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Hospitality

Security Video Surveillance & Temporary Visitor  
 Access Control Logs & Building Passes

Travel

## 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](http://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:

Jackson Building  
 122 Bank Street, 4th Floor  
 Ottawa, Ontario

# Sept-Îles Port Authority

## Chapter 141

### 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

#### Personal Service Contracts

**Description:** This bank contains the terms and conditions of contracts of employment between individuals and the Sept-Îles Port Authority.

**Topics:** material and authority for personal service contracts.

**Program Record Number:** SIPA PER 035

#### 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.

Access to Information and Privacy Requests

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

### Particular Personal Information Banks

#### 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.

**RDA Number:** 2002/001

**Related PR#:** SIPA PRN 920

**TBS Registration:** 004377

**Bank Number:** SIPA PPU 010

#### 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.

**RDA Number:** 2002/001

**Related PR#:** SIPA PRN 901

**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.

**RDA Number:** 2002/001

**Related PR#:** SIPA PRN 906, SIPA PRN 907

**TBS Registration:** 004375

**Bank Number:** SIPA PPU 025

## Standard Personal Information Banks

Please see the INTRODUCTION to this publication for the definition of Standard Personal Information Banks and a description of their contents.

Access to Information and Privacy Requests

## 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) 968-1231  
Fax: (418) 962-4445  
Web Site: [www.portsi.com](http://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 Development Canada

## Chapter 142

### General Information

#### Background

The Department of Social Development was created on December 12, 2003, when the former Department of Human Resources Development was split into two new departments: the Department of Social Development and the Department of Human Resources and Skills Development.

#### Responsibilities

Social Development Canada (SDC) is the lead federal department for social policy and programs in Canada. Its mandate is to strengthen Canada's social foundations by supporting the well-being of individuals, families, and communities and their participation through citizen-focused policies, programs, and services. Social Development Canada works with the provinces and territories and other partners and stakeholders to help children and families, support persons with disabilities, explore approaches to ensure the active participation and dignity of seniors, and strengthen the capacity of voluntary organizations.

#### Children and Families

In partnership with the provinces and territories, SDC offers support to families and children through initiatives such as the National Child Benefit, the Early Childhood Development Agreement, and the Multilateral Framework on Early Learning and Child Care. It also supports research through the National Longitudinal Survey on Children and Youth.

#### Communities

Social Development Canada works to improve the social well-being of Canadians in the communities in which they live. This includes activities such as Understanding the Early Years, as well as seniors through the New Horizons for Seniors Program. It also includes supporting the efforts of the social economy, the voluntary sector, and other community-based efforts that can help to reduce poverty and improve the quality of life within communities.

#### Persons with Disabilities

Social Development Canada directly supports the equal participation of persons with disabilities in the community, the workplace, and school through the Canada Pension Plan Disability program, the Children's Benefit for children whose parents receive disability benefits, and the Office for Disability Issues. The Department also contributes to the Opportunities Fund, Labour Market Agreements for Persons with Disabilities initiative, the Disability component of the Social Development Partnership Program, and the Community Inclusion Initiative.

#### Seniors and Public Pensions

Social Development Canada serves as the Government of Canada's focal point on matters related to seniors. In this regard, it works with a broad range of partners including other government departments, other levels of government, stakeholders, and other interested parties to ensure that the needs and opportunities related to this and future generations of seniors are addressed. The Department also has responsibility for Canada's public pensions—Canada Pension Plan (CPP) and Old Age Security (OAS), including the Guaranteed Income Supplement (GIS)—which are vital in helping to ensure the income security of older Canadians.

#### Service Canada

The Government of Canada serves 32 million Canadians in all regions of the country with a diverse range of programs and services. The Government is listening to Canadians and is taking steps to significantly improve and modernize service delivery across the entire federal government, in every region of the country, from coast to coast to coast.

The purpose of the Service Canada initiative is to offer better services to Canadians in a seamless, citizen-centered manner. Service Canada that will become the one-stop, easy access to all federal programs and services across multiple channels: telephone, Internet, in person, or by mail.

In 2005, Canadians will be able to access one-stop service by calling 1-800-O-Canada or clicking on [www.Canada.gc.ca](http://www.Canada.gc.ca) to obtain information and access federal programs and services. For walk-in

sites, Service Canada will begin by providing Government of Canada information and services through the Human Resources and Skills Development Canada (HRSDC) and SDC service network.

Over time, the services of other government departments will become part of the service delivery network. Implementation will occur over a three-year period to ensure that Canadians continue to receive uninterrupted, consistent, high-quality services.

## Legislation

- Canada Pension Plan – Parts II and III
- Department of Social Development Act
- Federal-Provincial Fiscal Arrangements Act
- Old Age Security Act

## Organization

### Corporate Management and Public Affairs Branch

The Corporate Management and Public Affairs Branch is the focal point for the quality flow of advice, information, and communications between the Minister, Minister of State, Deputy Minister, and the Department. It is responsible for providing information to the millions of Canadians the Department serves through its programs, as well as to Canadians in general to ensure they are aware of the Department's mandate and services. The Branch also supports the Minister, Minister of State, Deputy Minister, and Assistant Deputy Ministers in managing the Ministers' and Department's interactions with Cabinet, Parliament, central agencies, other government departments and agencies, departmental staff, and key stakeholders.

### Comptroller and Financial Management Directorate

This directorate provides strategic financial advice and financial management services to the Department. This includes assisting the Department to secure and manage financial resources, providing analysis, advice on resource allocation and management, and ensuring accurate, timely financial information for corporate planning and reporting for both internal and external purposes.

### Corporate and Program Communications Directorate

This directorate is responsible for providing strategic and operational communications support for the Service Delivery initiative as a whole, as well as for full-service support for individual projects within the initiative. It also provides communications advice and support for the Canada Pension Plan and Old Age Security programs, the Office for Disability Issues, the Volunteer Sector Initiative, and the New Horizons for Seniors program, as well as for the shared service branches, HR and Systems. It is also responsible for internal communications.

### Corporate Secretariat

This directorate provides a single-window approach for all meetings and exchanges of information between the Minister's Office, the Minister of State's Office, and the Department. The directorate is also responsible for the overall management of the Access to Information Act and Privacy Act for SDC and coordinates the executive committees and governance of the Department. In addition, it provides overall corporate support and coordination to the Branch, including business planning, resource management, and performance management.

### Policy Priorities Directorate

This directorate provides support to the Minister, the Minister of State, and the Parliamentary Secretary, including providing advice and support in relation to the Cabinet Committee on Aboriginal Affairs and on Aboriginal policy priorities, as well as the Northern Development Strategy, the Winter Olympics 2010, and the associated Paralympics. The Directorate is also responsible for developing an integrated risk management strategy for the Department.

### Strategic Communications and Engagement Directorate

This directorate provides briefings, communications advice and products, and event planning and coordination services for the Minister, the Minister of State for Families and Caregivers, the Parliamentary Secretary, the Deputy Minister, and the Department.



### **Financial and Administrative Services**

Financial and Administrative Services are common to both SDC and HRSDC, including corporate accounting, administration, and financial and administrative business services.

### **Human Resources Services**

Human Resources Services provide transactional human resources services common to both SDC and HRSDC.

### **Service Delivery Branch**

The Service Delivery Branch of SDC delivers benefits under the CPP and the OAS Program. These two programs provide pensions and income support to eligible Canadians, including seniors, low-income pensioners, migrants to and from Canada, survivors, CPP contributors, and persons with disabilities and their children. The Service Delivery Branch also administers international social security agreements.

### **Business Transformation Directorate**

The directorate enables innovative service improvements for the Service Delivery Branch. The directorate leads simplification and business process reengineering projects, leads replacement of OAS and CPP core benefits delivery systems in partnership with the Systems Branch, leads development of business requirements for self-service applications for internet and telephone channels, develops business requirements for secure channel linkages, and develops and maintains operational e-learning tools.

### **Operations and Processing Directorate**

The directorate is responsible for OAS and CPP processing, as well as overall direction to service channels in relation to services to Canadians. This includes the provision of operational support, business coordination and direction for both nationally and regionally delivered services, as well as the centralized processing activities for international clients and dual contributors (Canada Pension Plan/ Régie des rentes du Québec).

### **Social Development Sectors Branch**

#### **Canada Pension Plan Disability Directorate**

This directorate provides program policy guidance and interpretation of CPP disability determination at all levels; conducts research and policy analysis on issues related to CPP disability and program clients, leading to new policies and legislations;

identifies appropriate program design changes to all components of the program; develops harmonization and coordination mechanisms with other income support programs serving persons with disabilities, such as provincial income assistance, workers' compensation and long-term disability insurance; provides direction on vocational rehabilitation and return to work services; liaises with the two independent appeal authorities for CPP disability (the Office of the Commissioner of the Review Tribunals and the Pension Appeals Board); and provides medical expertise in support of the last level of appeals; with physicians providing expert medical testimony at Pension Appeals Board hearings.

#### **Community Development Partnerships Directorate**

The directorate strives to be a focal point for excellence in program and policy development to address social development priorities within our department and the Government of Canada. The directorate's various funding streams deliver national and community-based programs designed to respond to the social development needs of Canadians. These include Understanding the Early Years, a centrally managed, community-based, federal government initiative that helps give Canadian children the best possible start in life; the New Horizons for Seniors Program, a regionally delivered grant funding initiative that enables seniors to participate in social activities, pursue an active life and contribute to their community; and working with the voluntary sector to promote collaboration, innovation, and policy dialogue at the local, regional, and national levels. The directorate also leads the Government of Canada's efforts to develop a federal policy framework that will establish the foundations for a longer-term federal commitment for the social economy in all regions of Canada.

#### **Executive and Ministerial Services**

This division is responsible for Parliamentary and Executive briefings, ministerial correspondence, client enquiries, executive information services, management and quality control of translation requests, and access to information and privacy requests for the Branch. This division also provides secretariat support to Social Development Sectors Branch's executive committees.

## Persons with Disabilities

### Office for Disability Issues

The Office for Disability Issues (ODI) is a focal point within the Government of Canada for key partners working to promote the full participation of Canadians with disabilities in learning, working, and community life. The ODI strives to provide leadership in this area of shared responsibility. Through activities carried out with its partners, ODI contributes to the social and economic inclusion of Canadians with disabilities by fostering coherence through improved horizontal management of federal policies and programs; building capacity in the voluntary sector through strategic investment; creating cohesive, action-oriented networks of existing and new partners; and providing knowledge on disability issues to inform policy and program development and build awareness. The ODI administers the Labour Market Agreements for Persons with Disabilities initiative, the Social Development Partnerships Program – Disability Component, and the Opportunities Fund for Persons with Disabilities.

### Opportunities Fund

The Opportunities Fund helps persons with disabilities to prepare for, obtain, and keep employment or self-employment. The program is for people with disabilities who have had little or no labour force experience and who do not normally qualify for assistance under the Employment Insurance program.

### Planning and Strategic Integration Directorate

The directorate provides overall support to the Branch in the areas of business planning, program integrity, quality services, risk management, forecasting, information, micro-simulation modelling for CPP and OAS policy initiatives, results measurement, performance reporting, and audit and evaluation coordination. This directorate also provides strategic direction and advice to the Assistant Deputy Minister on finance, administration, human resources, and the management of change.

### Seniors and Pensions Policy Secretariat

The Seniors and Pensions Policy Secretariat has two principal core functions: responsibility for CPP and OAS policy development (with the exception of CPP disability policy), and serving as the Government's focal point on matters related to

seniors. Each of these functions is supported by outreach and client engagement. This area is also responsible for negotiating international social security and working with the Service Delivery Branch responsible for administering these agreements.

### Policy and Strategic Direction Branch

Policy and Strategic Direction Branch has broad responsibility for developing and maintaining statistical information banks, which may be used for research, evaluation, policy and program analysis, and development in support of various departmental programs and services. This group is also responsible for Intergovernmental Relations and International Affairs.

### Systems Branch

Systems is responsible for providing strategic functions and service delivery to both Social Development Canada and Human Resources and Skills Development Canada, including client solutions, technology services, IT operations and regional systems.

## Information Holdings

### Program Records

#### Corporate Management and Public Affairs Branch

##### Briefing and Ministerial Liaison

**Description:** Focal point for managing the flow of all departmental briefing material for the Minister, Minister of State, and Deputy Minister's offices, ensuring quality control and horizontal linkages on this material, which includes briefing notes and books, speaking notes, ministerial briefing material, products relating to trips and events, environmental scanning, Governor-in-Council appointments, Treasury Board submissions, regulatory affairs, and departmental guidelines and formats for the above products.

**Topics:** Requests for briefings and replies; information on upcoming events involving the Social Development Minister, Deputy Minister, and senior officials; GIC appointments; Treasury Board submissions; regulatory submissions

**Format:** Paper and computer disks.

**Program Record Number:** SDC CMPA 020

### **Cabinet and Parliamentary Affairs**

**Description:** Liaison with PCO and between the Minister, Minister of State, Deputy Minister's Office, and the Department on issues related to Cabinet and Parliamentary Affairs including Cabinet and Cabinet Committees documents and speaking notes; Cabinet business lists, timetables and agendas; guidelines for drafting Cabinet documents; interdepartmental meetings; Question Period cards and transcripts; Parliamentary Committees; Parliamentary Returns; Opposition Days; Debates; and Senate business.

**Topics:** Analysis of Cabinet documents and advice to the Minister, information on Social Development's planned Cabinet Committees, Cabinet Committee agenda, anticipated questions in the House of Commons and recommended responses, transcripts of Question Period proceedings, Parliamentary correspondence and replies, House motions, petitions, written questions, and document requests and replies.

**Format:** Paper and computer disks

**Program Record Number:** SDC CMPA 046

### **Corporate Planning Accountability**

**Description:** Development of Corporate records such as the Annual Corporate Business Plan, Strategic Plan, Accountability Protocol, environmental scan, Report on Planning and Priorities, Departmental Performance Report, and the DM/Clerk Accord.

**Topics:** Corporate records.

**Format:** Paper and electronic, including CD-ROM

**Program Record Number:** SDC CMPA 034

### **Executive Committees Secretariat**

**Description:** Facilitates coherence and integration issues across all committees and the Department, and organizes and coordinates corporate level initiatives, including National Management Board, Executive Committee, and special projects such as SDC's National Leadership Conference.

**Topics:** Agenda development and management, facilitation of integration of regular business and the Agenda for Renewal, document analysis, briefing notes, Records of Decision, and administrative arrangements

**Format:** Paper and electronically, including disks

**Program Record Number:** SDC CMPA 030

### **Executive Management Information Services – EMIS**

**Description:** Provides office automation services. Also produces statistical reports related to the tracking and control of ministerial correspondence; user and system documentation on the various

computer systems developed and maintained by EMIS.

**Topics:** Volume of correspondence, production, and average turn-around times; design specifications and instructions for use of the Management of Executive Information System and other custom-designed office automation systems used by the clients of EMIS; inventories of software and hardware holding of EMIS and its clients and of requisitions in progress.

**Format:** Paper and magnetic media

**Program Record Number:** SDC CMPA 032

### **Information and Ministerial Correspondence Management (IMCM)**

**Description:** Providing contextual analysis and expert advice and support to the Ministers and Deputy Minister in response to complex/controversial correspondence; preparing written responses; performing corporate quality control/editing for final replies; tracking and reporting on correspondence and write-in campaigns addressed to or prepared for the Ministers/Deputy Minister; developing and implementing selection, appointments, reporting, procedures, and processes related to Governor-in-Council appointments to quasi-judicial bodies (CPP/OAS Review Tribunals, Millennium Foundation); responding to ministers' invitations; preparing acknowledgements and providing telephone enquiries service to the public, organizations, and MPs; identifying current and historic trends from ministerial correspondence; drafting guidelines for preparing ministerial and deputy ministerial correspondence; providing operational services relevant to prioritization, ministers' signature books, recording, storage, and retrieval capacity.

**Topics:** Analyzes and acts on memoranda and incoming correspondence (paper and Internet), with control mechanisms and reporting capacity (reports and trends); researches and writes replies for the Ministers'/Deputy Minister signature; co-ordinates, writes, and distributes guidelines on ministerial and deputy ministerial correspondence and performs final corporate editing on final replies; directs and liaises with the management process for 650 GIC nominations; co-ordinates ministers' invitation processes through requests for observations and replies; interfaces between political and departmental staff, the public, and MPs who enquire about the status of written replies.

**Format:** Paper and magnetic media. Information is retrievable by personal identifier, including names

of individuals and file numbers, from the CS-CIMS. The personal information contained in the correspondence is not used for an administrative purpose

**Program Record Number:** SDC CMPA 031

### **Information About SDC's Programs and Policies**

**Description:** Information on SDC's programs, policies and services.

**Topics:** Income security and international affairs.

**Format:** 90% paper, 5% electronic, and 5% video

**Program Record Number:** SDC CMPA 615

### **Info Source**

**Description:** Information detailing SDC's programs, policies, and services. Social Development and Canada Pension Plan/ Old Age Security Programs.

**Topics:** Human resources and related programs

**Format:** Paper, on-line

**Program Record Number:** SDC CMPA 025

### **Order-in-Council Appointments**

**Description:** Development and implementation of selection, appointments, reporting, procedures, and processes related to Governor-in-Council appointments to quasi-judicial bodies (CPP/OAS Review Tribunals, Millenium Foundation); directs and liaises the management process for 650 GIC nominations.

**Topics:** Appointments relate to the Governor-in-Council.

**Format:** Paper, electronic including Governor-in-Council Appointment System (GICAS)

**Program Record Number:** SDC CMPA 036

### **Surveys**

**Description:** Surveys on public attitudes toward SDC policies, programs, and services.

**Topics:** Survey data and related analyses, which may also be used to develop communications strategies.

**Format:** Paper. Some documents may be available in electronic format

**Program Record Number:** SDC CMPA 616

## **Financial and Administrative Services**

### **Emergency Preparedness**

**Description:** Information on legislation, policy, correspondence, and contingency plans relating to local, regional, national, or international emergencies that affect SDC emergency support operations.

**Topics:** Policy, legislation, publications, and manuals concerning emergency preparedness, national emergencies (as outlined in the

Emergencies Act, 1988), and administration of emergency preparedness organizations; committee reports, briefs, submissions, and plans of action on international or interdepartmental liaison and measures; regional emergency plans; specific plans (local office) for localized disasters (natural or technological); training courses and exercises.

**Format:** Paper.

**Program Record Number:** SDC FAS 050

### **Grants and Contribution File Reviews – The National Grants and Contributions Performance Tracking Directorate**

**Description:** Social Development Canada and Human Resources and Skills Development Canada quality control mechanism to measure improvements and administration of grants and contribution programs, and support documents used by SDC and HRSDC senior management. Executing and reporting of file review and financial review verifications of Grants and Contributions programs.

**Topics:** PTD Semi-Annual Progress Reports, Tools and Methodologies

**Format:** Microcomputer diskette, Internet, intranet, or paper

**Program Record Number:** SDC FAS 060

### **Security**

**Description:** Policy guidelines and general correspondence on security and co-operation with the RCMP, Canadian Security Intelligence Service (CSIS), and provincial bodies.

**Topics:** Policies and procedures on personnel, physical, communications, EDP and administrative security; administrative investigations; RCMP-SDC and HRSDC co-operation; CSIS-SDC and HRSDC co-operation; minutes of meetings; briefs, reports, plans

**Format:** Paper, magnetic tapes

**Program Record Number:** SDC HRFAS 055

## **Human Resources Services**

### **Competency-Based Management Web Suite**

**Description:** This bank contains information on the implementation of competency-based management in SDC and HRSDC.

**Topics:** National competency dictionary, competency profiles, learning plan, learning toolkit, resourcing toolkit, learning resources.

**Format:** Web site application, paper, diskette, computer records

**Program Record Number:** SDC HRS 010

### Human Resources Planning

**Description:** Database containing information on the efficient management of personnel.

**Topics:** Corporate policies, strategies, and discussion papers.

**Format:** Paper, computerized files

**Program Record Number:** SDC HRS 025

### Official Languages Complaints

**Description:** Program records include the official languages complaints lodged with the Commissioner of Official Languages with reference numbers.

**Topics:** The date, time, and office location where the alleged incident occurred and any other supporting documentation pertaining to the complaint.

**Format:** Paper, computer files.

**Program Record Number:** SDC HRS 035

### Personnel Assessment

**Description:** Assessment tools related to resourcing and recruitment.

**Topics:** This bank contains articles, research reports, manuals, correspondence, training materials, and assessment tools related to resourcing and recruitment in SDC and HRSDC.

**Format:** Paper, computerized files

**Program Record Number:** SDC HRS 040

### Pilot Project in Development of a Disability Management Policy

**Description:** Information collected from multiple federal department employees participating in the Pilot Project in Disability Management in regards to work related disability issues. The records contain medical records, attending physician's reports and return-to-work plans for the purpose of assisting employees of the participating institutions with their workforce reintegration.

**Topics:** Workforce reintegration; return-to-work process; disability management; rehabilitation, injury; illness.

**Format:** Paper, computerized files.

**Program Record Number:** SDC HRS 045

### Service Delivery Branch

#### Agreements – International Policy and Agreements

**Description:** Information on Canada's objectives in social security agreements; process for developing and implementing social security agreements; model provisions for agreements and administrative arrangements; provisions of specific agreements and how they affect eligibility for Canadian and foreign benefits.

**Topics:** Social security agreements in effect and administrative arrangements related to them by country; correspondence concerning agreements in effect or under negotiation; model provisions and explanatory notes.

**Format:** Paper

**Program Record Number:** SDC SD 350

#### Canada Pension Plan Benefit Administration

**Description:** Information on the record of earnings and contributions of CPP contributors, RRQ contributors identified as "dual contributors", contributor information program; entitlement, payment level, and maintenance data of dual contributors; division of earnings; child rearing drop-out, assignments, and information on the determination of disability for purposes of administering the CPP Disability Benefit Program.

**Topics:** Internal memoranda, directives, procedures, and guidelines on documentation, adjudication, entitlement, processing, maintenance, and historical information on the medical aspects of the CPP.

**Format:** On-line, magnetic tape, and paper

**Program Record Number:** SDC SD 380

#### International Agreements Application Systems

**Description:** Information on the design of OAS, CPP, and international agreements application systems and information related to the telecommunications system.

**Topics:** Systems studies, projects, reports and recommendations, EDP telecommunications system, client and payment data.

**Format:** On-line, tape, and paper

**Program Record Number:** SDC SD 355

#### International Division

**Description:** Information on the development and implementation of administrative arrangements and operational accords related to International Social Security Agreements; the entitlement, payment, and maintenance of International Agreement Accounts for Old Age Security and Canada Pension Plan and foreign benefits.

**Topics:** Administrative arrangements and operational accords, internal memoranda, directives, procedures, and guidelines on the documentation, adjudication, entitlement, processing, and maintenance of accounts, International Social Security Agreement booklets.

**Format:** Paper.

**Program Record Number:** SDC SD 390

#### Modernizing Service for Canadians

**Description:** General information holdings consist of presentations, decks, briefings, notes, research

papers and reports, as well as project-related documentation.

**Topics:** Call Centre Harmonization, Communication and Stakeholders Plan/Concept Centre, Enterprising Human Resources, Enterprise-Wide Service Strategy and Integrated Channel Management, E-Payroll, Government On-Line Foundations Projects, Government On-Line Investment Projects, Information Management/Information Technology Renewal, In Person/Service Canada, Integrity, MSC Project Management, Privacy and Security, Simplification and Information Management, and Strategic Partnership Framework.

**Format:** Intranet and CD-ROM

**Program Record Number:** SDC SD 010

### **National Council of Welfare**

**Description:** Reports by the Council.

**Topics:** CPP/OAS programs, welfare reform, medicare, poverty lines and poverty statistics, the retirement income system, taxation, labour market issues, social services and legal aid.

**Format:** Paper.

**Program Record Number:** SDC NCW 090

### **Operations Division**

**Description:** OAS/ CPP service delivery notices and procedures for frontline staff in administering the CPP/OAS programs; Operational Management Committee minutes and documentation; Processing Managers Forum minutes and documentation; OAS/ CPP Resource Models and support documents; OAS/ CPP process mapping documentation; Disability Operations Network (DON) minutes and documentation; CPP Disability program procedures; and system support, training, and applications administration of the Rules Base System.

**Topics:** Service Delivery Bulletins, OMC minutes/documentation, PMF minutes/documentation, Resource Model documentation, National Process Maps, and DON minutes/documentation.

**Format:** On-line and paper.

**Program Record Number:** SDC SD 009

### **Outreach**

**Description:** Information on client service delivery and programs to raise public awareness of CPP and OAS programs.

**Topics:** Client sample survey, briefing notes, communications proposals, and potential partnership.

**Format:** On-line, tape, and paper

**Program Record Number:** SDC SD 344

### **Program Coordination and Maintenance**

**Description:** Information on CPP/OAS programs and systems used in administering OAS/ CPP, and information on the administrative aspects of applications program co-ordination for OAS and CPP benefit delivery.

**Topics:** Internal memoranda, directives, and guidelines on regional operations, design specifications, and operating instructions for the application systems.

**Format:** On-line, tape, and paper.

**Program Record Number:** SDC SD 370

### **Regional/NHQ Operations – Client Accounts**

**Description:** Information on the entitlement, payment, and maintenance of accounts for OAS and CPP benefits, appeals administration, assessment of risk of monetary errors and fraud, as well as detection activities.

**Topics:** Internal memoranda, directives, procedures, briefing notes, and guidelines on the documentation, adjudication, entitlement, processing, and maintenance of accounts, appeals, administration, reports, studies, surveys, and manuals.

**Format:** On-line, magnetic tape, and paper.

**Program Record Number:** SDC SD 375

### **Release of Information concerning SIN**

**Description:** Information on the release or exchange of SIN information.

**Topics:** Guidelines and correspondence on the release of SIN information to individuals, other government departments or agencies, and exchange of information and data with other government departments.

**Format:** Paper and computer disks.

**Program Record Number:** SDC SD 590

### **Reporting Database**

**Description:** Information on the design of the performance measurement systems for CPP, OAS, international agreements, telephony, and client interviews, and the extraction of client data for exchange with internal and external organizations.

**Topics:** System studies, projects, reports and recommendations, performance measurement systems, software for management, extraction of client data.

**Format:** On-line, tape, and paper.

**Program Record Number:** SDC SD 372

### **Service Delivery**

**Description:** Correspondence, briefings, analysis, surveys, agendas, and minutes for Operations Working Group meetings, Service Canada Information System, and General Information

relating to Service Delivery Policy, citizen-centred services, and other service delivery issues across the Department.

**Topics:** Service delivery and client service issues.  
Format: Paper and electronic files, WEBCIMS

**Program Record Number:** SDC SD 001

### **Social Insurance Number (SIN) Investigation Services**

**Description:** Information on guidelines and strategies for developing control programs and for conducting SIN investigations.

**Topics:** Guidelines, procedures, correspondence on SIN investigations; liaison with law enforcement agencies; operational reports; research projects; functional guidance on SIN investigations; guidelines, and procedures for SIN prosecutions.

**Format:** Paper, disk, computer files, corporate memory data storage unit.

**Program Record Number:** SDC SD 023

### **Social Insurance Registration**

**Description:** Information on applying for Social Insurance Numbers and systems supporting administration of the SIN program.

**Topics:** Correspondence on legislative and regulatory proposals, processing of SIN applications, supporting documentation for Canadian citizens, permanent residents, and individuals who are neither, replacement SIN cards, amendment to SIN records, mass registration, internal control and issuance of SINs, production and activity reports, quality of service, initiatives to address the Auditor General's report on the management of the SIN and other studies on the SIN program, status reports, data bank of all SINs issued in Canada (used to validate SIN data), reports, and micrographics.

**Format:** Paper and magnetic tapes.

**Program Record Number:** SDC SD 585

### **Social Development Sectors Branch Canada Pension Plan Program Policy**

**Description:** Information on the development and ongoing review of CPP Program policies.

**Topics:** Internal memoranda, briefing notes, memoranda to Cabinet, consultation documents, consultant reports, and studies.

**Format:** Paper.

**Program Record Number:** SDC SDS 382

### **Community Development Partnership Directorate Grant and Contribution-Funded Activities**

**Description:** Correspondence, briefings, and General Information relating to the former Child Care Visions program to SDC's involvement with

the Government of Canada's Voluntary Sector Initiative including secretariat services to the Capacity Joint Table; and to the Social Development Partnerships Program, including Understanding the Early Years. Correspondence, briefings, general information, and personal information relating to the Thérèse Casgrain Volunteer Award.

**Topics:** Quality of child care, early childhood learning and care, voluntary sector, social inclusion, infrastructure, capacity building, and recognition. Information relating to national voluntary social services organizations, child welfare, social development, sharing best practices, community development, and award programs.

**Format:** Paper and magnetic tapes.

**Program Record Number:** SDC SDS 399

### **Forecasting, Information and Analysis**

**Description:** Information on CPP/OAS administrative program data used for program policy issues/programs review and monitoring/program performance measurement.

**Topics:** Data sources include administrative program data accessed through data warehouse to populate "Power Play" data cubes; statistical information (program and external sources); studies; client surveys; demographic data (census data and other); micro-simulation modelling capacity in support of CPP and OAS policy initiatives.

**Format:** On-line, magnetic tapes, and paper.

**Program Record Number:** SDC SDS 345

### **Legislation**

**Description:** Information on the review and update of legislation; review and analysis of policy; federal/provincial agreements; Charter and Federal Court challenges to CPP and OAS programs.

**Topics:** Historical and background documents, briefing notes and legal opinions for ISP statutory legislation, federal/provincial and international agreements, public and private plans, social security review, CPP/QPP, income.

**Format:** Paper.

**Program Record Number:** SDC SDS 340

### **New Horizons for Seniors Program (NHSP)**

**Description:** Contains information on NHSP, a targeted program that funds community-based partnerships focused on seniors and their communities. The program supports local projects across Canada that help seniors participate in social activities, pursue an active life, and contribute to their communities.

**Topics:** Information on projects submitted for financial assistance, including name and address of applicant, project description, financial data, and departmental decisions; also, information on program administration including policy and procedures, program reporting, program tools, review committees, briefings, consultations and communications.

**Format:** Paper

**Program Record Number:** SDC SDS 397

### **OAS Program Policy**

**Description:** Information on the development and ongoing review of OAS program policies.

**Topics:** Internal memoranda, briefing notes, memoranda to Cabinet, consultation documents, consultant reports and studies.

**Format:** Paper.

**Program Record Number:** SDC SDS 342

### **Persons with Disabilities**

#### **Federal-Provincial Arrangements**

**Description:** Correspondence and other General Information relating to the Canada Assistance Plan, Strategic Initiatives, the Alcohol and Drug Treatment and Rehabilitation program, the Employability Assistance for Persons with Disabilities Initiative, and the Canada Health and Social Transfer; shareability of provincial and territorial program initiatives; changes and costs; accountability for annual transfer payment; and other administrative data pertaining to all above-mentioned programs; consultation and information services in the area of international adoptions.

**Topics:** Grants and welfare organizations; social assistance; vocational rehabilitation of disabled persons; testing of alternative approaches in employment and training, learning and education, and income support and services; research in vocational rehabilitation; welfare services and work activity; Canada Health and Social Transfer; international adoptions.

**Format:** Paper and magnetic tapes.

**Program Record Number:** SDC SDS 395

#### **Labour Market Agreements**

**Description:** Policies, guidelines, and procedures, correspondence, project information, briefings, methodologies, reports, analyses, systems, project descriptions, implementation costs, statistics, and evaluations relating to the Opportunities Fund for Persons with Disabilities.

**Topics:** Development of national policies, assistance, program and activity descriptions, budgets, program expenditures, implementation

costs, results, data evaluations, analysis, participants, and persons with disabilities.

**Format:** Paper and electronic.

**Program Record Number:** SDC SDS 195

#### **Planning and Results Measurement**

**Description:** Information on planning and corporate briefing.

**Topics:** planning documents,

**Format:** On-line, tape, and paper.

**Program Record Number:** SDC SDS 371

#### **Policy Interpretation**

**Description:** Information on legislative interpretations, consistency studies, and related administrative policy.

**Topics:** CPP/OAS legislative interpretations and related administrative policies, advisories, directives, and inquiries.

**Format:** On-line, tape, and paper.

**Program Record Number:** SDC SDS 365

#### **Policy and Strategic Direction Branch Applied Research**

**Description:** Applied research.

**Topics:** Reports and studies, not necessarily related to particular policies and programs, addressing the changing nature of work, economic and social aspects of productivity, the integration of persons with disabilities, investing in children and families, the skill requirements in the knowledge-based economy and society.

**Format:** Paper and electronic (most reports available on SDC Web site)

**Program Record Number:** SDC PSD 630

#### **Audits – Audit and Evaluation Directorate**

**Description:** Policies, procedures, and guidelines for planning and conducting assignments, and support and reference documents used by auditors in compiling assignment reports.

**Topics:** Audit Handbook and final audit reports.

**Format:** Internet, intranet, or paper.

**Program Record Number:** SDC PSD 005

#### **Evaluation Services**

**Description:** Information on the efficiency and effectiveness of specific demonstration programs/projects and SDC programs.

**Topics:** Studies and projects on the assessment of specific ventures designed and assessment of overall effectiveness of SDC programs.

**Format:** Paper and electronic.

**Program Record Number:** SDC PSD 689

#### **International Information**

**Description:** Documentation on other countries and organizations in the fields of welfare and social affairs.



**Topics:** Exchange of information between Canada and international organizations; personnel exchanges, and visits between Canada and other countries.

**Access:** by country and by organization.

**Program Record Number:** SDC PSD 065

### **International Social Development**

**Description:** Files on international relations by country.

**Topics:** United Nations General Assembly; Economic and Social Council; Commission for Social Development; Bilateral agreements; International Years and Conferences; miscellaneous committees, conferences and meetings; welfare organizations, such as the International Council on Social Welfare.

**Access:** by country and by organization.

**Program Record Number:** SDC PSD 045

### **Quantitative and Information Analysis**

**Description:** Descriptive and quantitative information on federal/provincial/territorial/international programs in the income security/social welfare sector. Micro-simulation modelling of social security programs.

**Topics:** Income security benefits; social services; social security statistics, programs, and services for children and persons with disabilities.

**Format:** Paper, electronic storage.

**Program Record Number:** SDC PSD 091

### **Social Policy**

**Description:** Information on social policy concerns on issues related to persons with disabilities, seniors, and families with children, and on analyses of proposed initiatives in the socio-economic field.

**Topics:** Social services, social environment, population aging, seniors, persons with disabilities, children, victims of family violence, gender-based analysis, families, income security, pensions, cities, Canadian Human Rights Act, modernizing benefits, poverty, social inclusion, homelessness, tax policy analysis.

**Program Record Number:** SDC PSD 076

### **Systems Branch**

#### **Control Management Services**

**Description:** Statistical information on investigation results.

**Topics:** Statistics

**Format:** Diskette.

**Program Record Number:** SDC SYS 007

## **Standard Program Records**

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

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Business Continuity Plans

Budgets

Buildings

Buildings and Properties

Classification of Positions

Co-operation and Liaison

Information Technology Services

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

## Particular Personal Information Banks

### Corporate Management and Public Affairs Branch

#### Information Disclosures to Investigative Bodies

**Description:** This bank contains copies of written requests for disclosure of personal information submitted to SDC under paragraph 8(2) of the Privacy Act by investigative bodies listed in Schedule II of the Privacy Regulations. It also contains the responses and particulars relating to their processing.

**Class of Individuals:** Persons under investigation by federal or provincial investigative bodies.

**Purpose:** To record disclosures of personal information and to report to the Privacy Commissioner on these requests.

**Consistent Uses:** None.

**Retention and Disposal Standards:** The information is retained for 2 years after the date of the last entry and then destroyed.

**RDA Number:** 98/001

**Related PR#:** SDC CMPA 055

**TBS Registration:** 002373

**Bank Number:** SDC PPU 400

### Financial and Administrative Services

#### Accounts Payable

**Description:** Information contained in this bank includes names and addresses of firms and individuals, personal banking information, when applicable, invoices for services rendered or products provided detailing the amount owing, and any supporting documentation to substantiate the account.

**Note:** This service is shared with Human Resources and Skills Development Canada.

**Class of Individuals:** Canadians, foreign citizens, and firms.

**Purpose:** The purpose of this bank is to maintain information on the payment of accounts to firms or individuals for services or products provided to SDC.

**Consistent Uses:** This bank is used to account for all amounts paid to firms or individuals, and to authorize cheques.

**Retention and Disposal Standards:** Records are retained for 6 fiscal years and then destroyed.

**RDA Number:** 99/004

**Related PR#:** SDC FAS 034

**TBS Registration:** 005816

**Bank Number:** SDC PPU 055

### Common System for Grants and Contributions (CSGC) for Employment Programs

**Description:** The CSGC initiative (system) is a cross-branch development project that provides HRSDC and SDC with a single Web-based Intranet tool supporting all grants and contribution programs administered by the departments. The CSGC contains a series of business rules, edits, and validations based on Treasury Board policy and guidelines as well as HRSDC and SDC program and financial policies. Personal information elements contained in the CSGC: client's name, mailing address, home telephone number, language, date of birth, education, social insurance number (SIN), previous experience, gender, marital status, employment history, training, wages, and other sources of income.

**Class of Individuals:** Individuals who are eligible for Employment Insurance (EI) benefits who agree to participate in the programs, persons with disabilities, Opportunities Fund, Aboriginals, EI claimants.

**Purpose:** To administer the Grants and Contributions and to ensure that the technical business requirements are addressed. To facilitate the administration of all grants and contributions, including a grant or contribution's project life cycle and client information, in addition to any necessary reporting activities. The CSGC is used to store project and personal information, and serves as a tool to administer grant and contribution projects and client interventions.

**Consistent Uses:** As in-person services are delivered by HRSDC and as the CSGC initiative is used by both HRSDC and SDC, information under the administration of SDC may be shared with HRSDC for program delivery, internal audit, and/or evaluation purposes. As the use of the SIN is program-specific, all programs that use the CSGC initiative are authorized users of the SIN.

**Retention and Disposal Standards:** Disposition to be decided. No record can be disposed of and must be retained in its entirety.

**RDA Number:** Authorization to be decided.

**Related PR#:** SDC FAS 060

**TBS Registration:** 006231

**Bank Number:** SDC PPU 298

### Departmental Accounts Receivable System (DARS)

**Description:** This bank is a computerized record of accounts receivable other than employment insurance overpayments and Old Age Security. Each record contains the name, address, age, gender, SIN, and preferred language of the debtor,

along with information relating to the reason for the amount owing and the repayment method.

**Note:** This service is shared with Human Resources and Skills Development Canada.

**Class of Individuals:** All individuals or organizations that have received overpayments, or clients in default on their student loans and grants and contributions under a SDC program or a Human Resources and Skills Development Canada program, with the exception of the Old Age Security program.

**Purpose:** To facilitate collecting accounts receivable in compliance with TB directives, Public Accounts of Canada, and with various directives from the Auditor General of Canada and the Receiver General for Canada.

**Consistent Uses:** To report accounts receivable in the Public Accounts of Canada. It is matched with the Report on Hirings (HRSDC PPU 210), the individual income tax return (RCT PPU 005) to trace the individual, and the EI overpayment report (HRSDC PPU 161) to trace the individual and recover the accounts receivable from insurance benefits. It may also be provided to private research companies for planning, statistics, research, and evaluations.

**Retention and Disposal Standards:** Paper records are kept for 6 fiscal years and then destroyed. Records on electronic files are retained for 3 years after full recovery and then destroyed.

**RDA Number:** 99/004

**Related PR#:** SDC FAS 034

**TBS Registration:** 005817

**Bank Number:** SDC PPU 164

#### **Personal Service Contracts**

**Description:** The bank contains information required for issuing a contract, including the qualifications and work experience of the contractor, letters of reference, details of the contract, and assessments of the contractor's performance.

**Note:** This service is shared with Human Resources and Skills Development Canada.

**Class of Individuals:** Individuals who have signed personal service contracts with SDC.

**Purpose:** To document individuals who have signed personal services contracts with SDC. The information may be used to determine terms of payment, contract extensions, or renewals, and to report and track requirements, including other decisions pertaining to the contract.

**Consistent Uses:** Information may be used for internal audit purposes. It may also be provided to private sector research firms for planning,

statistics, research, and evaluations.

**Retention and Disposal Standards:** Records are retained for 6 fiscal years after termination of the contract and then destroyed.

**RDA Number:** 99/004

**Related PR#:** SDC HRS 025

**TBS Registration:** 005819

**Bank Number:** SDC PPU 425

#### **Security Investigations**

**Description:** The investigations unit investigates employees of Social Development Canada where there is a suspected incident of wrongdoing.

During the investigation of the suspected wrongdoing, personal information such as an employee's name, position, Personal Record Identifier (PRI), home and work mailing address, work and home telephone numbers, cell phone numbers, job title, marital status, and financial records including any other personal information related to the suspected wrongdoing may be collected.

**Class of Individuals:** Full- and part-time employees of the Department, as well as students, consultants, and contractors who have been hired by the Department.

**Purpose:** This information is used during the conduct an investigation to determine if any employee of SDC has committed any wrongdoing. This includes the investigation of possible cases of fraud, theft, breach of trust, etc. The investigation could reveal that the suspected wrongdoing is either of an administrative or criminal nature. Once the incident has been determined to be well-founded and, if it is of an administrative nature, it is handled internally through the appropriate policy area (e.g., the Policy on the Prevention and Resolution of Harassment in the Workplace, the Policy on the Internal Disclosure of Information Concerning Wrongdoing in the Workplace, and the Values and Ethics Code for the Public Service of Canada). If the wrongdoing is considered a possible offence under the Criminal Code of Canada, the Department transfers the file to the appropriate police authority (e.g., Royal Canadian Mounted Police, local and/or provincial police, and possibly external police agencies that fall outside Canadian jurisdiction)

**Consistent Uses:** If the suspected wrongdoing is considered an offence under the Criminal Code of Canada, the Department transfers the file to the appropriate police authority (e.g., Royal Canadian Mounted Police, local and/or provincial police, and possibly external police agencies that fall outside Canadian jurisdiction). In order to conduct a

thorough investigation of the suspected wrongdoing, information may be disclosed to third parties such as other government institutions, former employers, financial institutions, etc. The information may also be aggregated and used for audit and statistical purposes. For purposes of the investigation, information may be shared with HRSDC.

**Retention and Disposal Standards:** For investigations of an administrative nature, the retention periods of the appropriate policy area should be applied.

**RDA Number:** 98/005

**Related PR#:** SDC FAS 055

**TBS Registration:** 006230

**Bank Number:** SDC PPU 065

## Human Resources Services

### Application for employment

**Description:** Information in the bank includes resumés and related correspondence of persons interested in working for SDC and requests for transfers from employees of other departments within the federal government.

**Note:** This service is shared with HRSDC.

**Class of Individuals:** All applicants for employment with SDC are identified in the bank.

**Purpose:** The purpose of the bank is to maintain a record of applications for employment with SDC.

**Consistent Uses:** The information may be provided to private sector research firms for the purposes of planning, statistics, research, and evaluation.

**Retention and Disposal Standards:** Solicited and unsolicited applications that have been considered in a staffing process are retained for 2 years and then destroyed. Unsolicited applications that have not been considered in a staffing process are retained for 6 months and then destroyed.

**RDA Number:** 98/005

**Related PR#:** SDC HRS 040, SDC HRS 025

**TBS Registration:** 005818

**Bank Number:** SDC PPU 420

## Policy and Strategic Direction Branch

### Evaluation Services

**Description:** This bank contains information used to undertake evaluations conducted by the Audit and Evaluation Directorate of SDC. Information includes survey responses, the results of focus groups and key informant interviews, and masked administrative data used for analyses. The data may include socio-economic characteristics, program intervention information, information on

employment status following program participation, and opinions on the levels of satisfaction with programs or services delivered by SDC or one of its delivery agents.

**Class of Individuals:** Participants (key informants, survey respondents, focus group participants) of various SDC evaluation projects undertaken by the Audit and Evaluation Directorate, and clients of SDC and HRSDC programs.

**Purpose:** Information in this bank is used to provide rigorous, objective, evidence-based information on the economy, efficiency, and effectiveness of the Department's policies, programs, and initiatives, including their continued relevance, design, success, impacts, alternatives, and overall effectiveness. Evaluation studies are carried out in accordance with the professional standards and values as outlined in the Treasury Board Evaluation Policy. Information is used exclusively for evaluation purposes, and in no instances is it used to make administrative or operational decisions affecting individuals who may have provided this information.

**Consistent Uses:** The information may be used for internal audit purposes and be linked to other evaluation studies.

**Retention and Disposal Standards:** Questionnaires, survey responses, and personalized data are retained in a masked format for a specified period. Retention periods generally vary from 2 to 5 years, or until a new evaluation study is completed on the same subject matter. The retention period is determined on a project-by-project basis. Upon expiry of the retention period, the data is destroyed by authorized personnel.

**RDA Number:** 2002/005

**Related PR#:** SDC PSD 630

**TBS Registration:** 003775

**Bank Number:** SDC PPU 445

### Evaluation and Data Development

**Description:** This bank contains information from various surveys, administrative forms and interviews done as part of the Audit and Evaluation activities. The data might include participants' socio-economic characteristics, information on their employment situation following program participation, and their opinions on satisfaction with a program or service received from SDC or one of its delivery agents. It may also contain information from interviews with representatives, sponsors, key informants, and experts related to the programs or projects evaluated.

**Note:** This is a shared service with HRSDC. This bank helps to determine effectiveness and

efficiency of SDC programs or projects.

**Class of Individuals:** Participants of the various SDC programs evaluated.

Purpose and whether or not the objectives of the programs are being attained: In no instance is this information used to make administrative decisions affecting individuals who have provided the information.

**Consistent Uses:** The information may be used for internal audit purposes and linked to other evaluation studies.

**Retention and Disposal Standards:** The questionnaires are kept for 3 years from the date the survey was completed and then destroyed. Personalized data is kept on magnetic tapes for 5 years or until the completion of a new evaluation study on the same subject matter and then destroyed.

**RDA Number:** 2002/005

**Related PR#:** SDC PSD 689

**TBS Registration:** 003776

**Bank Number:** SDC PPU 450

### Service Delivery Branch

#### Canada Pension Plan – Record of Earnings

**Description:** This bank contains information related to issuing and/or replacing social insurance numbers approved by SDC, enquiries received from the Canada Pension Plan (CPP) and the Régie des rentes du Québec (RRQ) and contributors identified as “dual contributors,” and information relating to employment/self-employment earnings of individuals and the history of contributions made to the CPP. Access to this bank requires name, address, and SIN.

**Class of Individuals:** Individuals identified in this bank are CPP and RRQ contributors only.

**Purpose:** The information in this bank is used to validate the SIN found on CPP benefit applications, to ensure that the contributory earnings posted to the record of earnings are attributed to the correct SIN in order to guarantee accurate benefit calculations, to determine individual benefit entitlements, to calculate the amount of CPP benefits payable, and to ensure that biographical information is correct.

**Consistent Uses:** The information is also used to administer requests made under Part I of the Family Orders and Agreements Enforcement Assistance Act and to support applications retained in International Social Security – Domestic and Foreign Benefits (Individual) (SDC PPU 175) to help foreign institutions determine entitlement to foreign benefits. Information may

also be shared with other designated federal departments including the Canada Revenue Agency for the purpose of administering the Canada Pension Plan, provincial governments for the purpose of administering a social program, an income-assisted program, or a health insurance program. When information within this bank is used for research, planning, evaluation, and statistics, it will be rendered anonymous.

**Retention and Disposal Standards:** Disposition to be decided. No Record can be disposed of and must be retained in its entirety.

**RDA Number:** Authorization to be decided.

**Related PR#:** SDC SD 380

**TBS Registration:**003393

**Bank Number:** SDC PPU 140

#### Canada Pension Plan – Retirement, Disability, Survivors and Death Benefits (Individual)

**Description:** The bank contains personal data on retirement, disability, survivors, and death benefit applicants, and may contain the following: application forms, supporting documentation, information on master data base payment history, a secure access code for the purposes of accessing electronic services, a tax slips database for the purposes of administering the Tax Information Slips online service, medical and employment records, birth, marriage, and death evidence, decisions of the Minister and any subsequent appeals. Access to this bank requires name, address, and SIN.

**Class of Individuals:** Individuals identified in this bank have applied for and/or are receiving Canada Pension Plan benefits.

**Purpose:** To administer their related programs.

**Consistent Uses:** May be used in support of applications retained in SDC PPU 175 to help foreign institutions determine entitlement to benefits, SDC PPU 116 to confirm date of birth, marital status, and date of death, and SDC PPU 140 to obtain earnings and contributions records required to calculate CPP benefits. Information in this bank may be matched with information pertaining to Employment Insurance. It may be shared with other designated federal departments including the Canada Revenue Agency, provincial governments or public bodies for the purpose of administering a federal law or a provincial social program, an income-assisted program, or a health insurance program. Agreements have been signed to match information relating to individuals receiving both CPP disability benefits and disability income program benefits in the provinces of Alberta, Prince Edward Island, Nova Scotia, New

Brunswick, and Manitoba for the better administration of both programs. Information is shared with and received from the Canada Revenue Agency. The data contained in this bank may be used to authenticate the identity of clients wishing to access electronic services. When information within this bank is used for research, planning, evaluation, and statistics, it will be rendered anonymous.

**Retention and Disposal Standards:** Various retention requirements.

**RDA Number:** 95/019

**Related PR#:** SDC SD 375

**TBS Registration:** 003394

**Bank Number:** SDC PPU 146

### **Electronic Feedback Mechanism**

**Description:** The Electronic Feedback Mechanism is an electronically administered client satisfaction questionnaire through which no personal information is collected unless voluntarily provided. Individuals may use this mechanism to provide the Department with comments and/or pose questions they have about departmental services. Clients who want a response from the Department are asked to provide their name, mailing address, and/or e-mail address.

**Class of Individuals:** Members of the public who use the Electronic Feedback Mechanism.

**Purpose:** The Electronic Feedback Mechanism is used to measure client satisfaction, in addition to being a vehicle by which individuals can provide comments, make suggestions, and/or inquire about services and benefits.

**Consistent Uses:** The information may be used for research evaluation and/or policy analysis. In order to respond to questions regarding programs and services offered by HRSDC, SDC may share the information with HRSDC. Social Development Canada may also share HRSDC-related information with HRSDC for research and statistical purposes. The information may also be disclosed to third parties under specific contract to the Department of SDC or HRSDC to conduct these research activities.

**Retention and Disposal Standards:** Disposition to be decided. No record can be disposed of and must be retained in its entirety.

**RDA Number:** Authorization to be decided.

**Related PR#:** SDC SD 001

**TBS Registration:** 006229

**Bank Number:** SDC PPU 109

### **International Social Security – Domestic and Foreign Benefits (Individual)**

**Description:** This bank contains applications, supporting documentation, correspondence, benefit calculations, payment history of OAS and CPP paid to beneficiaries and/or their dependents, decisions and any subsequent appeals. Access to this bank requires name, address, and SIN or account number.

**Class of Individuals:** Persons who have applied for and/or are receiving benefits.

**Purpose:** To administer the OAS and CPP legislation.

**Consistent Uses:** Information in this bank may be matched with information contained in SDC PPU 116, 140, and 146 in order to determine an applicant's eligibility to benefits as a result of an international agreement. It may also be shared with provincial governments for the purpose of administering a social program, income assistance program, or health insurance program. When information within this bank is used for research, planning, evaluation, and statistics, it will be rendered anonymous.

**Retention and Disposal Standards:** Various retention requirements.

**RDA Number:** 95/019

**Related PR#:** SDC SD 375

**TBS Registration:** 003390

**Bank Number:** SDC PPU 175

### **Investigations**

**Description:** This bank contains information to track the progress and results of investigations of individual cases of potential abuse and fraud against ISP benefits. This bank is automated and managed by a computer software program named the Investigation Information System (IIS).

**Class of Individuals:** Individuals suspected of defrauding the CPP and/or the Old Age Security (OAS) programs.

**Purpose:** To record the progress and results of investigations of potential fraud and abuse of the CPP/OAS Program.

**Consistent Uses:** The information is used to track investigations into cases of suspected abuse, fraud, and/or misrepresentation against the CPP and OAS.

**Retention and Disposal Standards:** Information is retained for the duration of the recovery period and then transferred to Library and Archives Canada.

**RDA Number:** 95/019

**Related PR#:** SDC SD 375

**TBS Registration:** 004258

**Bank Number:** SDC PPU 649

### **Loss of Money – Debtors 2000**

**Description:** This database contains information concerning recovery of monies from individuals who were investigated by the RCMP for alleged fraud against the OAS and/or CPP. Information is maintained on a monthly basis detailing the amounts repaid and method used to recover overpayments.

**Class of Individuals:** Individuals who were investigated by the RCMP for suspected fraud against the OAS and/or CPP and clients whose accounts were affected.

**Purpose:** To record the progress and result of cases investigated by the RCMP.

**Consistent Uses:** The information is used in tracking repayments and outstanding overpayments for cases of fraud and abuse against the OAS and CPP.

**Retention and Disposal Standards:** Information is retained for the duration of the recovery period and then transferred to Library and Archives Canada.

**RDA Number:** 95/019

**Related PR#:** SDC SD 375

**TBS Registration:** 004459

**Bank Number:** SDC PPU 031

### **Old Age Security (OAS), Guaranteed Income Supplement (GIS), Allowance (Formerly Spouse's Allowance), (Individual)**

**Description:** Contains personal data on OAS, GIS, and Allowance applicants and may contain the application forms, supporting documentation, information on master database payment history, a secure access code for the purposes of accessing electronic services, a tax slips database for the purpose of administering the Tax Information Slips online service, decisions, and any subsequent appeals. Access to this bank requires name, address, and social insurance or account number.

**Class of Individuals:** Individuals identified have applied for and/or are currently receiving benefits.

**Purpose:** Applications are used to administer their related programs.

**Consistent Uses:** Information may be used in support of applications retained in SDC PPU 175 to help foreign institutions determine entitlement to foreign benefits, and SDC PPU 146 to confirm rates of CPP benefits, date of birth, marital status, and date of death. Information in this bank may be provided to the Canada Revenue Agency for the

administration of the Income Tax Act and to provincial governments for the administration of their own social programs. Demographic tables are produced and used as input for social policy planning and program development for seniors by federal, provincial, territorial, and municipal governments. The data contained in this bank may be used to authenticate the identify of clients wishing to access electronic services. When information within this bank is used for research, planning, evaluation, and statistics, it will be rendered anonymous.

**Retention and Disposal Standards:** Various retention requirements.

**RDA Number:** 95/019

**Related PR#:** SDC SD 375

**TBS Registration:** 003391

**Bank Number:** SDC PPU 116

### **Service Delivery (SD) Enterprise Data Base**

**Description:** This database is a consolidated view of a number of other data bases within the SD.

The SD Enterprise Database consists of data from the Canada Pension Plan Record of Earnings (refer to PIB SDC PPU 140), the Canada Pension Plan Master File (refer to PIB SDC PPU 146), the Old Age Security Master File (refer to PIB SDC PPU 116), and the International Social Security (refer to bank SDC PPU 175). The database contains information such as the Social Insurance Number (SIN), individual's name, home and mailing address, bank account number, employment records, history of contributions made to the Canada Pension Plan (CPP), medical information, death evidence, benefits payment information, and client note/remarks information and decisions of the Minister regarding an individual's benefits and any subsequent appeals by the individual about their benefits.

**Note:** Access to the SD Enterprise database requires the individual's name, home and mailing address, and SIN.

**Class of Individuals:** Individuals to whom this database relates are CPP and Regime de rentes du Quebec (RRQ) contributors, CPP applicants and recipients, Old Age Security (OAS) applicants and recipients, and recipients of foreign benefits for social security agreements.

**Purpose:** To administer all related programs of ISP. More specifically, this information may be used to support applications retained in the above-mentioned databases in determining entitlement to benefits, to confirm date of birth, marital status, and date of death, and to obtain earnings and contributions records required to calculate CPP

benefits, determine entitlement to OAS benefits, and determine eligibility and entitlement to benefits under international agreements. The SD Enterprise Data Base will eventually encompass all the data currently held in CPP master file (SDC PPU 146), the CPP record of earnings (SDC PPU 140), the OAS master file (SDC PPU 116), and the International Social Security file (SDC PPU 175).

**Consistent Uses:** Information in this database may be matched with information pertaining to the Employment Insurance (EI) program. It may also be shared with other designated federal departments including the Canada Revenue Agency, Veteran's Affairs, HRSDC, the Department of Justice, and provincial governments or public bodies for the purpose of administering a federal law or a provincial social program, an income-assisted program, or a health insurance program. Agreements have been signed to match information relating to individuals who receive both CPP disability benefits and disability income program benefits in the provinces of Alberta, Prince Edward Island, Nova Scotia, New Brunswick, and Manitoba for the better administration of both programs. Information is shared with and received from the Canada Revenue Agency (refer to Program Record SDC ISP 390). As outlined in the Treasury Board Secretariat's Policy on the Use of the Social Insurance Number, the Canada Pension Plan Act and the Old Age Security Act are authorized users of the SIN.

**Retention and Disposal Standards:** Disposition to be decided. No Record can be disposed of and must be retained in its entirety.

**RDA Number:** Authorization to be decided.

**Related PR#:** SDC SD 350, SDC SD 342, SDC SD 382, SDC SD 380

**TBS Registration:** 006233

**Bank Number:** SDC PPU 380

### Social Insurance Number Register

**Description:** Information in the individual records includes the applicant's first name, middle name, surname, date of birth, surname at birth, other surnames formerly used, sex, whether the applicant is a twin, place of birth, father's full name, mother's full name at birth, any SIN issued or re-issued, status in Canada, telephone number, mailing address, and may include the marital status and the name and address of the employer, the date of application, the applicant's signature, and witnesses when required. This database contains a microfilmed image of each approved application for a SIN, a replacement SIN card, or

for amending a SIN record. All requests for access must include the SIN, name, place and date of birth, family name at birth of the individual's mother, as well as the same documentary proof of identity as is required when submitting an application for a SIN.

**Class of Individuals:** Canadian citizens, Status Indians, permanent residents and those who are neither Canadian citizens nor permanent residents.

**Purpose:** To register persons pursuant to section 138 of the Employment Insurance Act, and section 98 of the Canada Pension Plan Act, and those on whose behalf a SIN application has been received by the Commission. It is also used in administering certain Acts of Canada such as the Employment Insurance Act, Canada Pension Plan Act, and the Old Age Security Act. Exchange of information with the Canada Revenue Agency and Citizenship and Immigration Canada is provided for by both the Canada Pension Plan Act and the Employment Insurance Act.

**Consistent Uses:** Subsection 139(5) of the EI Act provides for the use of the Social Insurance Number Register data to accurately identify individuals and ensure these individuals use the cards and numbers effectively. Such uses include an employer or former employer who has lost contact with an employee but needs that employee's SIN to meet legal requirements, the RCMP for investigation purposes, and the Canada Student Loans Program to validate loan application data.

**Retention and Disposal Standards:** SIN application forms are destroyed immediately after microfilming. Microfilmed copies are retained until expiry. The microfilms cannot be destroyed as no one has been able to determine when a SIN number is no longer valid.

**RDA Number:** M-59-73

**Related PR#:** SDC SD 585

**TBS Registration:** 002396

**Bank Number:** SDC PPU 390

### Social Development Sectors Branch

#### Inter-Country Adoption – Case Files

**Description:** Contains confidential information relating to the international adoption of children, i.e., personal information about the prospective parents (may include employment and income, police statement, home study, etc.) and about the child (birth date, birth place, social and medical history, etc.); correspondence between provinces, the federal government, and foreign governments and institutions.



**Class of Individuals:** Parents wishing to adopt children from other countries and children available for adoption.

**Purpose:** To facilitate the international adoption process.

**Consistent Uses:** Information is used by SDC for the sole purpose of conducting business between provincial/territorial adoption authorities and competent foreign authorities.

**Retention and Disposal Standards:** Retained for 2 years after the adoption order is received and then destroyed.

**RDA Number:** 93/040

**Related PR#:** SDC SDS 350

**TBS Registration:** 003490

**Bank Number:** SDC PPU 218

## Persons with Disabilities

### Opportunities Fund for Persons with Disabilities

**Description:** Participant and agreement holder information relating to the Opportunities Fund (OF) for Persons with Disabilities, which is an employment program to help persons with disabilities to prepare for and obtain employment or self-employment. Personal information collected includes name, mailing address, telephone number, gender, marital status, SIN, education, self-identification of permanent physical or mental disability, as well as information on the services they have used. This information is under the administration of SDC.

**Note:** “Eligible participant” means a person with a disability who is unemployed, legally entitled to work in Canada, requires assistance to prepare for or obtain employment or become self-employed. An individual must self-identify as having a permanent physical or mental disability.

**Class of Individuals:** Individuals and individuals representing organizations that have applied to and/or are under agreement to assist in the delivery of or participate in Opportunities Fund services.

**Purpose:** This information is used to administer and monitor the effectiveness of the Opportunities Fund through evaluation activities, as well as maintaining information about individuals and organizations who have applied to and/or are under agreement to help deliver or participate in Opportunities Fund services.

**Consistent Uses:** Information collected for the Opportunities Fund is under the administration of SDC and is shared with HRSDC for program administration purposes. As in-person services are

delivered by HRSDC, HRSDC collects the participant and contractor information to administer the Consolidated Revenue Fund program. Social Development Canada uses the information for program accountability and evaluation purposes.

The information may also be shared with other SDC branches for statistical, planning, research, internal audit, and evaluation purposes. As per the Treasury Board Secretariat policy on the Use of the Social Insurance Number, the Opportunities Fund is an authorized user of the SIN.

**Retention and Disposal Standards:** Disposition to be decided. No Record can be disposed of and must be retained in its entirety.

**RDA Number:** Authorization to be decided.

**Related PR#:** SDC SDS 195 and SDC SDS 395

**TBS Registration:** 006232

**Bank Number:** SDC PPU 300

## Standard Personal Information Banks

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

Access to Information and Privacy Requests  
Automated Document, Records, Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

## Manuals

- Accountability Handbook (HRIB)
- Accountability Technical Guide
- Administrative Penalties Procedures Manual
- Assets Management Policy Manual
- Business Resumption Plan
- Canada Assistance Plan (CAP) Policy Manual
- Canada Pension Plan Appeals Manual

- Canada Pension Plan Benefit Administration Manual
- Canada Pension Plan Benefit Procedures Manual (Systems)
- Canada Pension Plan Claims and Benefits Procedures Manual
- Canada Pension Plan Record of Earnings Procedures Manual
- Canada Pension Plan Records of Earning and Contributions
- Canada Pension Plan Teleprocessing User Operating Procedures Manual (Systems)
- Canada Pension Plan Trusteeship Manual
- Child Tax Benefit and Children's Special Allowances
- Compliance Review Manual
- Contribution Operations Guidelines
- Data Interface Operations and Connectivity Document
- Delegation of Authority
- Delegation of Personnel Signing Authority
- Directory of Offices
- Directory of Services and Courses
- SDC Office Design Guide
- SDC Readiness Plan
- Emergency Operations Centre/Standard Operational Manual
- Emergency Planning Guidelines
- Equal Pay Field Guide
- Facilities Management Policy and Procedures Manual
- Family Allowance Policy Manual
- Family Allowances Operations Manual
- Family Allowances Procedures Manual (Systems)
- Finance and Administration Correspondence
- Financial Administration Manual (automated)
- Financial Coding Manual
- Financial Management Manual (DRM)
- Grants and Contributions Operations Guide
- Guidelines for Drafting and Processing Agreements
- Guidelines for the Preparation of Ministerial Correspondence
- Guidelines on Assistance under CAP
- Guidelines on Cost-Sharing under CAP as Modified by Extended Health Care Services under EPF
- Guidelines Relating to Cost-Sharing under the Vocational Rehabilitation of Disabled Persons Act
- Human Resource Management Cluster Content Manual
- Hyperlinking and Crawling Policy
- Infocentre Training Manuals Collection
- Informatics Policy
- Initial Technical Architecture
- Interface Transaction Standards
- Internal Audit Manual
- International Operations Client Service Centre Manual
- International Operations Procedures Manual
- International Operations Procedures Manual (Systems)
- Mail Services Policy and Procedures Manual
- Mail Transport and Courier
- Manual Pay System
- Methods to Measure
- Ministerial Correspondence Manual
- Moveable Assets Inventory System – Operations Manual
- Notes on Homes for Special Care under CAP
- Occupational Demand and Area Report
- Old Age Security Policy Manual
- Old Age Security Policy and Procedures Manual
- Old Age Security Procedures Manuals (Systems)

- Old Age Security, Canada Pension Plan, Child Tax Benefit and Children's Special Allowances Bulletins

## On-line Manuals

- Operations Program Directives
- Opportunities Fund for Persons with Disabilities Guidelines
- Payment Administration
- Operational Overview and Procedures Manual
- Orientation Presentation for New Promoters
- Pay Requisition Procedures Manual
- Performance Measures Reference Manual
- Personnel Bulletins
- Policy and Procedures Manual
- Policy, Liaison and Development Manual
- Privacy, Access to Information and Human Rights Manual
- Privacy Policy
- Procedures for New Promoters and Trustees (draft)
- Proof of Age Manual
- Reception and Enquiries Handbook
- Recorded Information Management Policy and Procedures Manual
- Records Classification Manual
- Regional Computer Centre (RCC) Manual
- Release Commissioning Plan (draft)
- Renewal Guaranteed Income Supplement and Spouse's Allowance Operational Guidelines
- Security Policy and Procedures Manual
- Signage Improvement
- Social Insurance Number (SIN) Handbook
- Status of Day Care in Canada
- Subject File Classification
- Telecommunications Management Policy and Procedures Manual
- User Acceptance Testing Procedures Manual

- Widowed Spouse Allowance Operations

## 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 information contained in the following listings is intended to help Canadians exercise their rights under the Privacy Act, the Access to Information Act, and the Canadian Human Rights Act. It is a public document, not an internal administrative document. Most personal information collected by SDC is kept locally, whereas departmental information originating from SDC is kept at National Headquarters. Requests for personal information should be directed to the office where you believe the file is held or to the Access to Information and Privacy Directorate. Requests for access to information should be directed to National Headquarters.

### Useful Addresses

For local office addresses, please refer to the blue pages of your city's telephone directory.

### National Headquarters

Access to Information and Privacy Coordinator  
Tower B  
355 North River Road, 6th Floor  
Ottawa, Ontario K1A 0L1  
Tel.: (613) 957-2784

### Regional Offices

Newfoundland and Labrador Regional Office  
689 Topsail Road  
P.O. Box 12051, Station A  
St. John's, Newfoundland and Labrador  
A1B 3Z4

Quebec Regional Office  
Guy Favreau Complex, West Tower  
200 Rene-Levesque Blvd. West  
Montréal, Quebec H2Z 1X4

Prince Edward Island Regional Office  
85 Fitzroy Street  
P.O. Box 8000  
Charlottetown, Prince Edward Island  
C1A 8K1

Ontario Regional Office  
4900 Yonge Street, 2nd Floor  
North York, Ontario M2N 6A8

Nova Scotia Regional Office  
Metropolitan Place  
99 Wyse Road  
P.O. Box 1350  
Dartmouth, Nova Scotia B2Y 4B9

Manitoba Regional Office  
Canada Post Office Building  
266 Graham Avenue, Room 750  
Winnipeg, Manitoba R3C 0K3

New Brunswick Regional Office  
495 Prospect Street  
P.O. Box 2600  
Fredericton, New Brunswick E3B 5V6

Saskatchewan Regional Office  
2045 Broad Street  
Regina, Saskatchewan S4P 2N6

Alberta-Northwest Territories-Nunavut Regional  
Office  
Canada Place  
9700 Jasper Avenue, Suite 1440  
Edmonton, Alberta T 5J 4C1

British Columbia and Yukon Territory Regional  
Office  
Library Square  
300 West Georgia Street  
Vancouver, British Columbia V6B 6G3

## **Reading Room**

Social Development Canada's main library has been designated as public reading room. It is located at the following address:

National Headquarters  
Place du Portage, Phase IV  
140 Promenade du Portage, Level 1  
Gatineau, Quebec K1A 0J9

Regional offices also have reading rooms. Please refer to the addresses above for their locations.

# Social Sciences and Humanities Research Council of Canada

## Chapter 143

### 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, the Canada Research Chairs Program and the Indirect Costs 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 research excellence 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 the 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

This 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 the delivery of the Council's grants and fellowships programs which allow researchers to explore and develop expertise in a wide variety of disciplines, as well as to target research to specific social needs. SSHRC programs also provide support for research training and research communication activities. The Programs Branch includes the following divisions: Strategic Programs and Joint Initiatives, Fellowships and Institutional Grants and Research and Dissemination Grants.

#### Executive Vice-President's Directorate

##### Corporate Secretariat

This unit performs secretariat functions for the Council. It also administers the Access to Information and Privacy (ATIP) legislation and is responsible for legal, environmental, ethical and integrity issues.

##### Corporate Performance, Evaluation and Audit Division

This Division is responsible for developing and implementing SSHRC's evaluation plan and its internal audit plan based on the assessment of risks, in line with federal policies, regulations and requirements. It is accountable for developing SSHRC's performance and accountability frameworks and reports, including the Departmental Performance Report, and ensuring the continued improvement of performance measurement strategies across the organization.

### Corporate Policy and Planning 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 production of corporate statistics, and liaison at the national and international levels. It undertakes research activities and conducts policy analyses on factors affecting the evolution of social sciences and humanities. It also participates actively in a wide range of policy forums, and provides advice on issues that affect the country as a whole.

### Public Affairs Division

This Division has primary responsibility for the 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 and is responsible for the design and content of the SSHRC Web site.

### Knowledge Products and Mobilisation Division

This Division is responsible for the development and implementation of means by which information and knowledge produced by SSHRC-funded research can move more effectively into the decision-making processes and practices of governments, businesses, individual citizens, organizations and communities. It also develops and implements means through which issues raised by these societal sectors can be brought into the research considerations of SSHRC research grant applicants.

## Information Holdings

### Program Records

#### Aid to Research Workshops and Conferences in Canada (formerly known as the 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 workshop conferences.

**Topics:** Financial support; workshop research; intradisciplinary and interdisciplinary exchange; Canadian researchers; foreign researchers; research achievements; graduate students

training; research dissemination.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR IDR 175

#### Aid to Research and Transfer Journals

**Description:** Application files for grants that help defray part of a journal's administrative, printing, mailing and distribution costs.

**Topics:** Dissemination of original research findings; transfer of knowledge to practitioners; peer-reviewed scholarly journals; research journal; electronic format.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR IDR 125

#### Aid to Scholarly Publications

**Description:** Information on the administration, by the Canadian Federation for the Humanities and Social Sciences, of the program of partial assistance to publishers for the publication of works of advanced scholarship.

**Topics:** Publication of scholarly books; publishers; Canadian Federation for the Humanities and Social Sciences.

**Format:** 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.

**Topics:** Institution development plan; focused research capacity; Association of Universities and Colleges of Canada.

**Format:** 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.

**Topics:** Knowledge-based economy; international competitiveness; excellence; research professorships; university research; retention of researchers; brain gain; research training; multi-agency governance.

**Format:** 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.

**Topics:** Collaboration between community organizations and universities; social, cultural and/or economic development of communities; partnership.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR RES 091

#### **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 nominations to committees and on environmental, ethical and integrity issues.

**Topics:** Council; Executive Committee; Research Support Committee; Fellowships and Career Development Committee; Performance and Evaluation Committee; Audit Committee; Ethics and Integrity Committee; organization; functions; agenda; notices; minutes; reports; statutory regulations; ATIP requests; reports; directives from Treasury Board; correspondence.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR SEC 005

#### **Council Decisions Database**

**Description:** Decisions taken between 1987 and 2001 by the Board of the Social Sciences and Humanities Research Council and its standing committees.

**Topics:** Council; Executive Committee; Research Support Committee; Fellowships and Career Development Committee; Performance and Evaluation Committee; Audit Committee; Ethics and Integrity Committee; Initiative on the New Economy; partnerships; programs; peer review; joint-initiatives; organization; functions; notices; reports.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR CDD 001

#### **Corporate Policy and Planning**

**Description:** Information on the plans, programs and budgets of the Council.

**Topics:** Five-year plans; new programs; surveys; studies and reports.

**Format:** Paper case files.

**Program Record Number:** SHR EVA 020

#### **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.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR EVA 021

#### **Fellowships**

**Description:** Application files from students seeking financial assistance to carry out a program of studies leading to a master's degree or Ph.D., or to carry out a program of postdoctoral studies.

**Topics:** Canadian Graduate Scholarships; Doctoral Fellowships; Postdoctoral Fellowships; Queen's Fellowships; William E. Taylor Fellowships; SSHRC Postdoctoral Prize.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR FEL 220

#### **Indirect Costs program**

**Description:** Forms submitted annually by eligible institutions requesting consideration for an indirect costs grant, outlining the manner in which they intend to spend the grants in relation to the published categories of eligible expenditures.

**Topics:** Treasury Board submissions; lists of eligible institutions; schedule of payments; request forms; outcomes report forms; statement of account forms; reports to Minister; financial reporting and monitoring procedures; minutes of inter-agency working group; data breakdowns.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR CHA 002

#### **Initiative on the New Economy (INE)**

**Description:** Application files from scholars and community groups requesting grants under the INE.

**Topics:** Development Grants (ended 2003), Public Outreach Grants (ongoing), Research Grants (ended 2004), Research Alliances (ended 2003), Collaborative Research Initiatives (ended 2003), The Canada Project (ended 2004), The CESC-SSHRC Education Research Initiative (ended 2004), The Crossing Boundaries Research Initiative (started 2005), The Skills Research Initiative (ended 2004) and the INE Data and

Statistics Seminars (ended 2002).

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR INE 001

### **Innovation Program**

**Description:** Unilaterally funded program to support a variety of innovative research and dissemination activities that contribute to new ways of analyzing, structuring, integrating and transforming knowledge in the humanities and the social, cognitive and educational sciences. Research Development Initiative (ongoing since 1998).

**Topics:** Innovation; Research Development; Initiative; applications.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR STR 112

### **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; 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 bi-laterally funded Joint Initiatives programs.

**Topics:** Intellectual Property Mobilisation (formerly known as Intellectual Property Management) (ended 2005), Chairs in the Management of Technological Change (ended 2002), Canada in the World Grants (ended 2001), Canadian Forest Service Graduate Supplements, Forest Research Partnerships, Federalism and Federations (ended 2003), Valuing Literacy in Canada (ended 2004), Relationships in Transition, Canadian Tobacco Control Research Initiative Planning Grants (ended 2003), CIHR/SSHRC/NHRDP Health Career Awards (ended 2000; responsibility transferred to CIHR), CMHC-SSHRC CURAs in Housing Program (ended 2000), Canadian Alliances for Health Research (transferred to CIHR in 2000), Society, Culture and Health of Canadians II (ended 2000; transferred to CIHR), Ocean Management National Research Initiative (ended 2004), Virtual Scholar in Residence, The Non-Profit Sector in Canada (Kahanoff Foundation) (ended 2001), Tri-Council Workshop/Networking Program (ended 2002), Immigration and the Metropolis, Canadian

Health Services Research Foundation (ended 2001), Innovation System Research Network (ended 2001), Canadian Initiative on Social Statistics (CISS) Data Training Schools, Sports Participation Research Initiative, Infrastructure Research, Knowledge Outreach contributions program, Essential Skills (ended 2005), Technology Partnerships Program, Project on Trends (ended 1997), Projects on Trends (ended 1999), Health Institutes Design Grants (ended 1999), Integration of Persons with Disabilities (ended 1996), Family Violence and Violence against Women (ended 1994), Arts Literacy in Canada (ended 1992), Science Culture in Canada (ended 1995), Health Promotion in Canada (ended 1992), Socio-Demo-Economic Project (ended 1993), Law and Social Issues (ended 1992), Aboriginal Affairs (ended 1994), Canadian Global Change (ended 1992), Law and Social Issues (ended 1992), Aboriginal Affairs (ended 1994), Canadian Multicultural Society (ended 1992), Cultural Development in an Open Economy (ended 1992), Canadian Studies: Research Tools (ended 1992), Access to Statistics Research Data Centres, CHSRF/SSHRC BIOCAP (ended 2003, partnership ongoing until 2006), Multiculturalism Issues in Canada, Doctoral and Postdoctoral Fellowships Supplements (ended in 2004), Reducing Health Disparities of Vulnerable Populations (managed by CIHR, ended for SSHRC in 2004), Official Languages Research and Dissemination Grants, The Hydrogen Economy Initiative (started 2005) and Electronic Publishing Networks (ended 2000).

**Format:** Computerized database and/or paper case files.

**Program Record Number:** SHR STR 117

### **Knowledge Products and Mobilisation**

**Description:** Information pertaining to the operation and activities of the Knowledge Products and Mobilisation Division.

**Topics:** Concept papers; discussion papers; KM pilot initiatives; KM strategies; speeches; presentations; special projects and events; knowledge network development; Initiative on the New Economy.

**Format:** Electronic and paper files.

**Program Record Number:** SHR KPM 001

### **Major Collaborative Research Initiatives**

**Description:** Application files from scholars requesting grants for large-scale research projects that address broad and critical issues of intellectual, social, economic and cultural significance.



**Topics:** Cross-disciplinary research environment; advancement and transfer of knowledge; international recognition; student training.

**Format:** 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.

**Topics:** Joint Administration by the Council for the Arts and SSHRC; exceptional achievements; arts and social sciences; cultural heritage, intellectual heritage, exceptional career.

**Format:** Paper case files.

**Program Record Number:** SHR PRO 010

### **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.

**Topics:** Funds for innovation and development; research related to SSHRC's strategic needs; activities of strategic interest to SSHRC; strategic partnership activities; negotiated research grants.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR COR 034

### **Public Affairs**

**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.

**Format:** Printed publications, computer files (on SSHRC web site) and paper case files.

**Program Record Number:** SHR INF 015

### **Research Training Supplements**

**Description:** Application files from students for supplements to the SSHRC doctoral or post-doctoral fellowship.

**Topics:** Canadian Forest Service, Federalism and Federations (ended 2003), Valuing Literacy in Canada (ended in 2004) and Canadian Tobacco Control Research Initiative (ended in 2003).

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR RES 241

### **Senior Management Committee Decisions Database**

**Description:** Decisions taken by the Senior Management Committee between 1990 and 1997.

**Topics:** Policy; procedures; Council meetings; reports.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR SMC 002

### **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.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR FEL 241

### **SSHRC Aurora Prize and Gold Medal**

**Description:** Records of nominations of individuals for the SSHRC Aurora Prize and Gold Medal for Achievement in Research as well as information related to the adjudication and administration of these awards.

**Topics:** Research achievements; SSHRC peer-review committees; outstanding candidates; funds used for research; training or other academic activities; Council's highest research honour.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR FEL 030

### **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.

**Topics:** Research excellence; grant competitions; national and international dissemination and collaboration; small-scale research activities.

**Format:** 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.

**Topics:** Research grants; university research, fundamental research, training for research, social sciences and humanities; religious studies;

archeology; education; literature; communications; cultural studies; women studies; history, sociology, demography; geography; environmental studies; urban planning; political science; psychology; administration; accounting; law; criminology; philosophy; social work.

**Format:** 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. Themes are unilaterally funded by SSHRC.

**Topics:** Population Aging (ended 1985), Managing the Organization in Canada (ended 1991), Family and the Socialization of Children (ended 1985), Education and Work (ended 1990), Applied Ethics (ended 1999), Global Competitiveness (ended 1995), Science & Technology Policy (ended 1995), Strategic Networks for Education and Training (ended 2001), Women and Change (ended 2000), Society, Culture and Health I (ended 1999), The Opportunities and Challenges of the Knowledge-based Economy (ended 2001), Exploring Social Cohesion in a Globalizing Era (ended 2001), Rethinking Productivity (ended 2002), Fine Arts, Image, Text, Sound and Technology (ITST), Aboriginal Research.

**Format:** Computerized database and paper case files.

**Program Record Number:** SHR STR 111

### 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

### Particular 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.

**RDA Number:** 69/024

**Related PR#:** SHR SEC 005

**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), the SSHRC Aurora Prize (starting 2003) and the Gold Medal for Achievement in Research (starting 2003) 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 and nominations, 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 for the Arts, which is responsible for administering the Prize. Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC 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. 2. SSHRC 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. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC 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 and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and

Scholarship and may be used and disclosed consistent with that policy.

**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. Information relating to the Aurora and Gold Medal nominations is retained for 10 years for successful nominations and seven years for unsuccessful nominations.

**RDA Number:** 69/024

**Related 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.

**Consistent Uses:** Consistent with these purposes, individuals should also expect that personal information about them held by SSHRC may be used and disclosed in the following ways: 1. SSHRC uses personal information about applicants in its files and databases to identify prospective committee members and reviewers for specific grant scholarship or fellowship applications. 2. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy.

**Retention and Disposal Standards:** Twenty-five years.

**RDA Number:** 69/024

**Related PR#:** SHR IDR 125, 145 & 175, SHR

RES 035, 042, 055, 090, 091& 241, SHR CHA 001 & 002, SHR FEL 030, 200, 241, SHR STR 111, 112 & 117, SHR EVA 021, SHR INE 001, SHR PRO 010, SHR COR 034, SHR STR 111.

**TBS Registration:** 002433

**Bank Number:** SHR PPU 070

#### **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, members of academic organizations and community 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)).

**Consistent Uses:** Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC 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. 2. SSHRC 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. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC 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 and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for

generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy.

**Retention and Disposal Standards:** Six fiscal years from date of last payment.

**RDA Number:** 69/024

**Related PR#:** SHR IDR 125, 145 & 175, SHR RES 035, 042, 055, 090, 091& 241, SHR CHA 001 & 002, SHR FEL 030, 200, 241, SHR STR 111, 112 & 117, SHR EVA 021, SHR INE 001, SHR PRO 010, SHR COR 034, SHR STR 111.

**TBS Registration:** 002430

**Bank Number:** SHR PPU 055

#### **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), amounts of funding 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).

**RDA Number:** 69/024

**Related PR#:** SHR CHA 001

**TBS Registration:** 004446

**Bank Number:** SHR 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.

**RDA Number:** 69/024

**Related 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.

**Consistent Uses:** Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and

disclosed consistent with that policy.

**Retention and Disposal Standards:** Files are maintained for five years following the last administrative action.

**RDA Number:** 69/024

**Related PR#:** SEC 005

**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 Canada Graduate Scholarships, 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, the Aileen D. Ross 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:** Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC 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. 2. SSHRC 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. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC 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 and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. 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. 8. 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 Canada Graduate Scholarships and Doctoral and Queen's Fellowships where the information is retained for ten years (successful applications) and seven years (unsuccessful applications).

**RDA Number:** 69/024

**Related PR#:** SHR FEL 220

**TBS Registration:** 002419

**Bank Number:** SHR PPU 010

### **INE Grant Applications and Committee Records**

**Description:** This bank contains records of applications by individuals and groups for INE grants, 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 apply for funding from the INE.

**Purpose:** Information in this bank is used to review and select applications, monitor awards, and administer programs.

**Consistent Uses:** Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC 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. 2. SSHRC 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. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC 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 and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. 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.

**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.

**RDA Number:** 69/024

**Related 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 and the Aid to the Research Workshops and Conferences 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:** Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC 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. 2. SSHRC 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. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC 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 and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed

consistent with that policy. 7. 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.

**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).

**RDA Number:** 69/024

**Related 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 funding 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:** Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC 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. 2. SSHRC 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. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC 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 and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. 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 (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).

**RDA Number:** 69/024

**Related 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.

**RDA Number:** 69/024

**Related 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 and/or application forms 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.

**RDA Number:** 69/024

**Related PR#:** SHR IDR 125, 145 & 175, SHR RES 035, 042, 055, 090, 091& 241, SHR CHA 001 & 002, SHR FEL 030, 200, 241, SHR STR 111, 112 & 117, SHR EVA 021, SHR INE 001, SHR PRO 010, SHR COR 034, SHR STR 111.

**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:** Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC 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. 2. SSHRC 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. Information is also used in consultation with other granting agencies to

determine the most appropriate review mechanism or source of funding. 4. SSHRC 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 and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy.

**Retention and Disposal Standards:** Ten years.

**RDA Number:** 69/024

**Related PR#:** SHR IDR 125, 145 & 175, SHR RES 035, 042, 055, 090, 091& 241, SHR CHA 001 & 002, SHR FEL 030, 200, 241, SHR STR 111, 112 & 117, SHR EVA 021, SHR INE 001, SHR PRO 010, SHR COR 034, SHR STR 111.

**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 amount of funding requested, the Council's decision on the application and the amount 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:** Consistent with these purposes, applicants should also expect that personal information about them held by SSHRC 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. 2. SSHRC 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. Information is also used in consultation with other granting agencies to determine the most appropriate review mechanism or source of funding. 4. SSHRC 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 and the project title. 5. Files and databases containing personal information may also be used by SSHRC for program planning, evaluation and review and in audits and for generating statistics for these activities. 6. Information submitted to SSHRC is subject to the Tri-Council Policy on Integrity in Research and Scholarship and may be used and disclosed consistent with that policy. 7. 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. 8. 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).

**RDA Number:** 69/024

**Related 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 for Doctoral Fellowship Holders Registered at Canadian Universities
- Guide for Doctoral Fellowship Holders Registered at Foreign Institutions and Postdoctoral Fellowship Holders in Canada or Abroad
- Guide on the Program Evaluation Function
- Integrity in Research and Scholarship: A Tri-Council Policy Statement
- Manuals for Adjudication Committee Members (all programs)
- Memorandum of Understanding on the Roles and Responsibilities in the Management of Federal Grants and Awards
- Policies Governing INE Programs

- Principles for the Evaluation of Programs
- Program Evaluation Policy
- 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

## 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](mailto:info@sshrc.ca)  
Web Site: [www.sshrc.ca](http://www.sshrc.ca)

### Media Inquiries

Doré Dunne  
Tel.: (613) 992-7302  
E-mail: [dore.dunne@sshrc.ca](mailto:dore.dunne@sshrc.ca)

### Inquiries/Programs Administered by SSHRC

Aid to Research Workshops and Conferences in Canada

Tel.: (613) 943-1147  
E-mail: [suzanne.dagenais@sshrc.ca](mailto:suzanne.dagenais@sshrc.ca)

Canada Research Chairs Program

Tel.: (613) 943-3087  
E-mail: [information@chairs.gc.ca](mailto:information@chairs.gc.ca)

Fellowships and Institutional Grants Division

Tel.: (613) 943-7777  
E-mail: [fellowships@sshrc.ca](mailto:fellowships@sshrc.ca)

Initiative on the New Economy

Tel.: (613) 996-2802  
E-mail: [ine@sshrc.ca](mailto:ine@sshrc.ca)

Research and Dissemination Grants Programs

Tel.: (613) 992-3145  
E-mail: [danielle.madore-pariseau@sshrc.ca](mailto:danielle.madore-pariseau@sshrc.ca)

Strategic Programs and Joint Initiatives Division

Tel.: (613) 992-3027  
E-mail: [jeannie.pednaud@sshrc.ca](mailto: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  
350 Albert Street, 11th Floor  
Ottawa, Ontario

# St. John's Port Authority

## Chapter 144

### 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 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 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.

**Topics:** Bulk cargo, container cargo, liquid cargo.

**Access:** Filed by subject.

**Format:** Hard copy and/or electronically.

**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.

**Topics:** Media clippings, advertising, corporate identity publications; promotions and events.

**Access:** Filed by subject.

**Format:** Hard copy and/or electronically.

**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.

**Topics:** Dredging and filling, specifications, and standards.

**Access:** Filed by subject.

**Format:** Hard copy and/or electronically.

**Program Record Number:** STJPA ENG 025

##### Environmental Services

**Description:** Information relating to environmental assessment findings, issues and checklists, and projects.

**Topics:** Environmental issues and projects.

**Access:** Filed by subject.

**Format:** Hard copy and/or electronically.

**Program Record Number:** STJPA EVS 035

### Harbour Operations

**Description:** Information relating to traffic, vessels, safety, emergency planning, pollution, and related subjects.

**Topics:** Incidents, wharfage, berthage, dangerous goods.

**Access:** Filed by subject.

**Format:** Hard copy and/or electronically.

**Program Record Number:** STJPA HRO 050

### Information Systems

**Description:** Information relating to hardware, software, information systems, security and access, departmental requirements, and networks.

**Topics:** Support; security.

**Access:** Filed by subject.

**Format:** Hard copy and/or electronically.

**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.

**Topics:** Submissions; legislation.

**Access:** Filed by subject and/or meeting date.

**Format:** Hard copy and/or electronically.

**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.

**Topics:** Construction, tendering, investigations, land use management, submissions, general correspondence.

**Access:** Filed by subject.

**Format:** Hard copy and/or electronically.

**Program Record Number:** STJPA PTD 095

### Properties

**Description:** Information relating to the administration of Authority properties, property leases, licences, and easements.

**Topics:** Leases, agreements, maintenance, general correspondence.

**Access:** Filed by subject.

**Format:** Hard copy and/or electronically.

**Program Record Number:** STJPA PRP 110

### Terminal Operations

**Description:** Information relating to cargo offshore supply operations and commercial fishing activity.

**Topics:** Cargo terminal; operators.

**Access:** Filed by subject.

**Format:** Hard copy and/or electronically.

**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.

Access to Information and Privacy Requests

Accounts and Accounting

Administration and Management Services

Audits

Budgets

Classifications of Positions

Employment and Staffing

Finance

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Official Languages

Pensions and Insurance

Personnel

Relocation

Salaries and Wages

Travel

## Particular 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.

**Consistent Uses:** To provide a record of the information and documentation used in staffing positions.

**Retention and Disposal Standards:** Records are retained for two years then destroyed.

**RDA Number:** 98/005

**Related PR#:** STJPA PRN 921

**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.

**Consistent Uses:** To provide information on the appointments of Directors.

**Retention and Disposal Standards:** Records are retained for five years then transferred to National Archives.

**RDA Number:** 2002/001

**Related PR#:** STJPA CRS 080

**TBS Registration:** 005035

**Bank Number:** STJPA PPU 010

### Standard Personal Information Banks

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

Access to Information Requests

Hospitality

Relocation

Travel

### Classes of Personal Information

In the course of conducting the programs and activities of the St. John's 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 of these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

### 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  
1 Water Street  
P. O. Box 6178  
St. John's, Newfoundland and Labrador  
A1C 5X8

Tel.: (709) 738-4782  
Fax: (709) 738-4784  
E-mail: [info@sjpa.com](mailto:info@sjpa.com)  
Website: [www.sjpa.com](http://www.sjpa.com)

### 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:

1 Water Street, 2nd Floor  
St. John's, Newfoundland

# Standards Council of Canada

## Chapter 145

### General Information

#### Background

The Standards Council of Canada (SCC) 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 cooperate 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

##### Administration

The Administration Branch provides administrative and management services to the Standards Council. Its functions include finance, administration, human resources, information systems and translation.

##### Corporate Services Branch

The Corporate Services 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

##### 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:** SCC 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:** SCC ISB 010

#### Human Resources

**Description:** Information on Human Resources programs including applications for employment, employee personnel records, staffing, attendance and leave, performance, pay and benefits, training and development, occupational health and safety, official languages and related policies.



**Topics:** Personnel, Employment, Applications, Resumes

**Program Record Number:** SCC AFB 903

### **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:** SCC 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:** SCC 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:** SCC ISB 015

### **Standards Information**

**Description:** Information on national, regional, foreign and international standards, technical regulations, conformity assessment systems and other matters related to standardization.

**Topics:** standards, technical regulations; conformity assessment systems; standardization.

**Program Record Number:** SCC 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

Hospitality

Pensions and Insurance

Procurement

Travel

## **Particular 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 resumés 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.

**RDA Number:** 98/005

**Related PR#:** SCC AFB 903

**TBS Registration:** 003028

**Bank Number:** SCC 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 resumés, 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:** The records are retained for seven years after attaining inactive status and then destroyed

**RDA Number:** TBD

**Related PR#:** SCC ISB 010

**TBS Registration:** 003033

**Bank Number:** SCC 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:** The records are retained for seven years after attaining inactive status and then destroyed.

**RDA Number:** TBD

**Related PR#:** SCC ISB 015

**TBS Registration:** 003031

**Bank Number:** SCC 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:** The records are retained for seven years after attaining inactive status and then destroyed.

**RDA Number:** TBD

**Related PR#:** SCC ISB 010, SCC ISB 015, SCC PRB 025, SCC ISB 030, SCC ISB 035

**TBS Registration:** 003032

**Bank Number:** SCC 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:** The records are retained for seven years after attaining inactive status and then destroyed.

**RDA Number:** TBD

**Related PR#:** SCC ISB 010, SCC ISB 015, SCC ISB 030, SCC ISB 035, SCC AFB 903

**TBS Registration:** 003030

**Bank Number:** SCC PPU 012

## **Standard Personal Information Banks**

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

Hospitality

Travel

## **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.

Please Note: Requests made to the Standards Council of Canada under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Standards Council of Canada.

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  
270 Albert Street, Suite 200  
Ottawa, Ontario K1P 6N7

Tel.: (613) 238-3222  
E-mail: [info@scc.ca](mailto:info@scc.ca)  
Web Site: <http://www.scc.ca>

Information Services can be reached by writing to:

Standards Council of Canada  
Information Services  
270 Albert Street, Suite 200  
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:

270 Albert Street, Suite 200  
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](mailto:asharkey@scc.ca)

# Statistics Canada

## Chapter 146

### 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 without the consent or knowledge of 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 individuals 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 with the Canada Revenue Agency 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 access to tax records has allowed Statistics Canada to exempt many respondents, particularly small businesses, from filing several 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 organized 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 aggregate 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 operations 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: Business and Labour Market Analysis; Family and Labour Studies; and Socio-Economic Analysis and Modelling. The branch also includes the Health Analysis and Measurement Group.

#### **Business and Labour Market Analysis Division**

Business and labour market substantive research and data development take place in the division. 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 employment insurance 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

### **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. It also manages the Statistics Canada Research Stipend, a program of support for graduate students completing doctoral theses.

### **Health Analysis and Measurement Group**

The mandate of the Health Analysis and Measurement Group is to conduct policy-relevant research and quantitative analysis of health and social issues. The group uses Statistics Canada health and social data sets and collaborates extensively with researchers in other divisions, external medical experts and researchers in health ministries, universities, institutes and other health organizations.

### **Socio-Economic Analysis and Modelling Division**

The division's 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 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, the Corporations Returns Act, regional industrial structure and related areas. It is headed by an Assistant Chief Statistician with responsibility for the topics mentioned above.

### **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**

The division produces national and provincial estimates of income and expenses for the System of National Accounts, economic and social statistics concerning the activities of the agriculture sector and its participants and 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 a comprehensive and integrated program of statistics on science, technology, broadcasting, telecommunications and electronic commerce.

### **Small Business and Special Surveys Division**

Provides statistical information on, and for small business, in Canada and responds to information needs of clients (other government departments and organizations) 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. It includes the following divisions: Industrial Organization and Finance; International Trade; Investment and Capital Stock; and Prices.

### **Industrial Organization and Finance Division**

The division produces statistics relating to the financial statements, taxation and financing of business enterprises in Canada. It also

administers the Corporations Returns Act and produces data on ownership and foreign control of business enterprises.

### **International Trade Division**

The division is responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics and related price and volume indices (Customs and Balance of Payments basis). These are administrative data drawn from trade documents filed with the Canadian and American custom agencies. Annual data series include the Canadian Exporter Registry and the World Trade Analyzer, a database depicting merchandise trade flows between nearly 200 countries.

### **Investment and Capital Stock Division**

Provides a focus for the collection, analysis and publication of statistics relating to investment activities, flows and stocks of fixed capital assets employed in the economy and measures of industrial capacity utilization.

### **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 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: Distributive Trades; Enterprise Statistics; Manufacturing, Construction and Energy; and Service Industries.

### **Distributive Trades Division**

The division conducts monthly and quarterly surveys on retail and wholesale trade to produce a range of current indicators such as sales by trade groups by province and commodity groups, as well as wholesale inventories by trade group. Also conducts a monthly survey of new motor vehicle sales that produces estimates on the number of vehicles sold by type, origin and province. The annual surveys covering retail and wholesale trade produce a more complete industry profile including variables such as operating revenue, cost of goods sold and operating expenses. Finally, the division

occasionally conducts a commodity origin and destination survey for the wholesale sector. All surveys use the North American Industrial Classification System (NAICS 2002).

### **Enterprise Statistics Division**

The division is responsible for managing and coordinating the Unified Enterprise Survey (UES) program. 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. Currently, the combined enterprise and establishment surveys of the UES cover two-thirds of the economy, including many service industries, wholesale, retail, manufacturing, some transportation industries and aquaculture.

### **Manufacturing, Construction and Energy Division**

The division is responsible for providing national and provincial estimates on Canadian businesses in the manufacturing, forestry, construction and energy sectors. It produces financial statistics, production and leading indicator data which are increasingly the focus of both domestic and international attention through their linkage to trade, globalization, the environment and sustainable development. The division produces a range of current indicators such as shipments or sales, inventories, as well as orders by industry and by province. Also, conducts annual surveys covering manufacturing and forestry to produce a range of cost structure, material input, commodity output and employment data. The construction statistics program measures and provides details about the construction industry. The energy surveys produce monthly, quarterly and annual data that form the basis of estimates included in the calculation of greenhouse gases emissions and that contribute to the understanding of the complex supply and demand picture for Canadian energy.

### **Service Industries Division**

The division is responsible for the development of an integrated and comprehensive program of statistics on service industries.

### **Communications and Operations Field**

This field provides a full range of external communication functions, including respondents, users, 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.

### **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 and Library Services; Dissemination; and Marketing.

### **Communications and Library Services Division**

The division promotes effective communications between Statistics Canada and its clients through various programs and is responsible for providing an information and document delivery service to Statistics Canada, other government departments, libraries, researchers and the general public. The division coordinates the release of the Agency's information to the public through The Daily, the Agency's official release vehicle. It maintains the overall quality of communications at Statistics Canada by providing communications planning, writing and editing services and training, and through the provision of media relations, client relations and respondent relations support to Agency programs. In addition, the division coordinates the federal-provincial-territorial consultative system. The publication of flagship information products, such as the Canada Year Book, Canada: A Portrait, Canada at a Glance and Infomat, and the management of the Canada e-Book, Canadian Statistics Tables and the Information for Survey Participants modules on the Agency's Internet site are major responsibilities of the division. Through the electronic employee newsletter, @StatCan, and its Internal Communications Network, the division contributes to internal communications in the Agency and promotes a positive corporate culture and a sense

of community linking regional and headquarters employees. The Statistics Canada Library collects and provides access to the complete inventory of Statistics Canada documents. Library services are provided primarily for the benefit of the program divisions of Statistics Canada. Services, such as document delivery for publications available from other libraries, preparation of selective bibliographies and indexing for the Agency's online catalogue of products and services, ensure that Statistics Canada employees have access to information. The Library also provides access to current and historical Statistics Canada information to external users.

### **Dissemination Division**

Responsible for the production of the Agency'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.

### **Marketing Division**

The division provides overall leadership and coordination for the marketing activities of Statistics Canada.

### **Operations and Administrative Support Branch**

This branch is responsible for analysing, evaluating and reviewing all statistical operations and managing the integrated headquarters operations. It also develops and implements approaches and strategies for integrating operations and services throughout the Agency. It includes the following divisions: Administrative Support Services; Operations and Integration; and Operations Research and Development.

### **Administrative Support Services Division**

The division is involved in the following areas: document management, distribution of data collection materiel, publications and general correspondence, facilities management and materiel and contract services.

### **Operations and Integration Division**

The division provides survey operations support to subject-matter divisions for close to 300 surveys. The division is involved in preparing mail-outs, frame maintenance, collection, capture, coding, editing, micro analysis, processing, tabulating and proofreading.

### **Operations Research and Development Division**

The primary mission of the division is to design, develop, deploy and maintain computer-assisted collection applications for Statistics Canada's business and social surveys. In addition, it researches and develops new collection methods, (e.g., electronic data reporting) as well as tools to support the collection process. The division also undertakes a program of research and analysis aimed at monitoring and evaluating the ongoing effectiveness and efficiency of survey collection activities.

### **Regional Operations Branch**

This branch is responsible, through headquarters staff and a network of regional offices, for survey data collection, primary processing and editing, the provision of statistical information and advice at the regional level to data users, respondents, and support for community relations. The branch includes the following divisions: Advisory Services; and Survey Operations.

### **Advisory Services Division**

The division provides a corporate network and sales function nation-wide through seven regional offices and a National Capital Region office. The Advisory Services Division 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 service and account executive, production services, education liaison and communications programs, Advisory Services Division 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**

The division is 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.

### **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 following divisions: Business Register; Geography; Standards; and Tax Data.

### **Business Register Division**

The division is 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. The division 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 by Statistics Canada.

### **Tax Data Division**

Tax Data Division is responsible for acquiring statistical data from Canada Revenue Agency records and for processing and making these data available to programs. Further, the division is charged with taking leadership in developing approaches and methods by which these tax data may be used to supplement or replace data collected by surveys, and to facilitate and promote the implementation of these goals.

### **Informatics Branch**

This branch provides electronic data processing (EDP) services to Statistics Canada. The headquarter 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 following divisions: Informatics Technology Services; and System Development.

### **Informatics Technology Services Division**

Responsible for developing, delivering and maintaining informatics services in support of the business requirements of the statistical and administrative programs of Statistics Canada. The range of services includes: mainframe, workstation, server and data communication services including the responsibility for the entire shared data communications infrastructure across the country and regional offices; technical and consultative support services across a variety of hardware and software platforms to facilitate secure, cost-effective and efficient client computing; planning and development of EDP policy and standards including informatics security; a comprehensive and cost-effective informatics training program; and data storage facilities for the Agency's data in electronic format.

### **System 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. It includes the following divisions: Business Survey Methods; Household Survey Methods; Small Area and Administrative Data; and Social Survey Methods.

### **Business Survey Methods Division**

The division is responsible for providing methodological services to business and trade

statistics programs and to the System of National Accounts, 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 and justice; 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 social, economic and demographic statistics and indicators for small areas. 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 of population, 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, the Statistical Consultation Group, and the Data Analysis Research Section.

### **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, human resources, legislation (Statistics Act, Access to Information Act and Privacy Act) and departmental security.

### **Data Access and Control Services Division**

The division serves as the Agency's 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 Policy and Privacy Impact Assessment Policy, and administers services pursuant to the Access to Information Act and the Privacy Act. The division manages the Agency 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 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; Financial Management Operations and Systems; Operational Planning and Programming; and Resource Management.

### **Audit and Evaluation Division**

The division provides timely assurance services and advice to the Chief Statistician and senior management. Through a systematic and disciplined approach, the division provides assessments on all important aspects of management practices and control frameworks.

### **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. The division is also responsible for the development and coordination of management systems designed to improve planning, providing information for decision-making, comprehensive and integrated reporting on ongoing programs and special initiatives and permitting effective external reporting. The division also plays the role of the Agency's Modern Management Practices Office promulgating modern management know-how and best practices.

### **Financial Management Operations and Systems Division**

The division is responsible for assisting Statistics Canada to meet government and central agency objectives through the conceptualization, design, implementation and development of the Agency's financial management framework and infrastructure pertaining to policy development, planning, budgeting, cost estimates and reporting, and the delivery of programs and services. It is also responsible for providing functional leadership, guidance and direction on all financial reporting systems and processes.

### **Operational Planning and Programming Division**

The Operational Planning and Programming Division is responsible for the effective management of Statistics Canada's operational, financial planning and cost accounting policies, systems and processes which include: the development, implementation, evaluation and quality control of cost accounting systems, procedures, methodologies and cost models; revenue and expenditure activity management; management and coordination of the Agency's Annual Reference Level Update, Treasury Board submissions and negotiations with the Treasury Board Secretariat to secure corporate funding; corporate budgeting processes for both financial and program resources; and the development and implementation of a variety of management processes aimed at improving overall financial effectiveness and efficiency.

### **Resource Management Division**

The division is responsible for performing a coordination function between Statistics Canada program divisions and internal service providers on matters related to financial, human resource and materiel management, and contract administration.

### **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 employees. It includes the following divisions: Human Resources Development; Human Resources Operations; Official Languages and Translation; and Resourcing and Corporate Assignments.

### **Human Resources Development Division**

Human Resources Development Division supports the management of Statistics Canada in identifying and addressing human resources (HR) issues and challenges. It facilitates the development of HR development policies and programs through activities that evaluate current and future needs of the Agency. It plays a role in the design, development, implementation, coordination and evaluation of programs and mechanisms that support Statistics Canada's Comprehensive Human Resources Development Strategy. Its primary focus includes training and development, career streaming, employee recognition, human resources planning, diversity/achieving employment equity as well providing data via HR information systems for analysis and decision-making.

### **Human Resources Operations Division**

The Human Resources Operations Division includes the following service areas: compensation services, including pay and benefits, pensions and disability insurance; classification; the Employee Assistance Program; health support, including health and safety, wellness and nursing services; and labour relations.

### **Official Languages and Translation Division**

The Official Languages and Translation Division develops Statistics Canada's strategies and guidelines on official languages, provides information and advice to managers on the legal requirements of the Official Languages Act and on the implementation of related policies and programs. It also provides employees with information on their rights and obligations regarding official languages. The division also develops and manages the departmental language training program, plans and oversees the individual training of employees. In addition, it is responsible for managing translation services for

all of Statistics Canada and for managing, standardizing and disseminating terminology related to Statistics Canada's activities.

### **Resourcing and Corporate Assignments Division**

Resourcing and Corporate Assignments Division is responsible for staffing including support for unique and generic competitions, students and alumni; human resources support for regional operations; recruitment campaigns for the ES, SI and CS programs; managing assignments for recruits; mentoring; and corporate assignments.

### **National Accounts and Analytical Studies Field**

This field is responsible for providing a set of macroeconomic series within the framework of the System of National Accounts. It provides a broad range of research and analysis intended to improve society's knowledge 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 the System of National Accounts.

#### **Analytical Studies Branch**

This branch is responsible for the integration and interpretation of data to describe and analyse 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**

The 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 division also supports research and analysis in other areas of the organization.

#### **Micro Economic Studies and Analysis Division**

Focuses on a broad range of topics in several areas making use of Statistics Canada micro databases, develops new data, and provides analytical studies using various Statistics Canada

data sources. The first area covered is industrial economics. The division makes use of specially constructed longitudinal databases 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 division 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, the importance of financing to the growth of new firms, and the causes of bankruptcy. The division also is responsible for the productivity program at Statistics Canada and produces analytical research in this area. Finally, the division conducts research on issues of concern to the System of National Accounts in the area of measures of the new economy, depreciation, and pricing.

#### **Unpaid Work Analysis Division**

The Unpaid Work Analysis Division produces analyses, related supporting statistical concepts and special databases, pertaining to a variety of aspects of use-value production. This includes unpaid work done to support a family business, child care, unpaid care provided to older persons in need of personal services, unpaid care for persons who are ill or otherwise handicapped, unpaid household maintenance, volunteer work on behalf of organizations, and educational activities. One aspect of the division's work pertains to issues in extending the production boundary of the System of National Accounts. The division is the custodian of the Total Work Accounts System.

#### **System of National Accounts Branch**

The System of National Accounts Branch 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, the sales of goods and services in final markets and the accumulation of wealth. The branch includes the following divisions: Balance of Payments; Environment Accounts and Statistics; Income and Expenditure Accounts; Industry Measures and Analysis; Input-Output; and Public Institutions.

### **Balance of Payments Division**

The division is responsible for producing statistics on economic transactions between Canadian residents and the rest of the world and on Canada's international assets and liability positions.

### **Environment Accounts and Statistics Division**

Responsible for the integration of environmental and socio-economic information into core sets of statistics relevant to the analysis of relationships between human activity and the environment in Canada.

### **Income and Expenditure Accounts Division**

The division is responsible for: estimates of Gross Domestic Product (GDP) and its components at national and provincial levels, by income and expenditure categories; key economic processes such as production, income generation, sales on major markets, consumption, capital formation, financial transactions and wealth; measurement of tourism activities and non-profit activities; the conceptual and statistical integration of statistics within the System of National Accounts; research on the restructuring and extension of the System of National Accounts in conjunction with re-examination at the international level.

### **Industry Measures and Analysis Division**

The division produces monthly, quarterly and annual measures of the Gross Domestic Product by industry for Canada, the provinces and territories.

### **Input-Output Division**

The division develops annual input-output tables for the business sector industries in Canada as well as Gross Domestic Product estimates for the non-business sector, and annual inter-provincial input-output tables including trade flows and structural economic models of the Canadian and provincial economies.

### **Public Institutions Division**

The division produces statistics on the financial activities and employment of the Canadian public sector. More specifically, this includes government revenues, expenditures, assets, liabilities and debt statistics for the federal, provincial and local levels of government which comprise general government operations as well as health and

education institutions. Consolidated financial data for all these levels of government are published. Data are also produced on income, expenditures, assets and liabilities of government business enterprises and the sales, 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.

### **Social, Institutions and Labour Statistics Field**

The field conducts a wide range of statistical programs dealing with 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 as well as statistics on justice, health, education, the labour force and income. The field also is responsible for international relations

### **International Relations Division**

The 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 and the International Statistical Institute. It provides policy advice on international matters to senior Agency management; coordinates the work required for fulfilling international obligations such as representation at intergovernmental meetings and data reporting; manages the Agency's International Technical Assistance Program; and maintains contact on behalf of the Agency with the Department of Foreign Affairs and the Canadian International Development Agency. The division's responsibilities also include the administration of the Agency's approval system for foreign and non-operational domestic travel.

### **Census Program Branch**

This branch has responsibility for the quinquennial and decennial censuses of population in order to provide comprehensive social and demographic statistics on the Canadian population. It includes the following divisions: Census Management Office; and Census Operations.

### **Census Management Office**

The Census Management Office undertakes functions that support the Census Manager. These functions include the coordination and integration of plans and budgets, census questionnaire content determination, census research and testing, and secretariat support.

### **Census Operations Division**

The division is responsible for the planning, development and implementation of all production-related processing and dissemination of the censuses of 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. It includes the following divisions: Canadian Centre for Justice Statistics; Culture, Tourism and the Centre for Education Statistics; and Health Statistics.

### **Canadian Centre for Justice Statistics**

This is a federal-provincial-territorial 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**

The division is responsible for culture, education and travel and tourism statistics.

### **Health Statistics Division**

Health Statistics Division provides statistical information and analysis about the state of health of Canadians. Information is classified under health care, health and outcome statistics, health status and vital statistics, population health surveys, and occupational and environmental health research. Ongoing health research and analysis are conducted, producing products such as a quarterly review, Health Reports, as well as the database, Health Indicators.

### **Labour and Household Surveys Branch**

This branch conducts statistical programs of household surveys such as the Labour Force Survey, surveys of income and expenditures, 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, 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**

The 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 expenditures.

### **Labour Statistics Division**

The division is responsible for producing a wide range of labour market statistics from business and household surveys and administrative records such as monthly estimates of employment, unemployment and average earnings. In addition, the division produces information on the operation of the employment insurance program as well as from a longitudinal survey on 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.

### **Social and Demographic Statistics Branch**

This branch conducts a program of surveys and related activities designed to provide comprehensive social and demographic statistics on the Canadian population. It includes the following divisions: Demography; and Social and Aboriginal Statistics.

### **Demography Division**

Responsible for the following four areas: population estimates; population projections; census and survey related activities; and developmental and analytical research.

## Social and Aboriginal Statistics Division

Social and Aboriginal Statistics Division is a centre of expertise for three main subject-matter areas: immigration and ethno-cultural statistics; data on the Aboriginal population; and statistics on topics related to inclusion and well-being.

## Information Holdings

### Program Records

#### Departmental Secretariat

##### Agency Operations

**Description:** Records relating to the overall functions of the Agency.

**Topics:** Policies, plans and programs.

**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:** Policies, plans and programs.

**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 employment insurance; 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

#### Health Analysis and Measurement Group

##### Health Analysis and Measurement

**Description:** The analytical output includes various studies on the relationship between socio-economic status and health, the impact of morbidity on population health and the development of health status indicators. Analysis

and studies arising from the program are disseminated in various Statistics Canada publications and academic and medical journals.

**Topics:** Socio-economic status, health.

**Program Record Number:** STC HAM 701

#### Socio-Economic Analysis and Modelling Division

##### Social Policy Simulation Database/Model

**Description:** The Social Policy Simulation Database/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.

**Topics:** Tax data, transfer payments.

**Program Record Number:** STC SES 296

##### Socio-Economic Analysis and Modelling

**Description:** Records relate to studies undertaken by the division using statistical records produced by other areas of Statistics Canada.

**Topics:** Studies.

**Program Record Number:** STC SES 285

#### Business and Trade Statistics Field

##### Business and Trade Statistics Field Operations

**Description:** General operations relating to the overall functions of the field.

**Topics:** Policies, plans and programs.

**Program Record Number:** STC BTS 305

#### Agriculture Division

##### Census of Agriculture and Census of Population Record Linkage

**Description:** Records related to the Census of Agriculture conducted every five years and the linkage of Census of Population data with Census of Agriculture data.

**Topics:** Number and type of farms, crop, horticulture and land use areas, land management practices, numbers of livestock and poultry, organic farming, computer use, farm machinery and equipment, farm capital, and farm operating expenses and receipts, number of farm operators, age, sex, residence status, farm and non-farm work and farm-related injuries, marital status, mother tongue, highest level of schooling, net farm income, as well as farm population counts and income profiles for census farm families and households.

**Format:** Census of Agriculture data are available in a variety of forms: Internet, subscription, custom

mapping, CD-ROM or paper and special tabulations.

**Program Record Number:** STC AGR 445

### **Crop Condition Assessment Program**

**Description:** The Crop Condition Assessment Program is a free, Web-based application providing weekly cropland and pasture monitoring for the regions of Western Canada and the northern great plains of the United States throughout the growing season.

**Note:** Data are derived from the analysis of weekly, digital, low resolution satellite imagery. Available products include value-added satellite images, thematic maps, vegetation index graphs and tabular data of current and historical cropland and pasture conditions. An experimental spring wheat yield model is also included for Western Canada as a useful tool for making management decisions.

**Topics:** Crop development, pasture development, comparison of crop conditions, normalized difference vegetation index, climatic conditions.

**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 and special crops; grain marketing; vegetables; fruits; greenhouse and nursery products; honey and maple products.

**Format:** Data are available in a variety of forms: CANSIM, electronic and paper publications, CD-ROM, diskette and special tabulations.

**Program Record Number:** STC AGR 450

### **Farm Environmental Management Survey, 2001**

**Description:** Information on farm management of manure, commercial fertilizers, commercial pesticides and environmental planning.

**Topics:** Manure management, commercial fertilizer management, pesticide application practices, land area, livestock inventory, farm type, gross farm receipts, land and water practices and whole farm environmental management.

**Format:** Data are available through special tables.

**Program Record Number:** STC AGR 457

### **Farm Income and Prices**

**Description:** Information related to farm income, prices and farm finances.

**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.

**Format:** Information in this area is available in a variety of forms (CANSIM, electronic publications, CD-ROM, and special tabulations).

**Program Record Number:** STC AGR 455

### **Farm Register**

**Description:** The Farm Register is a repository of all agricultural operations in Canada and of the main operators or contacts for each of these agricultural operations. It is used for maintenance of the survey frames for agricultural surveys. The register provides a complete historical record of these agricultural operations' survey activities so that response burden can be monitored. It is also a vehicle to produce information for computer-assisted telephone interviews and labels for postal surveys as well as to update survey-collected administrative information.

**Topics:** Surveys, addresses.

**Program Record Number:** STC AGR 464

### **Livestock, Animal Products and Food**

**Description:** Records related to livestock inventories, production of meat and animal products, wool production, fur production, egg production, dairy statistics, stocks of meat and poultry in cold storage, aquaculture production, and food and nutrient statistics.

**Topics:** Inventories of classes of cattle, pigs, sheep and poultry; stocks in cold storage; dairy products; fur; eggs; wool; per capita food consumption; nutrient information.

**Format:** Livestock and animal products data are available in a variety of forms, including electronic publications, CANSIM, CD-ROM and special tabulations prepared on request.

**Program Record Number:** STC AGR 460

### **Whole Farm Database**

**Description:** Integrated set of descriptive, physical and financial data at the whole farm level on an annual basis. Data are obtained from the Taxation Data Program, the Farm Financial Survey and crop and livestock surveys.

**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.

**Format:** Whole farm data are available in a variety



of forms (pre-established and special tabulations, CD-ROM and in electronic publications).

**Program Record Number:** STC AGR 452

## Science, Innovation and Electronic Information Division

### Broadcasting, Program Distribution and Telecommunications

**Description:** Records related to annual assets, liabilities, revenues, expenses, workforce, investments, international trade, infrastructure, and customer base of the radio, television, cable and telecommunications industries.

**Topics:** Telecommunications carriers and resellers, radio and television stations and networks, cable and satellite program distribution systems; revenues and expenses by type for broadcasting and telecommunications; capital expenditures by type of assets for broadcasting and telecommunications; international trade in broadcasting and telecommunications services; number of residential and business telecommunications connections by type; volume of telecommunications traffic; number of subscribers to cable, Internet access by cable and mobile telecommunications services; penetration of telecommunications, cable and wireless program distribution services.

**Program Record Number:** STC SAT 430

### Electronic Commerce and Information Technology Use

**Description:** Records related to the use of different types of information and communication technologies by Canadian businesses and institutions, the value of Internet transactions and the barriers to, and benefits of, electronic commerce.

**Topics:** Penetration and diffusion of Internet, e-mail, enterprise networks, mobile communications and e-commerce in the private and public sectors; Web presence in the private and public sectors; Internet connections by type in the private and public sectors; value of business-to-consumer and business-to-business sales over the Internet; value of domestic and foreign Internet sales by Canadian businesses; perceived barriers to, and benefits of, electronic commerce.

**Program Record Number:** STC SAT 431

### Internet Use by Canadian Households

**Description:** Records related to Internet activities by Canadian households, including the extent, location and frequency of use and the motivations for using or not using this technology.

**Topics:** Use (penetration) of Internet at home, at work, at school and at other locations; modes of Internet connections at home; frequency and purpose of use of the Internet; profile of Internet users and non-users and of Internet shoppers by household income, household composition, education level and age of the household head, and geographic location of the household; propensity to engage in Internet shopping and Internet ordering; value and type of Internet purchases by Canadian households; value of orders on the Internet by destination.

**Program Record Number:** STC SAT 432

### 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 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 (GERD); intellectual property management in universities, teaching hospitals and the federal government; human resources in science and technology; international mobility of highly qualified personnel; impact of advanced technologies in key industrial sectors (construction, natural resources, manufacturing); and tracking the introduction of new products and processes (innovation in manufacturing, selected service industries, natural resource industries and transportation industries); and tracking the use and development of biotechnology in industry and the federal government, and knowledge management in the private sector.

**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, are compiled from taxation records, the Longitudinal Employment Analysis Program (LEAP) file and special surveys on business financing in Canada. 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 of special surveys include: National Construction Industry Wage Rate Survey – Ontario, National Survey of Information Technology Occupations (2002), Compensation Survey (Ontario Pilot), National Survey of Non-profit and Voluntary Organizations, Aboriginal Entrepreneurs Survey, Wage Survey of Seasonal Workers in the Horticultural Sector, Consumption of Energy Survey (2003). Recent examples of record linkage and data integration include a Longitudinal Economic Impact Study of Canada Small Business Financing, the ACOA Business Performance Evaluation Report, the Market Research Handbook and the Food Processing and Information System database.

**Topics:** Surveys, record linkage.

**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; domestic and international air charter statistics; airport activity and traffic flow; fares and fare type statistics.

**Format:** 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 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.

**Format:** Documents are stored in machine-readable format and some data are available on

CANSIM. User summary files and special tabulations can be produced and are available directly from the division.

**Program Record Number:** STC TRA 390

### Road Transport

**Description:** Records relating to all road transport in Canada. In addition to 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 (trucking), passengers bus and urban transit; 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.

**Format:** Documents are stored in machine-readable format and some data are available on CANSIM. User summary files and special tabulations can be produced and are available directly from the 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 statistics on water carriers; 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.

**Format:** Documents are stored in machine-readable format, and some data are available on CANSIM. User summary files and special tabulations can be produced and are available directly from the 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 incorporated enterprises operating in Canada. There are two basic programs, the Annual Financial and Taxation Statistics (AFTS) and the Quarterly Survey of Financial Statements (QSFS). The annual program includes data compiled for the entire incorporated business

population as depicted on the Statistics Canada Business Register. Such a census is made possible by supplementing data collected through QSFS with data produced by a survey of provincial and federal level government enterprises from the Public Institutions Division and with administrative data from the Canada Revenue Agency. The coverage of the two programs differs slightly as the quarterly program excludes government-controlled and not-for-profit business enterprises, while these enterprises are included in the annual program. In addition, the division carries out the Survey of Suppliers of Business Financing (SSBF) on an annual basis. The SSBF targets banks, trust companies, credit unions and caisses populaires, finance companies, portfolio managers, insurance companies and leasing companies. The key objective of the survey is to provide a profile of the financing provided to small- and medium-sized enterprises (SME) and firms in knowledge-based industries (KBI) for major groupings of suppliers. The types of financing covered include debt, factoring and leasing. Business clients are classified by the amount of financing authorized, the instrument used, province and industry.

**Topics:** The QSFS and AFTS statistical programs include variables such as assets, liabilities, shareholder's equity, revenues, expenses, profits and retained earnings. In addition, the annual program produces income taxes payable and a reconciliation of profits to taxable income and taxes payable. The SSBF provides amounts authorized, amounts outstanding and business client counts by type of financing (debt, factoring and leasing) for several characteristics of the business clients (authorization size, instrument used, geography and industry). The value of losses is also measured.

**Program Record Number:** STC IOF 435

### **Corporations Returns Act**

**Description:** Records related to financial data, ownership, control (including foreign control) and concentration. Statistics Canada is responsible for the administration of the Corporations Returns Act (CRA). The primary purpose of this Act is to prepare an annual analytical report to Parliament on the corporate control and foreign ownership in the Canadian economy. In addition, information is collected on who owns whom in the Canadian corporate economy and is made available to the public in a separate product entitled Inter-Corporate Ownership. Central to the CRA program is the annual ownership survey, which must be completed by each corporation with total assets

exceeding \$10 million or total gross revenue exceeding \$15 million.

**Topics:** Country of control, assets, operating revenues, corporate concentration; and directory of inter-corporate ownership.

**Program Record Number:** STC IOF 440

### **Survey of Deposit-accepting Intermediaries: Chartered Banks, Trust Companies, Caisses Populaires and Credit Unions**

**Description:** The annual Survey of Deposit-accepting Intermediaries targets chartered banks, trust companies, caisses populaires and credit unions (local and central). It collects national-level financial data on different elements of the income statement and balance sheet, as well as certain non-financial information such as the number of employees. The data are broken down according to the production of major business segments pertinent to the Canadian operations of deposit-accepting intermediaries.

**Topics:** These business segments are retail banking (personal and commercial), corporate and institutional finance, electronic financial services, treasury and investment banking, fiduciary services and other services.

**Program Record Number:** STC IOF 441

### **International Trade Division**

#### **Custom Data Retrievals: Exports and Imports**

**Description:** Canadian or world trade data tabulations on a customized basis.

**Topics:** Exports and imports according to the Harmonized System and the North American Industry Classification System on a custom basis by quantity and value; commodity; country and weight of merchandise (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.

**Format:** Publication, electronic format, printouts and CD-ROM; some data on CANSIM.

**Program Record Number:** STC INT 410

#### **Profile of Canadian Exporters**

**Description:** To increase the scope of trade analysis, Statistics Canada has developed the Profile of Canadian Exporters which links merchandise trade data to the industrial activity of organizations engaged in international trade.

**Topics:** Trade variables such as industrial classification, exporter size, value of domestic exports, destination, province of residence, and

employment statistics for exporting establishments (2003).

**Format:** Publication, electronic format and printouts.

**Program Record Number:** STC INT 414

### World Trade Analyser

**Description:** A matrix of the value of international trade flows (exports and imports of goods) created from adjusted United Nations source data broken down by over 180 partner countries and over 800 commodities/industries. Annual data are available from 1985 to 2002.

**Topics:** Commodities according to the Standard International Trade Classification Revision 2 at the 4-digit level; values only.

**Format:** Available on 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 data and software product from the International Trade Division 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, data from 1995 up to the most recent available monthly data on over 18,000 import and 6,000 export commodities, national, provincial, territory and U.S. state level geography, currency conversion, detailed Harmonized System exports and imports data at the HS-8 and HS-10 digit level, respectively.

**Format:** Internet.

**Program Record Number:** STC INT 411

## Investment and Capital Stock Division

### Capital Expenditures

**Description:** Records related to capital and related expenditures on new construction, machinery and equipment purchase and repair work on structures and 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 current, constant and Chain

Fisher 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, residential and non-residential capital building 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; provincial and metropolitan in non-residential building expenditures in both current and constant dollars.

**Program Record Number:** STC SCT 480

## Prices Division

### 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.

**Format:** Electronic media; limited historical material held on microfiche.

**Program Record Number:** STC PRI 415

### 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 services; 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.

**Format:** Electronic media; limited historical material held on microfilm.

**Program Record Number:** STC PRI 420

## Distributive Trades Division

### Retail Trade

**Description:** Records related to sales, inventories, commodities and operating data for retail businesses, the number and value and origin of manufacture of new motor vehicles sold in Canada. Data are available on a provincial/territorial basis for selected outputs.

**Topics:** New car dealers; used and recreational motor vehicle and parts dealers; furniture stores; home furnishings stores; computer and software stores; home electronics and appliance stores; home centres and hardware stores; specialized building materials and garden stores; supermarkets, convenience and specialty food stores; beer, wine and liquor stores; pharmacies and personal care stores; gasoline stations; clothing stores; shoe, clothing accessories and jewellery stores; sporting goods, hobby, book and music stores; department stores; other general merchandise stores; miscellaneous store retailers; electronic shopping and mail-order houses; vending machine operators; fuel dealers; other direct selling establishments.

**Program Record Number:** STC DTD 375

### Wholesale Trade

**Description:** Records related to sales, inventories, operating data and commodity origin and destination of wholesale business.

**Topics:** Farm products; petroleum products; food products; alcohol and tobacco; apparel, household and personal goods; pharmaceuticals; motor vehicles; motor vehicle parts and accessories; building supplies; metal products; lumber and millwork; machinery and equipment; computers and other electronics; office and professional equipment; other products; agents and brokers.

**Program Record Number:** STC DTD 380

## Enterprise Statistics Division

### Unified Enterprise Survey (UES)

**Description:** Records relating to the response management function (including respondent relations for all Statistics Canada business surveys and large businesses through the Enterprise Portfolio Manager Program); UES collection coordination and content harmonization services; UES informatics development, maintenance and support services (including coherence analysis, the UES Head Office Survey and various data research projects); UES processing functions; and UES data and metadata storage.

**Topics:** Respondent relations; computer support; processing.

**Program Record Number:** STC UES 307

## Manufacturing, Construction and Energy Division

### Construction

**Description:** Records related to the construction industry, revenues and expenses, including the cost of construction work sub-contracted to others, the cost of materials and supplies and labour costs by type of contractor and by province.

**Note:** The last year of data for the construction sector is 2000. The survey has been discontinued.

**Topics:** The following industries are covered: land subdivision and land development, residential building construction, non-residential building construction, engineering construction, construction management, site preparation work, building structure work, building exterior finishing work, building interior finishing work, building equipment installation and other special trade contracting.

**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 related to energy industries and pipelines.

**Program Record Number:** STC IND 315

### Logging (Survey of Logging and Forestry Support)

**Description:** Records related to shipments of roundwood.

**Topics:** Saw logs, veneer logs, pulpwood, poles and pilings (untreated), fuel wood, 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 and tobacco products, primary textile, textile products, clothing, leather, wood products, paper, printing and related support, petroleum and coal products, chemicals, plastics and rubber products, non-metallic mineral products, primary metals, fabricated metal products, machinery, computer and electronic products, electrical equipment, appliances and components, transportation equipment, furniture, other manufacturing industries.

**Program Record Number:** STC IND 310

## Service Industries Division

### Service Industries

**Description:** Records related to financial and other operating data.

**Topics:** (NAICS sector 51) Information and cultural industries covering publishing (except Internet), motion picture and sound recording, Internet service providers, data processing, and archives; (NAICS sector 53) Real estate, rental and leasing; (NAICS sector 54) Professional, scientific and technical services covering accounting, tax preparation, bookkeeping and payroll, architectural, engineering, surveying and mapping, specialized design, computer systems design, management consulting, scientific and technical consulting, and advertising; (NAICS sector 56) Administrative and support covering employment, travel arrangements and reservation; (NAICS sector 71) Arts, entertainment and recreation covering performing arts, spectator sports and related activities, heritage institutions, amusement, and recreation; (NAICS sector 72) Accommodation and food services covering accommodation services, food services and drinking places; (NAICS sector 81) Other services (except public administration) covering 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.

**Topics:** Policies, plans and programs.

**Program Record Number:** STC COM 565

## Communications and Library Services 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.

**Topics:** Projects and programs.

**Program Record Number:** STC CMN 570

### Library documentation

**Description:** 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 that merged to become the Dominion Bureau of Statistics. The collection also 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.

**Topics:** Publications, monographs, reports.

**Program Record Number:** STC CMN 706

## Dissemination Division

### CANSIM

**Description:** Records related to the maintenance, updating, marketing and utilization of the CANSIM databases; the development of new data content, and new data storage, retrieval and delivery facilities; the development of meta data systems.

**Topics:** Databases.

**Program Record Number:** STC DIS 580

### Corporate Sales Support System

**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.

**Topics:** Accounts receivable.

**Program Record Number:** STC DIS 603

## Publications

**Description:** Records related to the production, sales and marketing of Statistics Canada's publications.

**Topics:** Publications.

**Program Record Number:** STC DIS 575

## Marketing Division

### Marketing

**Description:** Records related to the coordination of marketing activities. 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, the management of a marketing information system, and centrally recording all broadcast e-mail communication activities in the Agency.

**Topics:** Market plans, market research, promotional and sales campaigns, pricing and licensing.

**Program Record Number:** STC MAR 572

## Operations and Integration Division

### Operations

**Description:** Records related to the development and on-going work of the division including: surveys (mail-out/mail-back surveys, computer-assisted telephone interviews, surveys based on administrative records, imaging documents, analyzing and reformatting computer printouts, CDs, diskettes, etc.); coding (these codes include medical codes, classification of Instructional Programs, North America Industrial Classification System coding, Product List of Annual Survey of Manufactures, etc.); data capture; mapping (operations of the Map Library including the 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 census enumeration.

**Topics:** Surveys, coding, data capture, mapping.

**Program Record Number:** STC OPI 595

## Operations Research and Development Division

### Operations Research and Development

**Description:** Records showing the performance of work units in the Operations and Integration

Division working with measured standards.

**Topics:** Performance of work units.

**Program Record Number:** STC ORD 600

## Advisory Services Division

### Advisory Services

**Description:** Records relating to the following: Research services to identify which data from among Statistics Canada's holdings are most relevant and valuable in meeting client needs; Integrating data by combining two or more different data files (integrating one or more Statistics Canada files with client-proprietary data, other public sector data, or commercially published data available to the Agency); Census consulting by identifying and cross-tabulating such variables as simple population counts, income, ethnic origin, language and education to assist clients in determining key demographic profiles on national, regional or more local geographic levels; Geographic services by incorporating and illustrating a variety of different variables with thematic mapping to profile lower-level geographic areas, overlay key customer data, and track demographic changes; Special services by organizing seminars and conferences on a variety of topics including using and understanding Statistics Canada data, statistical methodologies and techniques for sampling and analysis; Consultation services in conducting surveys, by 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 Statistics Canada communications. These activities include proactive media relations, government relations, respondent relations, conference/ exhibition displays, and speaking engagements.

**Topics:** Research, consultation, communications.

**Program Record Number:** STC UAS 606

### Online Catalogue of Products and Services

**Description:** A Windows-based search and retrieval system which provides users with current information about products and services available from Statistics Canada.

**Topics:** Products and services.

**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 and business surveys.

**Topics:** Data collection.

**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:** Policies, automation, security, equipment evaluation, equipment acquisition, software evaluation, software acquisition, methodology.

**Program Record Number:** STC INM 485

## Business Register Division

### Canadian Business Patterns

**Description:** Counts of Canadian business establishments.

**Topics:** Business demographics in terms of industry, geographic, employment size range and revenue size range.

**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 area creation, geographic consultation and other services related to area selection, data retrieval and computer mapping.

**Topics:** Road 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, census tracts, enumeration areas, designated places); postal codes (representative points); maps (enumeration area, census metropolitan area, census agglomeration, census tract, census division, census subdivision; geographic

information systems); geographic concepts; automated cartography; automated delineation; population and area statistics (dissemination area, block; census metropolitan area and census agglomeration influenced zones, urban core, urban fringe, urban area, statistical area classification, federal electoral district, digital cartographic boundary file and thematic maps).

**Program Record Number:** STC GEO 520

## Standards Division

### Standards

**Description:** Records related to classification standards, variables, data sources and methods.

**Topics:** North American Industry Classification System (NAICS), concordances between different versions of Canadian, U.S. and international 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 (under development); Standard Geographical Classification; National Occupational Classification for Statistical and related concordances; Chart of Accounts: Financial Position and Performance; Classification of Instructional Programs; other standards covering many areas of social and economic statistics; Integrated Meta Database.

**Program Record Number:** STC STD 535

## Tax Data Division

### Taxation Data

**Description:** Records related to data from taxation records of individuals and businesses including not-for-profit agencies.

**Topics:** Access to T1, T2, T4, T4A, T3010, T1044, GIF1, GST and PD7 taxation data for statistical purposes.

**Format:** Except for a few documents that are photocopies, data are in electronic format (tapes and CD-ROMs). All electronic files are kept on the mainframe or a secure server for at least five years.

**Program Record Number:** STC TAX 530

## Informatics Technology Services Division

### Communications Services

**Description:** Responsible for the planning, design, installation and maintenance (including



redundancy) of the communications infrastructure in Statistics Canada and across the regional offices. The entire data communications network is managed as a corporate resource that comprises Network A and B environments. In addition, the section provides detailed specifications for communications equipment (network wiring topology, routers and switches) and operational supports for the infrastructure for Internet services and host web services. It also provides e-mail service for the Agency. The goal is to provide reliable communications within and across networks with sufficient bandwidth to meet the needs of the applications using the service. This requires the continual upgrading and replacement of infrastructure components using the latest technology to meet user needs.

**Topics:** Electronic communications, local area networks, wide area networks, terminals.

**Program Record Number:** STC CLS 509

#### **Computer Centre Operations Service**

**Description:** This section is responsible for providing a secure environment for housing departmental computer systems. In addition to managing the Main Computer Centre facility and its security and environmental systems, the section is responsible for the operation of shared server and mainframe resources. It is also responsible for continuous monitoring of Agency infrastructure with appropriate response to failures.

**Topics:** Computer support.

**Program Record Number:** STC CLS 512

#### **Corporate Workstation Section**

**Description:** The section is the designated support centre for the majority of the software products in the Agency's software toolbox, and as such, has the responsibility for providing expert advice to the Agency on a wide range of workstation products. The section is also responsible for the configuration and deployment of products in the standard desktop and other widely used software products. This mandate extends to the provision of support for client-server database products and SAS on the mainframe and various server platforms. The section uses Microsoft System Management software to automate the deployment of corporate licensed software products and upgrades. In addition, the section establishes a contract for the acquisition of standard microcomputers annually.

**Topics:** Microcomputers, printers, software support.

**Program Record Number:** STC CLS 508

#### **Informatics Advisory Services**

**Description:** The Informatics Advisory Services (IAS) 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. IAS provides Statistics Canada employees with information on the division's products and services and assistance with IT related problems. The section is responsible for the IT Help Desk and the Informatics Branch and divisional Web sites. Staff members answer queries from clients, register clients for divisional services and post information on client and internal Web sites to keep the client community informed of activities impacting their business requirements. This information dissemination is provided through service bulletins via the Informatics Web sites, e-mail messages, service alerts and through the division's case management system.

**Topics:** Service, support.

**Program Record Number:** STC CLS 510

#### **Informatics Security**

**Description:** Provides IT security-related services to assist departmental clients meet their business needs. The unit assists users by providing central services such as security awareness sessions, threat and risk assessments, disaster recovery planning assistance, access control facility management, data communications security services and computer virus control services. The section also develops and implements security policies and practices consistent with government-wide requirements and specific departmental requirements.

**Topics:** Security.

**Program Record Number:** STC CLS 511

#### **Informatics Training**

**Description:** The Informatics Training Section provides bureau-wide IT training services. It is the designated Training Centre at Statistics Canada for all supported software products including databases, programming languages and desktop products as well as for specialized training on system development methodologies, project management and best practices for delivery of IT systems and services. The mandate of this section is to research, design, manage and deliver courses aimed at both professional and business users of IT systems on a fee-for-service basis. The section also offers a training needs analysis program helping divisions identify their training

requirements and to set up training plans.

**Topics:** Training.

**Program Record Number:** STC CLS 505

### **LAN Services**

**Description:** The mandate of the LAN Services Section is to operate, manage and maintain the internal computing environment used by divisional staff to perform day-to-day activities. The section ensures that employee workstations are configured and deployed in a timely fashion, installs user software on workstations, and configures and maintains the computer equipment in the IT Training classrooms. It also manages the file and print services for the division and the division's database services. In addition to providing these local services, the section is responsible for several LAN related services that are offered to divisions on a fee-for-service basis. In particular, the section provides a full suite of LAN administrative services to clients and supports the corporate WTS environments on both Networks A and B. The section is also developing targeted LAN related services such as a file and print service.

**Topics:** Computer support.

**Program Record Number:** STC CLS 506

### **Mainframe Computer Services**

**Description:** The section is responsible for the provision of mainframe services to the Agency's client divisions. It installs, maintains, updates and supports the mainframe hardware and operating systems and provides technical expertise on the mainframe and related areas such as workload management, disk and tape storage, the UNIX mainframe service and mainframe communications services. The section also provides technical advice and information to clients on the proper use of mainframe services, as well as advice on troubleshooting and evaluation of emerging products.

**Topics:** Computer support.

**Program Record Number:** STC CLS 517

### **Managed Storage/UNIX Services**

**Description:** The Managed Storage/UNIX Services Section provides a comprehensive level of server support for UNIX services in the Agency. Managers are provided a full range of system support for UNIX, LINUX and VMS servers. The Server Managed Service is offered on a fee-for-service basis. The section also offers a variety of other cost-recovery services designed to assist clients in optimizing performance and availability and reliability of their data. The main managed

storage services are: Enterprise Backup (a service that protects the intellectual property and corporate data of Statistics Canada, provides a consistent backup strategy without affecting the data network, and supports corporate business resumption planning) and Enterprise Storage Service (a service which provides Windows and UNIX server clients with an enterprise corporate storage environment).

**Topics:** Computer support.

**Program Record Number:** STC CLS 515

### **Performance and Accounting and Informatics Planning, Policy and Standards Development**

**Description:** The section is responsible for the identification and recovery of costs of providing divisional services to clients. Business line managers in the division provide the section with information on client usage of services. Advertised rates applied to the data and billing information are then submitted to the division responsible for finances who provides reports to clients and managers. In addition, the section is responsible for coordinating the development of informatics policy and standards and preparing the five-year capital plan.

**Topics:** Capital plan, policy and standards.

**Program Record Number:** STC CLS 507

### **Regional Office/Intel Services**

**Description:** The Regional Office/Intel Services Section provides the following services: full support in the areas of system software installation configuration and support, fault isolation and resolution, fault root cause analysis and virus protection. The section also offers a variety of other cost-recovery services designed to assist clients in optimizing the performance and reliability of their servers and availability of their data. The section also provides a Utility Computing service which offers clients a high performance, secure, reliable and cost-efficient virtual server environment in which to house development, test and production environments. This eliminates the need for divisional tasks in the areas of acquisition, delivery, installation, testing, training and updating of hardware or operating systems.

**Topics:** Computer support.

**Program Record Number:** STC CLS 516

### **Technical Support Services**

**Description:** The section is responsible for managing the maintenance contracts for all of Statistics Canada computers and peripherals (except the IBM mainframe). The section replaces broken computer components and maintains an

inventory of spare parts. The section is also responsible for the installation and maintenance of the network plant including CAT5 cabling, fiber cabling, routers, hubs and switches. It also manages the wiring and switches for voice and data communications within headquarters.

**Topics:** Computer support.

**Program Record Number:** STC CLS 514

## 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; 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; benchmarking 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; 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; benchmarking and revision procedures; confidentiality; assessment of data quality (sampling and non-sampling errors); small area estimation; 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:** Records contain aggregated data primarily from the T1 income tax form; a sample (20%) longitudinal file.

**Topics:** Income data by source (individual and family); sub-provincial data (areas as small as postal walks); migration; income and demographic data (individual and family).

**Program Record Number:** STC SAD 550

### Small Area Database

**Description:** 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 databases can be obtained on a cost-recovery basis. Longitudinal data can be derived from the Longitudinal Administrative Databank on a cost-recovery basis. Data are available for the 1982-2003 period for approximately 4.8 million people (both individual and family information).

**Topics:** Tax data; sub-provincial areas.

**Program Record Number:** STC SAD 555

## Social Survey Methods Division

### Methodology

**Description:** Records relate to survey design, methodology, data quality, analysis of social statistics programs that include surveys, censuses and the use of administrative records, and statistical consultation.

**Topics:** Planning of censuses and surveys; survey objectives, concepts and definitions; 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; benchmarking and revision procedures; calibration of surveys with a common subject matter; 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.

**Topics:** Policies, plans and programs.

**Program Record Number:** STC MAN 605

### Data Access and Control Services Division

#### Data Access

**Description:** Records relating to requests received under the Access to Information Act and the Privacy Act; requests from federal investigative bodies; agreements with other federal government departments, provincial governments, municipalities or other corporations for the joint collection or sharing of data; order prescribing forms; discretionary disclosure of information pursuant to the Statistics Act; and the administration within Statistics Canada of the Policy on Informing Survey Respondents, the Policy on Record Linkage, the Policy on Microdata Release, the Policy on the Security of Sensitive Statistical Information and the Policy on the Use of Deemed Employees.

**Topics:** Policies, acts, agreements, orders.

**Program Record Number:** STC DAC 615

### Departmental Security

**Description:** Records relating to the administration of the security program for Statistics Canada. These include physical security of designated and classified information and other assets held within Statistics Canada; inspections and investigations of suspected breaches or violations of security; checks with investigative agencies as part of the personnel screening process; emergency and safety practices and security awareness.

**Topics:** Security, personnel screening, inspections.

**Program Record Number:** STC DAC 617

### Audit and Evaluation Division

#### Audits and Evaluations

**Description:** Records related to audit engagements, evaluations, and special studies.

**Topics:** Audits, evaluations.

**Program Record Number:** STC PRG 645

### Corporate Planning Division

#### Corporate Planning

**Description:** Records relating to the strategic analysis, coordination and secretariat functions in support of the Agency's long-term planning (LTP) process; development and coordination of the Agency's Parliamentary reports, including the Report on Plans and Priorities and the Departmental Performance Report; management of the Agency's Integrated Program Reporting process, including development and ongoing support and maintenance; analytical and strategic advice to senior management on central agency-driven initiatives and priorities that relate specifically to performance and planning, on field and corporate performance and planning issues; and advice to managers in the preparation of performance management plans.

**Topics:** Long-term planning, performance.

**Program Record Number:** STC CDP 702

### Financial Management Operations and Systems Division

#### Financial Management Operations and Systems

**Description:** Records related to expenditure and revenue transactions and general accounting services.

**Topics:** Expenditures, revenues

**Program Record Number:** STC FIN 635

## 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; coordination of information required for decision-making and quality assessments by senior management; negotiation of resource levels with central agencies.

**Topics:** Policies; procedures; methodologies.

**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.

**Topics:** Policies; systems; procedures.

**Program Record Number:** STC FPS 630

## Human Resources Operations Division

### Employee Assistance Program

**Description:** Records related to the provision of confidential health assistance and advice to employees, and dissemination of information on various social agencies available to assist employees.

**Topics:** Assistance.

**Program Record Number:** STC HRO 611

## Resourcing and Corporate Assignments Division

### Recruitment and Development

**Description:** Records related to policies, guidelines and client information pertaining to the management of recruitment, recruit training and development, the Corporate Assignments Program, the Aboriginal Recruitment and Retention Program, and the Aboriginal Internship Program at Statistics Canada.

**Topics:** Recruitment, training.

**Program Record Number:** STC RDD 703

## 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:** Policies, plans and programs.

**Program Record Number:** STC NAC 225

## Current Economic Analysis Division

### Current Economic Analysis

**Description:** Records related to the production of Statistics Canada's flagship publication for economic statistics, the Canadian Economic Observer, and the production of the monthly composite leading index.

**Topics:** Publication, analysis.

**Program Record Number:** STC CEA 704

## Unpaid Work Analysis Division

### Unpaid Work Analysis

**Description:** Records relating to preparation of course materials, technical innovations and empirical analysis, related conceptual innovations, and databases pertaining to aspects of use-value production.

**Topics:** Analysis, use-value production.

**Program Record Number:** STC UWA 705

## 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.

**Topics:** Accounts; transactions; liabilities.

**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.

**Topics:** Investment.

**Program Record Number:** STC IFE 261

### Environment Accounts and Statistics Division

#### Environmental Information System

**Description:** The information is presented in three different integration frameworks. In the first one, the statistics are contained in a set of environmental accounts consistent with the rest of the System of National Accounts. These accounts provide monetary and/or physical estimates of the major components of natural capital, of natural resources used and waste generated by sector and industry, and of expenditure on environmental protection. In the second one, the statistics are classified as measuring either the pressure placed by human activities on environmental resources, the state of the environment, or the socio-economic response to environmental conditions. In the third one, the statistics are geographically referenced for presentation and aggregation in analytically relevant spatial units.

**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 Division

#### Financial Flows and Balance Sheets

**Description:** Records related to the production of the national financial flow and balance sheet accounts.

**Topics:** Estimates of borrowing, lending, financial transactions, assets and liabilities for sectors of the Canadian economy (persons, businesses, 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

#### Income and Expenditure Accounts (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, businesses, 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:** Monthly data series of labour income on a raw and seasonally adjusted basis.

**Topics:** Wages and salaries, supplementary labour income, special payments, and work stoppages.

**Program Record Number:** STC NAD 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-profit organizations; non-market production; production boundaries; underground economy; total consumption; purchasing power parities; satellite accounts.

**Program Record Number:** STC NAD 230

#### National Tourism Indicators

**Description:** Records relate to the importance of tourism in Canada.

**Topics:** National estimates of tourism expenditures by category (transportation, accommodation, food and beverages, recreation and entertainment) and by origin of the demand (foreign travellers, Canadian tourists); estimates of employment generated by tourism activities.

**Program Record Number:** STC NAD 231

#### Non-profit Sector

**Description:** Records relate to the economic contribution of the non-profit sector in Canada.

**Topics:** Non-profit institutions, non-market activities, volunteer work, hospitals, universities, colleges.

**Program Record Number:** STC NAD 232

## 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) and structural models.

**Topics:** Annual data and records for current price Canadian input-output tables from 1961 to 2001; provincial data and inter-provincial trade flows for each province and territory for 1984, 1990 and 1997-2001; documentation for a national input-output model, inter-provincial input-output models, a price model and a net price index/tax model.

**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.

**Format:** Computer and non-computer files by government and enterprise.

**Program Record Number:** STC PUI 220

### Local Governments

**Description:** Records relating to municipal governments and related boards, as well as local school boards, hospitals and government business enterprises.

**Topics:** Local governments; revenues and expenditures; assets, liabilities and debt position; employment and wages and salaries.

**Format:** Computer and non-computer files by province.

**Program Record Number:** STC PUI 210

### Provincial and Territorial Governments

**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.

**Format:** 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:** Policies, plans and programs, public relations, census project team management, census research and methodology.

**Program Record Number:** STC SIL 010

### Census Management Office

#### Housing, Family and Social Statistics

**Description:** Records related to the production phases of the census.

**Topics:** Housing, language, ethnicity, education, religion.

**Program Record Number:** STC CMO 025

## Census Operations Division

### Census Operations

**Description:** Census records are maintained in four formats: microfilm copies of the original questionnaire (prior to 1991), paper format (1991 and 1996), electronic images of the original questionnaire (2001) and machine-readable data stored in the census micro database (used in producing tabulations; from 1971 to 2001).

**Topics:** Tabulations of different types of variables can be obtained for various universes on the database: population and families - demographic characteristics (age, sex, marital status); ethno-cultural characteristics (age at immigration, citizenship, ethnic origin); 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); 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). Variables are available at various levels of geography across Canada. Information collected in the census varies somewhat from one census to the next.

**Program Record Number:** STC COP 015

#### **1940 National Registration Records**

**Description:** Statistics Canada maintains custody of the 1940 National Registration Records, information from a compulsory registration of all persons 16 years of age or older in the period 1940-1946.

**Topics:** Name; address; age; date of birth; marital 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.

**Program Record Number:** STC COP 020

### **Canadian Centre for Justice Statistics**

#### **Adult Criminal Courts**

**Description:** Information on federal statute offences heard in adult criminal courts in Canada.

**Topics:** Types of offences, age and sex of accused, court decisions and dispositions at the jurisdictional level.

**Program Record Number:** STC CCJ 145

#### **Correctional Services**

**Description:** Information related to 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

#### **Court Personnel and Expenditures**

**Description:** Information on the cost of the Canadian court system.

**Topics:** Aggregate person-year and operational expenditure information for all provinces and territories and for the federal jurisdiction.

**Program Record Number:** STC CCJ 130

#### **Homicide**

**Description:** Information related to murder, manslaughter and infanticide.

**Topics:** Characteristics of victims and accused, relationship between the accused and victim(s), and methods used to commit the homicide.

**Program Record Number:** STC CCJ 135

#### **Legal Aid**

**Description:** Information related to the delivery of legal aid in provincial and territorial jurisdictions.

**Topics:** 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

#### **Maintenance Enforcement**

**Description:** Information on child and spousal support payments. The information is collected from Maintenance Enforcement Programs. These programs, which exist in each province and territory, provide administrative assistance to recipients to help them collect their support payments.

**Topics:** Data include the caseload of the maintenance enforcement programs, sex and median age of payors and recipients, number and median age of children affected, typical support amounts, compliance rates, and types of actions that programs have to initiate in order to enforce the cases.

**Program Record Number:** STC CCJ 126

#### **Police Administration**

**Description:** Information related to police personnel and expenditures in Canada.

**Topics:** Police personnel (police officers, special constables, civilians and other police personnel) and policing expenditures (salary and operations).

**Program Record Number:** STC CCJ 162

#### **Prosecutions Personnel and Expenditures**

**Description:** Information on administrative and operational activities within the prosecutorial community.

**Topics:** Various Crown Counsel systems in Canada, prosecutorial organization structures, personnel and expenditure data.

**Program Record Number:** STC CCJ 161

#### **Transition Homes**

**Description:** Information is collected from approximately 500 facilities across Canada on the operation of transition homes, residents, annual admissions, as well as services to residents, ex-residents, and non-residents.

**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 national, provincial, census metropolitan area and local level: all Criminal Code offences, 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

### Victim Services

**Description:** Information on the agencies that provide services to primary and secondary victims of crime, the clientele being served, and annual information from criminal injuries compensation/financial benefit programs collected from approximately 500 agencies across Canada.

**Topics:** Type of agency; area served by agency; populations targeted for service; type of services provided; number and age of persons assisted; type of victimization; accessibility of agencies; number of victim impact statements; number of employees and volunteers; and revenue and expenditures.

**Program Record Number:** STC CCJ 142

### Violence against Women

**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; to whom they turn for help; and involvement and satisfaction with the criminal justice system.

**Program Record Number:** STC CCJ 163

### Youth Courts

**Description:** Information related to young persons charged with federal statute offences who are dealt with in the youth courts of Canada.

**Topics:** Types of offence, age, sex, court

decisions and dispositions on both national and jurisdictional levels.

**Program Record Number:** STC CCJ 155

### Culture, Tourism and the Centre for Education Statistics

#### Adult Literacy and Life Skills Program (ALL)

**Description:** Indicators of literacy and skills of adults in Canada.

**Topics:** This program consists of measuring adult literacy and skills of adults in several domains in an internationally comparable manner. The International Adult Literacy Survey (IALS) was first conducted in 1994-1995 in Canada (excluding the territories) and reported on the following skills: prose, document and quantitative literacy. Results for this survey are available for Canada and 21 other countries. A second adult literacy survey (ALL) was conducted in 2003 on a wider sample of respondents (23,000) in all of Canada. The skills measured were: prose literacy, document literacy, numeracy, and problem-solving skills. An indirect measure of information and communication technology (ICT) skills and access was included as well. In addition, both surveys collected basic information on respondents such as demographics, parental background, labour force participation, participation in adult education and training, literacy practices at work and at home, ICT access and income. The program also runs other surveys on adult literacy. One is a survey following up adults with low literacy levels who took part in the ALL survey; it measures their ability in specific important components to literacy acquisition (vocabulary, spelling, word, number and letters recognition, etc.). Another survey aims at measuring literacy skills of newly arrived adult immigrants in Canada using the same type of measurement tools.

**Program Record Number:** STC ECT 167

#### Culture 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

### **Culture Goods Trade**

**Description:** The culture goods trade database provides estimates of exports and imports of Canadian culture goods. Data are based on administrative records filed for customs purposes in both Canada and the United States. Examples of culture goods include books, magazines, newspapers, postcards, calendars, films, videos, digital videodiscs (DVDs), sheet music, compact discs (CDs), cassettes, paintings (original and reproductions), photographs, sculptures, ornaments and figurines, architectural plans, designs and drawings, advertising materials, museum exhibits, coin and stamp collections, and antiques.

**Topics:** Value of international trade in culture goods by commodity; value of culture goods traded by regions within Canada.

**Program Record Number:** STC ECT 168

### **Culture Industries**

**Description:** Records relating to characteristics of industries producing cultural goods and their products. The industries 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 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. A one-time survey in 1994 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.

**Topics:** Demographic data (age, sex, marital status, place of birth, ethnic origin, language, disabilities); work patterns (occupation, industry, number of jobs, class of worker, time worked, paid or unpaid, 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.

**Program Record Number:** STC ECT 192

### **Culture Services Trade**

**Description:** The culture services trade database provides estimates of exports and imports of Canadian culture services. Data are derived from Balance of Payments estimates of commercial services. Examples of culture services include copyright royalties, trademark royalties, film production and distribution, broadcasting, sound recording, performing arts, advertising and architecture services.

**Topics:** Value of international trade in culture services, by type of service and culture framework category, along with cross-tabulations for trade between Canada and selected countries.

**Program Record Number:** STC ECT 169

### **Culture Studies: Economic Impact Analysis**

**Description:** Studies to measure the value of economic activity associated with culture industries. Measurement indicators consist of estimating the output contributions of culture industries to Canada's GDP and estimating the size and characteristics of the culture and non-culture labour force supporting businesses in the culture industries. Records relate to economic activities in the culture sector involving the creation, production, manufacturing and distribution of culture goods and services.

**Topics:** GDP by culture sub-sectors; culture labour force by class of worker (paid, self-employed); culture workers by labour force activity (employed, unemployed); rates and trends in

culture employment data (unemployment rate, participation rates, etc.); employment and GDP by economic activity (production, manufacturing, creation, distribution).

**Program Record Number:** STC ECT 171

#### **Domestic Travel**

**Description:** Records related to the coordination of the Travel Survey of Canadian Residents (before 2005, this survey was called the Canadian Travel Survey) as well as the analysis and dissemination of its results. Since 1996, this survey has been conducted as a supplement to the Labour Force Survey.

**Topics:** Travellers' socio-demographic information (sex, marital status, age, education, class of worker, industry, occupation, household size); trip information (number of trips, origin, destination, visited area, distance, duration, mode of transportation, purpose, accommodation, activities during the trip, travel expenditures).

**Program Record Number:** STC ECT 200

#### **Elementary and Secondary Education**

**Description:** Records related to number and characteristics of teaching staff, enrolments, school institutions, minority and second language education; number of graduates and graduation rates; information relating to revenues and expenditures of governments and school boards.

**Topics:** Students; teachers; facilities and transportation (1971-1972); public schools; private schools; schools for the visually/hearing impaired; federal schools; overseas schools; enrolments; pre-primary enrolment; graduate; official language programs in education (French and English programs, education in the minority-language and immersion programs); education price index; financial information on school board revenues and expenditures.

**Program Record Number:** STC ECT 165

#### **Elementary/Secondary Education Finance Database**

**Description:** The financial information bank is obtained from a number of sources including provincial departments of education, federal departments providing funding to education (including both public and private schools). The purpose of this database is to provide educational policy makers and business information to do financial and product planning, and to provide government organizations with financial information to initiate policies and programs designed to meet social and economic demands.

**Topics:** Annual revenues and expenditures of

elementary/secondary education by fund and source of revenue and item of expenditure.

**Program Record Number:** STC ECT 166

#### **Government Expenditures on Culture**

**Description:** Expenditures on culture by 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); employment.

**Program Record Number:** STC ECT 205

#### **Information Technology in Education Study**

**Description:** 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 was conducted 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 was coordinated by the Education Quality Assessment Office. The data bank includes information on 4,000 schools divided over three population strata: schools with grade 5, grade 9 and grade 12 students. Data have been used to produce statistical tables that highlight provincial differences in relation to the integration of ICT in schools.

**Topics:** Elementary and secondary schools, information and communication technologies, emerging pedagogical practices, technological equipment, training of teachers.

**Program Record Number:** STC ECT 176

#### **International Travel**

**Description:** Responsible for the coordination of the International Travel Survey as well as the analysis and dissemination of the results. The survey is designed to measure the volume and

characteristics of travel by Canadian residents outside the country and by foreign visitors to Canada.

**Topics:** Port of entry; Canadian residents; non-residents; vehicles; country of residence; expenditures; length of stay; mode of transportation; purpose of trip; activities during trip; type of accommodation used; destinations; spending; source of funding; age.

**Program Record Number:** STC ECT 250

### **Pan-Canadian Education Indicators Program (PCEIP)**

**Description:** An ongoing initiative to provide statistical indicators describing selected key areas of the education systems in all provinces and territories. The principal product of the program is Education Indicators in Canada, co-produced with the Council of Ministers of Education, Canada.

**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 attendance at Canadian schools; 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 (1971-1972); 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 database 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 is to provide educational institutions and business information to do financial and product planning, and to provide government organizations with 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; tuition fees by faculty; expenditure on research by educational institutions and other organizations; and student assistance.

**Program Record Number:** STC ECT 175

### **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:** Enrolment, 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

## **Health Statistics Division**

### **Client Request Archive Management System**

**Description:** Records related to information on clients who contact the division for information.

**Topics:** Client name, contact information, products purchased, billing information.

**Program Record Number:** STC HLT 085

### **Health Care**

**Description:** The Health Care program provides information on health-care institutions and the use of their services. Details are available for hospital inpatient morbidity, mental health hospital inpatient morbidity, and hospital and residential care facilities. Health institution 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 (salaries and wages) and income by source and balance sheet information from hospitals. Information is available on the number and rate of induced abortions and selected demographic and medical information about women obtaining induced abortions performed in Canada. It also is responsible for maintaining the Health Person-Oriented Information (HPOI) Database. The principal source of information for this database is the Hospital Morbidity Database. Records with valid personal identifiers are identified as linkable records and key variables are verified for consistency across records with the same personal identifier. The database is available for studies linking morbidity information to other administrative or survey data where proper approval is obtained.

**Topics:** Institutions, services, abortion, record linkage.

**Program Record Number:** STC HLT 080

#### **Health Status and Vital Statistics**

**Description:** The Health Status program covers the social and risk factors that influence health. The Vital Statistics program provides information on vital statistics (births, deaths, marriages, divorces, life tables) as well as cancer and tuberculosis incidence.

**Topics:** Births, deaths, marriages, divorces, cancer, tuberculosis.

**Program Record Number:** STC HLT 095

#### **Occupational and Environmental Health Research**

**Description:** The Occupational and Environmental Health Research program provides statistical and policy-related information in relation to occupational, lifestyle, socio-economic 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. All studies involving long-term medical follow-up must satisfy a prescribed review and approval process.

**Topics:** Databases, studies.

**Program Record Number:** STC HLT 115

#### **Population Health Surveys (I)**

**Description:** The National Population Health Survey (NPHS) collects information on the health

of the Canadian population and related socio-demographic information. The first cycle of data collection took place in 1994-1995. The survey will continue every second year thereafter for 20 years. The NPHS has two components: households and health care institutions. The NPHS household component fulfilled both cross-sectional and longitudinal needs during its first three cycles, but with Cycle 4 (2000-2001) the component became strictly a longitudinal survey. The cross-sectional component of the National Population Health Survey program was taken over by the Canadian Community Health Survey. Survey results for the first four cycles of the household component have been released. The NPHS institution component fulfilled both cross-sectional and longitudinal needs during its first two cycles, but with Cycle 3 (1998-1999), the component became strictly a longitudinal survey. Survey results for the first three cycles of the institution component have been released. A second survey, the Joint Canada/United States Health Survey is a collaborative effort between Statistics Canada and the U.S. National Center for Health Statistics (NCHS). Statistics Canada collected health data from a sample of adults in both countries in 2002 and 2003. Content includes disease burden, restriction of activities and access to and use of health care services. Survey results were released in the spring of 2004.

**Topics:** Health surveys.

**Program Record Number:** STC HLT 081

#### **Population Health Surveys (II)**

**Description:** The Canadian Community Health Survey (CCHS) is a cross-sectional survey that collects data on the health of Canadians. The CCHS follows a cycle of large broad-based surveys every two years with alternate years focusing on detailed topic areas such as mental health, nutrition, etc. The first cycle of the Canadian Community Health Survey (CCHS 1.1) was conducted in 2000-2001. CCHS 1.1 collected health data for Canadians aged 12 and over in 136 health regions across the country. Initial survey results were released in May 2002. Results from the 2003 survey were released in June 2004. The Health Services Access Survey, a supplement to the CCHS, was conducted in the fall of 2001 and 2003 and gathered information at the national level on the patterns of use of health care services and self-reported difficulties faced by Canadians aged 15 and over in accessing health care. Survey results were released in July 2002 and 2004. Data collection for the Canadian Community Health

Survey - Mental Health and Well-being (CCHS 1.2) was completed in 2002 and the first results were released in September 2003. The survey produced provincial cross-sectional prevalence estimates of certain mental health disorders, utilization of mental health services, and examined links between mental health and socio-demographic, geographic and economic characteristics. The Canadian Forces Mental Health Survey (a supplement to the CCHS 1.2) was released in September 2003 as well.

**Topics:** Health surveys.

**Program Record Number:** STC HLT 082

## Income Statistics Division

### Homeowner Repair and Renovation Survey

**Description:** An annual survey to provide data on housing repair and renovation expenditures in owner-occupied households. This survey was terminated following the release of the 2002 data because the content of the Survey of Household Spending was expanded to collect this survey's content.

**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 survey provided data on dwellings and their characteristics, on 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. In 1998, the Survey of Household Spending began collecting information collected by this survey.

**Topics:** 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; Internet use from home.

**Program Record Number:** STC HLD 050

### Household Spending

**Description:** A dual program (Food Expenditure Survey and Survey of Household Spending) 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) became an annual survey.

**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:** A 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. This survey was terminated following the release of the 1997 data because the survey's content was duplicated by the Survey of Labour and Income Dynamics.

**Topics:** 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 Financial Security

**Description:** This survey provides data on the assets and debts of families and unattached individuals. It provides a complete picture of the net worth of Canadians (described as the amount of money Canadians would be left with if they sold all of their assets and paid off all debts).

**Topics:** Information is collected on the value of all major financial assets (RRSPs, RESPs, RRIFFs, DPSPs, deposits, stocks, bonds, mutual funds, other financial assets) and non-financial assets (principal residence, other real estate, vehicles,

contents of residence, valuables, equity in business) and debts (amount owing on mortgages, vehicles, credit cards, lines of credit, student loans).

**Program Record Number:** STC HLD 047

### **Survey of Labour and Income Dynamics**

**Description:** A longitudinal study designed to provide information on the determinants of change in the economic well-being of Canadian families and individuals. There are overlapping panels of 15,000 households with each panel retained for six years, with a new panel introduced every three years.

**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 related to research and development work.

**Topics:** Research, analysis.

**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 employers of all sizes and industry with the exception of agriculture, fishing and trapping, private households, religious organizations and defence services. The estimates are derived from a sample survey sent to employers and from administrative records (PD7) provided by the Canada Revenue Agency. Data are compiled at detailed industrial levels (NAICS 2002) 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. Monthly and annual SEPH data are available from 1991.

**Topics:** Employment; payrolls, average weekly earnings; average hourly earnings, average weekly hours and overtime. Selected variables are available by employee type: all employees, salaried employees (fixed 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); monthly and annual data for Canada, the provinces and territories.

**Program Record Number:** STC LAB 070

#### **Labour Force Survey**

**Description:** Records related to levels and trends in the composition, activities and characteristics of the Canadian labour force.

**Topics:** Actual and seasonally adjusted employment and unemployment data; demographic, industrial and occupational structure of the labour force; participation rate; multiple job holding; reasons for absence from work; wages; and union rates.

**Format:** Historical estimates and public use microdata are 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 1990 include children and youth, youth in transition, immigrants to Canada, health promotion, travel, attitudes about surveys, smoking habits, victimization, graduates of postsecondary programs, passenger car fuel consumption, volunteer workers, student finances, child care, adult education and training, literacy, drinking and driving, drugs and alcohol, work arrangements, government employee surveys, household energy use, value of wildlife, aging and independence.

**Program Record Number:** STC SSD 040

### **Demography Division**

#### **Demography**

**Description:** Records related to research with respect to population estimates and projections, and to demographic and demo-linguistic characteristics.

**Topics:** Population estimates; population projections; emigration; immigration; inter-

provincial migration; post-censal estimates; family estimates; components of population growth (births, deaths, migration); demographic characteristics (age, sex, marital status); family characteristics; demo-linguistic characteristics (mother tongue, home language, language of work and knowledge of languages); current demographic analysis on the Canadian population.

**Program Record Number:** STC DEM 030

## Social and Aboriginal Statistics Division

### 1991 Aboriginal Peoples Survey

**Description:** This post-censal survey was carried out following the 1991 Census of Population. It was conducted to collect data on the lifestyles and living conditions of Aboriginal people in Canada. Two separate questionnaires collected data for the adult (15 years and over) and child (under 15 years) Aboriginal populations.

**Topics:** Adults (identity, language and tradition, disability, health, lifestyle and social issues, mobility; schooling, work and related activities, expenditures and sources of income, housing); children (identity, language and tradition, health and disability, mobility, schooling, housing).

**Program Record Number:** STC HFS 122

### 2001 Aboriginal Peoples Survey

**Description:** This post-censal survey was carried out following the 2001 Census of Population. It was conducted to collect data on the lifestyles and living conditions of Aboriginal people in Canada. Four separate questionnaires collected data for the following populations: all Aboriginal adults (15 years and over), Aboriginal children and youth (under 15 years), Métis (adult population who self-identify as Métis and/or who have Métis ancestry, and who do not live on-reserve or in Inuit communities) and Arctic (Aboriginal adult population residing in Inuit communities).

**Topics:** Adult (education, language, labour activity, income, health, communication technology, mobility, housing); children and youth (general health, health care utilization, activities of daily living and medical conditions, physical injuries, dental care, nutrition, education, social activities and relationships, language, child care arrangements, household data); Métis supplement (family background, household information, cultural background, health); Arctic supplement (household and harvesting activities, personal wellness, community wellness and social participation).

**Program Record Number:** STC HFS 028

### Ethnic Diversity Survey

**Description:** The Ethnic Diversity Survey was developed to provide information on the ethnic and cultural backgrounds of people in Canada and how their backgrounds relate to current lives.

**Topics:** Ethnic ancestry and identity, cultural groups, immigrants, place of birth, religion, family cultural backgrounds, official and non-official languages, discrimination, social engagement.

**Program Record Number:** STC HFS 029

### General Social Survey

**Description:** The General Social Survey (GSS) is an annual household survey with two principal objectives: to monitor temporal changes in Canadian society and to provide information on current policy issues. Since 1985, the GSS has been recognized for its regular collection of cross-sectional data that allows trend analysis, and its capacity to test and develop new concepts that address emerging issues. Cycle 1 (1985) collected data on health and social support; Cycle 2 (1986) time use, social mobility and languages; Cycle 3 (1988) personal risk and victim services; Cycle 4 (1989) work and education; Cycle 5 (1990) family and friends; Cycle 6 (1991) health; Cycle 7 (1982) time use patterns; Cycle 8 (1993) personal risk (the risk of accidents and criminal victimization) and alcohol and drug use; Cycle 9 (1994) education, work and retirement; Cycle 10 (1995) family composition, marital and fertility histories; Cycle 11 (1996) social support including nature of help received and provided, and the dynamic between an individual's social network and help received and provided; Cycle 12 (1998) time use; Cycle 13 (1999) criminal victimization; Cycle 14 (2000) impact of technology, particularly computers and the Web site, on society; Cycle 15 (2001) family composition, fertility, marital and employment history; Cycle 16 (2002) social support and aging including information on care provided to and received by seniors, retirement planning and retirement experiences; Cycle 17 (2003) social capital; Cycle 18 (2004) criminal victimization; Cycle 19 (2005) time use; and Cycle 20 (2006) young families.

**Topics:** Cycles 1 and 6: occupational and emotional health measures, job benefits, and old age and disability income; Cycles 2, 7 and 12: time use including data on the daily activities of Canadians, unpaid work activities, cultural activities and participation in sports; Cycles 3, 8, 13 and 18: victimization including perceptions of crime, police and courts, crime prevention; crime incident reporting (Cycle 3 also covered accidents;



Cycle 8 alcohol and drug use; Cycle 13 spousal violence and senior abuse; Cycle 18 fear of crime, criminal harassment and social disorder); Cycles 4 and 9: education, work and retirement (Cycle 9 focused more on quality of life after retirement and post-retirement activities and information on social origin and work interruptions); Cycles 5, 10 and 15: marital and fertility histories, fertility intentions (Cycle 10 covered family origins, home learning, joint-custody arrangements, values and attitudes towards areas of family life and work interruptions and environmental tobacco smoke); Cycles 11 and 16: social support provided and received for reasons of long-term disability or activity limitation, contact with family and friends, paid/unpaid work activities, health status, tobacco use (Cycle 16 focused on social support for seniors); Cycles 4, 9 and 14: impact of technology on society; computers in the workplace and general technology use (Cycle 14 also included volunteer work, development of computer skills, Internet non-users, e-mail and Internet use, children's use of computers and the Internet, security and privacy on the Internet); Cycle 17: social capital including civic participation, social networks and trust.

**Program Record Number:** STC HFS 027

#### **Health and Activity Limitation Survey**

**Description:** This post-censal survey was carried out following the 1986 and the 1991 Censuses of Population. It was conducted to collect data on the prevalence of disability in Canada and the impact of disability on the lives of Canadians with disabilities.

**Topics:** Presence, nature and severity of disability; use of technical aids and services, help required and received to perform daily activities; demographic, household, labour force, employment, education, transportation, residential lifestyles and economic characteristics of persons with disabilities.

**Program Record Number:** STC HFS 110

#### **Longitudinal Immigration Database**

**Description:** The Longitudinal Immigration Database is a comprehensive source of data on the economic behaviour of the immigrant (tax filer) population in Canada and is the only source of data that provides a direct link between immigration policy levers and the economic performance of immigrants. The database is reviewed every five years to ensure its continuing relevance to immigration policy development.

**Topics:** Immigrants, tax data.

**Program Record Number:** STC HFS 524

#### **Participation and Activity Limitation Survey**

**Description:** This post-censal survey was carried out following the 2001 Census of Population. It was conducted to collect data on the prevalence of disability in Canada and the impact of disability on the life of Canadians with disabilities.

**Topics:** Presence, nature and severity of disability; use of technical aids and services; help required and received to perform daily activities; disability-related out-of-pocket expenses; demographic, household, labour force, employment, education, transportation, residential lifestyles and economic characteristics of persons with disabilities.

**Program Record Number:** STC HFS 707

### **Standard Program Records**

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

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records and Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel  
 Physical Security  
 Proactive Disclosure  
 Procurement  
 Relocation  
 Salaries and Wages  
 Staff Relations  
 Training and Development  
 Travel  
 Utilities  
 Vehicles

## Particular Personal Information Banks

### Agriculture Division

#### Census of Agriculture Database

**Description:** This database contains information obtained from the Census of Agriculture where response is a statutory requirement. The records carry information on the characteristics of farms and farm operators and information relating to crops, livestock, poultry, machinery, farm operating expenses and 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, input to the System of National Accounts and 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:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC AGR 445 and AGR 450

**TBS Registration:** 001843

**Bank Number:** STC PPU 030

### Dissemination Division

#### Corporate Sales Support System

**Description:** The Corporate Sales Support 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:** Records are kept for a period of six years and then are destroyed.

**RDA Number:** 99/004

**Related PR#:** STC DIS 603

**TBS Registration:** 003318

**Bank Number:** STC PPU 078

### Marketing Division

#### Business Information Reporting System

**Description:** The Business Information Reporting System (BIRS) is a central repository which provides access to Statistics Canada product and client information. It includes transactional information from three main systems: the Corporate Sales Support System, E-commerce transaction log files and the Depository Services Program online system. Other sources, such as Client Contact Limitation File, provide value-added client flag information indicating those clients who do not want to receive promotional material or to be contacted by Statistics Canada for market research purposes. BIRS contains key client information such as organization name, contact name, full address, phone number, fax number and e-mail address.

**Class of Individuals:** Individuals who have purchased products and services from Statistics Canada as well as individuals/ institutions who are eligible to receive a free hard copy of a product as part of the "free public good" distribution programs such as the Depository Services Program and the media.

**Purpose:** The purpose of BIRS is to answer marketing questions such as product destination, how many units were sold and distributed, the date of purchase and delivery and billing amount.

Agency users can obtain complete client and sales data from one single system to meet query/report requirements.

**Consistent Uses:** Product and client information is also used to provide information to improve the marketing of the Agency's products and services.

**Retention and Disposal Standards:** Records are kept for a period of six years and then are destroyed.

**RDA Number:** 99/004

**Related PR#:** STC MAR 572

**TBS Registration:** 005334

**Bank Number:** STC PPU 155

#### **Client Contact Limitation File**

**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 to be contacted for Statistics Canada market research.

**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 clients and potential clients.

**Purpose:** To maintain records of existing Statistics Canada clients and potential clients who have requested that the use of their contact information be restricted, in accordance with Statistics Canada's Client Information Policy.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are kept for a period of six years and then are destroyed.

**RDA Number:** 99/004

**Related PR#:** STC MAR 572

**TBS Registration:** 005104

**Bank Number:** STC PPU 153

#### **Administrative Support Services Division**

##### **Personal Service Contract Bank**

**Description:** This bank contains the contracts, an evaluation of the work performed by the contractor in some instances, and related correspondence. It may also contain the curricula vitae and social insurance numbers of all individual contractors.

**Class of Individuals:** 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Contract files are kept for six years after completion of service and then are destroyed.

**RDA Number:** 99/004

**Related PR#:** STC ADM 635

**TBS Registration:** 001175

**Bank Number:** STC PPU 105

#### **Advisory Services Division**

##### **Electronic Products Help Line - Support Magic Service Desk**

**Description:** The Electronic Products Help Line - Support Magic Service Desk is a database which contains client information such as name, address, phone, fax, cell and e-mail addresses, company, license number, operating system and preferred language of communication. The database keeps a record of every contact the Help Line has with clients from the initial query, to problem resolution, including the total time required to respond to the client. The database tracks the number of times the client contacts the Electronic Products Help Line and categorizes each contact based on the product and type of query.

**Class of Individuals:** Individuals who purchased an electronic product from Statistics Canada that is supported by the Help Line and who have technical or subject-matter related questions.

**Purpose:** The purpose of Support Magic is to centralize information and provide a diagnostic tool for Help Line staff to support clients in the use of Statistics Canada electronic products. Support Magic is also used to facilitate monthly reporting and analysis of calls received based on client record and classification of the call.

**Consistent Uses:** The database is used by Help Line staff as a knowledge centre and problem-solving tool.

**Retention and Disposal Standards:** Records are kept for a period of six years and then are destroyed.

**RDA Number:** 98/001

**Related PR#:** STC UAS 604

**TBS Registration:** 005333

**Bank Number:** STC PPU 154

#### **Survey Operations Division**

##### **Referrals to the Department of Justice re: Refusal to Complete Census of Population or Census of Agriculture Questionnaires**

**Description:** The information held in this bank consists of correspondence between Statistics Canada/the Department of Justice and individuals, where they have refused to complete a Census of Population or Census of Agriculture questionnaire and the case has been referred to the Department of Justice 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 or Census of Agriculture questionnaire and whose cases have been referred to the Department of Justice 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 or Census of Agriculture questionnaire as required by the Statistics Act.

**Consistent Uses:** The original records are provided to the Department of Justice for prosecution purposes.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC SOP 602

**TBS Registration:** 002097

**Bank Number:** STC PPU 120

## Small Area and Administrative Data Division

### Longitudinal Administrative Data

**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 probable 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. No identifiable microdata are released.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established

**Related PR#:** STC SAD 550

**TBS Registration:** 005004

**Bank Number:** STC PPU 112

### T1 Family File (T1FF)

**Description:** The database contains information on all tax filers 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:** Tax filers and non-filers.

**Purpose:** The objective of the development of this data source is to address the need for annual data for large and small areas, providing a social and economic profile of the population. 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 microdata are released.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined

**RDA Number:** To be established

**Related PR#:** STC SAD 550

**TBS Registration:** 005003

**Bank Number:** STC PPU 111

## Social Survey Methods Division

### 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 Dwelling Classification Survey is to estimate the number of occupied private dwellings which were misclassified as vacant and to adjust the occupied dwelling counts of the census accordingly.

**Consistent Uses:** The Dwelling Classification Survey is conducted once each census to produce the adjustments noted above. The reverse record check and overcoverage studies are conducted once each census to estimate coverage error in the census. These estimates are used as

adjustments in the population estimates program conducted by the Demography Division. The results are also used for evaluation of the census and in development of improved procedures for the subsequent census.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC COP 015

**TBS Registration:** 003015

**Bank Number:** STC PPU 008

## 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, 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 for 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 the 1940 National Registration Records and historic census records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other 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 20 years. A standard fee of \$45 (plus GST and PST) is charged for each search undertaken, but the fee will be refunded if the search is not successful. Requests should be sent to the Census Microfilm and Pension Search Sub-

unit, Census Operations Division, Statistics Canada, Jean Talon Building, Tunney's Pasture, Ottawa, Ontario, K1A 0T6.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established

**Related PR#:** STC COP 020

**TBS Registration:** 001840

**Bank Number:** STC PPU 010

### Census of Population: Census Test

**Description:** This bank contains information collected from surveys over the last five years 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 test 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.

**Consistent Uses:** None

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established

**Related PR#:** STC COP 015

**TBS Registration:** 002096

**Bank Number:** STC PPU 007

### Census of Population Questionnaires

**Description:** This bank contains information obtained from Censuses of Population taken since 1911. The records are identified by name and contain information on the social and economic characteristics of every person in the country. They are organized on a geographical basis and are held as microfilmed copies of the original questionnaire or digital images (2001 Census). 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 for the purposes of settling 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 federal electoral district boundaries, and to calculate per capita grants to provinces and municipalities.

**Consistent Uses:** Statistics Canada has established a program called the Census Microfilm and Pension Search Sub-unit to provide proof of age or length of residence in Canada from historical census records. The service is normally provided in support of applications for pensions, citizenship, passports and similar situations where other administrative 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:** To be determined.

**RDA Number:** To be established

**Related 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:** Individuals who make an application under the program.

**Purpose:** The purpose of this bank is to provide the necessary personal information to undertake a search of historical census and the 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 applications for pensions, citizenship, passports and similar situations where other administrative records are

required but no longer exist or, as in a number of cases, were never issued.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** 98/001

**Related PR#:** STC COP 015

**TBS Registration:** 003117

**Bank Number:** STC PPU 012

#### **Canadian Centre for Justice Statistics**

##### **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 responded to this information gap.

**Consistent Uses:** The data from this study have been 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:** To be determined.

**RDA Number:** To be established

**Related 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 and to describe the circumstances of homicide incidents, as well as characteristics of people involved in them.

**Consistent Uses:** None

**Retention and Disposal Standards:** To be determined

**RDA Number:** To be established

**Related 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 was conducted in 1994. 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.

**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 in the development of training and employment programs that better meet the needs of the cultural sector in Canada.

**Consistent Uses:** None

**Retention and Disposal Standards:** To be determined

**RDA Number:** To be established

**Related PR#:** STC ECT 192

**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:** Educational staff in public elementary/secondary schools in 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related 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, content and certification, and the activities and work experience of respondents since they left the apprenticeship.

**Class of Individuals:** Individuals who completed or discontinued a registered apprenticeship program.

**Purpose:** The purpose of the survey was 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 entered into data-sharing agreements under section 12 of the Statistics Act with Human Resources Development Canada, the Canadian Labour Force Development Board and provincial ministries responsible for apprenticeship training. The information provided to these organizations does not contain personal identifiers, is kept confidential and is 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:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC ECT 180

**TBS Registration:** 003341

**Bank Number:** STC PPU 103

### National Graduates Survey and Follow-up of Graduates Survey

**Description:** Surveys and follow-up surveys of graduates of public postsecondary education

programs carried out in 1978, 1984, 1987, 1988, 1991, 1992, 1995, 1997, 2000 and 2002. 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 and 2000 surveys) and 2000 graduates (for the 2002 survey). Information obtained from the institutions include a student's name, address, telephone number, level of education and field of study. Information collected in the survey include the extent of work experience before graduation and occupations and industries for jobs held two years (in the initial National Graduates Survey) and five years (in the subsequent follow-up survey) after graduation. Also collected were details of further studies since graduation and general socio-demographic information (e.g., age, marital status, sex, language). In 1999, Statistics Canada also surveyed the graduates from the class of 1995 who had moved to the United States. These graduates were asked the same kind of questions on the 1997 National Graduates Survey as well as questions as to why they had moved to the United States.

**Class of Individuals:** Graduates from trade-vocational, college and university programs in 1976, 1982, 1986, 1990, 1995 and 2000.

**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 assists students and guidance counsellors 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. Other purposes include the 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related 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 data have been transferred to the National Longitudinal Survey of Children and Youth personal information bank (refer to Bank Number STC PPU 014). 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 on the child, the child's classroom, and the child's school. At the level of the child, variables represent the child's current grade, educational history, academic achievement, language of instruction, received instruction, attendance in special education classes, social skills, and behaviour, 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 and the teacher's perceptions of his/her teaching efficacy. At the level of the school, variables include 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. In addition, information is available on the responding teacher's and principal's demographic and educational background.

**Class of Individuals:** Age segmented cohorts (4-5 years, 6-7 years, 8-9 years, 10-11 years) 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 entered into a data-sharing agreement under section 12 of the



Statistics Act with Human Resources Development Canada. The information provided to the department does not contain personal identifiers, is kept confidential and is used only for statistical purposes. Persons responding to questions were given the right to refuse to share their data.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established

**Related 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, for retrieval purposes, it is necessary to use the number assigned to the individual by 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 students by province, institution, program and sex.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established

**Related PR#:** STC ECT 170

**TBS Registration:** 001855

**Bank Number:** STC PPU 090

#### Postsecondary Student Survey

**Description:** The survey population for the Postsecondary Student Survey, conducted in 1975 and 1984, 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 1974-1975 and 1983-1984. 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 on how respondents financed their education.

**Class of Individuals:** 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 Post-secondary Student Survey was to provide comprehensive data on those who attended postsecondary institutions in Canada, their fields and levels of study, and how they financed their postsecondary education. The data provided a basis for the analysis of such issues as accessibility to postsecondary education in Canada.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC ECT 170

**TBS Registration:** 001859

**Bank Number:** STC PPU 095

#### Postsecondary Teacher Database

**Description:** This bank contains information relating to salary, qualifications, age, sex, immigration status, citizenship and discipline taught. There are no names in this data bank. Consequently, for retrieval purposes, it is necessary to use the number assigned to the individual by the institution as well as the name of the institution and the year(s) the individual taught at that institution.

**Class of Individuals:** 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC ECT 170

**TBS Registration:** 001854

**Bank Number:** STC PPU 085

#### Registered Apprenticeship Information System

**Description:** Provincial and territorial departments responsible for apprenticeship training provide information annually to Statistics Canada on the number of apprentices registered and the number of certificates given by trade in each jurisdiction. Information has been collected since 1991. The records are identified by the registered

apprenticeship number assigned by the province/territory and include the date of birth, gender and the trade in which the person is registered.

**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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC ECT 170

**TBS Registration:** 005069

**Bank Number:** STC PPU 083

### School Leavers Survey and School Leavers Follow-up Survey

**Description:** The 1991 School Leavers Survey covered such topics as respondent socio-economic profiles, school performances, lifestyles, health, literacy and labour market activities. 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 were re-interviewed four years later in the School Leavers Follow-up Survey collecting information on the school-work transition.

**Class of Individuals:** Individuals who at the time of the survey were 18 to 20 years old and had completed secondary school, dropped out or were still in the educational system.

**Purpose:** The purpose of the surveys is to develop comparative profiles of three groups of secondary school attendees: those who successfully completed school, those still in the education system and those who "dropped out". The survey results allowed analysts to better understand the relationship between the leavers and their backgrounds and their subsequent labour market experiences.

**Consistent Uses:** Statistics Canada 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 did not contain personal identifiers, is kept confidential and is 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:** To be determined.

**RDA Number:** To be established.

**Related 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 in the programs, the socio-demographic characteristics of the graduates, and to undertake a cost analysis of the programs.

**Consistent Uses:** Statistics Canada entered into data-sharing agreements under section 12 of the Statistics Act with selected organizations. Respondents were advised of these agreements and were given the opportunity to object to the sharing of their data.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC ECT 170

**TBS Registration:** 002436

**Bank Number:** STC PPU 097

## Health Statistics Division

### Canada Health Survey

**Description:** This bank contains information obtained from the Canada Health Survey conducted by Health and Welfare Canada and Statistics Canada in 1978 and 1979. Information includes demographic data, health status, health consequence and risk factor information as well as anthropometric measurements and blood test analyses.

**Class of Individuals:** Individuals who responded to the survey.

**Purpose:** The purpose of this bank was 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 served as input to the planning of health care,

health promotion and disease prevention by governments and others.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 115

**TBS Registration:** 001852

**Bank Number:** STC PPU 075

### Canadian Cancer Registry

**Description:** The Canadian Cancer Registry is a continuation of the National Cancer Incidence Reporting System (1969-1991). The information in this bank is provided annually by the ten provincial cancer registries and health authorities responsible for cancer registration in the Yukon, Nunavut 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:** 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 cases for 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.

**Consistent Uses:** The Canadian Cancer Registry is used as one of the input files in long-term medical follow-up studies. It supplies cancer-related information on individuals in a particular study group.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 095

**TBS Registration:** 001850

**Bank Number:** STC PPU 065

### Canadian Community Health Survey

**Description:** This bank contains cross-sectional data from the first cycle of the Canadian Community Health Survey and the Health Services Access Survey. The information includes demographic data and indicators of health status, health care utilization and factors that influence health.

**Class of Individuals:** Individuals who responded to the surveys.

**Purpose:** The purpose of this bank is to provide information on the health status of Canadians from various areas of the country (136 health regions) and to provide information to better understand factors that influence health. The data are 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 is also sought to share information collected in the survey with the provincial ministries of health and Health Canada, in accordance with the provisions of section 12 of the Statistics Act.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 082

**TBS Registration:** 005335

**Bank Number:** STC PPU 066

### Canadian Renal Failure Register

**Description:** The information in this bank was 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. This information was collected annually from 1981 to 1986.

**Class of Individuals:** Patients starting treatment for chronic renal failure.

**Purpose:** The purpose of this bank was to provide the number of cases under treatment and to produce data to be used in evaluating the efficiency of the treatment modes.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 095

**TBS Registration:** 001849

**Bank Number:** STC PPU 060

### Client Request Archive Management System

**Description:** Records in the 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 contact the 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are kept for a period of six years and then are destroyed.

**RDA Number:** 99/004

**Related PR#:** STC HLT 085

**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:** Licensed or qualified dental hygienists between 1975 and 1981.

**Purpose:** The purpose of this bank was 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 080

**TBS Registration:** 001846

**Bank Number:** STC PPU 045

### Hospital Morbidity

**Description:** This data bank contains information obtained from hospitals in Canada on patients who 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.

**Class of Individuals:** Hospital inpatients in Canada.

**Purpose:** The purpose of this bank is to provide national hospital morbidity statistics, including number of patients separated from hospitals, average length of stay, and causes of hospitalization.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 080

**TBS Registration:** 001848

**Bank Number:** STC PPU 055

### Long-term Medical Follow-up Study Files

**Description:** The Long-term Medical Follow-up Study files are comprised of information from the following sources: input study files (often from groups outside Statistics Canada), the Canadian Cancer Registry (created from STC PPU 065), the Canadian Mortality Database (created from the Vital Statistics Database, STC PPU 035) and the Canadian Birth Database (also created from the Vital Statistics Database, STC PPU 035) plus provincial files. The input study files contain records of individuals by employers, unions, health surveys or other research groups. These input files are then matched to the Canadian Cancer Database to determine the cause of cancer, to the Canadian Mortality Database to provide information on date, cause and place of death, or to the Canadian Birth Database 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 can contain several hundred or hundreds of thousands of records, depending on the size of the study group. Individual identifying information includes name, birth date, 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. Methodological studies are carried out to support the design and evaluation of mortality cohort studies. Records containing aggregated data from various sources regarding the vital status of the individual are also used. The input study file and the file containing, for example, 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. Files are password-protected and stored in the Statistics Canada tape library.

**Class of Individuals:** 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 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, have also been investigated.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 095

**TBS Registration:** 001860

**Bank Number:** STC PPU 076

#### **Manitoba Medicare Records**

**Description:** This bank contains medical and demographic information from the medical care insurance files of the province of Manitoba from 1984-1985 to 1988-1989. This information was obtained through formal arrangements with the province and was 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 was submitted to the medical care insurance plan 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:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 080

**TBS Registration:** 002673

**Bank Number:** STC PPU 056

#### **National Population Health Survey (Household and Health Care Institutions Components)**

**Description:** This bank contains cross-sectional and longitudinal data from the National Population Health Survey which has been conducted every

two years, since 1994-1995. The information includes demographic data and indicators of health status, health care utilization and factors that influence health.

**Class of Individuals:** Individuals who responded to the National Population Health Survey.

**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 are 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 is sought to share information collected in the survey with the provincial ministries of health and Health Canada, in accordance with the provisions of section 12 of the Statistics Act.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 081

**TBS Registration:** 003305

**Bank Number:** STC PPU 077

#### **Registered Nurses Database**

**Description:** This bank contains annual 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:** 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 080

**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. The last year of data held by Statistics Canada is 1994 since Health Canada became responsible for this database starting with 1995 data.

**Class of Individuals:** Since 1966 the information relates to people with newly active and reactivated tuberculosis. Between 1937 and 1965, the information related to people admitted to tuberculosis sanatoria.

**Purpose:** This database contains information used for purposes of tuberculosis surveillance and control.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 095

**TBS Registration:** 001851

**Bank Number:** STC PPU 070

### **Vital Statistics Database**

**Description:** This bank has information obtained from the registration of births, marriages, deaths and stillbirths by registrars of vital statistics in each province and territory. The information on births relates to place of birth, particulars on parents (name, birth date, 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, birth date, birthplace of parents). The marriage component of the database contains information on the bride and bridegroom (name, marital status, birth date), particulars of parents (name, birthplace) and on the date and place of marriage. Information on deaths relates to name of the deceased, date, place and cause of death. The social insurance number is not provided as a standard variable but may appear on records provided by some provinces and territories. 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 or territorial registrar.

**Class of Individuals:** All individuals who were either born in Canada or in the United States of Canadian citizens; individuals who married or died in Canada or a Canadian citizen who died in the United States or in another country.

**Purpose:** The purpose of the bank is to provide input into the production of national statistics on births, marriages and deaths for Canada, the provinces and territories. These data are also used in special studies relating to 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 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:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLT 095

**TBS Registration:** 001844

**Bank Number:** STC PPU 035

## **Income Statistics Division**

### **Survey of Financial Security**

**Description:** Conducted every six or seven years, the Survey of Financial Security collects information from a sample of Canadian households on assets and debts.

**Class of Individuals:** Persons in private households.

**Purpose:** The purpose of this bank is for operational reasons. Personal information such as name, address and telephone number are used to contact individuals for data collection. For those who consent, this information is also used to obtain information from income tax files for the purposes of the income content of the survey.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLD 047

**TBS Registration:** 004252

**Bank Number:** STC PPU 151

### Survey of Labour and Income Dynamics

**Description:** Conducted since 1993, the Survey of Labour and Income Dynamics is a longitudinal study that provides data on the demographic, income, family and labour market characteristics of Canadians. Respondents are contacted annually for a period of six years. New panels are introduced into the study every three years.

**Class of Individuals:** Persons in private households.

**Purpose:** The purpose of this bank is for operational reasons. Personal information such as name, address and telephone number are used to contact individuals for data collection. For those who consent, this information is also used to obtain information from income tax files for the purposes of the income content of the survey.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HLD 038

**TBS Registration:** 003301

**Bank Number:** STC PPU 017

### Labour Statistics Division

#### Labour Force Survey

**Description:** The Labour Force Survey is a monthly survey conducted on a sample of approximately 53,000 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 permit the production of statistics at the level of Census Metropolitan Areas (CMA), economic regions and provinces. 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. 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 in private households.

**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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC LAB 035

**TBS Registration:** 001841

**Bank Number:** STC PPU 015

#### Workplace and Employee Survey

**Description:** The Workplace and Employee Survey (WES) 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. WES is in its sixth year of production and collects information from about 8,000 employers and 25,000 employees. The employer questionnaire covers workforce characteristics, hirings and separations, compensation and human resource practices, training, technology use, business strategy and innovation. The employee questionnaire covers job activities, promotions, hours, earnings, training, use of computers and other technologies, education and family characteristics.

**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 a knowledge-based economy, can provide the types of insight business planners and policy makers need to better understand how the demand and supply sides of the labour market, productivity and micro-economic factors influence global competitiveness.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC LAB 075  
**TBS Registration:** 003899  
**Bank Number:** STC PPU 140

### Special Surveys Division

#### Community Employment Innovation Project

**Description:** The bank includes a 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, with the written consent of the individual, detailed information on income and profile of receipt of employment insurance and/or income assistance is obtained from administrative sources. 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 explores a new way to support employment for people receiving social assistance and employment insurance. The research experiment is sponsored by Human Resources and Skills Development Canada. The Social Research and Demonstration Corporation (SRDC) has overall responsibility for project design and coordination and research. Data collection activities are carried out on a voluntary basis. The purpose of the research is to determine if interventions have a positive impact on labour market outcomes (employment rate, earnings, lower rates of participation in employment insurance and income assistance programs) and the health and well-being of those participating.

**Consistent Uses:** Informed consent is obtained from participants to obtain personal information from administrative sources and to give Statistics Canada permission to undertake linkages. As well, written consent is obtained for the release of research files to SRDC.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related 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 (LSIC) is a survey designed to study how recent immigrants adjust to living in Canada which assists organizations such as Citizenship and Immigration Canada to determine how to facilitate the integration of new immigrants. The survey is longitudinal, with recent immigrants being interviewed at approximately six months, two years, and four years after landing in Canada. Approximately 20,300 recent immigrants from across Canada were selected.

**Class of Individuals:** Immigrants aged 15 years and over who arrived from abroad between October 2000 and September 2001.

**Purpose:** The survey is designed to improve the 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 help identify barriers newcomers to Canada face during their initial integration and what type of help, if any, is useful.

**Consistent Uses:** Respondents were 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:** To be determined.

**RDA Number:** To be established.

**Related 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 the initial sample to participate in the longitudinal portion of the survey (expected to cover a 25-year period). 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 was also collected from the child's teacher and principal, with the consent of the parent. The original sample, reduced for budgetary reasons and through



attrition, was about 12,500 after the fifth cycle.

**Class of Individuals:** Children aged 0-11 in 1994-1995. During cycles 2, 3, 4 and 5, a new sample of children aged 0-1 at the time of collection was added and followed in two subsequent cycles. As well, a cross-sectional sample of 5-year-olds was chosen to top up cycles 3 and 4. In addition, a sample of kindergarten children has been selected periodically in a small number of communities as part of a related project. One community was covered in 1999, five in 2000 and seven in 2001. A follow-up survey of the 2001 communities was done in 2005.

**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. This will provide 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 entered into a data-sharing agreement under section 12 of the Statistics Act with Human Resources Development Canada (now called Social Development Canada (SDC)) during the first four collection cycles of this survey. The information did not contain personal identifiers, is kept confidential and is used only for statistical purposes. Persons responding to questions were given the right to refuse to share their information.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related 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. In 1983 Statistics Canada, in conjunction with McMaster University, first collected information on a group of 3,294 Ontario children living in 1,869 families. 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 second follow-up of the Ontario Child Health Study in 2000 and 2001 went back to these children, who were at the time between the ages of 21 and 33, in order to collect further information about them, their spouse/partner (if applicable) and any children they had. Respondents and their spouse/partners both completed questionnaires.

**Class of Individuals:** Children aged 4 to 16 in 1983; 8 to 20 in 1987; and 21 to 33 in 2000-2001.

**Purpose:** The objective of the Second Follow-up to the Ontario Child Health Study is to link early childhood/adolescent experiences with early adult life, especially with respect to how well the respondent is performing in three major roles (worker, parent and partner), and how satisfied they are in these roles. 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 researchers.

**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, is kept confidential and is used only for statistical purposes. Persons responding to questions were given the right to refuse to share their information.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related 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 the beginning of the program, and up to four follow-up interviews, the last taking place 72 months after the first for some participants. In addition to collecting a wide array of information about the selected participant, a follow-up survey gathered additional information on up to two children between the ages of 4 and 18 in each household. Depending on the age of the children, 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 data collection and creating 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 the Canada Revenue Agency, Human Resources and Skills Development Canada 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:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC SSD 040

**TBS Registration:** 003214

**Bank Number:** STC PPU 026

### Special Surveys

**Description:** This bank contains data obtained from ad hoc surveys 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 names, social insurance numbers, addresses or telephone numbers.

**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 or a series of point-in-time measures.

**Consistent Uses:** Depending on the individual survey, data may be shared with other federal and provincial government departments and other incorporated bodies if Statistics Canada has entered into a data-sharing agreement under section 12 of the Statistics Act.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC SSD 040

**TBS Registration:** 002189

**Bank Number:** STC PPU 016

### Youth in Transition Survey

**Description:** The longitudinal Youth in Transition Survey collects data on a sample of youth across Canada every two years. The survey was initiated in January and May 2000. Information on over 52,000 youth from two age cohorts (15-year-olds and 18- to 20-year-olds) was collected during the first collection. For the 15-year-olds, information was also collected from their parents.

**Class of Individuals:** Youth born in 1979, 1980, 1981 and 1984.

**Purpose:** The primary objective of the survey is to provide policy-relevant information about school-work transitions and factors influencing 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 and Skills Development Canada and Social Development Canada. The information provided to these departments does not contain personal identifiers, is kept confidential and is used only for statistical purposes. Person responding to questions were given the right to refuse to share their information.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC SSD 040

**TBS Registration:** 75146

**Bank Number:** STC PPU 150

## Social and Aboriginal Statistics Division

### Aboriginal Peoples Survey

**Description:** The database contains information on Aboriginal peoples from the 1991 and 2001 post-censal surveys covering such topics as language, health and mobility.

**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. The database also includes persons who identified as having Aboriginal ancestry. It includes individuals living on and off Indian reserves and settlements.

**Purpose:** The objective of the Aboriginal Peoples Survey is to provide a social and economic profile of Aboriginal peoples.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HFS 122 and HFS 028

**TBS Registration:** 003014

**Bank Number:** STC PPU 116

### General Social Survey

**Description:** The first survey cycle collected data in 1985 on health and social support; Cycle 2 (1986) time use, social mobility and languages; Cycle 3 (1988) personal risk and victim services; Cycle 4 (1989) work and education; Cycle 5 (1990) family and friends; Cycle 6 (1991) health; Cycle 7 (1992) time use patterns of Canadians; Cycle 8 (1993) personal risk, i.e., the risk of accidents and criminal victimization, and alcohol and drug use; Cycle 9 (1994) education, work and retirement; Cycle 10 (1995) family composition, marital and fertility histories; Cycle 11 (1996) social support to determine the nature of help received and provided, and the dynamic between an individual's social network and help received and provided; Cycle 12 (1988) time use; Cycle 13 (1999) criminal victimization; Cycle 14 (2000) impact of technology, particularly computers and the Internet, on society; Cycle 15 (2001) family composition, fertility and marital history as well as employment history; Cycle 16 (2002) social support and aging including care provided to and received by seniors, retirement planning and retirement experiences; Cycle 17 (2003) social capital; and Cycle 18 (2004) criminal victimization.

**Class of Individuals:** Population aged 15 years and older in all provinces selected to participate in the survey.

**Purpose:** The General Social Survey has two principal objectives: to monitor temporal changes in Canadian society and to provide information on current policy issues.

**Consistent Uses:** None.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HFS 027

**TBS Registration:** 003311

**Bank Number:** STC PPU 027

### Health and Activity Limitation Survey (1986 and 1991) and Participation and Activity Limitation Survey (2001)

**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 respondents were collected at the time of the survey, they do not appear on the database.

**Class of Individuals:** Persons with disabilities living in households and institutions in Canada at the time of the 1986, 1991 and 2001 censuses.

**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 develop programs and policies to eliminate these barriers.

**Consistent Uses:** The 1986, 1991 and 2001 Censuses of Population were used to identify a sample of persons with disabilities who were subsequently interviewed. Information from these surveys was linked back to the Census of Population files to obtain demographic data which were not included in the survey questionnaire. This eased the burden on respondents since they had already provided these data for the census.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HFS 110 and HFS 707

**TBS Registration:** 001862

**Bank Number:** STC PPU 115

### Longitudinal Immigration Database

**Description:** The Longitudinal Immigration Database (IMDB) is a file combining linked immigration and taxation records. It is updated annually and covers immigrant tax-filers for 16 years. The IMDB brings together landing information from Citizenship and Immigration Canada's Field Operations Support System (FOSS) with taxation data from the Canada Revenue Agency (from the T1 personal tax return and T4 files). The database is a comprehensive source of data on the economic behaviour of the immigrant (tax filer) population in Canada and is the only source of data that provides a direct link between immigration policy levers and the economic performance of immigrants. The IMDB is managed by Statistics Canada on behalf of a federal-provincial consortium led by Citizenship and Immigration Canada. The database is

reviewed every five years to ensure its continuing relevance 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 data relating to immigrants are released.

**Consistent Uses:** Standard products are produced for the federal-provincial consortium for each annual update.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** To be established.

**Related PR#:** STC HFS 524

**TBS Registration:** 003726

**Bank Number:** STC PPU 135

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems

Business Continuity Planning

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

## Classes of Personal Information

### Administrative Files Obtained from Federal Government Departments for Statistical Purposes

The Statistics Act, under which Statistics Canada operates, gives 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 the 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 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, depending on its requirements.

### Canada Revenue Agency

CRA PPU 005 Individual Income Tax Return

CRA PPU 040 Taxation Taxpayer Master File

CRA PPU 043 Traveller Declaration Cards

### Citizenship and Immigration Canada

CIC PPU 039 International Services: Overseas Immigration Case Files

CIC PPU 042 Immigration Case File

CIC PPU 053 Permanent Resident Data System

CIC PPU 055 Visitor Case File

### Human Resources and Skills Development Canada

HRSDC PPU 150 Insurance Claim File – Local Office

HRSDC PPU 180 Benefit and Overpayment File

HRSDC PPU 210 Report on Hirings

HRSDC PPU 293 Employment Benefits and Support Measures

HRSDC PPU 385 Record of Employment (Second Copy)

### Social Development Canada

SDC PPU 116 Old Age Security (OAS), Guaranteed Income Supplement (GIS), The Allowance (Formerly Spouses' Allowance/SPA), (Individual)

SDC PPU 140 Canada Pension Plan – Record of Earnings

SDC PPU 146 Canada Pension Plan – Retirement, Disability, Survivors and Death Benefit (Individual)

SDC PPU 390 Social Insurance Number

### **Justice Canada**

JUS PPU 005 Central Registry of Divorce Proceedings

### **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 with respect to unincorporated businesses in the forestry, mining, energy and resource and manufacturing sectors; retail and wholesale trade; rail, road and water transportation industries; services, communications and tourism industries; general and trade contractors; and importers and exporters.

### **Manuals**

Manuals used by Statistics Canada in carrying out its programs and activities are developed to cover all phases of data acquisition, production and publication. These manuals may be available for purchase through Circulation Management, Statistics Canada, 120 Parkdale Ave., Ottawa, Ontario, K1A 0T6.

## **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 may be directed to:

Communications and Library Services Division  
Statistics Canada  
R.H. Coats Building  
Tunney's Pasture  
Ottawa, Ontario K1A 0T6  
Tel.: (613) 951-2808

### **Reading Room**

Statistics Canada's library has been designated under the Access to Information Act as a public reading room. The address is:

R.H. Coats Building, 2nd Floor  
Tunney's Pasture  
Ottawa, Ontario

The toll-free general enquiries line is  
1-800-263-1136

The national TDD line is 1-800-363-7629  
E-mail address: [infostats@statcan.ca](mailto:infostats@statcan.ca)

# Status of Women Canada

## Chapter 147

### 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

This Directorate is the focal point for the external and internal communications advice and planning, preparing speeches and responding to media and public enquiries. It also produces promotional materials for commemorative events, produces and advises on publications and specials projects and carries out media analyses. The Directorate is also responsible for the consultation function within the Department, planning and managing activities with stakeholders such as small, informal roundtables as well as larger, more formal consultations.

##### Corporate Services Directorate

This Directorate ensures statutory accountability and delivers such services as financial and human resources management, informatics and telecommunications, security, assets, facilities and material management, as well as contract and procurement administration.

##### Executive and Information Services Directorate

This Directorate is responsible for corporate planning, evaluation and reporting, coordination services and executive support to the Co-ordinator and the Minister responsible for Status of Women, including ministerial services. It provides translation services and information management services including records management, distribution, and library services, which support all aspects of the department's work. It also manages the access to information and privacy programs.

##### Gender-Based Analysis Directorate

The Gender-based Analysis Directorate 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 and External Relations Directorate

The Policy 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. It also collaborates with various stakeholders, including provincial and territorial governments, civil society and non-governmental organizations, international organizations and other governments on policy-related activities.

##### Research Directorate

The objective of the Research Directorate is to enhance the public policy debate on current and emerging issues from a gender perspective by identifying and targeting significant gaps in knowledge, responding to these gaps by funding gender-based policy research, and promoting the use of research findings in policy development.

##### Women's Program and Regional Operations Directorate

The Women's Program (WP) objectives are 1) 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; 2) to facilitate the involvement of women's organizations in the public policy process; 3) to increase public understanding in order to encourage action on women's equality issues; and 4) to enhance the effectiveness of actions undertaken by women's organizations to improve the situation of women. To do so, the WP provides assistance to women's and other equality-seeking organizations working to remove barriers to women's full participation in Canadian society, at local, regional and national levels. Through the Regional Operations component, the Directorate is also responsible for ensuring the regional implementation of the department's mandate. Regional operations consist of 35 staff located in 15 points of service across the country which provides Status of Women Canada with a direct link to communities and stakeholders.

## Information Holdings

### Program Records

#### Communications and Consultations

**Description:** Contains information relating to communications, consultations procedures, guidelines and other General Information, media relations and special events.

**Topics:** Communications products, consultations, media relations, Governor General's Awards in Commemoration of the Persons Case, International Women's Day, National Day of Remembrance and Action on Violence Against Women, Women's History Month.

**Program Record Number:** SWC 2000

#### Gender-Based Analysis

**Description:** Contains information on gender-based analysis and gender mainstreaming in the Government of Canada, international institutions and foreign governments.

**Topics:** Implementation strategy, evaluations, methodologies, presentations, tools, training, gender mainstreaming.

**Program Record Number:** SWC 3000

#### Policy Analysis, Development and External Relations

**Description:** Contains information on organizations and administration internal to the Policy Analysis, Development and External Relations Directorate. Information related to the

substantive work of the directorate is found under Gender Equality / Women's Issues, and under the International, Federal, Provincial and Territorial sections.

**Topics:** structure, work distribution, planning, retreats and guidelines and protocols related to working methods, conference participation.

**Program Record Number:** SWC 4000

#### Research

**Description:** Contains information related to the Research Directorate, the Policy Research Fund and funded research projects.

**Topics:** Calls for proposals, policy research projects, external committee, evaluations.

**Program Record Number:** SWC 5000

#### Women's Program and Regional Operations

**Description:** Contains information concerning the promotion of women and financial assistance to voluntary associations working to improve the status of women in Canada.

**Topics:** Funding guidelines, funded initiatives, accountability framework, grant and contributions management, regional organizations by province.

**Program Record Number:** SWC 6000

#### Federal, Provincial and Territorial Government Organizations and FPT Relations

**Description:** Contains information on federal government departments, agencies, boards, commissions, corporations and councils, including correspondence related to their mandates, structures, priorities, etc., that is corporate or general in nature and not issue-specific.

**Topics:** material relating to federal-provincial/territorial relations, including status of women fora, and other cooperation and liaison activities; information on individual jurisdictions that are relevant to Status of Women's work and mandate.

**Program Record Number:** SWC 7000

#### International Governmental Organizations; International Events/ Activities; International Non-Governmental organizations; International Relations and Foreign Countries

**Description:** Contains information on Canada's participation in, and the work of, international organizations that is relevant to gender equality, including their decision-making bodies, status of women entities, secretariats, human rights conventions and other agreements, and their conferences, summits and other special events. Also contains similar information on international relations generally that impacts Status of Women's work and information about specific countries,

including geographic, demographic, policy and other information about a country that is hosting an international event or sending a visiting delegation to Canada.

**Topics:** United Nations, Commonwealth, Organization of American States, Asia-Pacific Cooperation, Council of Europe, La Francophonie, International Non-governmental organizations, International Relations and Foreign Countries.

**Program Record Number:** SWC 8000

### **Organizations**

**Description:** Contains information and correspondence relating to Canadian non-governmental organizations, associations, centres, committees, groups, organizations, and others that are relevant to Status of Women Canada's mandate and activities.

**Topics:** Alphabetical list of all groups i.e. Aboriginal Nurses Association of Canada, Assembly of First Nations, Business and Professional Women's Clubs of Canada, Caledon Institute for Social Policy etc. to YWCA's.

**Program Record Number:** SWC 9000

### **Gender Equality / Women's Issues**

**Description:** Contains information on gender equality objectives, plans, mechanisms and statistics and human rights implementation in Canada as well as issue-based material within Status of Women's work and mandate, including Acts and legislation currently in force, information related to reviews of, and proposals for, Acts, regulations, policies, programs concerning an issue; relevant committee work, consultations and special events; issue-specific statistics, research, reports and other information from government and non-government sources, including comparative studies across countries.

**Topics:** Government plans and priorities; gender equality government plans; gender equality human rights instruments; diversity, inclusion and demography; economic and fiscal issues; employment, labour market, education and training; health and environment; housing and homelessness; justice system, peace and security; media, arts, culture, recreation and sport; governance issues: politics, public service and voluntary sector; violence.

**Program Record Number:** SWC 9500

## **Standard Program Records**

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

Access to Information and Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Audits

Budgets

Buildings

Building and Properties

Classification of Positions

Cooperation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health and Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

## **Particular Personal Information Banks**

### **Researchers' Database**

**Description:** This electronic database includes the names of individuals, organizations that they work for, complete addresses, telephone numbers, facsimile numbers, e-mail addresses, education and work experience, organization's mandate or



research experience, languages spoken, read and written, publications and areas of policy research interest.

**Class of Individuals:** Private citizens and individuals working for organizations who have expressed an interest in doing policy research.

**Purpose:** To create a researchers list or inventory by areas of expertise.

**Consistent Uses:** To be used to send calls for proposals to conduct policy research as well as to send other information related to the Policy Research Fund. With the permission of the individual or organization, the information may also be shared with other research organizations.

**Retention and Disposal Standards:** The information is retained until the individual officially requests to be removed from the inventory or until such time as the information is no longer deliverable (returned mail).

**RDA Number:** TBD

**Related PR#:** SWC 5000

**TBS Registration:** 005293

**Bank Number:** SWC PPU 010

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Business Continuity Planning (BCP)

Hospitality

Internal Disclosure of Wrongdoing in the Workplace

Executive Correspondence Management Systems

Relocation

Travel

## 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 any other personal identifier. 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 the complainant. All issues dealing with federal government legislation,

policies and programs that 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.

## Manuals

- File Classification Plan, Status of Women Canada
- Gender-Based Analysis (GBA) Policy Training – Participant Handbook
- Gender-Based Analysis (GBA) Policy Training – Trainer’s Manual
- Guidelines for the Preparation of Preliminary Recommendations Regarding Invitations
- Procedures Relating to Executive Correspondence
- Women’s Program - Accountability Framework
- Women’s Program - Funding Guidelines
- Women’s Program - Outcomes Tool Kit
- Women’s Program - 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 Status of Women Canada and its functions may be directed to:

General Inquiries  
 Status of Women Canada  
 123 Slater Street, 10th Floor  
 Ottawa, Ontario K1P 1H9

Tel.: (613) 995-7835

## 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 K1P 1H9

# Telefilm Canada

## Chapter 148

### General Information

#### Background

Telefilm Canada (the “Corporation”), formerly known as the Canadian Film Development Corporation, was originally established by an Act of Parliament in March 1967. The Corporation is a federal organization dedicated primarily to developing and promoting the Canadian film, television and new media industries. The Corporation acts as one of the government’s principal instruments for providing strategic leverage to the Canadian private sector.

#### Responsibilities

The Government of Canada acts as a partner to the Canadian film, television and new media industries through Telefilm Canada, which provides support either in the form of financial investments or through the various other resources at its disposal.

The Corporation meets the diverse needs of these industries through a wide range of funds and programs. Support is available at the various stages of the process, from scriptwriting to final production, as well as from development to the marketing of finished products in Canada and abroad.

Telefilm Canada is a Crown corporation that reports to Parliament through the Minister of Canadian Heritage. It is headed by a board of members whose chair is appointed by the Governor in Council. On the recommendation of the Corporation’s board, the Governor in Council also appoints an executive director, who acts as chief executive officer and is responsible for day-to-day operations. The Corporation is headquartered in Montreal and has offices in Toronto, Vancouver, Halifax and Paris.

#### Legislation

- Telefilm Canada Act, R.S. 1985, c. C-16, as amended.

### Organization

#### Communications and Public Affairs

This department contributes to national and international recognition of the Canadian industry. It is responsible for publications, media relations, promotional activities, and the Corporation’s website, as well as coordinating Canada Showcase, the grant program for Canadian festivals.

#### Finance and Administration

This division is responsible for accounting services, financial planning, information technologies and systems, contract management and material resources.

#### Human Resources

This sector’s mandate is to develop a consistent level of competence and versatility throughout the Telefilm Canada team, while improving the quality and effectiveness of human resources management practices and policies.

#### International Promotion and Development

This division oversees all activities related to international markets and festivals. Not only does it promote and raise the profile of the Canadian industry abroad, it also ensures that Telefilm continues to play an active role on the international stage, most notably by encouraging the development of partnerships with Europe (the Corporation’s European office in Paris comes under this division). This division also deals with applications for official coproduction status. Canada has coproduction agreements with 58 countries.

#### Legal Services and Access to Information

This department provides legal counsel for the Corporation’s various activities, acts as an arbiter for internal conflicts of interest, and is responsible for handling requests under the Access to Information Act and Privacy Act.

#### Operations

Through Telefilm’s four Canadian offices, this department is responsible for managing the main funds which are administered by the Corporation,

including the Canada Feature Film Fund, the Canadian Television Fund and the Canada New Media Fund. It coordinates decision-making regarding Telefilm's support for production, marketing, industry/professional development, and other complementary activities. It also helps develop innovative policies and processes.

### Policy, Planning and Research

This division is in charge of formulating policies and strategies for the funds administered by Telefilm Canada. It is also responsible for establishing formal ties with industry representatives and federal and provincial institutions, as well as for assessing the impact of the Corporation's policies from a cultural and industry perspective. The division also studies the effects of the Corporation's various programs and monitors general industry trends, with a view to improving long-term strategic planning and ensuring that Telefilm's activities effectively meet industry needs.

## Information Holdings

### Program Records

#### Co-production Agreements

**Description:** Information pertaining to the continuance or renegotiation of current co-production agreements and related correspondence; information concerning the negotiation of potential treaties and projects submitted for official co-production status.

**Topics:** Treaties; policies; projects.

**Access:** By country or project title.

**Format:** Paper and electronic (servers)

**Program Record Number:** TFC COP 010

#### Marketing and Versioning Assistance

**Description:** Information on advances granted through the marketing and versioning assistance funds administered by the Corporation; information pertaining to the distribution and marketing of audiovisual products.

**Topics:** Contracts; revenues; distributors; agents; territories; markets; versioning.

**Access:** By project title, country, company or market.

**Format:** Paper and electronic (servers and Web site).

**Program Record Number:** TFC DAM 025

### Finance and Administration

**Description:** Files related to accounting, financial planning, technologies and information systems, management of contracts and material resources.

**Topics:** Contribution agreements, accounting policies, expense accounts contracts granted by the Corporation (suppliers and consultants), internal budgets, financial statements of the Corporation, accounts payable, accounts receivable, program costs, overhead expenses by sector, commitments / payments by program, cost reports, exploitation reports, eligibility, compliance, default, recoupment policy, network documentation, systems records and computer applications, computer equipment, business continuity plans, security policy, records management, office furniture, leases management, phone systems management, access control to the premises, shipping, office supplies, audio-visual equipment.

**Access:** By subject, project title, supplier, file number or date, depending on the nature of the information.

**Format:** Paper and electronic (servers, and in certain cases Web site)

**Program Record Number:** TFC FAA 030

### Industry Support

**Description:** Information relating to assistance provided in various forms to the audiovisual industry by the Corporation.

**Topics:** Festivals; markets; seminars; workshops.

**Access:** By event or organization.

**Format:** Paper and electronic (Servers & Web site).

**Program Record Number:** TFC FAM 020

### Policy and Planning

**Description:** Information on internal Telefilm policy and on the evaluation of and response to this policy by other government agencies and departments, and industry interest groups.

**Topics:** Internal policy and planning; federal government; general industry policy; industry relations.

**Access:** Grouped by subject, organization or fund, and sorted alphabetically within each of these groups, depending on the nature of the information.

**Format:** Paper and electronic (Servers).

**Program Record Number:** TFC PPO 005

### Production and Development

**Description:** Information on transactions carried out under the Corporation's development and production funds.

**Topics:** Readers' reports; contracts; financial information; ancillary documents.

**Access:** Submissions accepted or rejected, by project title.

**Format:** Paper and electronic (Servers).

**Program Record Number:** TFC PRO 015

## Standard Program Records

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

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administration and Management Services

Audits

Automated Document, Records, Information Management Systems

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff relations

Training and Development

Travel

## Particular Personal Information Banks

### Analysis of the Diversity of Cultural Communities

**Description:** This bank describes personal information collected from members of cultural communities, including the name, gender, cultural and ancestral origins and visible minority affiliation.

**Note:** This information is collected from individuals on a voluntary basis and is not used in an administrative decision affecting them.

**Class of Individuals:** Members of cultural communities, such as scriptwriters, directors, actors and producers who applied for project funding and provided information on their cultural and ancestral origins and visible minority affiliation.

**Purpose:** The information is collected to evaluate whether Telefilm Canada meets its obligations under the Canadian Multiculturalism Act. It is used to compare its clientele with Canada's ethno-cultural make-up and to monitor access to programs by cultural communities. The information is cross-referenced with the institution's investments database to generate aggregate statistical reports.

**Consistent Uses:** This information may be used to provide reports to the Department of Canadian Heritage about the evaluation of Telefilm Canada's compliance with the principles of the Canadian Multiculturalism Act. The information may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** Record Disposition Authority (RDA) to be determined. The intent is to retain the information for 15 years after the last consultation and, once the RDA is approved, it will be destroyed after the retention period has expired.

**RDA Number:** To be determined.

**Related PR#:** TFC PPO 005.

**TBS Registration:** 005602.

**Bank Number:** TELE PPU 005

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Automated Document, Records, Information Management Systems  
 Business Continuity Planning (BCP)  
 Electronic Network Monitoring Logs  
 Executive Correspondence Management Systems  
 Hospitality  
 Relocation  
 Security Video Surveillance & Temporary Visitor Access Control Logs & Building Passes  
 Travel

## Classes of Personal Information

The Corporation is involved in activities which tend to generate public response in one form or another. As well, some of the Corporation's 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. Consequently, personal information may be accumulated which is not contained in any of the institution-specific PIBs listed in this index. Such personal information may consist of, among other things, compliments, complaints, enquiries, suggestions, opinions, proposals, agreements and may include name, civic address, e-mail address, telephone number and, in some cases, employment. This personal information is kept in the relevant subject files and is not normally retrievable by the name of the individual or other personal identifier. The retention periods for the personal information contained in these subject files are the same as those for the subject files containing the information.

## Manuals

- Policies and Guidelines – Telefilm Canada

## Additional Information

See the INTRODUCTION to this document for information on access procedures under the provisions of the Access to Information Act and the Privacy Act.

For General Information on current Telefilm Canada funds, programs and/or activities, please contact one of the following offices or visit the Telefilm Canada website ([www.telefilm.gc.ca](http://www.telefilm.gc.ca)):

### Halifax

Telefilm Canada  
 1717 Barrington Street  
 Suite 300  
 Halifax, Nova Scotia B3J 2A4  
 Tel.: (902) 426-8425

### Montreal – Head Office

Telefilm Canada  
 360 St. Jacques Street, Suite 700  
 Montreal, Quebec H2Y 4A9  
 Tel.: (514) 283-6363  
 Toll-free: 1-800-567-0890

### Toronto

Telefilm Canada  
 474 Bathurst Street, Suite 100  
 Toronto, Ontario M5T 2S6  
 Tel.: (416) 973-6436

### Paris

Telefilm Canada  
 5, rue de Constantine  
 75007 Paris  
 France  
 Tel.: (33-1) 44.18.35.30

### Vancouver

Telefilm Canada  
 609 Granville Street, Suite 410  
 Vancouver, British Columbia V7Y 1G5  
 Tel.: (604) 666-1566

## Reading Room

In accordance with Access to Information Regulations, an area at the Corporation's head office has been designated as a public reading room. Reasonable facilities for the examination of documents are also available at each of the Corporation's other offices listed above.

# Thunder Bay Port Authority

## Chapter 149

### 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 seven persons.

### Information Holdings

#### Program Records

##### General Holdings

**Description:** Forecasts, projections and commercial information relevant or potentially relevant to Port activity, employee information.

**Topics:** statistics for bulk cargo, grain cargo, liquid cargo, applications for employment, current employee information

**Program Record Number:** TBPA HOL 005

##### Corporate Plans

**Description:** Budgets and Port manuals.

**Topics:** Annual Budgets, Five-Year Business Plan, Board of Directors' Handbook

**Program Record Number:** TBPA COR 010

##### Engineering Services

**Description:** Information on the planning, design, construction and maintenance of the Thunder Bay Port Authority and its facilities.

**Topics:** Plans, drawings, maintenance programs, quotations, construction supervision, dredging, tenders, inspections, progress reports and payments.

**Program Record Number:** TBPA ENG 015

##### Harbour Master

**Description:** Information relating to traffic, vessels, safety, emergency planning, pollution and related subjects, permits, marine operations.

**Topics:** Harbour Activities, Harbour Practices and Procedures, Operations Regulations, Notices to Shipping, Marine Emergency Plan, Keefer Terminal Security Plan

**Program Record Number:** TBPA HAR 020

##### Marketing

**Description:** Information relating to media relations, press releases, advertising, promotional events, community relations, projections, market research, analysis of competitive options and various studies relative to commodity and cargo movements.

**Topics:** Media clippings, advertising, corporate identity, seminars.

**Program Record Number:** TBPA MAR 025

##### Tariffs

**Description:** Various Port tariffs as established by Orders In Council.

**Topics:** Wharfage rates, berthage rates; harbour dues

**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.

Access to Information and Privacy Requests

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

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

## Particular 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 and then transferred to Library and Archives Canada for selective retention.

**RDA Number:** 2002/001

**Related PR#:** TBPA HOL 005

**TBS Registration:** 004406

**Bank Number:** TBPA PPU 005

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Relocation

Travel

## Manuals

- Operating by-laws
- Board of Directors' Handbook
- Marine Emergency Plan
- Keefer Terminal Security Plan
- Port of Thunder Bay Security Plan
- TBPA Harbour Practices and Procedures
- Operations Regulations – Thunder Bay Edition

## 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

## Reading Room

Thunder Bay Port Authority  
100 Main Street  
Thunder Bay, Ontario P7B 6R9

# Toronto Port Authority

## Chapter 150

### 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 CEO is responsible for managing the TPA, developing strategic directions for business development and for providing leadership to staff. The CEO'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

##### Port of Toronto

The harbour master 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. The harbour master monitors navigable channels and navigational aids to comply with standards of the St. Lawrence Seaway. The harbour master 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 owns the marine terminal and warehouse. Intermodal services and terminal operations are managed by Logistec Corp. who supervise longshoremen, and supply and maintain cargo-handling equipment. They provide customer



service and market the port of Toronto by communicating with customers 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

##### Access to Information

**Description:** All information relating to the Access to Information and Privacy Act.

**Topics:** Access to Information requests, Privacy Act requests, reports, publications, correspondence.

**Program Record Number:** TPA PIB 005

##### 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

##### CEO'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

##### Human Resources

**Description:** Information regarding employment at the Toronto Port Authority.

**Topics:** Employee files, job postings, applications for employment, disciplinary information, codes of conduct, benefits.

**Program Record Number:** TPA HRD 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, 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

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Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Procurement

Relocation

Salaries and Wages  
 Staff Relations  
 Training and Development  
 Travel  
 Utilities  
 Vehicles

## Particular 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.

**RDA Number:** 98/001

**Related PR#:** TPA PIB 005

**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 who 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 five years after the expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**Related PR#:** TPA AIR 005

**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 five years after the expiry of the pass, then transferred to the National Archives.

**RDA Number:** 99/009

**Related PR#:** TPA AIR 005

**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 five years after the expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**Related PR#:** TPA AIR 005

**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 five years after expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**Related PR#:** TPA AIR 005

**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 5 years after expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**Related PR#:** TPA AIR 005

**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 5 years after expiry of the pass and then transferred to the National Archives.

**RDA Number:** 99/009

**Related PR#:** TPA AIR 005

**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.

**RDA Number:** 98/005

**Related PR#:** TPA HRD 005

**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 6 years after the settlement and then destroyed.

**RDA Number:** 99/004

**Related PR#:** TPA COR 015

**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.

**RDA Number:** 99/004

**Related PR#:** TPA MAR 005

**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.

**RDA Number:** 98/005

**Related PR#:** TPA HRD 005

**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.

**RDA Number:** 98/001

**Related PR#:** TPA POR 005

**TBS Registration:** 004444

**Bank Number:** TPA PPU 070

### Property Services

**Description:** This bank contains information on owners or tenants of properties (land or buildings), 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 TPA Archives for permanent retention.

**RDA Number:** 98/005

**Related PR#:** TPA COR 015

**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 archival services to researchers, and provides the archivist with research inquiry answers and statistics.

**Consistent Uses:** This information is used to record services and information to individuals, and for billing.

**Retention and Disposal Standards:** Individual researcher personal information is destroyed two years after visit.

**RDA Number:** 98/001

**Related PR#:** TPA COR 025

**TBS Registration:** 004369

**Bank Number:** TPS PPU 065

## Standard Personal Information Banks

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

Relocation

Travel

## 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.

Please Note: Requests made to the Toronto Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Toronto Port Authority.

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  
Fax: (416) 863-4830

## Reading Room

The Toronto Port Authority has designated the 6th floor meeting room as a reading room for the purposes of the Access to Information Act. The address is:

60 Harbour Street  
Toronto, Ontario M5J 1B7

# Transport Canada

## Chapter 151

### General Information

#### Background

The Department of Transport was established in 1936 by the Department of Transport Act, 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

- Carriage by Air Act
- Civil Air Navigation Services Commercialization Act
- CN Commercialization Act
- Coasting Trade Act
- Department of Transport Act
- Excise Tax Act
- Emergencies Act
- Emergency Preparedness Act
- Financial Administration Act
- Government Property Traffic Act
- Harbour Commissions Act
- Intercolonial and Prince Edward Island Railways Employee's 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
- Meaford Harbour, An Act Respecting
- Montreal, Port Warden Act
- Motor Vehicle Fuel Consumption Standards Act
- Motor Vehicle Safety Act
- Motor Vehicle Transport Act, 1987
- National Energy Board Act
- National Transcontinental Railway Act
- Navigable Waters Protection Act
- Non-Smokers' Health Act
- Northern Transportation Company Limited Disposal Authorization Act
- Northumberland Strait Crossing Act
- Aeronautics Act
- Aeronautics Act, An Act respecting Regulations made pursuant to s.5 of the
- Air Canada Public Participation Act
- Airport Transfer (Miscellaneous Matters) Act
- Arctic Waters Pollution Prevention Act
- Bills of Lading Act
- Blue Water Bridge Authority Act
- Bridges Act
- Buffalo and Fort Erie Public Bridge Company Act
- Canada Labour Code
- Canada Marine Act
- Canada Shipping Act, 2001
- Canada Transportation Act
- Canadian Air Transport Security Authority Act
- Canadian National Montreal Terminals Act, 1929
- Canadian National Toronto Terminals Act
- Canadian Transportation Accident Investigation and Safety Board Act

- Ontario Harbours Agreement Act
- Pilotage Act
- Preclearance Act
- Public Safety Act, 2002
- Quebec Harbor, Port Warden Act
- Railway Relocation and Crossing Act
- Railway Safety Act
- Safe Containers Convention Act
- Shipping Act, Canada
- Shipping Conferences Exemption Act, 1987
- Ste-Foy-St-Nicolas Bridge Act
- Transportation Appeal Tribunal of Canada 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 communication between Transport Canada and all its stakeholders. This helps ensure the public is well informed of the department's activities and allows the department to take into consideration the concerns and views of the public in all its activities. The Director General, Communications, reports directly to the Deputy Minister. 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 knowledge-based advice and sound management systems and services to the Department. These support services, which are continuously evolving to adapt to the changing needs of Transport Canada (TC), play an essential role in helping TC achieve its mandate. The Corporate Services Group comprises four directorates: Executive Services, 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, transportation industry, and the general public, managing and administering internal audit and advisory services, access to information and privacy legislation, ministerial correspondence, and parliamentary and regulatory affairs.

### 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; materiel and asset management; contracting; vehicle fleet management; building management; accommodation planning and design, physical security and business continuity planning.

### Human Resources Directorate

The Human Resources Directorate works in partnership with all parts of Transport Canada to enable them to successfully meet their human resource requirements. The Directorate is responsible, either directly or functionally, for the development and delivery of all human resource-related programs, services, strategic advice and systems for the Department. Responsibilities include classification and organization, staffing, pay and benefits, diversity and employment equity, official languages, learning, career development programs, awards and recognition, labour relations, human resources planning and strategies, and human resources information systems.

### Technology and Information Management Services Directorate

The Technology and Information Management Services Directorate is responsible for providing advice, services, support and functional direction in the areas of information management, technology and IM/IT security in the National Capital Region and five regional offices.

### Regional Offices

Transport Canada activities that are handled in the regions include: transportation policy advice and co-ordination; regulatory surveillance, inspection, licensing and certification; regulatory compliance



and enforcement; and transportation safety promotion. The five regional headquarters - in Vancouver, Winnipeg, Toronto, Montréal and Moncton - apply Transport Canada's programs, policies and standards in their geographical area, and are the central points of contact in each region for the department's stakeholders.

### **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 (DM) on policies, programs and objectives, which have implications for one or more modes of transport; on policy and 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, international trade, and on the maintenance of the Department's external relations (federal, provincial, international and industry). Six Directorates support the ADM.

### **Air Policy Directorate**

The Directorate is responsible for the development and implementation of the government's policy initiatives for national and international air transportation services, airports and NAV Canada economic policy issues, and Canada's permanent mission at the International Civil Aviation Organization (ICAO) in Montreal. It provides ongoing policy advice to the Minister on measures to ensure an appropriate framework that permits air carriers to provide reasonable and competitive air transportation services that 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.

### **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 databases 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.

### **International & Intergovernmental Coordination Directorate**

The Directorate co-ordinates the Department's international activities, including involvement in overall Government of Canada foreign policy initiatives such as Asia-Pacific Economic Cooperation (APEC) and the Summit of the Americas, and technical cooperation, as well as the Minister's participation in multilateral and bilateral international meetings. The Directorate also reviews departmental initiatives to ensure compliance with the obligations that Canada has accepted under trade agreements and participates directly in bilateral and multilateral international trade negotiations [including the Free Trade Area of the Americas (FTAA) and the World Trade Organization (WTO)]. The Directorate also provides analysis, advice, liaison and monitoring of policy files with important intergovernmental dimensions; assesses federal, provincial and territorial priorities; works with provincial and territorial governments; and co-ordinates the department's federal/provincial-territorial activities as well as the Minister's participation in multilateral and bilateral meetings with national stakeholders. It is also responsible for the development and implementation of policy initiatives that seek to provide accessibility to the national transportation system without undue obstacles for persons with disabilities and seniors.

### **Marine Policy Directorate**

The 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 representing marine transportation for multilateral negotiations conducted within intergovernmental organizations [for example, Organization for Economic Co-Operation and Development (OECD), International Oil Pollution Compensation Fund (IOPC), United Nations Commission on International Trade Law (UNCITRAL), International

Maritime Organization (IMO), WTO, APEC and the North American Treaty Organization (NATO)]. On the domestic side, the Directorate is responsible for enforcing the Coasting Trade Act, reserving maritime transportation of passenger and cargo to Canadian registered duty-paid vessels. Ports policies are also developed with respect to Canada Port Authorities (CPA), as established by the Canada Marine Act (CMA). As well, it is responsible for the development and oversight of policies and programs for all aspects of federally subsidized ferry services, including Marine Atlantic Inc. (MAI) 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.

### **Surface Transportation Policy Directorate**

The Directorate is responsible for the development, formulation and implementation of 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) and all surface passenger transportation policies, including the development and administration of rail passenger legislation, regulations and programs, as well as the administration of rail passenger subsidy programs. It also includes federal government policy applicable to: trucking and motor coach transportation undertakings, the application of intelligent transportation systems and related funding initiatives for research, development and deployment; the funding of urban transportation and transit, land border crossing infrastructure and the economic impact of land border inspection policies and practices, surface transport policies in NAFTA countries and the highway funding policy of the federal government.

### **Strategic Policy Directorate**

The Directorate is 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, through special high priority assignments, to take charge of complex and policy-sensitive analysis, to conduct policy research supporting long-term strategic transportation policies, to represent the Department on interdepartmental committees, and to provide a broad range of services to the ADM,

the DM and the Minister. The Directorate is responsible for carrying out evaluation studies of the relevance, success, and cost effectiveness of Transport Canada (TC) programs and policies and the extent to which they affect the public interest, and for preparing frameworks, conducting studies and offering expertise to improve the performance of TC's policies and programs. The Directorate is also in charge of the Transportation Development Centre (TDC). The TDC in Montreal serves as the Department's centre of expertise in research and development (R&D) and transportation technology and innovation. It manages a multimodal R&D program aimed at improving the safety, security, efficiency and environmental performance of the Canadian transportation system. Its mandate is to enhance the Department's technological capability, to address the Department's strategic objectives and Federal government priorities, and to promote innovation in transportation. R&D is contracted out to a variety of public and private sector organizations.

### **Programs & Divestiture Group**

The Programs and Divestiture Group is headed by an Assistant Deputy Minister (ADM) who is responsible for designing and delivering programs for airports, ports, 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; 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 Management of the National Airports System (NAS) leases, 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, delivering the Airports Operation and Maintenance Subsidy Program to assist eligible airports, ensuring the ongoing effectiveness of the National Airports Policy (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 the department's environmental management system, which provides a framework for the department to conform to its environmental policy and improve its overall environmental performance; promoting sustainable transportation in Canada, including developing and implementing policies and programs on key issues, such as climate change, urban transportation 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 sites; analysing the social, environmental and economic costs of transportation; researching and developing sustainable transportation indicators; and managing the 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, managing post-transfer issues and adjustments, and for developing and monitoring the regulation of public ports. The Directorate monitors Canada Port Authority compliance with the provisions of the Canada Marine Act, and its related regulations and Letters Patent, and it is responsible for guiding real property transactions through the approval process.

## Surface

This Directorate is responsible for the implementation of federal/provincial/territorial highway and border contribution agreements; the implementation of transportation projects under the Canada Strategic Infrastructure Fund and the Border Infrastructure Fund; overseeing the management of a number of federal vehicular bridge authorities, both domestically and internationally, including the Federal Bridge Corporation Limited and its subsidiaries, and the Blue Water Bridge Authority; the effective operation of Confederation Bridge through public/private partnership, as per the terms of the 35-year Operation Agreement (administered jointly

with Atlantic Region); the administration of non-navigational assets of the St. Lawrence Seaway, including commercial administration of non-navigational real property assets and disposal of surplus properties; the implementation of future surface infrastructure applied research and development related programs (e.g. Intelligent Transportation System applications and National Highway System working group - jointly with Policy Group); completing studies and analyses to improve the efficiency, safety and socio-economic benefits of Canada's surface transportation system; and representing the Government of Canada on the Canadian National Committee of the World Road Association.

## 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 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 promote public safety in the transportation of dangerous goods and to prevent unlawful interference in the aviation, marine, rail and road modes of transport. The Group also ensures that the Department is prepared to respond to transportation and transportation-related emergencies.

## Executive Services Secretariat

The Secretariat is the focal point within the Safety and Security Group for the management, review, coordination and quality control of information, briefing products, and ministerial correspondence. This service is delivered by:  
 coordinating/facilitating documents; reviewing and monitoring content (advising on quality control function); tracking; providing multi-modal editorial/translation services and monitoring and tracking access to information and privacy requests for Safety and Security.

## 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 technicians. The Directorate is responsible for the Department's 40 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 27 helicopters 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 and two Challenger aircraft for the DND utilities fleet 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 is divided into six branches: Aviation Safety, Client and Internal Services, Engineering, Flight Operations, Technical Services, and Training.

### **Aviation Safety**

The Chief Aviation Safety is responsible for safety management programs concerning the operation and maintenance of aircraft for the Aircraft Services Directorate of Transport Canada and for client organizations, such as the Department of Fisheries and Oceans Canadian Coast Guard, the Department of National Defence and NAV CANADA. The safety division receives occurrence and hazard reports, identifies safety issues and advises senior management on the development and implementation of safety strategies and programs.

### **Client and Internal Services**

The Branch is responsible for the centralized resource-related functions in Aircraft Services which include financial planning and programming, account processing, human resources and administration, environment and dangerous goods, facility management, information technology and special projects. The special projects division manages large, complex Capital procurements and conducts special studies.

### **Engineering**

The Engineering Branch is a Transport Canada approved Airworthiness Engineering Organization with delegated ministerial authority to approve

changes to aeronautical product type design, modification design, and repair design in civil registered aircraft owned by Transport Canada, other government departments, and private sector clients. The Branch also holds assigned authority from the Department of National Defence for engineering approval services to 412 (Transport) Squadron. Based in Ottawa and part of 8 Wing Trenton, Ontario, this Challenger equipped 412 Squadron provides high ranking government officials and foreign dignitaries with air transportation worldwide.

### **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**

As an Approved Maintenance Organization (AMO), the Technical Services Branch provides maintenance on many fixed wing and rotary wing aircraft types. It is focused on providing, in a timely manner a quality product that is tailored to the customer's needs. The Branch offers a complete aircraft maintenance service with professionals specializing in maintenance analysis and planning, aircraft maintenance, modifications, component repair, overhaul and quality assurance, logistic support, and fleet management. As well, aircraft maintenance is provided at 17 locations across the country. Present clients include Transport Canada's Civil Aviation, Marine Safety Directorate, Department of Fisheries and Oceans Canadian Coast Guard, Department of National Defence Administrative and Utility Flight Services and the Ottawa Regional Police.

### **Training**

The Training Branch is responsible for the development and implementation of a National Flight Training Program for all Transport Canada Civil Aviation Inspectors, Transportation Safety Board Inspectors and other client 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 twelve branches.

### **Aerodromes and Air Navigation**

The Aerodromes and Air Navigation Branch is responsible for the regulation and safety oversight of Canadian airports and aerodromes and of providers of air navigation services in Canada and to international airspace delegated to Canada. The Branch formulates and maintains regulations, standards and guidance material intended to support the safe operation of Canadian airports/aerodromes and Canadian air navigation service providers. Areas regulated include, for example, airport airside safety, airport maintenance and lighting, and emergency response at airports, noise and wildlife management in the vicinity of airports, air traffic services, aeronautical information services, airspace management, equipment used in support of air navigation, requirements for safety management systems, etc. Based on this body of regulation, the Branch conducts safety oversight through audits, inspections, daily monitoring and other risk management processes in order to assess the ongoing safety and regulatory compliance of Canadian airports/aerodromes and air navigation service providers.

### **Aircraft Certification**

This Branch establishes and regulates standards for aeronautical products designed and operated in Canada, and guides the aerospace industry with respect to certification in highly technical fields such as aircraft design, structures, avionics; electrical and mechanical systems; power plants; equipment; and engineering flight tests. Each year, the branch approves more than 1,500 new and modified aeronautical products built or operated in Canada. This includes reviewing and verifying design and performance data; supervising and performing ground and flight tests; and awarding Transport Canada Type Certificates. Along with the Aircraft Maintenance and Manufacturing Branch, Aircraft Certification is also responsible for ensuring the continuing airworthiness of aeronautical products.

### **Aircraft Maintenance and Manufacturing**

This Branch is responsible for ensuring that all 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) licences, 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 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 also 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, the international standards, 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 also provides advice on all problems connected with the health of travelers by air.

### **Commercial and Business Aviation**

Commercial and 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 safety and health on board commercial aircraft. This monitoring includes training programs and facilities, as well as technical performance evaluations on simulators and aircraft. In Headquarters, the Branch also develops policies, standards, guidance and regulations.

## 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 and Technical Programs

The International Aviation and Technical Programs 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 within Transport Canada Civil Aviation and interdepartmentally, other international aviation initiatives such as the North American Aviation Trilateral 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. This branch is also responsible for Information Management/Information Technology (IM/IT) and Research and Development (R&D).

## Quality and Resource Management

The Quality and Resource Management 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. This Branch is also responsible to support all areas of Civil Aviation human resource planning, human and financial, specializing in activity

standards and costing. The Multimedia Publishing Services provides a variety of multimedia services to Civil Aviation and the Department in meeting its publishing, communications and training needs. The Division also manages the Departmental publications inventory, including all aspects of production and distribution.

## Regulatory Services

The Regulatory Services Branch is responsible for developing and maintaining aeronautical legislation through the Canadian Aviation Regulation Advisory Council (CARAC). It is responsible for enforcing the regulations and taking corrective action (through fines, prosecutions and licence/certificate suspension). A legal team assists in presenting cases before the Transportation Appeal Tribunal of Canada - TATC. The Branch also develops and standardizes aeronautical terminology to facilitate an understanding of the regulations, nationally and internationally.

## Strategic Issues and Communications

The Branch is responsible for the strategic management of Civil Aviation high profile issues affecting the aviation industry, the public, and triggering media interest. This includes maintaining a consistent and systematic interrelationship between corporate, headquarters and regional operations, and the offices of the Assistant Deputy Minister, Deputy Minister and Minister. This office is also responsible for maintaining the Civil Aviation internal and external web site, the Civil Aviation Communications Centre, a one-stop service point for obtaining information on Civil Aviation as well as developing and managing internal communications strategies.

## System Safety

System Safety is the focal point for safety intelligence in the Civil Aviation Directorate, which enhances system safety. Its mission is to provide Transport Canada Civil Aviation and the Canadian aviation community with timely, relevant and reliable safety intelligence and guidance for managing risks. As safety advisors, System Safety responds to aviation occurrences; analyzes safety issues, data and trends to provide proactive safety strategies; develops relevant education and promotion initiatives; and works with aviation organizations to develop custom safety activities. As the focal point for emergency preparedness activities in Civil Aviation, System Safety is also responsible for contingency planning, training and

operations, which is carried out through the Civil Aviation Contingency Operations (CACO) division. Finally, System Safety is the focal point within the Civil Aviation Directorate for the management, review, coordination, quality control and tracking of responses to Transportation Safety Board (TSB) recommendations, safety advisories, information letters, draft investigation reports and other types of reports requiring action on the part of the department as it relates to aviation.

### **Marine Safety Directorate**

The function of the Marine Safety program is to protect life, health, property and the marine environment, thereby contributing to an efficient and sustainable marine transportation system in which the public can have continued confidence. Marine Safety's mandate encompasses the full spectrum of responsibilities related to the safety of vessels and environmental protection, including developing, administering and enforcing national and international laws; promoting safe practice and procedures; overseeing training programs for officers and crews of commercial and recreational vessels; responding to Marine occupational safety and health issues; maintaining a Canadian ship registry; protection and safety of marine navigation and the protection of marine environment in Canadian waterways; licensing small commercial vessels; and overseeing pilotage matters. Marine Safety derives its authority from numerous pieces of legislation, including the Canada Shipping Act, Arctic Waters Pollution Prevention Act, Canada Labour Code, Coasting Trade Act, Navigable Waters Protection Act, and the Canada Marine Act. In addition, a variety of international conventions provide Marine Safety with powers and responsibilities as they relate to the marine transportation system in Canada, including foreign and domestic shipping.

### **Design, Equipment and Boating Safety Branch**

This Branch is responsible for the development, implementation, and maintenance of legislation, regulations, standards, programs, policies, and procedures related to marine safety equipment including active and passive fire protection and lifesaving equipment, as well as vessel stability, load lines, plan approval, construction, electrical systems, and machinery. The Branch develops procedures and performance criteria for the delivery of programs in the regions, monitors results and adjusts processes and standards as

required to achieve the desired performance and safety objectives. The Branch has corporate responsibility for small vessel safety, fishing vessel safety, high speed and special craft, and offshore and Arctic shipping safety, including related education and awareness. In addition, the Branch oversees the marine research and development program, manages the product approval program, and provides technical advice on matters pertaining to ship design, equipment, and the Arctic shipping regulatory regime. The Branch participates in international matters related to International Association of Classification Societies (IACS) and International Organization for Standardization (ISO), the Arctic Council and International Maritime Organization (IMO) committees and sub-committees. This Branch is also responsible to discharge the Minister's legislated responsibilities pertaining to recreational boating law administration in Canada. The Branch's Office of Boating Safety (OBS) works closely with the recreational boating community, delivering prevention-based programs to reduce the safety risks and environmental impacts of boating across all waters of Canada.

### **Marine Personnel Standards and Pilotage**

This Branch serves as the liaison amongst the four Pilotage Authorities, the Minister, marine 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 the control and issue of Certificates of Competency to Canadian seafarers. The Branch develops and implements Standards of Training, Certification and Watchkeeping Convention requirements. Also manages the Marine Emergency Duties Training Program, coordinates the Marine Occupational Safety and Health requirements, and reviews seafarer medical status.

### **Program and Technical Training Services**

This Branch is responsible for a wide variety of services ranging from program administration for the Directorate to national technical training primarily for Transport Canada's Marine Safety employees. The technical training component includes research, design, development and delivery of multi-disciplinary technical

courses/products and training reference materials as well as the conduct of training needs analysis/assessments. The Branch is accountable for the delivery and management of program services to the Marine Safety Directorate including strategic, business and resource planning, performance measurement, communications, strategies, plans and policies. The financial management function of the Branch incorporates activities such as budgeting and reporting, cost-benefit analysis, contract management, material asset management, procurement, accounts payable and commitment control, variance analysis and revenue cost recovery. The Branch is also responsible for delivering a full range of human resource services including organizational design, classification, recruitment, succession planning, training and development, staff relations, etc. Several key functions of Human Resource within the Branch include recruitment of inspectors from marine industry, Ministerial and Governor-in-Council submissions to appoint employees as inspectors nationally, and maintaining the Salary Management System (SMS) for the Marine Safety Directorate. The Branch is also the focal point for the development, management and promotion of Marine Safety's national Information Technology systems. Information Management functions include management of Marine Safety publications, records, vessel inspection forms, Marine Inspectors' Bookshelf, and Directorate web sites, including the Marine Services Online portal. The Branch serves as the main support vehicle for all Directorate branches for services, advice, and policy and procedures development related to financial, human resources, IM/IT, material/facilities management, scheduling of non-technical training, and procurement programs.

### **Regulatory Services & Quality Assurance**

The Regulatory Services component of this Branch is responsible for amending, processing and tracking Transport Canada legislation pertaining to marine safety matters including statutes, regulations, orders and procedures. The Branch ensures development of legislation and regulation in accordance with established standards and edits submissions forwarded for approval. The Branch processes miscellaneous amendments, deals with Standing Joint Committee queries, and coordinates legal issues related to legislative, regulatory and operational matters. The Branch also coordinates consultation and communication issues and provides professional advice and

special consultative services to internal and external clients. The Branch offers project management services to Marine Safety to ensure efficient regulatory development. The Branch establishes procedures and support for the Board of Steamship Inspection including the dissemination of regulatory advisories. It houses the Canadian Marine Advisory Council (CMAC) Secretariat and the International Affairs Secretariat, coordinating conferences and liaison with international bodies including the International Labour Organization (ILO), the International Maritime Organization (IMO) and other UN related agencies. This Branch is also responsible for a national quality assurance program to assess consistency and the effectiveness of the operations of Marine Safety. The Branch provides authoritative evaluations, reports, advice and recommendations on the quality and integrity of all aspects of the Marine Safety programs and directs the analysis, development and refinement of audit policies, standards, criteria, procedures and practices.

### **Operations & Environmental Programs**

The Branch develops national policies, guidelines and standards governing the inspection and certification of domestic and foreign ships, manages Canada's Port State Control 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, environmental response program, navigable waters protection program, as well as the co-ordination of the Port Warden and cargo associated programs. The environmental response program handles safety oversight, pollution prevention, monitoring of compliance with regulations, and enforcement by overseeing the pollution prevention aerial surveillance program, approving ship source pollution prevention and response plans on board large commercial vessels and oil handling facility response plans, certifying Response Organizations and monitoring their activities and exercises, and administering the Bulk Oil Cargo fee. The Navigable Waters Protection Program handles administration and enforcement of the Navigable Waters Protection Act, including approving acceptable interferences to navigation, removing obstructions to navigation, acting as Receiver of Wreck, and conducting all related environmental assessments under the Canadian Environmental Assessment Act. The Branch is responsible for the



development, processing, implementation, and maintenance of marine policy legislation regulations, standards and programs concerning navigation safety and radio communications as well as the approval and acceptance of associated pollution prevention, navigation and radio equipment. The Branch 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 the International Maritime Organization (IMO) and other international organizations: APEC (Asia Pacific Economic Cooperation), NAFTA (North American Free Trade Agreement) and the International Labour Organization (ILO) also covered by the Branch training and marketing.

### **Marine Security Directorate**

The Marine Security Directorate is responsible for marine security policy, marine security regulatory affairs, and marine security operations, as well as functional authority for regional marine security operations through the Regional Directors. Through the Interdepartmental Marine Security Working Group, this Directorate has a lead role in the coordination of government-wide marine security initiatives. It is also responsible for the Marine Security Contribution Program.

### **Marine Security Contribution and Special Programs Branch**

This Branch manages the delivery of the Marine Security Contribution Program, a national program designed to provide financial assistance to ports and marine facilities for security enhancements. The Branch is responsible for consulting with stakeholders, setting funding priorities, reviewing funding proposals and recommending projects for funding, managing the program budget, monitoring project completion and the effectiveness of the program.

### **Marine Security Operations Branch**

This Branch acts as the functional authority for the Security and Emergency Preparedness Regional Offices (Marine), in helping industry to achieve compliance with marine security legislation and regulations through awareness, certification, inspection and enforcement. It has an education program that designs and delivers marine security training to Transport Canada Security Inspectors,

and recognizes on a voluntary basis marine security courses provided by private institutions in Canada. The Branch acts as the functional authority for the Transport Canada Marine Security personnel established in the interdepartmental Marine Security Operations Centres (MSOCs) that will detect, assess, prevent and respond to a direct or indirect marine security threat. The Branch has teamed up with the United States Coast Guard in order to conduct joint initial verifications on foreign ships entering the St. Lawrence Seaway.

### **Marine Security Policy Branch**

This Branch provides Secretariat services and a centre of policy development and expertise for the Interdepartmental Marine Security Working Group which brings all 16 federal departments and agencies with responsibilities for marine security together to coordinate policy and program development. In performing these duties, the Branch leads a number of interdepartmental sub-committees to review the status of Canada's marine security system, carry out risk analysis, identify gaps and priorities for the system, and propose strategic and coordinated approaches to mitigate those gaps. The Branch also provides a source of policy analysis and develops internal policy guidance consistent with departmental directions in order to plan an effective Transport Canada response, whether it be legislative, regulatory, technical, or operational in nature. The Branch coordinates a strategic international approach for Canada's and Transport Canada's marine security programs in conjunction with partner departments, Transport Canada Groups and Marine Security Branches.

### **Marine Security - Regulatory Affairs Branch**

This Branch plans, develops and amends the Marine Transportation Security Regulations and other legal instruments to maintain and enhance the security of the marine components of the National Transportation System. The Branch also works with Marine Security Policy and Operations Branches to develop standards and practices. As a part of these processes, the Branch works closely with internal and external stakeholders to ensure the development of instruments and policies consistent with Treasury Board's "Smart Regulations" policy and the harmonization of Canada's marine security regime with its international partners. Outreach activities involve participating in the development of training, guidance and awareness materials, including

especially the provision of regulatory guidance and interpretation to stakeholders such as Marine Security Operations personnel and the marine transportation industry.

### **Marine Security - Strategic and Business Direction Branch**

The Strategic and Business Direction Branch provides support to the Director General's office as well as the strategic planning, finance, administration, and human resource support functions for the Directorate. Another key component of this Branch is the coordination of ministerial services.

### **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 is comprised of 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 maintenance of a national quality assurance program in order to fulfill the requirements of the Treasury Board Secretariat, Transport Canada and Rail Safety's requirements for national consistency in the service delivery and assess the compliance and effectiveness of the Rail Safety Program. The Audit and Quality Assurance Branch is also responsible for the Railway Safety Management System compliance-monitoring program, coordination of technical/regulatory training, and the provision of advice and assistance on compliance activities.

#### **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 inspection systems. 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) and recommending the addition, the removal and the amendment to the rules and regulations.

#### **Equipment & Operations**

The Equipment and Operations Branch is responsible for monitoring railway operations and conducting safety audits on 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 policy, regulatory and legislative development; protection of the environment; research coordination; consultation; harmonization of legislative/regulatory programs across Canada, as well as striving to reduce technical barriers throughout North America. This is achieved by developing and revising regulations, policies, rules and standards; engaging in research and development to improve public safety in transportation by rail; providing a public forum whereby railway safety issues and possible courses of action may be discussed; contributing to the Transport Canada Sustainable Development Strategy; responding to Transportation Safety Board (TSB) accident investigations and assessing alternative safety approaches.

## **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 and property damage. Principal responsibilities include development and enforcement of safety standards for motor vehicles, tires and 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.

### **Road Safety Programs**

This Branch provides national leadership for Road Safety Vision 2010, the objective of which is that Canada will have the safest roads in the world by 2010. This Branch is responsible for data collection and analysis; the development and implementation of Road Safety's collision investigations program including directed studies and special collision investigations; other research to identify national road safety improvement opportunities in the areas of vehicle, user and road infrastructure; and it provides national road safety information to stakeholders.

### **Standards Research and Development**

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 the safety of vehicles as well as the safety of commercial vehicle operations, and to protect the health and environment of Canadians from the harmful effects of motor vehicle use.

## **Strategies and Integration Directorate**

Strategies and Integration is accountable for developing and implementing strategic plans and initiatives for the Safety and Security Group; providing independent transportation system reviews and risk management studies; developing criteria and methodologies for risk management, quality assurance and monitoring; developing high-level safety analysis, trends and reports in all modes and maintaining accident, incident and occurrence databases; developing corporate and strategic transportation information management/information technology business needs; dealing with strategic legislative and regulatory matters that affect the Group and department; ensuring Transport Canada's capacity to fulfill its regulatory inspection role; developing a strategic planning and performance framework; providing strategic liaison with Canadian Air Transport Security Authority (CATSA) and Marine Pilotage Authorities; carrying out the Awards and Recognition Program in Safety and Security; and providing communications services (internal and external) to Strategies and Integration.

### **Program Support Branch**

This Branch coordinates the delivery of communication services and products, such as presentations, speeches, newsletters, brochures, posters, website information, for the Safety and Security Group as well as the Strategies and Integration (SI) Directorate. It also manages the Awards and Recognition Program (Suggestion Award Program, Long Service Awards Program and various awards from Treasury Board and outside the Federal Government) for the Safety and Security Group and SI Directorate. Program Support also provides SI Directorate administrative support and advice on Finance and Human Resources, training, facility management and telecommunications. It 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.

### **Regulatory/Inspection Secretariat**

The objective of the Regulatory/Inspection (R/I) Secretariat is to ensure that Transport Canada's inspector community is appropriately addressed in the intergovernmental initiative led by Health Canada. The Secretariat will continue to promote the initiative in Transport Canada and will act on behalf of the department as an active partner with

Health Canada. Key elements of the Secretariat's program focus on training Transport Canada's inspectors, recognizing the important role of these inspectors, and promoting regulatory efficiency.

### **Strategic Information Branch**

The Branch provides expertise with respect to statistical analyses and information management for the Safety and Security Group. Branch responsibilities include monitoring safety trends, providing in-depth analyses on topical and crosscutting safety issues, offering expertise with respect to data management, and quality assurance processes. Functions include establishing safety and security information needs; acquiring, analyzing and disseminating occurrence data and safety-related information; establishing data-sharing linkages; administering data systems; and providing information management/technology services.

### **Strategic Management Branch**

The Branch serves as a centre of expertise in the disciplines of quality management, risk management, and planning and performance measurement for the Safety and Security Group. It provides integrated strategic direction and advice on strategic planning and results-based management policies and systems, and leadership of Group level strategic advice, plans, policies, and performance reports. It provides the Assistant Deputy Minister a level of assurance by conducting objective and independent assessments to ensure implementation of quality and risk practices. In addition, the branch provides strategic advice on governance-related issues concerning the Canadian Air Transport Security Authority (CATSA) and the Marine Pilotage Authorities.

### **Strategic Regulatory Affairs Branch**

This Branch is responsible for legislative, regulatory and policy matters which impact on the Safety and Security Group and the department. It monitors legislative/regulatory developments occurring within the department, as well as government-wide, nationally and internationally; provides advice, guidance and analysis on legislative/regulatory issues, trends, opportunities and implications; develops cross-modal legislation, such as the Transportation Appeal Tribunal of Canada Act; leads the department's Regulatory Affairs Coordinating Committee; and, oversees the department's Regulations Unit.

### **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.

### **Emergency Preparedness Branch**

The mandate of the Emergency Preparedness Branch is to ensure that, in all incidents, emergencies and crises, Transport Canada, with the support of other departments, agencies and the transportation industry, is ready to help maintain the best possible transportation system for Canada and Canadians. The mandate is met through Branch activities such as planning, exercises, training, response, awareness and quality assurance review. In addition, the Branch is responsible for the planning and implementation of the National Critical Infrastructure Assurance Program for Transport Canada as well as the Canada-US Smart Border Accord Action Plan (Critical Infrastructure Protection). The Branch provides departmental liaison with, and leads departmental initiatives originating from, Public Safety and Emergency Preparedness Canada (PSEPC). The Transport Canada Situation Centre (TCSC), also part of the Branch, is the emergency response centre for the federal Department of Transport. It is the facility used by senior management to manage crises, and is the link to the Government Operations Centre (GOC) PSEPC, as well as other government departments' response centres.

### **Intelligence Branch**

This Branch manages the departmental personnel security screening and the Transportation Security Clearance (TSC) programs. Government Security Clearances are issued to those departmental employees who require access to classified information, and Transportation Security Clearances are issued to those individuals who require access to a restricted area of transportation facilities. The Branch provides assessments of tactical and strategic intelligence on threats to the transportation system, to departmental decision makers and stakeholders, and liaison with the Canadian Security and Intelligence Community, other institutions, in Canada, U.S. and other countries.

## **Regional Directors, Security and Emergency Preparedness**

The Regional Directors Security and Emergency Preparedness are accountable for directing, within the Region, Transport Canada's program to monitor the application of the National Transportation Security Program, its provisions and standards for all modes as stipulated in various Transport Canada Acts (such as the Aeronautics Act, the Marine Transportation Security Act, the Railway Safety Act) and international conventions and for related enforcement activities; administering and enforcing the Government's Security Policy to protect assets, its people, information, services; leading or serving as a key member of intergovernmental security and planning and coordinating committees concerned with international conferences or events; and for the direction of the Region's Emergency Preparedness program, the continuing readiness of the regional situation centre, contingency planning, and responses to transportation emergencies.

## **Regulatory Affairs – Security**

This Branch plans and develops regulations, standards and practices to maintain and enhance, as appropriate, adequate levels of security for multi-modal components of the National Transportation System. The Branch works closely with stakeholders, including the Canadian Air Transport Security Authority (CATSA), to provide regulatory guidance and interpretation in carrying out their transportation security responsibilities. In addition, the Branch formulates the departmental position on international transportation security activities, provides assistance in the implementation of transportation security policies, and liaises with other countries and international organizations such as the International Civil Aviation Organization (ICAO). It is also responsible for the coordination of the federal government's security position on air routes.

## **Security Operations Branch**

The Branch manages the Security Awareness Programs, which are directed at the aviation and rail industry, staff at transportation facilities, and the traveling and general public. 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, in aviation and rail. The Branch is the departmental liaison with the Royal Canadian Mounted Police (RCMP) and other police agencies on security and criminal matters; 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 quality reviews and assessments of Regional security offices. The Branch also conducts external security audits.

## **Security Policy Branch**

This Branch identifies areas of concern related to transportation security policy and determines, in consultation with others, an effective response whether it is regulatory, technical, or operational in nature. The Branch monitors developments in transportation security in Canada and abroad, and identifies potential implications for Canada and the Department; develops security policy including broad legislation plans; provides strategic direction and advice on the development, implementation and enhancement of transportation security policies designed for the National Transportation System; conducts risk/threat assessment and on-site vulnerability assessment of facilities; identifies the need for research on complex social, financial, political and economic issues related to national transportation security; evaluates effectiveness of security programming and response in an evolving environment; consults with other levels of government, internationally and with industry representatives on transportation security policy issues; negotiates bilateral and multilateral agreements and partnerships with domestic and international clients; and formulates Canada's position on international policy matters involving transportation security.

## **Security Technology Branch**

This Branch is responsible for providing leadership and strategic advice regarding advanced security technologies and equipment to enhance security in all modes of transportation. The key priorities are:

- 1) provide technical input into Security and

Emergency Preparedness policy, legislative and regulatory development and to Transport Canada's monitoring and enforcement program; 2) develop security technology performance standards that are flexible enough to adapt changing regulatory environments to emerging security threats; 3) work co-operatively with other offices and government departments, other countries and international agencies to promote and support the development and implementation of harmonized technology performance standards and the accompanying auditing and monitoring programs to ensure on-going system performance.

### **Strategic and Business Direction**

The Strategic and Business Direction Branch provides support to the Director General's office as well as the planning, finance and administration, and human resources support functions for the Directorate. Another key component of this Branch is ministerial services.

### **Transport Dangerous Goods Directorate**

The Transport 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, importing, 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 TDG program and to facilitate interface between modes. The Directorate 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 information centre for transportation accidents involving dangerous goods.

### **Compliance and Response Branch**

The Compliance and Response Branch ensures compliance with the Transportation of Dangerous Goods Act, 1992 and Regulations through national awareness, inspection, investigation, enforcement and "emergency response assistance plan" registration program. The Branch is responsible for liaison with federal departments, the provinces, territories and US and international agencies. This Branch manages the Transport Canada attendance at accidents involving dangerous goods. The Branch is responsible for training of all federally designated Transportation of Dangerous Goods (TDG) inspectors and provincial, territorial and foreign TDG inspectors.

### **Legislation and Regulations Branch**

The Legislation and Regulations Branch is tasked with maintaining the Transportation of Dangerous Goods Act, 1992 and Regulations in a manner consistent with international, provincial and modal harmonization. This role includes representing Canada in United Nations (UN) Transportation of Dangerous Goods meetings.

### **Regulatory Affairs Branch**

The Regulatory Affairs Branch is responsible for the content of the federal Transportation of Dangerous Goods Act, 1992 and Regulations. This role includes representing Canada in North American Free Trade Agreement (NAFTA) meetings regarding dangerous goods. The Branch takes the lead in development of national and international standards for the manufacture, selection and use of dangerous goods transport containers and manages a container facility assessment and approvals program. The Branch also issues permits for equivalent level of safety when deviations from the regulations are warranted.

### **Research, Evaluation and Systems Branch**

The Research, Evaluation and Systems Branch applies risk management techniques to examine issues of concern and contribute to the development of regulations, including evaluating the impact of regulatory requirements, undertaking research for the development of standards and regulations for means of containment, developing tools and guidelines for inspectors and emergency responders, responding to Transportation Safety Boards documents and managing the design, development and implementation of management information systems.

## Resource, Planning and Special Projects Branch

The Resource, Planning and Special Projects Branch develops and manages the implementation of strategic and operational frameworks, provides analyses, financial and human resources advice as well as administrative services to the Directorate. It also offers advice to the Director General and other senior management within the Directorate and represents the Director General and the Directorate in consultations, on committees and in handling assigned dockets.

## 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.

**Format:** Paper files and EDP systems.

**Program Record Number:** DOT COM 010

#### Corporate Services Group

##### Advisory Services

**Description:** Studies and projects undertaken for managers across the department using teams of internal and external consultants.

**Topics:** Projects that assess and recommend improvements to management on the operational effectiveness and efficiency of programs; systems controls and practices based on a management model.

**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. Internal audit reports can be accessed on the web.

**Topics:** Objective examination of evidence for the purpose of providing an independent assessment of risk management, strategies and practices, management control frameworks and practices, and information used for decision-making and reporting.

**Program Record Number:** DOT ARE 325

##### Conferences & Committees

**Description:** Information on all senior executive conferences and committees in which the Department is involved in or required to make submissions to.

**Topics:** Senior Management Conference, Transport Canada Management Executive Committee.

**Program Record Number:** DOT COD 015

##### Legislation

**Description:** Information on all federal legislation to which the Department is subject and which it must implement.

**Topics:** Background Papers, Memoranda to Cabinet; draft of all Bills presented to Parliament; regulations, orders, proclamations, Governor in Council submissions.

**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; question period; government and private members' bills; motions for the production of papers; parliamentary committees; tabling of reports and returns.

**Program Record Number:** DOT COD055

##### 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.

**Access:** 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, revenue-passenger-kilometres 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-kilometres, 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.

**Topics:** Number of interrelated state-of-the-art models that draw on data from numerous sources including government, private firms, the airline industry and international organizations.

**Access:** Aggregate aviation forecasts are publicly available.

**Format:** The aggregate forecast is available on the Transport Canada Web site.

**Program Record Number:** DOT ACA 300

### Appeals from the Canadian Transportation Agency (CTA) Decisions

**Description:** Information on individual appeals filed with the Minister (prior to 1988), and petitions filed with the Governor-in-Council concerning Canadian Transportation Act (CTA) decisions, pursuant to sections of the CTA.

**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.

**Access:** Files arranged by topics.

**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 [for example, Society of Automotive Engineers (SAE), Councils of Ministers and Deputy Ministers responsible for Transportation and Highway Safety, Canadian

Council of Motor Transport Administrators (CCMTA), Canadian Standards Association (CSA), Organization 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 Americas (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.

**Access:** Files arranged by topics and names of Crown Corporations.

**Format:** Files are available on hard copy and electronic documents.

**Program Record Number:** DOT COD 025

### National Air Policy

**Description:** Information on the development of government policy initiatives on national 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); International Civil Aviation Organization; International trade and investment policy in relation to air services; regulation of computer reservations systems.

**Access:** Files arranged by topics, airports, organizations.

**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; CMA; St. Lawrence Seaway; Great Lakes St. Lawrence Seaway Study; Canada/U.S. bilateral arrangements (Seaway); Marine Industry Benefits Study; National Marine and Industrial Council; shortsea shipping; Coasting Trade Act; Canadian flag fleet; ferry and coastal services; ferry subsidies; ferry levels of service and tariffs; ferry terminals and vessels.

**Access:** Files arranged by subject or name of project or initiative.

**Format:** The report on the CMA review and copies of submissions are available on CD ROM.

**Program Record Number:** DOT PCM 280

### Evaluations

**Description:** Evaluation studies of the relevance, success and cost-effectiveness of internal departmental programs, policies and activities.

**Topics:** Evaluation studies of policies and programs; Results-based Management and Accountability Frameworks (RMAFs); Results Frameworks.

**Access:** Files arranged by subject and project.

**Format:** Files available on hard copy.

**Program Record Number:** DOT ARE 330

### Highways

**Description:** Information on policies, studies and funding of highways, federal-provincial collaboration in highway projects.

**Topics:** Information on highway, urban transport, and border policies.

**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 Research and Development; ITS deployment; ITS – Borders and Security; 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, 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.

**Access:** Files arranged by subject, organization and country.

**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, marine liability, marine and war risks insurance and maritime bilateral and multi-lateral agreements, under the auspices of United Nations Commission on International Trade Law (UNCITRAL), Asia-Pacific Economic Cooperation (APEC), Organization for Economic Cooperation and Development (OECD), World Trade Organization (WTO), North American Free Trade Agreement (NAFTA), International Maritime Organization (IMO), International Oil Pollution Compensation Fund (IOPC) and the North American Treaty Organization (NATO).

**Topics:** Shipping Conference Exemption Act 1987; Marine Liability Act; International Maritime Organization (IMO) Legal Committee; APEC Maritime Initiative Group; International Oil Pollution Compensation Fund, United Nations Commission on International Trade Law, Working Group on Transport Law

**Access:** Files arranged by subject or name of committee; government; governmental department or agency; organization.

**Program Record Number:** DOT DRD 040

### Railway Passenger Services

**Description:** Information on railway passenger services and systems in Canada, policies, programs and regulations.

**Topics:** Passenger services, VIA Rail, stations, higher speed 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.

**Topics:** General Information on all modes from the 1990s, such as speeches from the Throne.

Access: Files arranged by mode, by subject.

Format: Files available in hard copy.

**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.

**Topics:** General Information on all modes from the 1990s, such as research & development reports.

Access: Files arranged by mode, by subject.

Format: Files available in hard copy.

**Program Record Number:** DOT PPD 010

## Transportation of 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.

**Topics:** Federal policy on transportation of persons with disabilities and seniors; research, development and demonstration; public education.

**Access:** By subject, by committee.

**Program Record Number:** DOT COD 020

## Urban, Intermodalism and Motor Carriers

**Description:** Information on urban transportation, intermodalism, interprovincial and international motor carrier (truck and bus) industry, and intergovernmental relations both federal-provincial and international.

**Topics:** Urban transportation, intermodalism, commercial trucking, intercity and charter bus transportation, federal and provincial regulations and laws and studies.

**Access:** Files arranged by subject, name of committee, organization.

**Program Record Number:** DOT PPU 110

## 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 National

Airport System (NAS) airports, lease administration for NAS airports, Airports Capital Assistance Program, NAV CANADA issues.

**Format:** EDP systems, hardcopy, RDIMS, RIMS and Website.

**Program Record Number:** DOT AAG 085

### Environment

**Description:** Information on environmental policy, practices, standards and programs.

**Topics:** Sustainable Development, Sustainable Development Strategy (SDS); Environmental Management Systems (EMS); sustainable transportation programs including the Freight Efficiency and Technology Initiative (FETI), Freight Efficiency Program (FEP), Green Commute, Transit Pass Program, Moving On Sustainable Transportation (MOST), Advanced Technology Vehicles Program (ATVP), Fuel Consumption Program (FCP), and the Urban Transportation Showcase Program (UTSP); climate change; impacts and adaptation; One Tonne Challenge; active transportation; alternative fuels and additives; transit; vehicle efficiency; environmental protection; environmental assessment; Strategic Environmental Assessment (SEA); contaminated sites remediation and risk management; 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.

**Format:** Hard copy; Transport Canada (TC) Web site - 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

### Surface

**Description:** Information on bridges and tunnels, Trans-Canada Highway, Strategic Highway Infrastructure Program, World Road Congress (Canadian National Committee - Permanent International Association of Road Congress, CNC-PIARC), Canadian Strategic Infrastructure Fund, Border Infrastructure Fund.

**Topics:** highway contribution agreements, international/interprovincial/provincial bridge structures, Confederation Bridge Operation Agreements, Managed Asset Agreement/Management, Operation and Maintenance Agreement with the St. Lawrence Seaway Management Corporation, Agreement of Purchase and Sale with Canada Lands Company Limited, CNC-PIARC list of members, committees and Canadian road companies.

**Access:** hard copy, web site.

**Program Record Number:** DOT PEH 100

### Safety and Security Group

#### Accredited Boating Safety Courses Directory (9466)

**Description:** This bank contains the name of each course and training organization, address, telephone number, fax, e-mail and Web addresses for head offices of each training organization as well as format offered (correspondence, in class, Web).

**Topics:** Canadian Marine Safety & Training, Canadian Red Cross Society.

**Program Record Number:** DOT CCG 210

#### Aerodromes and Air Navigation (5400 Block – Air Navigation; 5100 Block – Aerodromes)

**Description:** Information on safety and regulatory oversight of Canadian airports and aerodromes, Canadian civil air navigation service providers and related areas such as airspace management, aeronautical information services (AIS); noise and wildlife management in the vicinity of airports, requirements for safety management systems for airports/aerodromes and air navigation service providers.

**Topics:** 5100 Block includes Obstructions & Restricted Areas; Aerodromes Safety – Standards and Regulations; Audits (airport and aerodrome); Land Use and Zoning; Wildlife Management; Noise

Management; Certification; Emergency Response Services 5400 Block includes 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.

**Format:** EDP systems and paper records.

**Program Record Number:** 5100 Block – 5400 Block DOT SCA 053

#### 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.

**Format:** EDP systems.

**Program Record Number:** DOT MSS 240

#### Aircraft (5008)

**Description:** Information on aircraft inspections, operations, types of aircraft.

**Topics:** Registration, inspection and operation.

**Access:** Files arranged by subject and aircraft markings.

**Format:** EDP systems and microfilm.

**Program Record Number:** DOT DLC 100

#### Aircraft Operations

**Description:** Information on types of aircraft operated by the Department of Transport

**Topics:** Flight Operations; Technical Services; Quality Assurance.

**Program Record Number:** DOT AAA 090

#### 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, flying club, or school.

**Program Record Number:** DOT DLC 095

**Air Transportation Security (4200, 4202, 4211)**

**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 technology; inspections; enforcement.

**Access:** Files arranged by subject, name of airport, class of air carrier (i.e. domestic or foreign).

**Format:** Paper, Electronic (RDIMS), EDP Systems.

**Program Record Number:** DOT ABS 120

**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 Aviation Medicine (5820 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.

**Format:** EDP systems and microfilm.

**Program Record Number:** DOT DAM 130

**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.

**Topics:** Air regulations; air navigation orders; enforcement cases and Canadian Aviation

Regulations.

**Access:** Files arranged by subject and enforcement case.

**Format:** Paper Records, Electronic & RDIMS

**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.

**Access:** Files arranged by subject.

**Format:** Paper, Electronic (RDIMS).

**Program Record Number:** DOT MPC 210

**Dangerous Goods**

**Description:** Information on policies, regulations and standards, education programs and administrative matters relating to the handling, offering for transport and transporting of dangerous goods.

**Topics:** Transportation of Dangerous Goods Act, 1992 and Regulations; commodities; engineering and safety standards; United Nations performance standards; type of means of containment; nature and application of permits for equivalent level of safety; inspection and enforcement; training and certification; emergency response; guidelines and advisory notices; education programs; awareness and information; Canutec; evaluation, analysis, risk assessments and accident data; research and development; Information Management System; liaison and agreements (including memoranda of understanding); committees, advisory board and task forces.

**Access:** Files arranged by subject.

**Format:** Paper, Electronic (RDIMS), EDP System.

**Program Record Number:** DOT TDG 035

**Emergency Planning and Operations (4230, 4231)**

**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.

**Access:** Files arranged by subject.

**Format:** Paper, Electronic (RDIMS), EDP Systems.

**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.

**Topics:** Air regulations; air navigation orders; enforcement cases and Canadian Aviation Regulations.

**Access:** Files arranged by subject and enforcement case.

**Format:** Paper Records, Electronic & RDIMS.

**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; navigators, 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.

**Format:** EDP systems and microfilm.

**Program Record Number:** DOT DLC 105

### **High Speed Craft (HSC)**

**Description:** Information on all aspect of High Speed Ships, Hydrofoils, Wing in ground effect, 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.

**Format:** EDP systems.

**Program Record Number:** DOT MSS 240

### **Marine Conferences & Committees (8007 & 2100)**

**Description:** Information related to coordination of conferences such as the Canadian Marine Advisory Council (CMAC) through the CMAC Secretariat, chaired by senior members of Transport Canada, Safety and Security.

Information related to liaison with international bodies including the International Labour Organization (ILO), the International Maritime Organization (IMO) and other UN related agencies re: meetings, conferences and working groups on International Oil Pollution Compensation Fund, Offshore Platform Removal and Marine

Environmental Protection.

**Topics:** IMO-Marine Safety Committee (MSC), Marine Environmental Protection Committee (MEPC), Assembly, Bulk Liquids & Gases (BLG) Committee, council, etc; CMAC-Standing Committee on Fishing Vessel Safety, Standing Committee on Personnel, National Meetings.

**Access:** files arranged by committee.

**Format:** Paper, electronic (RDIMS), EDP system.

**Program Record Number:** DOT COD 015

### **Marine Security (8007, 8015)**

**Description:** Information on marine security.

**Topics:** Ship and port security; Canadian and international marine security initiatives; International Maritime Organization technical security measures.

**Access:** Files arranged by subject, name of port.

**Format:** Paper, Electronic (RDIMS), EDP Systems.

**Program Record Number:** DOT ABS 335

### **Navigable Waters – Obstructions (8300)**

**Description:** Information on obstructions in navigable waters.

**Topics:** Obstructions in navigable waters; wrecks and derelicts.

**Access:** Files arranged by subject, individual, company, geographic location, waterways, type of obstruction or names of derelicts or wrecked vessels.

**Format:** Microfilm, computerized data bank, lists and files.

**Program Record Number:** DOT MAW 170 (transferred from DFO CCG 135)

### **Navigable Waters – Protection (8200)**

**Description:** Information on policies, regulations, applications and approvals for industrial and other construction plans affecting navigable waters.

**Topics:** Protection of navigable waters, NWPA.

**Access:** Files arranged by subject, individuals or companies, waterway, geographic location, type of building or work.

**Format:** Microfilm, paper records, computerized data bank.

**Program Record Number:** DOT MAW 160 (transferred from DFO CCG 140)

### **Navigation and Seamanship**

**Description:** Information on navigation (pleasure craft & commercial vessels), and seamanship.

**Topics:** Navigation, seamanship, collision regulations, speed of vessels, anchorages, schools, apparatus and equipment.

**Access:** Files arranged by subject.

**Format:** paper records, electronic (RDIMS)

**Program Record Number:** DOT MSS 205  
(transferred from DFO CCG 145)

#### **Pleasure Craft Safety (9460, 9466, 8710, 2204)**

**Description:** Information regulations, standards and procedures, including pleasure craft licensing, inspection, capacity/conformity labels, and operator competency and personal flotation devices and information for foreign visitors.

**Topics:** Construction Standards for Small Vessels; capacity and conformity labels; Safe Boating Guide; Accredited course providers, and various safety pamphlets and materials.

**Access:** Files arranged by subject.

**Program Record Number:** DOT GCC 170  
(transferred from DFO GCC 170)

#### **Pollution**

**Description:** Information on rules, regulations and policies for the prevention of pollution in inland waters and at sea.

**Topics:** Rules; regulations; policies.

**Access:** Files arranged by subject.

**Format:** paper, electronic (RDIMS)

**Program Record Number:** DOT MSS 250  
(transferred from DFO)

#### **Rail Security (3500)**

**Description:** Information on railway security.

**Topics:** Railway security; legislation and agreements.

**Access:** Files arranged by subject.

**Format:** Paper, Electronic (RDIMS), EDP Systems.

**Program Record Number:** DOT MAW 160

#### **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.

**Access:** Files arranged by subject.

**Format:** Paper, Electronic (RDIMS), EDP System.

**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.

**Format:** EDP systems, test film, microfilm, and videotape.

**Program Record Number:** DOT DTS 275

#### **Safe Carriage of Cargo (Loading) (7600)**

**Description:** Information on rules and regulations concerning the handling and stowage of ships' cargoes and containers, and the appointment of surveyors and port wardens.

**Topics:** Rules and regulations; reports and returns; and appointments of surveyors and port wardens.

**Access:** Files arranged by subject.

**Format:** paper records & electronic (RDIMS).

**Program Record Number:** DOT MSS 195

#### **Security - General (4200)**

**Description:** Information on security programs.

**Topics:** Training; intelligence; security; agreements; evaluations; incidents; clearances.

**Access:** Files arranged by subject.

**Format:** Paper, Electronic (RDIMS), EDP Systems.

**Program Record Number:** DOT ABS 345

#### **Ships – Inspection (8500, 8501, 8502 & 8510)**

**Description:** Information on inspection, regulations and procedures, including small commercial vessel inspection.

**Topics:** Regulations; procedures; and small commercial vessel inspection.

**Access:** Files arranged by subject and by names of vessels.

**Format:** paper records, electronic (RDIMS) & EDP systems

**Program Record Number:** DOT MSS 220

#### **Ship Inspection - Appliances and Equipment (8700 to 8712)**

**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.

**Access:** Files arranged by subject matter.

**Format:** Microfilm, paper records, & EDP systems.

**Program Record Number:** DOT MSS 225

### **Ships Inspection – Safety – Dangerous Goods (8400; 8402)**

**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.

**Format:** EDP system, electronic (RDIMS)

**Program Record Number:** DOT MSS 230

### **Ships, Inspection – Specific (8562, 8512)**

**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, ships' plans, Board Decisions, load lines, and survey reports.

**Access:** Files arranged by subject and names of ships.

**Format:** EDP systems.

**Program Record Number:** DOT MSS 235

### **Ships - Measuring and Surveying (8504)**

**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

**Access:** Files arranged by subject matter.

**Format:** Paper records, electronic (RDIMS)

**Program Record Number:** DOT MSS 245

### **Ships' Officers and Seafarers (8602, 8604, 8605)**

**Description:** Information on the qualification and certification of ships' officers and seafarers.

**Topics:** Masters and mates; engineers and ratings; 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. Seafarer's files are arranged in alphabetical order on hard copy. Information held in Automated Certification & Examination System (ACES) on qualifications of ships' officers and issuance of discharge books and Competency Certificate Issuing System.

**Format:** EDP systems.

**Program Record Number:** DOT MSS 200

### **Ships - Registration and Licensing (9254)**

**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

**Format:** 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.

Hospitality

Proactive Disclosure

Relocation

Travel

## **Particular Personal Information Banks**

### **Communications Group**

#### **Client Feedback Tracking System**

**Description:** This bank describes information about individuals, organizations/businesses and government employees who have submitted comments or questions using the electronic 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. The type of personal information collected includes the names and e-mail addresses of individuals, either as private citizens or as representatives of organizations and businesses or government, as well as the mailing addresses of same when printed material is requested.

**Class of Individuals:** General public, representatives of organizations/businesses and government employees.

**Purpose:** This information is compiled in order to process the comments/questions received and to track responses. In addition, the information is made available to Transport Canada personnel for the purpose of improving response turnaround times and the information assets available on Transport Canada's website.

**Consistent Uses:** This information may be used to provide reports on this program to senior management. The information may also be used for research, planning, audit and evaluation purposes.

**Retention and Disposal Standards:** The records are retained for three years after the last action is performed on the client's request and then destroyed.

**RDA Number:** 98/001

**Related PR#:** DOT COM 010

**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:** Two years after last administrative action and then destroyed.

**RDA Number:** 98/001

**Related PR#:** DOT COM 010

**TBS Registration:** 005097

**Bank Number:** DOT PPU 080

#### Course/Conference or Special Event Registration

**Description:** This bank contains the names and contact information of individuals who have registered for courses, conferences and special events. 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:** Two years after last administrative action and then destroyed.

**RDA Number:** 98/005

**Related PR#:** DOT COM 015

**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:** Two years after last administrative decision and then destroyed.

**RDA Number:** 98/001

**Related PR#:** DOT COM 010

**TBS Registration:** 005075

**Bank Number:** DOT PPU 056

#### Corporate Services Group

##### 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.

**Consistent Uses:** The list is used to distribute information.



**Retention and Disposal Standards:** The lists are updated periodically and are retained indefinitely.

**RDA Number:** 98/001

**Related PR#:** DOT COM 010

**TBS Registration:** 003373

**Bank Number:** DOT PPU 083

#### **Executive Correspondence**

**Description:** This bank contains general correspondence to the Minister.

**Class of Individuals:** Members of Parliament, Senators, stakeholders, and the general public making inquiries on the programs and policies of the Department and related agencies.

**Purpose:** This bank records correspondence on departmental policies, programs, and issues.

**Consistent Uses:** The information may also be used to compile statistics.

**Retention and Disposal Standards:** Inquiries of the Minister, which form part of the Department's Corporate memory are kept for three years after all action is completed and then destroyed.

**RDA Number:** 96/021 and 95/010

**Related PR#:** DOT COM 010

**TBS Registration:** 002308

**Bank Number:** DOT PPU 066

#### **Human Rights – Complaints**

**Description:** This central bank is under the control of the departmental Staff Relations Division. The files contain copies of all documents related to the Canadian Human Rights Commission (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.

**Consistent Uses:** Research, planning, evaluation and statistical purposes.

**Retention and Disposal Standards:** Two years after last action and then transferred to National Archives.

**RDA Number:** 83/004

**Related PR#:** DOT COD 050

**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.

**Consistent Uses:** The information is used to help investigative bodies fulfill their mandate.

**Retention and Disposal Standards:** Two years after last action and then destroyed.

**RDA Number:** 98/001

**Related PR#:** ENV CPS 010

**TBS Registration:** 002326

**Bank Number:** DOT PPU 068

#### **Oracle 11i**

**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 (e.g. Public Works and Government Services Canada, the Canada Revenue Agency and the Office of the Auditor General of Canada) as well as to provide functional experts, Internal Audit and managers throughout the department with a timely, integrated source of financial and materiel management information.

The system also provides self-service access to external clients for the purposes of: purchasing and paying for Transport Canada goods and services; viewing account details, and updating personal information. Personal information contained within the system includes: names and contact information of individuals; credit card numbers; bank account numbers; social insurance numbers (SIN) for individuals contracted for professional services; personal record identifiers (PRI); classification and compensation information and financial transaction information. Personal information collected using self-service functionality is protected through the use of secure socket layer technology. Sensitive personal information stored

within the databank is protected through the use of appropriate encryption technologies.

**Class of Individuals:** Employees; other government departments; other government organizations; and private organizations and the general public doing business with Transport Canada.

**Purpose:** The system provides an integrated source of financial and materiel management information on the department's programs and activities and provides online services to Transport Canada's external stakeholders. The information in this bank is used internally for financial management purposes. The information may also be used for research, planning, audit and evaluation purposes.

**Consistent Uses:** Other uses may include the sharing of some information with Public Works and Government Services Canada, the Canada Revenue Agency and the Office of the Auditor General of Canada.

**Retention and Disposal Standards:** Files are retained for seven years and then destroyed.

**RDA Number:** 99/003 and 99/004

**Related PR#:** DOT PRN 914

**TBS Registration:** 003372

**Bank Number:** DOT PPU 078

## Safety and Security Group

### Air Cushion Vehicle Personnel Certification

**Description:** These files contain records of information related to the certification of crewmembers 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 crewmember or engineer.

**Purpose:** 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. Normally, the information is only released to the individual or to his/her employer. This information is provided to the Transportation Safety Board of Canada (TSB) when they are conducting an investigation into a marine occurrence.

**Retention and Disposal Standards:** Two years following the individual's death and then destroyed.

**RDA Number:** 98/010 and 77/018

**Related PR#:** DOT MSS 240

**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 that 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:** Microfilm five years after cancellation; forwarded to the National Archives of Canada.

**RDA Number:** 98/010

**Related 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.

**Consistent Uses:** The list is used to issue Transport Canada safety and information publications to these individuals.

**Retention and Disposal Standards:** Two years following the individual's death and then destroyed.

**RDA Number:** 98/010

**Related PR#:** DOT DLC 100

**TBS Registration:** 005184

**Bank Number:** DOT PPU 011

#### **Airport Restricted Area Access Security Clearances**

**Description:** This bank contains completed personal histories; briefs by the Canadian Security Intelligence Service (CSIS), fingerprint records 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:** Retained for two years after an employee's departure from the department and then destroyed.

**RDA Number:** 98/010

**Related PR#:** DOT ABS 120

**TBS Registration:** 002868

**Bank Number:** DOT PPU 093

#### **Airside Vehicle Operators Permit**

**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:** Retain for

two years after an employee's departure from the department and then destroyed.

**RDA Number:** 99/009

**Related PR#:** DOT AAG 085

**TBS Registration:** 001898

**Bank Number:** DOT PPU 085

#### **Aviation 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.

**Consistent Uses:** To monitor, assess and enforce regulations to protect public safety.

**Retention and Disposal Standards:** Five years or less where regulated by law or policy.

**RDA Number:** 80/029 and 98/010

**Related PR#:** DOT DE 125

**TBS Registration:** 001045

**Bank Number:** DOT PPU 015

#### **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.

**Consistent Uses:** To be used for reference and future consultation on various Acts.

**Retention and Disposal Standards:** Retained indefinitely.

**RDA Number:** 98/010

**Related 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:** Destroyed at the age of one hundred or when individual dies.

**RDA Number:** 98/010 and 80/029

**Related PR#:** DOT DLC 095

**TBS Registration:** 001043

**Bank Number:** DOT PPU 005

#### **Aviation Occurrence Information Sources**

**Description:** Information on operational occurrences within the National Civil Air Transportation System. These banks contain the following information (when possible): occurrence type, date, location, event information, a narrative of the occurrence, aircraft make and model, aircraft operator and/or owner, number of fatalities, aerodrome information, TSB number and class of investigation, flight number, aircraft category, year aircraft was built, gear type, damage to aircraft, operator type, and aircraft registration.

**Class of Individuals:** The aviation industry and other individuals of the general public.

**Purpose:** This information is used to provide senior management with timely information concerning operational occurrences within the National Civil Air Transportation System (NCATS). It is intended to supplement, not replace, normal operational and functional reporting systems and

investigation procedures. a) Information from the Civil Aviation Daily Occurrence Reporting System (CADORS) is used in the early identification of potential hazards and system deficiencies, and to assist in the assessment of associated risks. Information contained in these reports is of a preliminary nature. This information may be used or lead to enforcement action under the Aeronautics Act. b) Aviation Incident Reports (AIRs) are used to notify senior management of occurrences in a timely manner. Information contained in these reports is of a preliminary nature. c) Aviation Occurrences Reports (AORs) are produced by NAV Canada to fulfill their reporting requirements to Transport Canada and are used as a source of raw data to be entered into CADORS or to issue AIRs. Information contained in these reports is of a preliminary nature. d) Web based reports provide an additional source of occurrence information from airports and the public, and are used for the identification of hazards and safety deficiencies. This is a voluntary system and information contained in these reports is of a preliminary nature.

**Consistent Uses:** a) CADORS is used extensively within Transport Canada, the Transportation Safety Board, NAV Canada, Department of National Defence (DND) and Royal Canadian Mounted Police (RCMP) for the identification of hazards and safety deficiencies. b) AIRs are used to provide initial information on aviation occurrences to TC senior management and other concerned departments (DND, Solicitor General (SOLGEN)) or aviation authorities and foreign governments.

**Retention and Disposal Standards:** Twenty years after concluded – then transfer to Library and Archives Canada

**RDA Number:** 98/010

**Related PR#:** DOT DSP 115

**TBS Registration:** 005336

**Bank Number:** DOT PPU 281

#### **Boating Safety Infoline Database**

**Description:** This bank contains the name and address of clients using the Coast Guard toll free boating safety infoline.

**Class of Individuals:** The Boating Safety Infoline clients are calling from all areas of the country and are part of the general public and the recreational boating community such as boaters, manufacturers, boating safety course providers.

**Purpose:** Clients request information on interpreting regulations and order safe boating materials. Client name, address and telephone and fax numbers are recorded to facilitate the

return of calls and the distribution of boating safety materials and information.

**Consistent Uses:** The information is used by Canadian Coast Guard Office of Boating Safety only and records support statistical reports for the boating safety program.

**Retention and Disposal Standards:** Records are disposed of when orders for materials are completed.

**RDA Number:** 2000/05

**Related PR#:** DOT CCG 210

**TBS Registration:** 005016

**Bank Number:** DOT PPU 043 (transfer from DFO)

**Certificates of Competency and Service as Engineer at Sea (Section 115 of the Canada Shipping Act was repealed) (This Personal Information Bank will be accessible until 2010.)**

**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, phone numbers, 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.

**Consistent Uses:** This information is provided to the Transportation Safety Board of Canada (TSB) when they are conducting an investigation into a marine occurrence.

**Retention and Disposal Standards:** Five years after last action and then destroyed.

**RDA Number:** 2001/12

**Related 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 110 of the Canada Shipping Act and to record information on all certificates issued pursuant to section 125 of the Act. It contains names, phone numbers, 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.

**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.

**Consistent Uses:** This information is provided to the Transportation Safety Board of Canada (TSB) when they are conducting an investigation into a marine occurrence.

**Retention and Disposal Standards:** Two years after the individual's death and then destroyed.

**RDA Number:** 2001/12

**Related PR#:** DOT MSS 200

**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 135 of the Canada Shipping Act. It contains names, phone numbers, 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 Transport Canada marine engineering examinations.

**Purpose:** The bank is used to ascertain that an individual has been granted a specific marine engineer certificate.

**Consistent Uses:** This information is provided to the Transportation Safety Board of Canada when they are conducting an investigation into a marine occurrence.

**Retention and Disposal Standards:** Two years after the individual's death and then destroyed.

**RDA Number:** 2001/12 and 77/018

**Related PR#:** DOT MSS 200

**TBS Registration:** 001049

**Bank Number:** DOT PPU 035

### **Civil Aviation Medical Information System**

**Description:** This database contains information on pilots, air traffic controllers and flight engineers. It contains full name, sex, date of birth, citizenship, address, home and office telephone numbers, and the date on which the databank was last updated. The type of license; i.e., Category 1, 2, 3 or 4, the medical assessment conclusion and the dates of tests are noted. It indicates when the license is next due and generic medical limitations. The database is linked to the distributed air personnel licensing system. It will also refer, through a file number, to hard copy charts containing license proficiency tests and basic medical examination reports.

**Class of Individuals:** Pilots, Air Traffic Controllers and Flight Engineers.

**Purpose:** Information is collected to establish that the individual meets the medical requirements for the certification of licensed aviation personnel.

**Consistent Uses:** The results of the individual's medical assessments are disclosed to Aviation Licensing to administer the issuance of aviation personnel licences.

**Retention and Disposal Standards:** Ten years and then forwarded to Library and Archives Canada

**RDA Number:** 80/029 and 98

**Related PR#:** DOT DLC 115

**TBS Registration:** 001046

**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:** Three years after last action and then destroyed.

**RDA Number:** 98/010

**Related PR#:** DOT DSP 115

**TBS Registration:** 005186

**Bank Number:** DOT PPU 036

### **Directed Studies**

**Description:** These reports contain findings of collision investigations done to evaluate specific motor vehicle safety issues; e.g., air bag deployment crashes, moderately severe side impacts, collisions involving children, etc. Personal information relating to individuals involved in crashes includes age, gender, seat belt usage and injury details. Records may occasionally include photographs of collision-involved individuals and/or their injuries, witness statements, and autopsy reports.

**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.

**Consistent Uses:** To use for statistical purposes.

**Retention and Disposal Standards:** Retained for continuous use – held indefinitely.

**RDA Number:** 97/019

**Related PR#:** DOT DTS 275

**TBS Registration:** 005337

**Bank Number:** DOT PPU 280

### **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.

**Consistent Uses:** Research and evaluation of data for preventions.

**Retention and Disposal Standards:** Retained for continuous use – held indefinitely.

**RDA Number:** 97/019

**Related PR#:** DOT DTS 275

**TBS Registration:** 002693

**Bank Number:** DOT PPU 090

### **Marine Occurrences and Hazardous Occurrences**

**Description:** This bank contains reports on accidents and incidents related to commercial vessels and fishing vessels, as well as certain pleasure craft. Records concerning occupational safety and health reported as hazardous marine occurrences are also contained in the bank.

**Class of Individuals:** Non-government individuals involved in marine transportation occurrences.

**Purpose:** The purpose of the bank is for analysis related to marine safety, and risk management.

**Consistent Uses:** Compiling statistics, trend analysis, and measuring and assessing marine transportation risks.

**Retention and Disposal Standards:** Five years and then destroyed.

**RDA Number:** 2001/12

**Related PR#:** DOT MSS 230

**TBS Registration:** 003338

**Bank Number:** DOT PPU 048

### **Pleasure Craft Labels**

**Description:** This bank contains the name and address of label holders.

**Class of Individuals:** General public and Canadian and U.S. vessel manufacturers and their identification codes.

**Purpose:** The purpose of this bank is to issue capacity and conformity labels to pleasure craft owners and Canadian and U.S. pleasure craft manufacturers.

**Consistent Uses:** The information is presently used by Canadian Coast Guard Office of Boating Safety.

**Retention and Disposal Standards:** To be determined.

**RDA Number:** Under review

**Related PR#:** DOT GCC 170

**TBS Registration:** 005015

**Bank Number:** DOT PPU 046 (transfer from DFO)

### **Pleasure Craft Licences**

**Description:** This bank contains the name and address of the license holder, length, depth and weight of pleasure craft up to 20 tons gross tonnage, dating back to 1985. As of February 25,

2000, only pleasure craft up to 15 tons gross tonnage need to be licenced.

**Class of Individuals:** Actual and previous owners of pleasure craft up to 15 tons gross tonnage.

**Purpose:** The purpose of this bank is to issue licences to and provide identification of owners of pleasure craft under the requirements of the Small Vessel Regulations. Licences are issued by the Canada Customs and Revenue Agency on behalf of the Canadian Coast Guard. The information may be used for the purpose of administering and enforcing the Small Vessel Regulations.

**Consistent Uses:** This bank is also used by federal, provincial and municipal agencies for enforcing various statutes and regulations and for conducting lawful investigations; for search and rescue; by police authorities for enforcing safety regulations and identifying stolen and missing property; by parties who submit a copy of a subpoena, warrant or court order; and by U.S. authorized enforcement agencies conducting investigations. Information held in the bank may be disclosed to provincial tax authorities in accordance with federal-provincial agreements.

**Retention and Disposal Standards:** To be developed.

**RDA Number:** 2000/005

**Related PR#:** DOT GCC 170

**TBS Registration:** 005319

**Bank Number:** DOT PPU 044 (transfer from DFO)

### **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:** Fifteen years then transfer to Library and Archives Canada.

**RDA Number:** 2001/12 and 77/018

**Related PR#:** DOT MSS 200

**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.

**Consistent Uses:** To monitor the registry of ships.

**Retention and Disposal Standards:** Twenty years after register is cancelled and then transferred to Library and Archives Canada.

**RDA Number:** 2001/12 and 77/018

**Related PR#:** DOT MSS 215

**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.

**Consistent Uses:** To monitor importation of vehicles.

**Retention and Disposal Standards:** Two years after last administrative action and then destroyed.

**RDA Number:** 97/099

**Related PR#:** DOT DTS 275

**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., seat belt pretensioners, air bags and the potential hazard of collisions involving 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). Personal information relating to individuals involved in crashes includes age, gender, seat belt usage and injury details. Records may occasionally include photographs of collision-involved individuals and/or their injuries, witness statements, and autopsy reports.

**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.

**Consistent Uses:** To provide statistical information.

**Retention and Disposal Standards:** Retained for continuous use – held indefinitely.

**RDA Number:** 97/019

**Related PR#:** DOT DTS 275

**TBS Registration:** 002691

**Bank Number:** DOT PPU 092

### Transportation of Dangerous Goods (TDG) - Consultation/Contacts

**Description:** This bank contains reports and/or comments from the regulated community and the general public on proposed TDG policy or regulatory initiatives including their name, address, title, telephone number as well as other contacts related to dangerous goods activities. Canutec retains in confidence all voice communications and written information.

**Class of Individuals:** Persons identified are contacts, interested parties or experts in the transport of dangerous goods.

**Purpose:** The TDG program captures the names of individuals who provide reports, such as; 30-day accident report, who are contacts for their companies, who are experts in their field, who contact Canutec in dangerous goods emergencies, and who provide comment on dangerous good initiatives. Personal information on individuals is retained to know whom to contact for additional action or information or who can provide appropriate advice in the event, for example, of an accident involving the dangerous goods. The information is collected on paper or electronically. Voice communications with Canutec in the event of an emergency are recorded on tape with a fraction of the calls generating an emergency report.

**Consistent Uses:** To assess and evaluate comments and information provided.



**Retention and Disposal Standards:** Information is retained for twenty years and then sent to Library and Archives Canada.

**RDA Number:** 97/019

**Related PR#:** DOT DTS 275

**TBS Registration:** 005339

**Bank Number:** DOT PPU 277

#### **Transportation of Dangerous Goods (TDG) Emergency Response Assistance Plan (ERAP)**

**Description:** This bank contains names of contacts, their business and address, title, telephone number as well as names of experts, their education, training, work experience related to emergency response assistance plans.

**Class of Individuals:** Persons identified in the ERAP are contacts or experts in the field of emergency response involving the transport of dangerous goods.

**Purpose:** Part 7 of the Transportation of Dangerous Goods Act 1992, requires that before a person offers for transport or imports certain dangerous goods, the person must have an approved Emergency Response Assistance Plan (ERAP). The intent of an ERAP is to provide on-site assistance to local authorities in the event of an accident involving the dangerous goods. The assistance provided could include the provision of emergency response advice, and the supply of specialized equipment or specially trained and qualified personnel to mitigate the effect of the dangerous goods at the accident site.

**Consistent Uses:** To have an inventory of contacts for ERAP.

**Retention and Disposal Standards:** Information is retained for twenty years and then sent to Library and Archives Canada.

**RDA Number:** 97/019

**Related PR#:** DOT DTS 275

**TBS Registration:** 005338

**Bank Number:** DOT PPU 278

#### **Transportation of Dangerous Goods (TDG) Inspector/Design Reviewers**

**Description:** This bank contains information on applicants to allow TDG to issue an inspector's certificate, and on in-shop inspectors and design reviewers of large and small means of containment related to the transport of dangerous goods. Information includes name and address, occupation, name and address of employer, education and experience related to the applicant's functions.

**Class of Individuals:** Federal, provincial, or territorial employees who meet the requirements for certification under Part XVI of the TDG Regulations

as well as third party inspectors and reviewers involved with the means of containment program.

**Purpose:** Information on federal/provincial inspectors is required as per the TDG Act 1992 and Part XIII of the TDG Regulations for the issuance of an inspector's certificate. Registration of means of containment inspectors and design reviewers is required under safety standards prescribed by the TDG Regulations. Activities associated with the manufacture or retest of containers may not be undertaken except by persons registered with Transport Canada.

**Consistent Uses:** Information on certificate portion is used by federal or provincial inspectors as identification at facilities inspected.

**Retention and Disposal Standards:** Five years after last action and can be renewed for another five years, subject to review.

**RDA Number:** 97/019

**Related PR#:** DOT DTS 275

**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. Licenses 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:** Twenty years after register is cancelled and then forwarded to Library and Archives Canada.

**RDA Number:** 2001/12 and 77/018

**Related PR#:** DOT MSS 215

**TBS Registration:** 002305

**Bank Number:** DOT PPU 042

## Standard Personal Information Banks

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

Hospitality

Relocation

Travel

## Manuals

- Corporate Services
- A Guide to Preparing Memoranda to Cabinet (TP1091)
- Administrative Policy Manual (TP 104)
- Financial Policy and Procedures Manual (TP-117)
- IM/IT Framework (TP 12247)
- Information Management Manual (TP-11414)
- Information Management Methodology Manual (TP-11503)
- Information Management Policy (Draft) (TP 13953)
- Managers Guide to Procurement and Materiel Management (TP-10822)
- Manuscript Standards and Guidelines for Transport Canada Publications (TP-4529)
- Material and Contracting Services Manual (TP-103)
- Oracle 11i User Manual (TP-11906)
- Printing Standard for Transport Canada Publications (TP-6144)
- Publication Standard for Transport Canada Manuals (TP-6000)
- Publishing Guide - Preparing Transport Canada Publications (TP-6864)
- Records Office Procedures Manual (TP-2331)
- TC Application Management Policy and Governance
- TC IM/IT Strategic Plan 2003-2006 (TP-14108)
- TC System Development Life Cycle Methodology
- Tower C – Emergency Measures (TP-1534)
- Transport Canada 2001-2004 Business Plan (TP-13605)
- Transport Canada Government Vehicles User Handbook (TP-13265)
- Transport Canada Motor Fleet Management Manual (TP-123)
- Transport Canada Security Manual (TP-789), and related Security Bulletins
- Transport Canada System Development Life Cycle Standards and Guidelines (TP-2814)
- Policy Group
- 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)
- Air Transportation Services – A consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) negotiations (TP-13441)
- 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 (TP-13501)
- An Update of the PTAM (Passenger Traffic Allocation Model) Objective Functions Coefficients (TP-6478E)
- Canada Marine Act Review: Report of the Review Panel to the Minister of Transport (TP-14107B)

- Canada's International Air Transportation Policy (TP-12276)
- Canada's National Highway System: A Description (TP-12833)
- Canadian Road Safety and Public Highway Infrastructure (TP-12801)
- Fatigue Management Guide for Canadian Marine Pilots (TP 13959E)
- Fatigue Management Guide for Canadian Marine Pilots: A Trainer's Handbook (TP 13960E)
- Highway Benefit-Cost Analysis: A Review of Evidence (TP-12790)
- Highways and Logistics and Production Performance (TP-12791)
- Innovation through Partnership Intelligent Transportation Systems Research and Development Plan for Canada: R&D Contribution Agreements Applicant's Guide (TP-14128)
- Intelligent Transportation Systems and Highway Infrastructure (TP-12836)
- Intelligent Transportation Systems Research and Development Plan for Canada: Innovation through Partnership (TP-14051)
- 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 (TP-13440)
- Macroeconomic Performance and Public Highway Infrastructure (TP-12792)
- Maritime Transportation Services - a consultation paper in preparation for World Trade Organization (WTO) General Agreement on Trade in Services (GATS) Negotiations (TP-13439)
- Moving on Sustainable Transportation (MOST) (TP-13491)
- Pilotage Certificate Training for the Laurentian Region (District II Quebec City-Les Escoumins) (TP 13458E)
- Road Infrastructure Expenditures, Fuel Taxes and Road related Revenues in Canada (TP-12795)
- Straight Ahead: A Vision for Transportation in Canada (TP-14054)
- Sustainable Development Strategy - Transport Canada (TP-13123)
- The Socio-Economic Context of The Canadian Road and Highway System (TP-12793)
- 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) Publications 2004 (TP 2602)
- Transportation Development Centre (TDC) Publications Standards and Guidelines for Contractors (TP 929)
- Transportation in Canada, Annual Report (yearly since 1996) (TP- 13198)
- Valuation of the Canadian Road and Highway System (TP-12794)
- Programs and Divestiture Group
- Airports Capital Assistance Program (TP-12313)
- Commuter Options: The Complete Guide for Canadian Employers (TP-13922E)
- Environmental Management System Manual (TP-13137)
- Glycol Monitoring Program - Annual Report (TP-12576)
- Improving Canada's Highways Together (no TP number - pamphlet)
- Management Committee Guidelines for the administration of the highway construction component of the Strategic Highway Infrastructure Program (SHIP)
- Port Programs and Divestiture Annual Report (TP-6165)
- Sustainable Development Strategy 2004-2006 (TP-13123B)

- Transport Canada Environmental Performance Report (TP-13970)
- Transport Canada: Strategic Environmental Assessment (SEA) Manual and Workbook (no TP number)
- Safety and Security Group
- 178 seconds (TP 2228E-1)
- 406 MHz... The Next Generation ELT (TP 13918E)
- A Guide for the Tonnage Measurement of Ships (TP-12234)
- A Guide on the Development and Implementation of Railway Safety Management Systems (Draft-TP-13548)
- A Safety Guide for Aircraft Charter Passengers (TP 7087E)
- A Simple Mistake: At an Uncontrolled Aerodrome, You Are in control (TP 13623E)
- Advisory Notice Guidelines for Training Criteria (TP-9554)
- Aerodrome Safety Advisory Circular (TP 12977E)
- Aerodrome Safety Information Circular (TP 13029)
- Aerodrome Standards and Recommended Practices (TP 312E)
- Aeronautical Information Publication Canada (A.I.P. Canada) (TP-2300)
- Aeronautics Act (TP 524E)
- Aeroplane & Rotorcraft Simulator Manual (TP 9685E)
- Aeroplane Performance (TP 12772E)
- Air Operator Certification Manual (TP-4711)
- Air Carrier Inspector Manual (TP 3783E)
- Air Command Weather Manual (TP 9352E)
- Air Command Weather Manual Supplement (TP 9353E)
- Air Operator Merger or Take-Over Procedures Guide (TP-9908)
- Air Rage Abusive and Unruly Passengers (TP 14120E)
- Air Services Charges Regulations (TP 2590)
- Air Tourist Information Canada (TP 771E)
- Aircraft Certification Policy Letters (PL)
- Aircraft Certification Quality Assurance Review Manual (TP 13724E)
- Aircraft Certification Staff Instructions (SI)
- Aircraft Corrosion (TP 11055)
- Aircraft Critical Surface Contamination - Examination Questions (TP 10615E)
- Aircraft Journey Log (TP 14089B)
- Aircraft Leasing Operations - Administrative Procedures Manual (TP 13090)
- Aircraft Maintenance and Manufacturing Inspection and Audit (Checklists) Manual (TP 13751E)
- Aircraft Movements, Preliminary (TP-1496)
- Aircraft Movement Statistics, Annual (TP-577)
- Aircraft Movement Statistics, Monthly (TP-141)
- Aircraft Movement Surface Condition Report (TP 13572E)
- Aircraft Services Directorate Policies and Procedures Manual (TP-9962)
- Aircraft Spark Plugs Tell a Story (TP 11461)
- Aircraft Technical Log Component Sections - Section 5 - Component Log (TP 3912E)
- Aircraft / Vehicle Conflict (TP 2228E-2)
- Airframe Log (TP 14058E)
- Airport Restricted Area Access Clearance Program
- Airport Wildlife Management Bulletins (TP 8240)
- Airports Winter Surface Maintenance Manual (AKPEC - M1) (TP 659E)
- Airspace and GPS Awareness Tools (TP 13623E-1)
- Airspace Newsletter (TP 10136E)
- Airworthiness Directives (TP 7245E)
- Airworthiness Manual (TP 6197)
- Airworthiness Notices (TP-11402)

- Aluminum Hull Welding Inspection Standard (TP-9035)
- An Evaluation of Stall/Spin Accidents in Canada (TP 13748E)
- Approval and Inspection of Personal Buoyant Water Safety Devices (TP-11641)
- Approved Check Pilot Manual (ACP) (TP 6533)
- ARASS - Activity Reporting and Standards System (TP 13904E)
- ARASS (Activity Reporting and Standards System) User Manual (TP 11571E)
- Arctic Ice Regime Shipping System (AIRSS) Standards (TP 12259)
- Arctic Waters Oil Transfer Guidelines (TP-10783)
- Area Control Centres and Terminal Control Units (TP-8267)
- As an Employer - Are you Ensuring the Health and Safety of your Employees Working Onboard Ships? (TP 14230)
- As an employer...Are you ensuring the health and safety of your employees? (TP 13900)
- Atlantic Region Freight Assistance Program 1992 Database Development (TP-12153)
- Atlantic Region Freight Assistance Program Information Paper (TP-12105)
- Authorizations for Works on Navigable Waterways
- Authorized? Be Sure! Runway Incursions Are Real! (TP 13840E & TP 13841E)
- Aviation Enforcement Policy Manual (TP 13794E)
- Aviation Enforcement Procedures Manual (TP-4751)
- Aviation Maintenance Tool Management (TP 14123B)
- Aviation Occupational Health and Safety - What is the aim of Aviation OH&S Program? (TP 14215B)
- Aviation Occupational Health and Safety On Board Aircraft (TP 13899B)
- Aviation Safety Award Nomination Guide (TP 8816B)
- Aviation Safety Letter (TP 185E)
- Aviation Safety Maintainer (TP 3658E)
- Aviation Safety Ultralight & Balloon (TP 7317B-1)
- Aviation Safety Video's Compilation Tape (TP 13673E)
- Aviation Safety Vortex (TP 202)
- Basic and Advance Ultra-Light Aeroplanes (TP 13301E)
- Behind the Words (Transportation of Dangerous Goods Act, 1992) (TP-11547) [available only on TC Web site – PDF format]
- Below 10,000 feet (TP 2228E-3)
- Bilateral Airworthiness Agreements - International Agreements and Arrangements (TP 8910E)
- Bird Avoidance Brochure (TP 12422E)
- Bird Hazard Management (TP 13200)
- Bird Strikes - Bird Strike Facts (TP 12169E-2)
- Bird Strikes - Bird Strike Solutions (TP 12169E-1)
- Bird Strikes to Canadian Aircraft: A Seven Year Summary: 1991/1997 (TP 10573E-1)
- Bird Strikes to Canadian Aircraft: Annual Summary Report (TP 10573E)
- Black-holes and Little Grey Cells — Spatial Disorientation During NVFR (TP 13838E)
- BLEVE: Response & Prevention video (TP-13649)
- Blood Borne Pathogens Personal Protective Equipment Recurrent Training (TP 14118E)
- Boating Safety Course Standards
- Bridge Watchman Training Course (TP-10936)
- Cabin Safety Inspector Manual (TP 12854E)
- Cabin Safety Team - Advancing Aviation Safety (TP 13150)
- Canada Shipping Act 2001 – brochure (TP-13813)
- Canada Motor Vehicle Safety Act: Guidelines on Enforcement and Compliance Policy (TP-12597)
- Canadian Airport Pavement Bearing Strengths (TP 2162E)

- Canadian Aviation Regulations (CARs) (TP 12916)
- Canadian Aviation Regulations (CARs) Poster (TP 11973)
- 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 Airworthiness Directives (TP 9856E)
- Canutec - Canadian Transport Emergency Centre (TP-2553) [available in print and on TC Web site – pdf format]
- CARAC Management Charter and Procedures (TP 11733E)
- CASS 2002 - Canadian Aviation Safety Seminar (TP 13845E)
- CASS 2003 (TP 14022)
- CASS 2003 CD Montréal PC, 2003-04-15/16 (TP 14088B)
- Cats Can See In The Dark... You Can't - Be Aware of the Hazards of Night Flying (TP 13717E)
- CFS/WAS/CFSS Specifications (TP 12810E)
- Challenges, Directions, Results (TP 13522E)
- Changed Product Rule Awareness Training (TP-13810)
- Civil Aircraft Activity in Canada (TP-2468)
- Civil Aviation Contingency Operations Manual of Planning, Training and Operations (TP 9527E)
- Civil Aviation Directives (TP-8749)
- Civil Aviation Handbook (TP 8618)
- Civil Aviation Medicine Handbook for Medical Examiners (TP 13312E)
- Civil Aviation Program Charter (TP 13523)
- Civil Aviation Safety Inspector - Occupational Safety and Health (CASI-OSH) Manual (TP 7886E)
- Civil Aviation's Enforcement Team: Here for Aviation Safety (TP 13601E)
- Coastal Life Raft (TP-11342)
- Code of Nautical Procedures and Practices (TP-1018)
- Code of Safe Working Practices for Self-Unloading Vessels (TP-1269)
- Collision Regulations, Office Consolidation (TP-10739)
- Combination of Forecasts (TP-6624)
- Commercial and Business Aviation Advisory Circulars (TP 9928E)
- Commercial and Business Aviation Dangerous Goods Inspector's Manual (TP 385E)
- Commercial and Business Aviation Dangerous Goods Standards – Notice (TP 13773)
- Commercial and Business Aviation Inspection and Audit (Checklists) Manual (TP 13750E)
- Communicate Your Occupational Safety and Health (OSH) Concerns! (TP 13564)
- Competency Guide - Complex Aeroplane (TP 13615E)
- Computerized Airworthiness Information System (CAIS) User Guide (TP 9719E)
- Construction Standards for Small Vessels (TP-1332)
- Continuing Airworthiness Project Report (TP 7503E)
- Cooperative Cadet Training Programs Navigation (TP-5562)
- Crew Resource Management (CRM) (TP 13689)
- Criteria for the Development of Instrument Procedures (TP 308E)
- Crossed Paths (TP 13870E)
- Crossing Safety Financial Assistance (TP-11918)
- Danger on the Runway (TP 13914E)
- Dangerous Goods Newsletter (TP-2711) [available in print and on TC Web site – PDF format]
- Day VFR Pilots - Don't Leave Yourself in the Dark... PLAN AHEAD (TP 8675E)
- 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 Airspace Handbook (DAH) (TP 1820E)
- Designated Flight Test Examiners Manual (TP-2654)
- Did You Know That Unacceptable Behaviour is Not Tolerated? (TP 13381E)
- Distraction = Danger (TP 2228E-21)
- Don't Let It Get This Far! Runway Incursions Are Real! (TP 13865E)
- Dressed for Survival? (TP 5306E)
- Each Taxi Scenario is Different. Be Sure! Runway Incursions Are Real! (TP 13866E)
- ELT 121.5 (TP 8683)
- ELT (Emergency Locator Transmitter) - Your Lifeline to Safety! (TP 3828E)
- Emergency Preparedness Manual (TP-13118)
- Emergency Response Assistance Plan (TP-9285)
- Emergency Security Control of Air Traffic (ESCAT) Plan (TP 1258)
- Engine Logbook (TP 14182E)
- 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)
- Equipment Programs - Audit Manual (TP-13554)
- Equivalent Standards for Fire Protection of Passenger Ships (TP-2237)
- Equivalent Standards for the Construction of Arctic Class Ships (TP 12260)
- Everything Moves at an Airport. Be Alert! Runway Incursions are Real! (TP 14010E)
- Examination Appendices for Balloon, Glider, Gyroplane, Hang Glider and Ultra-Light Aeroplane (TP 13896E)
- Examination and Certification of Seafarers - 1998 (TP-2293)
- Executive Summary: The Impact of Regulations on Towing Vessel Safety; A Comparative Evaluation of Canadian and American West Coast Tug and Barge Operations (TP 14315)
- Fatigue Management Guide for Canadian Marine Pilots (TP-13959E) [available in print and on TC Web site – PDF format]
- Fatigue Management Guide for Canadian Marine Pilots: A Trainer's Handbook (TP-13960E) [available in print and on TC Web site – PDF format]
- Feed-Back - Canadian Aviation Service Difficulty Reports (TP 6980)
- Final Approach. All Clear? Be Sure! Runway Incursions are Real! (TP 14007E)
- Final Report: National Civil Aviation Safety Committee - Sub-Committee on Runway Incursions (TP 13795)
- Finding the Sun's True Bearing - Precomputed Tables (TP 784E)
- Finite Element Analysis of Transient Dynamic Impact of Airport Approach Lighting Towers (TP 13622E)
- Flight 2005 (TP 13521)
- Flight Attendant Manual Standard (TP12295)
- Flight Attendant Training Standard (TP 12296E)
- Flight Instructor Guide - Aeroplane (TP-975)
- Flight Instructor Guide – Helicopter (TP 4818E)
- Flight Recorder Configuration Standard (TP-13140E)
- Flight Test Guide - Commercial Pilot Licence Aeroplane (TP 13462E)
- Flight Test Guide - Flight Instructor Rating Aeroplane, Helicopter, Aerobatics (TP 5537E)
- Flight Test Guide - Passenger Carrying Rating - Ultra-Light Aeroplane (TP 13984E)
- Flight Test Guide - Private and Commercial Pilot Licence – Helicopter (TP 3077E-1)

- Flight Test Guide - Private Pilot Licence – Aeroplane (TP 13723E)
- Flight Test Guide - Recreational Pilot Permit Aeroplane (TP 12475E)
- Flight Test Standards - Instrument Rating (TP 9939E)
- Flight Test Standards - Multi-engine Class Rating – Aeroplane (TP 219E)
- Flight Test Standards - Private and Commercial Pilot Licence – Helicopter (TP 3077E)
- Flight Training Manual – Aeroplane (TP 1102E)
- Flight Training Unit Certification Manual (TP 12769E)
- Fly Smart Fly Secure - Tips for Air Travelers (TP 13898E)
- Flying near power lines (TP 2228E-4)
- Flying on Board Seaplanes (TP 14346)
- Flying Single-engined Helicopters Far Over the Water Can Get Very Quiet, and Shortly Afterwards... WET! (TP 9257E)
- Flying the Mountains (TP 790E)
- Flying Without Flight Attendants: The Air & Ground Rules (TP 13609E)
- Foreign (FTA) Air Operator Certification Procedures Manual (TP 13001E)
- Foreign Air Operator Certification and Inspection Manual (TP 11524E)
- Foreign Object Damage (FOD) (TP 14087E)
- Forest Fire Airspace Restrictions (TP 2228E-5)
- Frangibility of Airport Approach Lighting Towers - Phase III (TP 13621E)
- Frequency of Inspection Policy Document (TP 12840E)
- Friction Testing on Runway Surfaces Sprayed with Potassium Acetate (TP 14039E)
- Fuel Drum Etiquette (TP 2228E-13)
- Further Development of Shipboard Fibre Optic Standards (TP-10026)
- General Aviation Inspection and Audit (Checklists) Manual (TP 13798E)
- Generic Dispatchers Training Manual for Air Operators (TP 13498E)
- Generic Operational Control Manual (Dispatcher Manual) for Air Operators (TP 13561E)
- Glossary for Pilots and Air Traffic Services Personnel (TP 1158E)
- Ground Icing Operations Update (TP 14052E)
- Guide to Air Ambulance Operations (TP 10839E)
- Guide to Structural Fire Protection (TP-11469)
- Guide to Inspection Regulations for Small Fishing Vessels (TP-782)
- Guide to Reporting Wreck (TP 8620)
- Guidelines and References for the Development and Standardization of Dangerous Goods Training Programs for Air Transport in Canada (TP 12208E)
- Guidelines for Navigation Under the Confederation Bridge (TP-13681)
- Guidelines for Reporting Incidents Involving Dangerous Goods, Harmful Substances and/or Marine Pollutants (TP-9834)
- Guidelines for the Control of Ballast Water Discharge from Ships in Waters Under Canadian Jurisdiction (TP-13617)
- 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 on Non-Passenger Bare-Boat Charter Parties (TP-13699)
- Guidelines Respecting Helicopter Facilities on Ships (TP-4414)
- Gulls, Waterfowl and Shorebirds (TP 6324-2)
- Have You Checked NOTAMs? (TP 6249)
- Hawks, Owls, and Gamebirds (TP 6324-3)
- Helicopter Maintenance Engineer Shipboard Manual (TP-4986)
- Helicopter Passenger - Contribute to a Successful Flight (TP 4263)
- Helicopter Risk Management (TP 10112)



- Helicopter Risk Management: Not Another Safety Film (TP 13632E)
- Holding Criteria Document (TP-345)
- How Do I... Change my Address on my Certificate of Registration? (TP 13305E)
- How Do I... Co-register an Aircraft in Canada? For Two or More Owners (TP 13267E)
- How Do I... Export my Canadian Registered Aircraft? (TP 13275E)
- How do I... Register My Amateur-Built Aircraft in Canada? (TP 13156E)
- How do I... Register My Basic Ultra-Light Aeroplane in Canada? (TP 13157E)
- How do I... Register My Imported Aircraft in Canada? (TP 13154E)
- How do I... Register my New Aircraft in Canada? (TP 13153E)
- How Do I... Re-register a Canadian Aircraft in My Name? (TP 13277E)
- How do I... Register my Advanced Ultra-Light Aeroplane in Canada? (TP 13155E)
- How Do You Read? Loud and Clear. (TP 9458E)
- How to Start a Flight Training Unit – 1999 (TP 12862E)
- Human Factors for Aviation - Advanced Handbook (TP 12864E)
- Human Factors for Aviation - Basic Handbook (TP 12863E)
- Human Factors for Aviation - Instructor's Guide (TP 12865E)
- Human Performance Factors for Elementary Work and Servicing (TP 14175E)
- Human Performance in Aviation Maintenance (TP 13459)
- Icing - Awareness and Training (TP 14189E)
- Icing for General Aviation Pilots (TP 14041)
- If you are using HAZARDOUS SUBSTANCES on board an aircraft (TP 14092)
- Impact of Sodium Acetate Pavement De-icer on Airport Stormwater Quality (TP-12738)
- Implementing Flight 2005 (raising the flight level: initiatives and measures 2001-2003) (TP 13712)
- Incorrect Loading Can Have an Impact (TP 5905E)
- Information Management, Technology and Support Division (TP 14296)
- Inspection and Audit Manual (TP 8606E)
- Instructions to Inspectors of Compulsorily Fitted Ship Station Radio Installations (TP-1896)
- Instructions to Master of Vessels Loading Grain in Canada (TP-215)
- Instructor Guide GPS (TP 12878E)
- Instructor Guide Multi-Engine Class Rating (TP 11575E)
- Instructor Guide Seaplane Rating (TP 12668E)
- Instructor Guide VFR Over-The-Top Rating (TP 12775E)
- Instrument Approach Implementation Issues Document (TP 13625)
- Instrument Approach Implementation Issues Pamphlet (TP 13693E)
- Instrument Procedures Manual (TP 2076E)
- Interference on board an aircraft will not be tolerated - "Transport May be Denied" (TP 13378)
- Interference With Crew Members Is Not Tolerated (TP 13382E)
- Interim Standards for the Construction, Equipment and Operation of Passenger Ships in Sea Ice Areas of Eastern Canada (TP-8941)
- Introduction to Safety Management Systems (TP 13739)
- Invitation to a RASO Presentation (TP 1323E)
- It Doesn't Pay to Overload, It Does Cost to Pick Up the Pieces (TP 5792)
- It Will Pass... Wait it Out! (TP 10063E)
- It's Your Decision (TP 13634E)
- Judgement Your Decision... Can You Live With It? (TP 5305E)
- Know Safety No pain - No Safety Know Pain (TP 9018)

- Land Use in the Vicinity of Airports (TP 1247E)
- Liability through the Exercise of Delegated Authority (TP 11825)
- Lifejackets: The Life They Save May Be Yours (TP 13887E)
- List of Marine Safety Publications see Web site in additional information
- List of Ships (TP-7923)
- List of Transport Dangerous Goods Publications see Web site in additional information.
- List of Wrecked Vessels
- Living With Vortices (TP 2233E-1 & TP 2228E-24)
- Lookout - Listenout – Speakout (TP 2228E-15)
- Low-Flying Exam (TP 2228E-6)
- Maintenance Personnel... Be Vigilant! (TP 10104)
- Maintenance Schedule Approval Policy and Procedures Manual (TP 13094)
- Make Your Weather Decision While You Still Have a Choice (TP 3795E)
- Making Transportation Accessible: A Canadian Planning Guide (TP-13114E)
- Manager's Handbook on Security Screening (TP-14171)
- Managing Risk is a Big Job... YOURS! (TP 8131E, TP 9485E, TP 7874E, TP 8546E, TP 9459E)
- Manual of Equipment, Part 2: Operational Information Display (TP-1057)
- Marine Engineer Cadet Training Programme (TP 8911)
- Manual of Equipment, Part I: Radar (TP-541)
- Marine Emergency Duties Training Program (TP 4957)
- Marine Safety Management System (TP 13585)
- Marine Safety Port State Control – Annual Reports (TP-13595)
- Marine Safety Review Newsletter (TP-12988)
- Marine Safety Strategic Plan 2003-2010 – The Next Wave (TP-13111)
- Marine Security Contribution Program Application Guidelines Round 1 (TP 14297B)
- Marine Security Contribution Program Information Package (TP 14306B)
- Marshalling Signals (TP 9528)
- Master Index of Telecommunications and Electronics Standards and Procedures (TP-923)
- Master Minimum Equipment List / Minimum Equipment List Policy & Procedures Manual (TP 9155)
- Material Specification for Coated Fabrics Used in the Manufacture of Inflatable Liferrafts (1992) (TP-1324)
- Medical Examination of Seafarers – Physician's Guide (TP-11343)
- Me the Hero? (TP 2228E-16)
- Medical and Human Factors (TP 14187E)
- Meet Your Aircraft (TP 3694E)
- Meteorology and Miscellaneous Winter Flying Hazards (TP 14188E)
- Minister's Observer Manual (TP-11776)
- MMEL/MEL Guidance Book
- NASA Tailplane Icing (TP 13658E)
- Navigable Waters Application Guide
- New Rules On Parts (TP 13879)
- Night VFR Awareness Presentation (TP 13746E)
- Night VFR Prevention Tools (TP 13838E-1)
- Not in My Backyard (TP 13868E)
- Notice to Shipmasters Loading Coal (TP-10944)
- 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)
- Operation of Tankers and Barges in Canadian Arctic Waters (Interim) (TP-11663)
- Operational Control Quick Guide (TP 14216)

- Organizational Structure - Civil Aviation – Regions (TP 13087E)
- Organizational Structure - Civil Aviation (Headquarters) (TP 13086)
- Overloading (TP 2228E-7)
- Part Design Approval Awareness Training (TP 14080E)
- Passenger Safety Briefings (TP 2228E-20)
- Personal Safety on Ships (TP-5021)
- Personnel Licensing Procedures Manual (TP 2943)
- Pilot/Controller Glossary (TP 11958E)
- Pilot Decision-making (TP 13897E)
- Pilot Decision Making For the Recreational Flyer (TP 8753)
- Pilot Examiner Manual (TP 14277)
- Pilot Incapacitation (TP 11629E)
- Pilot Training Record (PTR) – Aeroplane (TP 13340E)
- Pilotage Certificate Training for the Laurentian Region (District II Quebec City-Les Escoumins) (TP-13458E) [available in print and on TC Web site – PDF format]
- Pilotage Risk Management Methodology (TP-13741)
- Pilots' Rights (TP 2228E-8)
- PIREP (TP 2228E-9)
- Plane Talk on Ice (TP 13637E)
- Plastic Piping Standards (TP-1083)
- Pollution Prevention Guidelines for the Operation of Cruise Ships under Canadian Jurisdiction (TP 14202)
- Powered Parachutes (TP 13299E)
- Practical Skills for Marine Engineers, Training Course (TP-13720)
- Pressures From Above (TP 13636E)
- Proceedings of the 17th Annual Safety Management in Aviation Maintenance (TP 14191B)
- Project Management Policy and Guidelines Manual (TP-3867)
- Promoting Railway Safety Through Consultation (TP-13336)
- Propeller Logbook (TP 14201E)
- Protecting the Marine Environment – A Boaters Guide -
- Qualification Test Guide CAR Part IV Flight Training Devices Level 2 or 5 Aeroplane (TP 13799E)
- Radio Log Book for Canadian Flag Vessels (TP-13926)
- 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)
- RCO and DRCO (TP 2228E-19)
- Recreational Aviation and Special Flight Operations (TP 13300E)
- Reference Manual on Port Reception Facilities for Marine Wastes in Canada (Major Ports) (TP-12334)
- Registration Guide – How to Register a Ship or Boat in Canada (TP-13414)
- Registration Guide – How to Register a Ship or Boat in Canada (TP-13414)
- Rental Boat Safety Checklist Standard
- Response Organizations Standards (TP 12401)
- 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 (TP-13162)
- Right to refuse dangerous work on board aircraft while in operation (TP 13537B)
- Rise High With Safety... (TP 10007E)
- Risk Management and Decision-Making - Type 2A, Short Process (TP 13905B)
- Risky Business? (TP 13639E)
- River Rafting Standards (TP-8643)
- Routing Standards (TP-1802)

- Rule-Making Policies and Procedures Manual (TP-2713)
- Runway Incursion Prevention Tools (TP 13914E-1)
- Runway incursions (TP 2228E-10)
- Runway Surface and Aircraft Performance (TP 14186E)
- Safe Boating Guide (TP 511)
- Safety and Distress Radiotelephone Procedures (TP-9878)
- Safety Business (TP 10008E-1)
- Safety Criteria for Approval of Extended Range Twin Engine Operations (ETOPS) (TP 6327E)
- Safety in Flight Begins with the Preflight (TP 12273E)
- Safety in the Air Starts on the Ground – Maintenance (TP 7875E)
- Safety Management Systems for Flight Operations and Aircraft Maintenance Organizations (TP 13881E)
- Safety Management Systems for International Airports (TP 14333)
- Safety Management Systems for Small Aviation Operators - A Practical Guide to Implementation (TP 14135E)
- Safety Management Systems: Civil Aviation Implementation Plan (TP 14235B)
- Safety Oversight of the Civil Air Navigation System - A Framework (TP 13142)
- Sail Training Vessel Standard (TP-13313)
- Sample Examination - Glider Pilot Licence (TP 877E)
- Sample Examination for Recreational Pilot Permit and for Private Pilot Licence - Aeroplane (TP-13014)
- SATOPS Final Report (TP 13158E)
- Score Your Safety Culture (TP 13844)
- Seaplane: A Passenger's Guide (TP 12365E)
- Seek Out, Speak Out, Wipe Out (TP 13032E)
- Service Difficulty Advisory (TP 7394E)
- Service Difficulty Alert (TP 7244E)
- Service Difficulty Report Logic Chart (TP 14134B)
- Service Difficulty Reporting: "...Keeping You in the Loop" (TP 13675)
- Sharing the Skies (TP 13549E)
- Ship Safety Bulletins (TP-3231)
- 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)
- Ships Electrical Standards (TP-127)
- Simulated Electronic Navigation Courses (TP-4958)
- Situational Awareness - Preventing Controlled Flight Into Terrain (CFIT) (TP 13655E)
- Skylink Metro III: Links in the Chain (TP 13654E)
- Small Fishing Vessel Safety Manual (TP-10038)
- Small Commercial Vessel Safety Guide (TP-14070)
- Small Perching Birds (TP 6324-1)
- Smart Seating (TP 13402E)
- Solas Life-Jacket Requirements (TP-7318) see TP-13571
- Some reports are harder to fill out than others (TP 14001)
- Some Things Were Never Meant to Fly! (TP 7535)
- Some Things Were Never Meant to Fly! Ask First For Safety's Sake (TP 13570)
- Someone Living With a Safety Problem Could End Up Not Living (TP 3114)
- Spark Plug Installation Safety Tips (TP 11554)
- Special Aviation Events - Air Shows (TP 13304E) Stability, Subdivision and Load Line Standards (TP-7301)
- Stall/Spin Awareness (TP 13747E)

- 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 the Tonnage Measurement of Ships (TP-13430)
- Standard for Thermal Protective Aids (TP-7326)
- Standard Marine Navigational Vocabulary (TP-4330)
- Standard Relating to Design, Construction and Operational Safety of Sail Training Vessels (TP-13313)
- Standards and Guidelines for the Construction, Inspection and Operation of Barges that Carry Oil in Bulk (TP-11960)
- Standards for Engineering Watch Keeping on Ships (TP-4071)
- Standards for Lifeboats (TP-7320)
- Standards for Lifebuoys and Integral Equipment (TP-7325)
- Standards for Life Rafts and Inflatable Rescue Platforms (TP-7321)
- Standards for Solas Life Jackets (TP-13571) replaces TP 7318
- Standards for Navigating Appliances and Equipment (TP-3668)
- Standards for Navigation Lights, Shapes, Sound Signals and Radar Reflectors, (TP-1861)
- Standards for Pilot Vessels (TP-10531)
- Standards for Pyrotechnic Distress Signals and Similar Devices (TP-7319)
- Standards for Radio Installations and Related Equipment (TP-2872)
- 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 Control of Gas Hazards in Vessels to be Repaired or Altered (TP-3177)
- 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)
- 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 and Reference Guide - Air Law and Procedures, Class E Airspace - Hang Glider (HAGAR) (TP 11408E)
- Study and Reference Guide - Aircraft Maintenance Engineer Licence (TP 3043)
- Study and Reference Guide - Aircraft Maintenance Engineer Technical Examinations (TP 14038E)
- Study and Reference Guide - Aircraft Type Rating, Aeroplane (TP 13524E)
- Study and Reference Guide - Airline Transport Licences (ATPL) – Helicopter (TP 11954E)
- Study and Reference Guide - Airline Transport Pilot Licence - Aeroplane (TP 690)
- Study and Reference Guide - Avionics Licence (E Licence) - Aircraft Maintenance Engineer Examinations (TP 12909E)

- Study and Reference Guide - Balloon Pilot Licence Including Flight Instructor Rating (TP 10087)
- Study and Reference Guide - Chief Pilot Air Taxi - CAR 703 Aeroplane (TP 13834E)
- Study and Reference Guide - Chief Pilot Commuter Operations, CAR 704, Aeroplane (TP 14012E)
- Study and Reference Guide - Commercial Pilot Licence (CPL), including Helicopter to Aeroplane Pilot Licence – Aeroplane (TP 12881E)
- Study and Reference Guide - Flight Dispatchers (TP 12513E)
- Study and Reference Guide - Flight Engineer Licence (TP 4381)
- Study and Reference Guide - Flight Instructor Rating Aeroplane & Helicopter (TP 2810)
- Study and Reference Guide - Glider Pilot Licence (TP 876)
- Study and Reference Guide - Instrument Rating – Aeroplane and Helicopter (TP-691)
- Study and Reference Guide - Operations Manager Air Taxi - CAR 703 – Aeroplane (TP 14025E)
- Study and Reference Guide - Operations Manager Commuter Operations - CAR 704 – Aeroplane (TP 14028E)
- Study and Reference Guide - Pilot Permit - Gyroplane (TP 13975E)
- Study and Reference Guide - Pilot Permit - Ultra-light Aeroplanes (TP 12804E)
- Study and Reference Guide - Private and Commercial Pilot Licences, including Aeroplane to Helicopter Pilot Licences - Helicopter (TP 2476)
- Study and Reference Guide - Private Pilot Licence (PPL) including Helicopter to Aeroplane Pilot Licence (TP 12880E)
- Study and Reference Guide - Recreational Pilot Permit – Aeroplane (TP 12467E)
- Study and Reference Guide - Student Pilot Permit or Private Pilot License for Foreign and Military Applicants Aviation Regulations (TP 11919E)
- Study and Reference Guide - Type Rating - Helicopter (HATRA Exam) (TP 13733E)
- Summary Report Atlantic Region Freight Assistance Program Information Paper (TP-12173)
- Survival in Cold Waters (TP-13822)
- System Safety Briefing Kit – Summer (TP 14112E)
- System Safety Operations Manual (TP-10028)
- System Safety Policies and Procedures Manual (TP 14159B)
- System Safety Program CD-ROM (TP 13954B)
- 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 - Sioux Lookout Air Operations (TP-12825)
- System Safety Winter Briefing Kit (TP 14181E)
- TERMPOL Review Process (TP 743)
- That's Time in Your Tanks (TP 5304E)
- The 1980 Canadian General Aviation Activity Survey Summary Report (TP-3221)
- The 2003 Aircraft Certification Engineering and Flight Test Delegates Conference (TP 14138B)
- The Aeronautics Act Amendments: An Overview (TP-7748)
- The Ambulance in the Valley! (TP 3040)
- The Canada Labour Code, Part II Includes You (TP 14317)
- The Canadian General Aviation Dynamics Model (TP-3775)
- The Civil Aviation Tribunal TCAG Staff Guidelines (TP 7497E)
- The Deciding Factor - The Minimum Equipment List (MEL) Training Package (TP 13262E)
- The Effect on Safety of Eliminating Whistling at Railway Grade Crossings (TP-12682)
- The End of the Float Could Be... The End of Your Life! (TP 2150E)

- The End of the Tail Could Be The End of Your Life! (TP 2480)
- The Human Factors in Aircraft Maintenance (TP 13652E)
- The Invisible HUD (TP 13633E)
- The Local Authorities' Guide to Boating Restriction Regulations
- The Role of Railway Safety Inspectors (TP-13555)
- The Telltale Signs (TP 13674E)
- The Use of Automobile Gasoline (MOGAS) in Aviation (TP 10737)
- The Vision Examination - For Aviation Medical Examiners (TP 13052E)
- The Walk from A to B could take... The Rest of Your Life! (TP 3084E)
- There is Something Out There at the airport (TP 13869E)
- They Didn't Make the Meeting! (TP 3014E)
- This Report is Easy (TP 14000)
- Through the Overcast (TP 14185E)
- Thunderbolts and Thunderstorms (TP 2228E-22)
- Time in Your Tanks (TP 2228E-23)
- To Be a Pilot (TP 13651E)
- Tool Box for the Minister's Observer and Technical Advisor Programs (TP 14198B)
- Track Safety Rules (TP-11393)
- Training Manual for Inspectors of Fishing Vessels under 15 Gross Tons (TP-9275)
- Training Program in Bridge Resource Management (TP-13117)
- Training Program in Marine First Aid and Marine Medical Care (TP-13008)
- Training Record Book Requirements for Watchkeeping Engineer Candidates (TP-13721)
- Training Standards for RO-RO Passenger Ships Personnel (TP-13024)
- Training Standards for Tanker Safety, Inert Gas and Crude Oil Washing, and Supervisor of Oil Transfer Operations Personnel (TP-8129)
- Transport Canada Approved Organizations (TP 3743)
- Transport Canada Aviation Management Guide (TP-10115) )
- Transport Canada - Cabin Safety Program (TP 13885)
- Transport Canada Civil Aviation Guidelines: Maintenance Policy Manuals (TP 14308)
- Transport Canada Civil Aviation Pilot Strike Contingency Plan (TP 13874E)
- Transport Canada Civil Aviation Research and Development Procedures Manual (TP 14332)
- Transport Canada Marine Safety Directorate, Approved Training Courses (TP-10655)
- Transport Canada Railway Safety Handbook (TP-12702)
- Transport Dangerous Goods – A Primer (TP-12322) [available in print and on TC Web site – PDF format]
- Transportation of Dangerous Goods Safety Marks in Aviation (TP 12687E)
- Turn It On For Safety (TP 2228E-17)
- Uncontrolled Aerodrome IFR Procedures (TP 11962)
- Uncontrolled Aerodrome VFR Circuit Procedures (TP 11541)
- Underwater Egress (TP 2228E-18)
- Unitized Cargo Standard (TP-11232)
- Unruly Airline Passengers - The Police Response (TP 13734E)
- UNSAR costs are UNREAL... (TP 14341)
- Urban Transportation Showcase, Program Applicant's Guide, Stage 1: Expression Interest (TP-13780)
- User Assistance Package for the Implementation of Arctic Ice Regime Shipping system – AIRSS (TP 12819)
- Vancouver / Victoria Airspace Are You in Conflict? (TP 2228E-25)
- VFR Communications Procedures at Uncontrolled Aerodromes with MF and ATF Areas (TP 2228E-14)

- VFR Flight into Adverse Weather Can be Deadly (TP 2797E)
- VFR Navigation Progress Test Guide – Aeroplane (TP 13779E)
- Vulnerability of Bridges in Canadian Waters (TP-3446)
- Waiting for Charlie (TP 13638E)
- Warehouse Manual (TP-7817)
- Warning! Don't fly into CYR 724-Gagetown Restricted Area (TP 14205E)
- Watchkeeping Standards (TP-13067)
- Wear Standards for Cargo Gear (TP-9396)
- Weather signs (TP 2228E-11)
- Weather to Fly (TP 13876E)
- Web Sling Standard (TP-12245)
- What We Do! - Civil Aviation Contingency Operations Division (TP 13038)
- When does a goose become an elephant? (TP 12894E)
- When in Doubt... Ground Crew - Aircraft Critical Surface - Contamination Training (TP 10647E)
- When in Doubt...Small and Large Aircraft, Aircraft Critical Surface Contamination Training (TP 10643E)
- When seconds count...annual CRM training pays off (TP 13390)
- Where Did it Come From? Where Is it Going? (TP 7088E)
- Who We Are: Commercial & Business Aviation (TP 13231)
- Wildlife Control Procedures Manual (TP 11500E)
- Winter tips (TP 2228E-12)
- Work + Time = Fatigue Don't Find Your Limit by Accident (TP 5307E)
- Your PIREP Could Save My Life (TP 3161)

## 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.

Web Site: [www.tc.gc.ca](http://www.tc.gc.ca)

National Capital Region  
Safety and Security  
Civil Aviation:

Communications Centre: 1-800-305-2059  
National Capital Region: (613) 993-7284  
Email: [services@tc.gc.ca](mailto:services@tc.gc.ca)  
[www.tc.gc.ca/aviation](http://www.tc.gc.ca/aviation)

Marine Safety:

E-mail: [marinesafety@tc.gc.ca](mailto:marinesafety@tc.gc.ca)  
Web: [www.tc.gc.ca/marinesafety](http://www.tc.gc.ca/marinesafety)

Office of Boating Safety:

E-mail: [obs-bsn@tc.gc.ca](mailto:obs-bsn@tc.gc.ca)  
1-800-267-6687 (in Canada only)  
1-613-991-9002 (outside Canada)

Rail Safety information:

E-mail: [railsafety@tc.gc.ca](mailto:railsafety@tc.gc.ca)  
Web: [www.tc.gc.ca/rail/menu.htm](http://www.tc.gc.ca/rail/menu.htm)

Road Safety:

General Inquiries: 1-800-333-0371  
National Capital Residents: 998-8616  
Importations: 1-888-8448-8240  
Vehicle Recalls/Defects: 1-800-333-0510  
National Capital Residents: 993-9841

Transport Dangerous Goods information:

E-mail: [tdg@tc.gc.ca](mailto:tdg@tc.gc.ca)  
Web: [www.tc.gc.ca/tdg](http://www.tc.gc.ca/tdg)

List of Transport Dangerous Goods Publications:  
[www.tc.gc.ca/tdg/publications/menu.htm](http://www.tc.gc.ca/tdg/publications/menu.htm)

Atlantic Region

Regional Director, Communications  
95 Foundry Street, Suite 105  
P.O. Box 42  
Moncton, New Brunswick E1C 8K6

Tel.: (506) 851-7314  
Fax: (506) 851-7327

Communications

45 Alderney Drive, 12th Floor  
P.O. Box 1013  
Dartmouth, Nova Scotia B2Y 4K2

Tel.: (902) 426-7795  
Fax: (902) 426-6710



Communications  
John Cabot Building  
10 Barter's Hill Road, 8th Floor  
P.O. Box 1300  
St. John's, Newfoundland and Labrador  
A1C 6M1

Tel.: (709) 772-6197  
Fax: (709) 772-4222

Ontario Region  
Regional Director, Communications  
4900 Yonge Street, 4th Floor  
North York, Ontario M2N 6A5

Tel.: (416) 952-0156  
Fax: (416) 952-0159

Director General, Communications  
Place de Ville, Tower C  
330 Sparks Street, 28th Floor  
Ottawa, Ontario K1A 0N5

Tel: (613) 990-6138  
Fax: (613) 991-6719

Pacific Region  
Regional Director, Communications  
800 Burrard Street, Suite 1100  
Vancouver, British Columbia V6Z 2J8

Tel.: (604) 666-1675  
Fax: (604) 666-7255

Prairie and Northern Region  
Regional Director, Communications  
344 Edmonton Street, 4th Floor  
P.O. Box 8550  
Winnipeg, Manitoba R3C 0P6

Tel.: (204) 983-6315  
Fax: (204) 983-7339

Communications  
Canada Place  
9700 Jasper Avenue, 11th Floor  
Edmonton, Alberta T5J 4E6

Tel.: (780) 495-3811  
Fax: (780) 495-6472

Quebec Region  
Regional Director, Communications  
700 Leigh Capreol, 3rd Floor  
Dorval, Quebec H4Y 1G7

Tel.: (514) 633-2741  
Fax: (514) 633-2751

## 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.

# Transportation Safety Board of Canada

## Chapter 152

### 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 and d) making recommendations designed to eliminate or reduce any such safety deficiencies.

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
- Transportation 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. The Branch also ensures departmental implementation of government policies and provides coordination for corporate planning and reporting activities.

### **Finance 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 information management policies, procedures and services, including management of corporate

Information Holdings, library services and the administration of the Access to Information Act and the Privacy Act including responding to informal requests 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 safety digest REFLEXIONS) for publication and distribution. 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 .

### **Human Performance**

This division provides human factor and passenger safety 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 Directorate

**Description:** Information relating to occurrence data, statistics, macro analyses and special studies; human performance and passenger safety evaluations; public and internal communications; information management services; and TSB informatics services and systems.

**Topics:** human performance - general, human performance/ICAO Study Group, human performance and passenger safety investigations; communications policies and strategy, internal and external TSB communications, annual report to Parliament, TSB's safety digest (REFLEXIONS), Internet Home Page; information management policies, procedures and studies, annual report to Parliament on Access to Information and Privacy; information systems documentation; 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, harassment policy, 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, information inquiries and access to information and privacy.

**Topics:** Meeting arrangements, agenda items and deliberations.

**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.

Access to Information and Privacy Requests  
 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  
 Hospitality  
 Lands  
 Occupational Health, Safety and Welfare  
 Office Appliances  
 Official Languages  
 Personnel  
 Proactive Disclosure  
 Procurement  
 Salaries and Wages  
 Staff Relations  
 Training and Development  
 Travel  
 Utilities  
 Vehicles

## Personal Information Banks

### 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.

**Consistent Uses:** None

**Retention and Disposal Standards:** These records are retained in the Board for two years, then destroyed.

**RDA Number:** 98/005

**Related PR#:** TSB PSB 650

**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, after which they are transferred to the National Archives.

**RDA Number:** 95/015

**Related PR#:** TSB ASI 200, TSB MSI 300, TSB RPI 400

**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 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 after which they are transferred to the National Archives.

**RDA Number:** 94/014

**Related PR#:** TSB ASI 200, TSB MSI 300, TSB RPI 400

**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:** Two years after last administrative action, then destroyed.

**RDA Number:** 98/001

**Related PR#:** TSB ASD 630

**TBS Registration:** 002978

**Bank Number:** TSB PPU 025

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Hospitality

Travel

## 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  
Gatineau, 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  
Gatineau, Quebec K1A 0K8

# Treasury Board of Canada Secretariat

## Chapter 153

### 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 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 Labour Relations Act, the Employment Equity Act, the Official Languages Act, the Access to Information Act, the Privacy Act, the Federal Real Property and Federal Immovable 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 branches/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
- Federal Real Property and Federal Immovable Act, S.C. 1991, c. 50
- Financial Administration Act, R.S.C. 1985, c. F-11 (jointly with the Minister of Finance and the President of the Queen's Privy Council for Canada)
- 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
- 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 Modernization Act, S.C. 2003, c.22 (certain provisions only)
- Public Service Pension Adjustment Act, R.S.C. 1970, c. P-33
- Public Service Labour Relations Act, R.S.C. 2005 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 President of the Treasury Board and the Minister of Justice established the Access to Information Review Task Force in August 2000. 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 issued its final report in June 2002. The information holdings will remain at the Treasury Board Secretariat under Government Operations Sector.

### Chief Information Officer Branch (CIOB)

The Chief Information Officer (CIO) provides strategic direction and leadership in information management and information technology in the Government of Canada (GC). The CIO is responsible for ensuring the implementation of GC policies on information access and management, information technology, privacy and security. The CIO assures the sound management and stewardship of the government's information management and information technology assets. The Deputy Chief Information Officer and the following four divisions of the Chief Information Officer Branch work together to support the CIO in his/her role: Policy and Service Transformation; IT/IM Stewardship; Architecture, Standards and Engineering; and Strategic Planning and Coordination.

### Corporate Priorities and Planning

This Branch brings together a number of key policy and planning components from across the

Secretariat, including, the Management Accountability Framework Policy development, Strategic Policy and Strategic Planning, learning and knowledge management, the corporate secretariat and portfolio relations, and coordination of the horizontal and operational reviews.

### Corporate Services Branch (CSB)

Corporate Service Branch is composed of five divisions: Finance and Administration; Human Resources; Information Management and Technology; Security Services; and Internal Audit and Evaluation. The respective services provided by these divisions are available to employees of the Department of Finance, Treasury Board Secretariat and the Public Service Human Resources Management Agency of Canada. Expenditure Management Sector (EMS) Expenditure Management Sector (EMS) provides a central focus within the Treasury Board Secretariat (TBS) for the functions that support and strengthen the TBS's role in the government's broader expenditure management system. The work of the EMS covers the entire expenditure management cycle – from expenditure analysis, forecasting and expenditure management strategies, policies and operations through to results-based budgeting, evaluation, accountability and reporting. EMS plays a strong integration role in planning and coordinating the expenditure management initiatives and providing a whole-of-government perspective on matters related to direct program spending and management of reserves. The sector has the responsibility to develop the expenditure management information system (EMIS) to its full maturity and for implementation of the Management Resources and Results Structure Policy.

### Labour Relations & Compensation Operations (LRCO)

The Labour Relations & Compensation Operations (LRCO) focuses and strengthens the capacity of the Treasury Board Secretariat (TBS) to fulfil its responsibilities as 'employer' for the core public administration. This is an essential part of a human resources management framework that enables the federal public service to manage more efficiently the people who deliver government programs and services to Canadians, and that promotes effective employer-employee relations in the Public Service of Canada. The Labour Relations & Compensation Operations (LRCO) areas of responsibility include: negotiation of

collective agreements; labour relations; policy development and administration; HR risk management; equal pay for work of equal value; pay administration; employer representation; compensation operations; and workforce adjustment.

### **Legal Services**

Treasury Board Legal Services provides legal advice to the Treasury Board and the Public Service Human Resources Management Agency of Canada 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 labour and employment-related litigation before the Public Service Labour Relations Board and other administrative tribunals, the Federal Court of Canada, the Federal Court of Appeal and the Supreme Court of Canada representing the employer Office of the Comptroller General (OCG)

The Office of the Comptroller General (OCG) cultivates rigorous stewardship of public funds and value for money and promotes stronger financial and audit controls at all levels across the federal public service. It does this by setting and reviewing financial, accounting and auditing standards and policies for the Government of Canada and by overseeing all government spending, including review and sign-off on new spending initiatives. In addition, the OCG provides functional direction to the financial federal government's internal audit and financial management communities and nurtures and manages their professional development. It also guides the introduction of modern, timely, enterprise-wide financial information systems to track all spending and provides appropriate guidance and tools for

effective scrutiny and decision-making and reporting of financial information that is linked to results.

### **Program Sectors (Government Operations, Economic, Social and Cultural and International Security, and Justice 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 Management Sector and the Expenditure Operations and Estimates Division of the Comptroller General's Office, 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 his 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 the Real Property and Materiel Policy Directorate which is the government's policy centre for the management of its real property and materiel assets. The Directorate provides leadership and oversight for informed asset management decision-making by Ministers and officials in central agencies and departments; develops, maintains and modernize the

government's policies for the efficient management of public assets; provides policy support, interpretation and advice to TBS and departments; manages the central registry of all federal real property and federal contaminated sites; co-manages the federal Contaminated Sites Accelerated Action Plan with Environment Canada; prepares reports to Parliament on the Application of the Alternative Fuels Act and supports core and specialized learning related to investment planning, real property and materiel. Secretary and Associate Secretaries' Office

The Secretary is the deputy minister who directs the work of the Secretariat and advises the President and the Treasury Board on the organization and management of that part of the Public Service under the Treasury Board's jurisdiction. The Office of the Secretary is responsible for the daily administrative functions of the organization.

### **Strategic Communications and Ministerial Affairs (SCMA)**

SCMA is the focal point in the Secretariat, for ensuring that the President, Secretary and Associate Secretaries and exempt staff are provided with the briefing, correspondence and logistical support related to Treasury Board meetings, parliamentary affairs, Cabinet Affairs and dealings with other government departments and non-governmental organizations. It 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 and the Secretary. It also acts as a clearinghouse 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.

SCMA also provides strategic communications advice to the President and the Secretary of the Treasury Board as well as to other branches within the Secretariat. As part of this effort, it provides operational support and professional services in communications, advertising, publishing 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. SCMA provides an electronic media monitoring service to the Secretariat through the TBS News Centre, as well as research and analysis of current issues and media trends. Media relations activities are also provided to facilitate the department's communications needs and to address specific questions from national and local media. It also manages and coordinates Parliamentary Affairs activities for the TB Portfolio

SCMA is also responsible for corporate communications. It provides strategic advice and services in the areas of internal communications, outreach, consultation, publishing web services and web development. It is also responsible for public enquiries, the fairs and exhibits program and coordinating requests for copyrighted material. It manages the TBS Web site and is the departmental lead on Government On-Line (GOL) and "Common Look and Feel" (CLF) standards.

SCMA is responsible for Regional Federal Councils and for the Secretariat's intergovernmental and international relations, SCMA ensures information sharing with key federal, provincial/territorial, national, and international partners and stake holders to facilitate a more effective, responsive, and integrated approach to developing and delivering federal programs and services throughout Canada. SCMA liaises with the Privy Council Office and other departments on government-wide activities and issues. It also serves as the Treasury Board policy centre is responsible for the Federal Identity Program and the Communications Policy of the Government of Canada.

## **Information Holdings**

### **Program Records**

#### **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.

**Note:** This information holding will be integrated under the Program Record Number TBS CIO145

**Topics:** Act –Administration; Committees – Assistant Deputy Minister Advisory Committee, External Advisory Committee; Communications - Briefing Notes, House Cards, Media Coverage, Press Releases, Speeches; Consultations - Departmental, Private Enterprises, Provincial

Governments, Public; Correspondence - Incoming, Outgoing, Reports and Recommendations; Research; Submissions - Acknowledgements, Relating to the Act; Terms of Reference; Other Jurisdictions - Countries, Provinces; Questions and Answers; Much of this information is available on the Task Force web site at [www.atirtf-geai.gc.ca](http://www.atirtf-geai.gc.ca).

**Program Record Number:** TBS CIOB 001

## Chief Information Officer Branch

### Architecture, Standards and Engineering Division

**Description:** Information on the Architecture, Standards and Engineering Division, Which ensures that the goals of interoperability, common infrastructure/services and business transformation become a reality in Canada by providing architectural leadership across the Government of Canada through a coherent collection of policies, standards, guidelines, frameworks, reference models and support services.

**Topics:** ASED-business plan, CIO tracking, Committees and Meetings- Communications, Funding, Governance, Policies, Forums- International, National, Liaison-government on-line (GOL), Stewardship, Status reports, Research; Ad Hoc Material, Program Management-General, Architecture Review Board, Core Architecture Team, GC Architectural Framework, GC Standards Framework, Architectural Review Procedures, Standards Review Procedures, Threat and Risk Assessment Procedures, Architecture and Standards Assessment, Architecture and Standards Monitoring; Enterprise Modelling; System Modelling; TBITS; ITS Standards; Architecture-Accessibility, Authentication, Business, Information, IT Communications, Operations, Security, Services; Architecture Pilots; Common Look and Feel (CLF) Architectural Requirements; Open Source Software (OSS); COMPASS; Government Services Reference Model; Secure Message Handling Systems (SMHS); Federated Architecture Program; Application Domain Team; Directories Domain Team; e-Forms Domain Team; Messaging Domain Team; Network Domain Team; Security Domain Team; Business Transformation Engagement Program (BTEP)-General, Planning, Provisioning Services Evaluation, Services Commissioning/Change/Decommissioning, Historical; BTEP Program Service Delivery-General, Business Problem Assessment, Transformation Business Case Determination, Vision, Strategic Design Alignment Demonstration,

Strategies Formulation, GC Business Design, Transformation Implementation Planning, Service Provisioning Delivery (SPD)-general Service Case Management, Service Environment, Service Configuration, Service Evaluation, Service Planning.

**Program Record Number:** TBS CIO 002

### Chief Information Officer

**Description:** Information related to the mandate and functions of the Chief Information Officer (CIO) of the Government of Canada.

**Topics:** Auditor General Report; Briefing Notes; Committees-General, Change Management; Communications; Conferences, Meetings, Seminars-bilateral, staff meetings; Liaison-Corporations, Companies, Firms, Departments and Agencies; Organization; Plans and Programs; Presentations-decks, resource centre; Post Y2K- Post Implementation Assessment Reports, departmental readiness group (DRG) project completion, government on-line (GOL), planning presentations, reports, Y2K expenditures, Y2K learning models; Year 2000 (Y2K)-departments and agencies.

**Program Record Number:** TBS CIO 040

### Policy and Service Transformation Sector

**Description:** Information on the three main streams of activities in the sector: information management, policy (privacy, security, information, proactive disclosure) and service transformation.

**Topics:** PST contracts, division administration, framework and strategy, governance, liaison-core departments and agencies, international, non-core departments and agencies, information management, Program/project management, GOL material prior to move to PWGSC.

**Program Record Number:** TBS CIO 999

### Information Management Division

**Description:** Information on the management of information in the Government of Canada including standards, guidelines; principles, best practices, and governance and accountability structures.

**Topics:** IM strategies and plans services (IMSD)- IM community outreach and communications service, MGI policy implementation and compliance support services metadata service, IM program strategic business design service, Framework for the management of information service; Information Policy-corporate information management; records management.

**Program Record Number:** TBS CIO 005

## Information, Privacy and Security Policy Division

**Description:** Information on the Information, Privacy and Security Policy Division (IPSPD), which administers information and privacy policies on behalf of the President of the Treasury Board, ensuring consistent application of policies, and providing ongoing advice and interpretation to institutions. The IPSPD is also responsible for providing interpretation and support of the Common Look and Feel Standards to departments; and the annual update to the Info Source publications.

**Topics:** ISPD Committees: Communications-Internal, External; Database Management; Plans and Priorities; Projects-TBS Policy Suite Review; Web Site-Access to information and privacy policy, common look and feel, proactive disclosure, security policy; Access to Information and Privacy (ATIP); Acts and Legislation-US Patriot; Federal court cases; Access to Information (ATI) administrative reform (2000-2002)-government response, Institutional annual and statistical reports; Legislative reform-ATIA-section 67.1, Privacy Act; 2004 Legislative reform-crown corporations; Advice and Guidance-external, internal; ATIP- Committees-general, ADM Privacy Committee, Internet advisory committee (IAC) Internet forum; Senior ATIP Coordinators Committee (SACC); ATIP Community Development-General, Annual Conference, Awards, Community Meetings, HR Renewal, Training and Development-calendar and notices, institution specific training, lunch and learn sessions, workshops; ATIP-Complaints; ATIP-Cooperation and Liaison-international, federal institutions, specific departments; ATIP-Electronic Management Systems-General, Coordination of Access to Information Requests System (CAIRS); ATIP-Info Source Publications-General, Institutional Chapter Submissions, Sources of Federal Government Information, Sources of Federal Employee Information, Directory of Federal Government Enquiry Points, Access to Information Act and Privacy Bulletin; Program records; ATIP-Personal Information Bank (PIB); ATIP-Policy Development-Access to Information , Common look and feel-general, internet, intranet/extranet, information management, Privacy; Privacy impact assessment (PIA), Proactive disclosure; ATIP-Projects- Info Source Publications Review, consultations, interdepartmental review committee; Social insurance numbers (SIN) and Data Matching;

ATIP-general, briefings, and presentations, bulletins, contracts, evaluation, institutions, printing, production and distribution, provinces and other countries, reports; ATIP-Access-general, issues and legislation, register; ATIP-privacy-general, index, issues and legislation; Security-general, business resumption planning (BRP), Implementation, other countries, Personnel screening-personnel policy branch (PPB), Policy-general, comprehensive; Security-Acts and Legislation-General, Canadian Security Intelligence Service (CSIS) Act-section 29 amendments, Human Rights Act, Security of Information Act (SOIA), Security-Advice and Guidance-External, Internal; Security-Committees-General, Federal Association of security officials, Government Security Policy Steering Committees, Information Technology Standard Committee (ITSC), Advisory committee on physical security (ACOPS); Security-Community development-general, annual conference , departmental security officer (DSO) meetings, security awareness week; Security-co-operation and liaison-federal government institutions, international-general, North Atlantic treaty organization (NATO) Security-Information technology (IT) security-general, public key infrastructure, secure channel; Security –Monitoring and evaluation-general, departmental security office visitations, institutional audits, security audit and self assessment guidelines, security impact analysis studies; Security-Policy and Standards Development-General, Government Security Policy (GSP) 1994; Government Security Policy (GSP) (2002); Security-Research and development, Security incidents, training and development.

**Program Record Number:** TBS CIO 030

## IT/IM Stewardship Division

**Description:** Information on the IT/IM Stewardship Division, which provides direction on the sound management of Government of Canada IT/IM assets and expenditures and the alignment with Government-wide priorities of departmental IT/IM projects or program/service projects enabled by IT/IM.

**Topics:** IT/IM Stewardship; IT/IM Assets - General; Assets - Asset Management Systems, Asset Overview, Financial Assets; Shared services; Shared Systems (SS) - General, Administrative systems steering committee (ASSC), Liaisons, Shared system policy, Comptrollership shared system domain; HR shared system domain, IM shared system domain, Shared systems strategy; Stewardship strategies,

initiatives and projects (SSIP) - General, Capability maturity model (CMM), Enhanced management framework (EMF), Information technology infrastructure library (ITIL), Office automation (OA) strategy, Strategic management opportunities; Support to TBS activities (TBS) - General, Active Monitoring, Departmental Assessments, Departmental Management Assessment, Departmental project and initiatives.

**Program Record Number:** TBS CIO 080

#### **Service Transformation Division**

**Description:** Information on the service transformation agenda of the Government of Canada.

**Topics:** Research and Analysis; Service Strategy Service Delivery-general, improvement-general, facilitation; Service Transformation.

**Program Record Number:** TBS CIO 063

#### **Strategic Planning and Coordination Division**

**Description:** Information on the Strategic Planning and Coordination Division, which coordinates and supports the work of CIOB interdepartmental committees; develops the branch's contribution to departmental strategic planning exercises and CIOB operational plans; coordinates events and provides liaison services in support of the Chief Information Officer and Deputy Chief Information Officer; and supports the government-wide use of Official Languages in the area of information management and technology.

**Topics:** Committees-General, Advisory committee for Information Management (ACIM) Architecture Review Board (ARB), Chief Information Officer Council (CIOC), Electronic service delivery committee (ESDC), GOL Human Resources, GOL Leads, Heads of IT for small departments and agencies, Information Management and Policies Committee (IMPC), Public service chief information officer council, public sector service delivery council (PSSDC), Service and Information Management/Information Technology Management Board (SIMB), Service Transformation Committee (STC), TBSAC Information Management Sub-Committee (TIMS); Conferences, Meetings, Symposia-Heads of IT Conference, Lac Carling, On-Line Executive Summit, Technology in Government Week (GTEC); Strategic Planning-General, CIOB Business Plans, CIOB Decision Tracking Tool (CDTT), Procedures and Backgrounders, Reports and Statistics;

**Program Record Number:** TBS CIO 175

#### **Comptroller General's Office**

**Description:** Responsible for co-ordinating organizational and administrative requirements for the Office of the Comptroller General.

**Topics:** General Information relating to Office of the Comptroller General. 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 input; Government on line (GOL); Liaison - departments agencies, 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; Conferences, meetings and seminars; Parliamentary matters.

**Program Record Number:** TBS CGO 665

#### **Financial Information Strategy (FIS)(Prior to April 2002)**

**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; Reports and plans; Training and development; Functional requirements; Working groups; Systems; Consultants; OCG/FIS and SSC/FIS Projects.

**Program Record Number:** TBS CGO 040

#### **Financial Management and Accounting Policy Directorate**

**Description:** Provides the policy framework and advice to support modern comptrollership across the Government of Canada in the areas of financial management policies, Financial Information Strategy (FIS), government accounting policies and standards, management and collection of receivables, external charging.

**Topics:** General Information on Financial management and accounting; External charging policy; Provinces and territories; Committees; Accounting and control of expenditures; Accounting and control of revenue and accounts receivable -collection of debts due to the Crown-collection methods (revenue guidelines master

agreements), deletion of debts due to the crown –standing interdepartmental committee on uncollectible debts, interdepartmental settlements, standing advances Acts-Adjustments of Accounts Act, Financial Administration Act-amendments-section 1-100 (prior to 1985); Alternative service delivery; Banking; Cash management; Cheque issue security and bank losses; Comptrollership; Conferences, meetings and symposiums; Corporate credit cards; Cost recovery; Crown corporations - acts, legislation and regulations; Departmental bank accounts; Departmental enquiries; Ex-gratia payments (up to October 1994) - damage and losses, 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; Projects; Public accounts - capital assets, Canadian institute of chartered accountants / public sector accounting board (CICA/PSAB, International federation of Accountants (IFAC), 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; Review of collective agreements; Special Operating Agencies (SOAS); Standard payment period and interest payment policies; Travel; Treasury Board manual on financial management; Annual Canada / US Colloquium on financial management for national governments; Government accounting policy - Accounting standards policies and procedures, Treasury Board Accounting Standards (TBAS), Departmental financial statements, Accrual budgeting and appropriations, chart of accounts, communications and committees - senior management committee, financial reporting, professional accounting associations, public accounts; General information on Financial management policy; 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 and development; Travel; Political donations; Terrorism; General information

on Accounts receivable; project office; 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; Voluntary Sector Project Office; Commission of Inquiry into Sponsorship Program and Advertising Activities: Financial Management Division Input; 2004 Review of the Financial Administration Act: Compliance, Sanctions and Recoveries

**Program Record Number:** TBS CGO585

### **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:** General Information on financial management Community development; Advice and assistance; Classification organization and staffing - Universal classification standards, staffing and selection; Committees and meetings - branch management team; management committee meeting; 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), staffing- 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; Community development; Advice and assistance; Classification organization and staffing Committees –Courses resourcing; Educational leave co-op replacement program; Financial officers-Human resources planning, recruitment and development staffing; Financial officers, training - development of new financial administration ; Internal audit officers

human resources planning; 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 development.

**Program Record Number:** TBS CGO 005

### **Financial Management Information and Systems (Prior to 1997)**

**Description:** Information on financial management systems 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; Committees; Conferences, meetings, symposium; Crown corporations; Estimates - Departmental expenditure plan (Part III) Financial management and systems (FMS) - Guidelines for cost-effectiveness; Increased Ministerial Authority and Accountability (IMAA); Information management; Liaison on automated systems-Commercial suppliers, Departments, agencies and Crown corporations, Supply and Services Canada; Operational Plan Framework (OPF); Performance measurement - development and implementation, improvement of management practices and control (IMPAC); Presentations- visual aids; Publications.

**Program Record Number:** TBS CGO 077

### **Centre of Excellence for Internal Audit**

**Description:** Through a consultative process with departments, the Centre leads and supports the continuing implementation of the revised Treasury Board (TB) Policy on Internal Audit (IA), which took effect on April 1, 2001, by: providing advice to deputy heads, heads of internal audit, and internal audit practitioners on the implementation of the policy, development of departmental internal audit policies and annual audit plans, and application of professional standards; performing an active monitoring function to provide timely information to Treasury Board on significant issues of risk, control, or other problems with management practices in departments; developing human resources strategies for the internal audit community to support departments in implementing the policy; establishing frameworks to guide on-going evaluation of the effectiveness of

this policy; providing assistance to departments in the performance of their internal audit functions; and providing leadership in the support and promotion of the Internal Audit function.

**Topics:** Commissioner of the Environment and Sustainable Development General Information relating to Internal Audit; Active monitoring; Audit related ATIP issues; Audit reports summaries and internal audit report, departmental audits plans - summaries analysis, departmental liaison - visits and advice; Business case review; Certification of pension funds; Commissioner of the Environment and Sustainable Development; Committees and meetings; Communication plan; Community Development - classification, competency profile, demographic profile, learning strategy and liaison with departments and agencies and teaching institutions (colleges, universities, etc); Comptrollership community network; Conferences presentations workshops seminars and communications; Evaluation framework; Grants and contributions; Liaison - companies corporations firms, departments and agencies, foreign countries, provinces and territories, societies, institutes, organizations; Office of the Auditor General; Policy interpretation - exposure drafts, guides, interpretation bulletins, studies; Recruitment; Research projects; Risk based audit frameworks; Strategic plan; TBS portfolio team - liaison and reports; Transfer policy and practitioners guide; Website.

**Program Record Number:** TBS CGO 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:** General Information on audit and review; Auditor General of Canada; Committees; General information on Improvement of Management Practices and Controls (IMPAC)-survey II; Information Technology Audit Development Centre (ITADC); Internal audit - audit and evaluation, development and implementation of contribution audit policy and procedures, Government Internal Audit Plan (GIAP), Increased Ministerial Authority and Accountability (IMAA), study of internal audit –standard for internal audit, Performance measurement; Public account committee: Special projects; Special studies.

**Program Record Number:** TBS CGO 030



### **Risk Management Directorate**

**Description:** Information and interpretation of the Treasury Board's policy on risk management and the Integrated Risk Management Framework including understanding, managing and communicating risk. Stewardship and proactive leadership of Integrated Risk Management Framework implementation; strategic advice and guidance to government departments and agencies on the application of an integrated approach to risk management; assistance in building and strengthening federal risk management capacity.

**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, underwriting.

**Program Record Number:** TBS CGO 670

### **Professional Development and Certification Program for the Procurement Materiel Management and Real Property Community**

**Description:** the Program Management Office is responsible for providing strategic direction and leadership in managing the development and implementation of a Professional Development and Certification Program for the Procurement, Materiel Management and Real Property Community in the federal government.

**Topics:** General Information relating to the Program and the Community; Learning Toolkit-Program Learning Framework, Core Competency Profile and web-based Assessment Tool; Program curriculum-Outline and Continuous Learning Course Catalogue; Committees-Professional Development Advisory Committee (PDAC) and Continuous Learning Working Group (CLWG); Certification Component-Standard of Competencies; Demographic Study.

**Program Record Number:** TBS DCG 555

### **Risk, Procurement and Asset Management policy (Prior to 2002)**

**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 CGO 015

### **Strategic Systems Infrastructure Directorate**

**Description:** The SSID seeks to support and assist the comptrollership systems community in achieving its objectives and plans, and in accomplishing specific government-wide objectives related to comptrollership systems by facilitating progress, overcoming barriers to success, and identifying and facilitating opportunities to reduce costs and improve productivity; and by influencing the strategies, plans and direction of the community. SSID's role is to ensure that the Comptrollership Branch meets the needs and expectations of departments and agencies, and of its various partners such as Human Resources Branch and the Chief Information Officer Branch, in the evolution of shared administrative systems in the Government of Canada.

**Topics:** General Information relating to Financial information strategy; Associations and organization; Conferences, committees, councils, meetings, symposia, Departments, agencies and crown agencies and crown corporation, FIS forum working group; Report and plans; Training and Development; Functional requirements; Systems; Projects; strategic systems infrastructure; Clusters - AMMIS, CDFS (Common Departmental Financial System), Freebalance, GX, IFMS (Integrated Financial Management System), Peoplesoft, SAFAG (Small Agencies Financial Action Group), SMS (Salary Management System); Committees - internal TBS and external government wide; General information on projects and horizontal projects - application service provider, common business number, electronic supply chain, government travel modernization, grants and contributions, interdepartmental settlements, secure channel; Integrated financial and materiel system (IFMS) program.

**Program Record Number:** TBS CGO 025

### **Corporate Priorities Planning Sector**

#### **Comptrollership Modernization Directorate**

**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, integrated 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; support committees that will provide direction and stamina to the modernization efforts including: secretariat support for Modernization's governing bodies: ADMS' Comptrollership Council (CC); Standards Advisory Board (SAB); Small Agency Modernization Council; and DGs' working group; and develop and support the new Management Accountability Framework

**Topics:** Management Accountability Framework; Comptrollership modernization; Action plan - reports, status of exercises, summary analysis, tools and guidance; Awards and recognition; Capacity assessments - reports, status of exercises, summary analysis, tools and guidance; Committees and councils; Communication - database, newsletter, website, work plan; Departmental liaison and partners; Evaluation and reporting; Funding - comfort letters, deliverable tracking, department/agency fund request, launch letter and responses, national master standing offer (NMSO) management, templates and forms, vote 10 allotments, Governance - agency heads modernization committee (AHMC), comptrollership council (CC), modernization task force, small agency modernization council, standards advisory council; committees and meetings; Key projects and initiatives; Learning; Presentations conferences, colloquiums, symposia and seminars; Pilot phase-results statements, evaluation, lessons learned; Projects - proposals, reports, summary analysis, themes; Report on state of modern comptrollership-departmental performance reports (DPR), annual reports; Work plan; Directing and sustaining mechanisms; Initiatives; Key group/partners in modernization; Substance - capacity (common learning priorities for the Comptrollership community); standards.

**Program Record Number:** TBS CPP 010

### **Management Accountability Framework Directorate (MAF)**

**Description:** The MAF Directorate is responsible for the ongoing development and implementation of the MAF both as a tool for deputy heads and as a framework for management analysis and oversight by the Secretariat. Developing and

strengthening the MAF, as a comprehensive and coherent regime of management accountability is an important part of the Secretariat's agenda for management reform. The MAF Directorate is engaged in four broad areas of work:

development-continuing refinement of MAF indicators and application to different kinds of public service organizations, possible use in the delegation of authorities or use of controls in relation to parliamentary and public reporting; integration-into the training and activities of TBS analysts, the core curriculum of the Public Service, the Treasury Board's renewed policy suite and management agenda and the communications of the Secretariat brokering and support-facilitating the exchange of MAF practices, benchmarks, tools and information among senior managers and departments; oversight and analysis-coordinating the annual MAF assessment process and harvesting MAF intelligence for purposes of assessing enterprise-wide management performance and risk.

**Topics:** General Information on MAF and management accountability; MAF profiles and schedules of MAF bilaterals; MAF priorities for management reform; clearinghouse and assistance regarding MAF best practices; MAF presentations; linkages to Policy Suite renewal and the TBS management agenda; MAF learning opportunities, events and materials; MAF website; MAF bilaterals analysis; models and frameworks of public sector management; models of public sector management reporting; management reform networks; risk management networks; risk management best practices; advice and guidance on the TBS Integrated Risk Management Framework; risk management presentations and events.

**Program Record Number:** TBS CPP 001

### **Strategic Planning**

**Description:** Provides direction, co-ordination and implementation of TBS's Strategic Planning agenda and initiatives, focused on three core areas: Strategic analysis-ensuring corporate priorities, strategies and plans are developed, implemented and reported upon in support of achieving the Integrated Management Agenda; also overseeing the management of the annual TBS Planning and Reporting cycle; Corporate and Portfolio Coordination-facilitating an effective governance structure that supports TBS corporate decision-making and implementation of corporate priorities through support to internal, portfolio and external committees; and Learning and Knowledge

Management-enhancing core learning and knowledge management effectiveness across TBS and ensuring a focussed approach to managing our organization with the aim of TBS becoming a model of management excellence.

**Topics:** Strategic planning-general; TBS RPP, TBP DPR, business planning; strategic analysis corporate and portfolio coordination, Integrated Management agenda; Committees and meetings-general, executive committee, senior management committee, policy committee, management committee; planning network, staff meetings; Strategic planning cycle; Strategic planning results framework; TBPAC, STAC, DMHRMAC, POC, EXCO, TB Portfolio, Analysis and Development; core learning; Learning and Knowledge Management-general ;TBS forward agenda-general, strategic forward agenda for TBSAC and DMs Breakfasts; Analysis and development.

**Program Record Number:** TBS CPP 275

### Strategic Policy

**Description:** Strategic Policy provides the Secretary and Associate Secretaries with support and advice on the over-all direction of TBS corporate strategy and policy and maintains an overview of the entire TBS policy agenda. Responsible for the strategic policy development, review and policy advice, and articulation of corporate strategic goals.

**Topics:** Strategic policy-general; Committees and meetings-Treasury Board, Treasury Board Secretariat advisory committee, Forward TB agenda; Modern Management framework; TB policy framework; Environmental scanning; Corporate and public sector issues; Monitoring academic and international literature on policy management and public sector reform.

**Program Record Number:** TBS CPP 595

### Economic Sector

**Description:** Provides advice to senior management and Treasury Board Ministers on a broad range of policy and program design issues and financial and management practices. The sector is divided into three divisions; Agriculture, Fisheries and Natural Resources; Industry, Science, Regional Development and Regulatory Issues; and Environment and Transport. The sector is also the focal point for the TBS Sustainable Development strategy.

**Topics:** Administration; Active monitoring; Annual Reference Level Updates (ARLU); Audit and evaluation; Business plan; Climate project office; Classification of Accounts/Allotments; Committees;

Conferences, meetings and seminars; Corporate plans for crown corporations; Corporate management group; Departmental Projects; Departmental Performance Report; Estimates; Expenditure Review Committee; Expenditure management; Financial assistance; Financial Reviews; Financial management and comptrollership issues; Financial Services; Government wide initiatives - climate change, sustainable development, cities; water, biotechnology; Grants and Contributions; Learning and knowledge management; Long Term Capital Plans; Main estimates; Management Accountability Framework; Operating budgets; Organization; Plans and programs; Planning, Reporting and Accountability Structure (PRAS); Program Activity Architecture (PAA) Policy, Program Integrity; Program Review; Programs and expenditure proposals from departments and agencies; knowledge management group; Report on Plans and Priorities; Regulatory issues; Treasury Board initiatives; Revenue Retention; Studies and surveys; Supplementary Estimates; Treasury Board initiatives; Treasury Board submission coordination; Year 2000. Main estimates; Multi-year operational plans (MYOP)-spring; New expenditure management system (NEMS); Corporate management; Departmental Projects; Increased ministerial authority and accountability (IMAA).

**Program Record Number:** TBS ECO 001

### Expenditure Management Sector (EMS)

#### Compensation Planning

**Description:** Research in support of policy development in Human Resources Management.

**Topics:** Compensation Planning; 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 career counselling and development, empowerment and delegation, performance Committees and councils; Compensation-elements, Research development; Conferences, meetings and symposiums; Negotiations; Projects studies and surveys; training and development; Public Service 2000; Universal Classification Standard (UCS) analysis-5k; Liaison-consultants, departmental data requests, embassies, internal Treasury Board data requests, provinces and territories; Military compensation

**Program Record Number:** TBS EMS 115

## **Expenditure Management Sector**

**Description:** Expenditure Management Sector (EMS) provides a central focus within the Treasury Board Secretariat (TBS) for the functions that support and strengthen the TBS's role in the government's broader expenditure management system. The work of EMS covers the entire expenditure management cycle-from expenditure analysis, forecasting and expenditure management strategies, policies and operations through to results-based budgeting, evaluation, strong integration role in planning and coordinating the expenditure management initiatives and providing a whole-of-government perspective on matters related to direct program spending and management of reserves. The sector has responsibility to develop the expenditure management information system (EMIS) to its full maturity and for implementation of the Management Resources and Results Structure Policy.

**Topics:** Expenditure and management strategies-general, accrual budgeting, bilateral, budget office, committees-general, cabinet committees, cabinet committee of deputy ministers (CCDM) budget, TBS operations committee, communications, conferences, meetings, seminars-general institute of public administration of Canada, staff meetings, TB meetings; expenditure management system (EMS), organization, organization for economic cooperation and development (OECD), plans and priorities, procedures and guidelines, questions period (QP) cards, resources/reallocation/reporting requirements/PRAS, TB vote5, Year end fiscal over; expenditure management operational policy division (EMOPD)-general, accrual budgeting, annual state of the A base report, coordinating committee of deputy ministers (CCDM) budget, changes to the form and content of the estimates-planned spending vote/TB vote 5, expenditure review committee; operating principles to guide TB and TBS, organization of economic cooperation and development (OECD), reallocation, reporting to Parliament and Canadians, reserve management, roles and responsibilities, stewardship coordination, expenditure management review (EMR)-general, communications, Departmental 2003-Fisheries and Oceans, Justice, Statistics, PWGSC; Horizontal 2003-biotechnology, Canadian Heritage Culture Capital Asset Management, common infrastructure and service delivery, public security and anti-terrorism; meetings, process and planning, TB and cabinet training; Expenditure Policy Analysis and

information (EPAI)-general, committees-general, coaches corner; Expenditure Management Information Systems (EMIS)-general, environmental scan, preliminary analysis, feasibility study, project development, build 1, build 2;-active monitoring coordination centre.

**Program Record Number:** TBS EMS 014

## **Expenditure Analysis Division**

**Description:** The Expenditure 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:** Expenditure Analysis Division (EAD)-general, budgets, capital analysis, data and statistics, employment analysis, estimates, expenditure reviews, expenditure status report (ESR) annual reference level update (ARLU), expenditure trends, federal / provincial, fiscal forecasting; international; lapse analysis, operating analysis, program integrity, programs/business lines, public accounts, reserve analysis, salary analysis, special studies and surveys, transfers/grants and contribution.

**Program Record Number:** TBS EMS 015

## **Expenditure Operations and Estimates Directorate**

**Description:** Preparation of Annual Reference Level Updates; Production of Reports on Plans and Priorities, including related guidelines; main Estimates and Supplementary Estimates, Management of TB Allotments; Improve Reporting to Parliament; 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-general, committees-Government Operations and Estimates committee, Sub-committee on estimates, distribution lists and contracts expenditure management systems group (EMSG)-general, business case, business project improvement (BPI), project plan, proof of concept (POC), software, system functionality, expenditure operations division (EOD)-general, allotments, annual reference level update (ARLU), departmental performance reports (DPR), governor general special warrants, improved reporting to parliament (IRPP), main estimates, parliamentary committees, reports on plans and priorities (RPP), planning, reporting and

accountability structure (PRAS), points or order, reports on plans and priorities (RPP), supplementary estimates, A,B,C,D, E, supply; TB Vote 5, -Treasury Board New Government initiatives, -Treasury Board Government Contingencies, TB Vote 10 –Treasury Board New Government Initiatives, TB Vote 15-Treasury Board Collective bargaining, training, vote wording, year end and operating budget carry forward, parliamentary matters, task force on resources; New expenditure management system (NEMS).

**Program Record Number:** TBS EMS 575

### **Expenditure Strategies Division**

**Description:** The Expenditure Strategies Division is responsible for providing a whole of government view of expenditure management issues through liaison within the Secretariat and across other central agencies, including, playing an internal challenge function on expenditure management issues; timely provision of accurate expenditure framework data to the annual Budget process; credible strategic and consistent advice on reserve management (including Compensation Reserve), with provision of regular and accurate status reports, and a coordinating role for central budget reallocation exercise.

**Topics:** Expenditure strategies division (ESD)-general; Expenditure Management; capital; compensation and classification; employee benefits plan (EBP); Expenditure framework; expenditure management information system (EMIS), program activity architecture (PAA), expenditure management reviews, expenditure reductions, federal budget; cuts and realignment, Pressures Management; Reserves management and reporting, compensation reserve (except compensation), Reprofiting; Revolving funds; statutory program, and quasi-statutory; lapse analysis, price/workload and program integrity, branches and sectors, intergovernmental budget conference (august 2002), year 2000 (Y2K), expenditure/envelope/operating reserve status report. Liaison with Branches and Sectors.

**Program Record Number:** TBS EMS 010

### **Results-Based Management Directorate**

**Description:** The Results-Based Management Directorate 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. Centre of Excellence for Evaluation providing leadership on the evaluation policy, standards and

community development.

**Topics:** General Information on results-based management accountability theory and practices; Horizontal 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); Management Resources and Results Structures (MRRS) and Program Activity Architecture (PAA). President's report MFR (Canada's Performance); Quality of life; Societal indicators; General information on Centre of Excellence for Evaluation; Active monitoring, Business cases; Canadian evaluation society national capital chapter; Committees - Senior Advisory Committee; Communications; Community development, Competency profile for the evaluation professional; Demographic profile; Departmental evaluation plans, Departmental evaluation reports; Evaluation community development advisory committee; Evaluation community meetings, evaluation Policy development, Financial management institute, Good practices guides, Government on line (GOL), Government Operations, Gun control, Internal audit; Internship program; Mid and senior level training and development program; Office of the Auditor General: Portfolio teams; professional development, Program integrity, Public consultations, Resource study, Results for Canadians, Results oriented government, Results-based management and accountability frameworks, Risk management, Societal indicators, Special projects and strategies, Standards for evaluation; Web site; General information on planning, performance and reporting; 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; Government internal audit plan (GIAP); Liaison - other governments, companies, corporations, firms, societies, institutes, organizations; New expenditure management system (NEMS); Parliamentary affairs and committees; Planning programming and budgeting practices in other jurisdictions; Reports on plans and priorities; Reports - Audit evaluation and review; Sectors and projects - parliament and evaluation, sector

operations - evaluation of science and technology; Task force on resources; 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 –international relations; Special studies; Program evaluation and operations; Committees; Community development; Conferences and meetings; Departmental program evaluation operations - frameworks, assessments and studies; Economic and regional development agreements (ERDA) - by provinces; Increased ministerial authority and accountability; Liaison - departments and agencies, other governments, societies, institutes, organizations; Projects - corporate projects, sector operations, specific evaluation studies; Training and development; General material relating to results management strategies; Communication and learning events; Parliamentary engagement; Parliamentary reporting; Policies and tools; Portfolio teams; Research; Horizontal results management; Canada's performance; Committee management; Corporate management; Horizontal management; Parliamentary engagement; Horizontal reporting; Results based management research; Strategic planning. Horizontal Frameworks; Climate Change, Aboriginal Scorecard, Departmental Performance Reports, Reports on Plans and Priorities.

**Program Record Number:** TBS EMS 055

## Government Operations Sector

### 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.

**Topics:** Administration and Financial Management Issues; Annual Reference Level Update (ARLU); Departments Annual reports; Auditor General Report; Departmental Audits; Business plans / Corporate plans; Classification of Accounts/Allotments, Departmental Performance Report (DPR); Departmental Management Assessment (DMA); Evaluations; Financial pressures; Governor General Warrants; Human resources; Departmental issues; Organization; Plans and programs; Planning, Reporting and Accountability Structure (PRAS); Price and workload adjustment; Program integrity; Program Sector Competency Profile Project; Regulatory; Public Service Modernization Act Implementation

(PSMAI), Report on Plans and Priorities (RPP), Small Agencies-database, agenda to strengthen small agencies, ERC institutional governance, heads of agencies, heads of IM/IT, issues, orientation of heads of agencies, personnel advisory group (PAG), small agencies administrator network, small agencies finance action group (SAFAG), risk assessment of small agencies; Supplementary estimates; Training and development. Main estimates; Multi-year operational plans (MYOP)-spring; New expenditure management systems (NEMS); Corporate management; Departmental Projects; Increased ministerial authority and accountability (IMAA); Price and workload adjustment.

**Program Record Number:** TBS GOS 001

### 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-wide issues. The division is central to the development of tools to identify major risks to sound management of public expenditures and to the integrity of existing programs and activities. Working with other areas in TBS, the division implements these tools across government with a view to addressing critical program integrity and management issues. The division is primarily responsible for initiatives related to the expenditure management system, implementation of the Policy on Active Monitoring, implementation of the Policy on Alternative Service Delivery and Policy on Crown Corporations.

**Topics:** Management strategies division-general, Budget coordination - cost recovery; business plan; departmental assessments, departmental management assessments, departmental performance reports (TBS), program integrity-round 1, round 2, report on plans and priorities, Governance alternative service delivery (ASD)-communications, community-general, outside federal communities, options-agencies, contracting out, crown corporations, foundations, other delivery, partnerships, shared governance corporations, policy, practices, resources and events; crown corporation policy (CPP)-accounting/financial issues, administrative policies, auditing issues, central agencies forum, creation of new entities, departmental corporations, exempt corporations, missed and joint enterprises, corporate governance, corporate plan process, corporation issues, environment-general, endangered species, environmental assessment, environmental protection, Financial Administration

Act (FAA)-general, regulations, governance review, guidelines, house of commons standing committees, housing, legal opinions, legislative amendments, official languages, president's annual report to parliament, public policy purpose mandate review, regulatory amendments, taxation, trade-general, agreement on internal trade (AIT), central American four (CA-4), free trade area of the Americas (FTAA), north area of the Americas (), north American free trade agreement (NAFTA), Singapore free trade agreement (FTA), world trade organization (WTO), bylaws, board of directors/corporate governance, briefings, bylaws, transportation; Cost Recovery Division-general, business plans, committees, departments and agencies (including MOU'S and annual management reports), deputy ministers task forces, estimates production, liaison by branch/sector, presentations, user fees.

**Program Record Number:** TBS GOS 005

#### **Materiel 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. 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 management; Alternative fuels; Committees, Common services; Disposal; Executive vehicle; Fleet management; Materiel management; Motor vehicle; Assignment and guidance services; Special Operating Agencies.

**Program Record Number:** TBS GOS 035

#### **Procurement and Project Management Policy Directorate**

**Description:** Development and interpretation of policies and guidelines on procurement acquisition approaches for goods, services and construction.

**Topics:** General Information relating to procurement and project management policy; Committees, councils, conferences, meetings, seminars and symposiums - standing committee on National Defence and Veterans Affairs; 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, British Columbia treaty commission, Yukon First Nations, self-government agreements; -

Construction - dredging, repairs renovations and overhauls; Contract 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; 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), transportation services, Increased Ministerial Authority and Accountability; Indemnification in 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; Bid depositories; Consulting and professional services - architectural and engineering services contracts, central inventory of management consultants, consultants and consulting services contracts, reports, Proactive Disclosure, Green Procurement, USA Patriot Act.

**Program Record Number:** TBS GOS 045

#### **Project Management**

**Description:** Develop, interpret and provide advice on policies for project management and provide policy advice to program sector analysts on submissions for preliminary and effective project approval.

**Topics:** General Information relating to project management; Government interests in the private sector; Major crown projects; Procurement review; Project approval; Selecting preferred procurement strategies; 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; Equipment - Pan African Telecommunications network.

**Program Record Number:** TBS GOS 076

### **Real Property & Materiel Policy Directorate**

**Description:** Information on holdings of federal departments and Crown corporations in Canada and abroad. Information on committees, guidelines, best practices, frameworks, strategies and research related to federal real property management.

**Topics:** General Information relating to real property management; Committees; Custodians; Newsletters circulars and information bulletins; Portfolio management –capital project expenditure freeze; urban/regional overviews; Aboriginal issues-disposal of surplus federal real property in context of aboriginal issues; Best practices; Conferences, meetings, workshops, seminars; Federal contaminated sites assessment initiative; Frameworks and guidelines; Legislation Federal Real Property and Federal Immovable Act; National executive forum on public property (NEFPP); Professional development; Queen's University project course; Shared systems; Studies, surveys, evaluations and monitoring; conferences; Information systems-contaminated sites, information on active monitoring, completeness and accuracy process, computer logs, custodians, geographical information system (GIS), letters and forms, manuals, projects and requests for information –Directory of real property management active monitoring on completeness and accuracy process, computer logs, custodians (departments agencies and crown corporations)-; FIS validation-contracts, custodians, Information systems, meetings, reports and statistics, Office of the Auditor General; real property lexicon, requests for information and web maintenance: TBS forums. Portfolio management - capital projects review - major crown projects, Custody assignment;

Federal land management reviews; Federal land sales program; Inventory planning - Area Screening Canada (ASC) studies; Managed disposals; strategic studies; Management reform - phase I legislation, phase II legislation.

**Program Record Number:** TBS GOS 655

### **Real Property Management Policies and Regulations**

**Description:** Information on central policies, legislation and regulations governing federal real property.

**Topics:** General Information on the policy of real property; Aboriginal issues; Accommodation planning; Accessibility; Administration; Conferences, meetings and symposiums; Contaminated sites management framework; Disposal of surplus federal lands; Environment; Fire protection, investigation and reporting; Heritage; Investment; Long term capital planning; Management framework; Monitoring guide; Open and fair transactions; Policies in administrative policy manual; Regulations and general authorities; Revenue; Smoking in the workplace; Monitoring guide; Studies surveys evaluations and monitoring; Transaction processes; Use of facilities.

**Program Record Number:** TBS GOS 650

### **International Affairs, Security and Justice Sector**

#### **International Affairs, Security and Justice**

**Description:** 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, Access to Information Act, the Privacy Act and the Security Policy. The International Affairs, Security and Justice Sector includes the following divisions: Foreign Affairs & Defence Division, Justice and Solicitor General Division. Also included is the Public Safety and Anti-Terrorism portfolio.

**Topics:** International Affairs, Security and Justice Sector-general, organization, committee, conferences, meetings and seminars, plans and programs; Canada in the world project; International tagging; Administration and Financial Management Issues; Annual Reference Level Update (ARLU); Departments Annual reports; Auditor General Report; Departmental Audits; Business plans/Corporate plans; Classification of Accounts/Allotments, Departmental Performance Report (DPR); Departmental Management Assessment (DMA); Evaluations; Financial



pressures; Governor General Warrants; Human resources; Departmental issues; Organization; Plans and programs; Planning, Reporting and Accountability Structure (PRAS); Price and workload adjustment; Program integrity; Report on Plans and Priorities (RPP), Supplementary estimates; Training and development. Main estimates; Multi-year operational plans (MYOP)-spring; new expenditure accountability (IMAA); Public Security and Anti-Terrorism (PSAT);  
**Program Record Number:** TBS IASJS 001

## **Labour Relations & Compensation Operations (LRCO)**

### **Adjudication**

**Description:** Information on the processing of employee grievances at adjudication.

**Topics:** Adjudication; individual cases – section 92-old system; Reference to the Chief adjudicator under sections 98 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 LRCO 440

### **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; Essential Services Agreements Safety and security designations - section 79.

**Program Record Number:** TBS LRCO 445

### **Collective Bargaining-Negotiations**

**Description:** Information on agreements made in writing entered into under the Public Service Labour 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 –up to 1986, postal operations group, as of 1987; Table negotiations as of 1997, 1999, 2000, 2002, 2003, 2004, 2005; 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 LRCO 480

### **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 LRCO 385

### **Corporate Labour Relations**

**Description:** Information on a broad range of Human Resources and Labour Relations policies and programs; coordination of separate employer (i.e., FAA, Schedule V collective bargaining mandates); coordination of PSMA initiatives and Labour Relations Policies.

**Topics:** Various Human Resources and Labour Relations policies and programs; Collective bargaining mandates for separate employers.

**Program Record Number:** TBS LRCO 100

### **Discipline**

**Description:** Information on the failure of employees to maintain an appropriate standard of conduct and management response to employee misconduct.

**Topics:** General Information relating to discipline, Discharge and suspensions.

**Program Record Number:** TBS LRCO 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; Legal proceedings; Illegal proceedings - prosecution.

**Program Record Number:** TBS LRCO 465

### **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 LRCO 470

### **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; Business/operational planning; Office Management; National Joint Career I Transition Committee Secretariat; Departmental service - Departments and agencies.

**Program Record Number:** TBS LRCO 275

### **Labour Relations & Compensation Operations**

**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; Conferences, meetings, seminars and symposiums; Decentralization and relocation; External liaison; Incentive programs- Innovative management practices - new technologies; Manuals; Personnel management - departmental plans and programs, evaluations; Public sector compensation restraint Task forces; Treasury Board submissions; Work environment design; Human resources management accountability; Human resources council; Planning; Employee performance appraisals; Human resource management policy and system, Multi-Year Human Resource Plan (MYHRP); Information and Informatics Services - Committees and Council, Compensation, Conferences, meetings and symposiums, Informatics, Negotiations, Projects and studies, Public Service 2000; Personnel administration group - committees.

**Program Record Number:** TBS LRCO 165

### **Human Resources Policies - Personnel Management Manual 1982-1990**

**Description:** Information on general policies and requirements in Personnel Management.

**Topics:** Personnel Management Manual (PMM 1982-1990) Employees Services, Superannuation procedures; Isolated Posts Directive.

**Program Record Number:** TBS LRCO 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, Foreign service directive, Human Resources, Insurance and Related Benefits, Isolated Posts Directive, Occupational Safety and Health, Pay Administration, Staff Relation, Training Guide.

**Program Record Number:** TBS LRCO 175

### **Human Rights Complaints**

**Description:** Information relating to Canadian Human Rights Commission Complaints

**Topics:** General material on risk management; Canadian Human Rights Act, commission, tribunal; Human rights complaints, age, colour, conviction for an offence for which pardon has been granted, disability, family status, marital status; national or ethnic origin, race, religion, sex, sexual orientation, multiple grounds, potential; Conferences; Legal risk management; Risk management committee, communications, reports.

**Program Record Number:** TBS LRCO 003

### **Labour Relations**

**Description:** General Information on labour relations.

**Topics:** General information relating to Labour relations; Committees and Councils - User Committee on Employee-Related Personnel Information (UCERPI), National Joint Council - grievances, standing committees; Compensation evaluation and comparison - elements - individually, outside practices, valuation - application, implementation; Complaints; Informatics - Administration and operations, Interpretation; Labour-management relations; Reference of questions of law or jurisdiction; Statistics and surveys; Training and communications; Compensation information - reports; requests - Treasury Board Canada; Consultation and planning - departmental consultation, union consultation.

**Program Record Number:** TBS LRCO 435

### **Labour Relations Systems**

**Description:** Systems, their application and evaluation as they apply to labour relations.

**Topics:** Compensation information - Collective bargaining - 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)

**Program Record Number:** TBS LRCO 065

#### **National Joint Council Secretariat**

**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 LRCO 015

#### **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; Training; Use and occupancy of buildings; Fire protection; Workers compensation; Government employees compensation act.

**Program Record Number:** TBS LRCO 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, 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 LRCO 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 LRCO 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 - by case number, management position; Tribunal (PSAC versus TBS).

**Program Record Number:** TBS LRCO 525

#### **Public Service Labour Relations Act**

**Description:** Information on the Labour Relations Act, amendments, and related General Information.

**Topics:** Public Labour Relations Act; Review - Finkelman Study.

**Program Record Number:** TBS LRCO 490

#### **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; Locally-engaged staff; Military (excluding Indo China Regulations); 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; Integrated relocation program IRP; Shipment of effects; Special applications - National Defence, Royal Canadian Mounted Police; Special situations; 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; Special travel authorities; Parking charges - Departments, agencies and Crown corporations submissions; Grievances; Survey of core area parking; Work force adjustment-alternative service delivery, national joint council.

**Program Record Number:** TBS MPLR 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, Canada Customs Revenue Agency, Other government agencies, Crown Corporations, Canadian Institutes of Health Research, Canadian Nuclear Safety Commission, Canadian Security

Intelligence Service (CSIS), National Energy Board (NEB), Natural Sciences and Engineering Research Council (NSE), Parks Canada Agency, Statistical Survey Operations (SSO).

**Program Record Number:** TBS MPLR 500

### Transition and Work Life Policies

**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; Day Care; Human resources management regime benchmarking; Deployment - appointment to level; Geographic mobility; Employment and staffing-moratorium/staffing freeze; Human resources reform (HR modernization); Increased ministerial authority and accountability (IMAA); Interchange Canada; Leave with income averaging; National Joint Adjustment Steering Committee - departments and agencies and provinces and territories; Oath of allegiance; Pre-retirement transition leave; Self-funded leave; Special Assignment Pay Plan (SAPP); Temporary employment - long term specific period employment, term study; Transfers of government employees from one department to another; Work-life balance.

**Program Record Number:** TBS MPLR 505

### Pensions and Benefits Sector

#### Pensions and benefits

**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, Communications, 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 PBS 380

#### **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 PBS 386

#### **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-administrative arrangements, Canadian Forces/Royal Canadian Mounted Police dependants (CF/RCMP) 55777/55888/55999, collective bargaining-Public Service Alliance of Canada (PSAAC) 55666, employee paid dental plan, National Joint Council (NJC) 55555; Disability insurance-enrolment, participation, eligibility and membership, financial, long-term disability, publications, Royal Canadian Mounted Police; Employee Benefit Survey; High risk travel compensation program; 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; 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; Slain on duty; Unemployment Insurance; Workers' Compensation-Government Employee Compensation Act.

**Program Record Number:** TBS PBS 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 Plan; Participating groups; Administration of the plan, board and rules; Tendering process I-request for proposals (RFP) A956357; Tendering process II-request for proposal (RFP) A0556001.

**Program Record Number:** TBS PBS 520

#### **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 GOS 275

#### **Secretary and Associate Secretary's Office**

**Description:** General Information about strategic direction to the Secretariat.

**Topics:** Secretary and Associate Secretary's office-general; Committees; Conferences, meetings, seminars and symposia; Organization;

Chief Information Office; Comptrollership; Corporate Service; Economic Sector; Expenditure and Management Strategies Sector; Government Operation Sector; Government Travel Modernisation Office; Human Resources Management Office; Legal Services; Office of Public Service Values and Ethics; Official Languages; Policy and Reporting Review Project; Social and Cultural Sector; Strategic Communication and Ministerial Affairs; Expenditure and management review (EMR)-general; (EMR) Biotechnology -general, biotech analysis, department and corporate documents, biotech draft departmental analysis and working sheet-(EMR) Canadian Heritage cultural capital asset management –general data gathering & working document, final report, submission, précis, and associated documents, meetings and interviewed summaries, presentations and supporting documentation, questionnaire responses & analysis, resources and references; EMR Fisheries and Oceans Canada-general, planning documents, departmental & corporate information, terms of reference, background decks & information management accountability framework, final decks, TB submission & précis; EMR Justice-general, cost recovery for legal services, federal prosecution service, grants and contributions, legal risk management, management frameworks, mandate, planning and report, policy and legislation; EMR Public security and anti-terrorism, EMR Public Works and Government Services-general, common service operations and corporate support, compensation, programs and services, organizational structure, management capacity, mandate, real property, receiver general, supply operation, telecommunication and informatics; EMR Statistics Canada-general, terms of reference, final report, executive summary, Treasury Board submission, statistics Canada's program spending, management capacity, service delivery: interrelationships with key clients, census of population, relevance to Canadians, supporting documentation; Expenditure review committee (ERC)-general; ERC Coordination; ERC Departments and agencies reviews-general, capital asset management, public service compensation and comparability, procurement and contracting, corporate and administrative services, professional services, information technology use and management, service delivery infrastructure, federal institutional governance, legal services; ERC Governance; ERC Horizontal policy and programs; ERC Professional and special services-

general, data, analysis options and recommendations-value, analysis options and recommendations-growth.

**Program Record Number:** TBS SEC 002

## Social and Cultural 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, 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 SCS 590

### Social and Cultural

**Description:** Analysis and recommendations provided to the Treasury Board and Treasury Board President regarding expenditure management and reallocation proposals, new policy proposals, new program proposals or program changes, departmental management assessments, 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, parks, heritage, human resources and skills development; social development, veterans and housing.

**Topics:** Briefing books; CCMD meetings; Citizen engagement; Ekos research; Public dialogue project; Quality of life issues; question period (AP) cards; Results measurement and reporting issues; Retreats; Speeches; Annual reference level updates (ARLU) and main estimates; Administration and financial management issues; Business plans; Departmental audits; Departmental Capital and operating budgets; Classification of accounts/allotments; Communications; Corporate plans of crown

corporations; Departmental business plans; departmental performance report (DPR); Committees; Conferences, meetings and seminars; Corporate management group; Evaluation; Grants and contributions; Human resources; Increased ministerial authority and accountability (IMAA); Long term capital plans (LTPC); Multi-year operational plans (MYOP)-spring; New expenditure management system (NEWS); Planning, reporting and accountability structure (PRAS); Management Accountability Framework; Management Resources and Results Structure (MRRS)/Program Activity Architecture (PAA); Projects; Programs, plans and expenditure proposals from departments and agencies; Program Integrity; Report on Plans and Priorities (RPP); Supplementary Estimates.

**Program Record Number:** TBS SCS 001

### **Strategic Communications and Ministerial Affairs**

**Description:** Responsible for Strategic Communications and Ministerial Affairs- including management of the annual TBS planning and priority setting cycle. Responsible for committee secretariats.

**Topics:** Strategic Policy and Communication-organization, communications, committees, conferences and seminars, information services.

**Program Record Number:** TBS SCMA 077

### **Access to Information and Privacy (ATIP) Unit**

**Description:** Information on the administration of the Access to Information and Privacy legislation within the Treasury Board Secretariat.

**Topics:** Access to information requests, consultations, informal requests, departmental complaints, internal consultation, privacy requests, consultations, informal, corrections.

**Program Record Number:** TBS SCMA 005

### **Corporate Communications**

**Description:** Responsible for corporate communication advice and services. Departmental lead for Government On-Line, Manages TBS Web site information and portals. Manages public enquiries, including the departmental telephone line, TTY service, and electronic correspondence sent to the corporate Web site. Provides strategic internal communications support. TBS Publishing authority and Crown copyright coordinator. Manages TBS advertising activities and the departmental fairs and exhibits program.

**Topics:** Corporate communications; Internal communications; Strategic Communications and Ministerial Affairs - Books and publications,

Artwork and negatives, Treasury Board Policies; Internet-general; Web; Government On-Line; Common Look and Feel; Publishing, Publications; Advertising Crown Copyright; Public Enquiries.

**Program Record Number:** TBS SCMA 006

### **Communications Policy and Federal Identity Program (FIP)**

**Description:** Treasury Board policy centre overseeing government-wide implementation of the Federal Identity Program (FIP) and the Communications Policy of the Government of Canada. Advises and supports the President and Secretary of the Treasury Board in their responsibilities for each policy. Provides interpretation and advice to assist departments and agencies in meeting policy requirements. Monitors policy compliance, conducts policy reviews, sets performance indicators for the communications function, and reports on findings. Provides guidance on best practices in government communications and corporate (or visual) identity management. Oversees policy development and recommends policy revisions or enhancements as required for the President, Secretary and Board's consideration.

**Topics:** Corporate Identity and Communications Policy-general, publishing general, publishing copyright, Federal Identity Program (FIP).

**Program Record Number:** TBS SCMA 040

### **Federal Regional Councils Secretariat**

**Description:** Ensures liaison among 13 Regional Councils of Senior Federal Officials, and between them and central agencies and departments in Ottawa.

**Topics:** Regional Councils and external relations general; Biography; Briefing notes and presentations; Briefing notes for TBS representatives: Chairs' meetings; Council annual Report; Council funding; Councils' mandate, role and governance; Directors' meetings; Emergency management; Federal identity program (FIP) and regional councils; Secretariat-Guidelines; HR action fund framework-general, strategic plan; Human resources issues-training, gap analysis, Joint career transition committee; TBS briefing notes for regional councils; Organization; Reference documents; Regional visits : Regulatory affairs; Strengthening government of Canada presence in the regions; Alberta; Pacific; Manitoba; North West Territories; Nova Scotia; New Brunswick; Newfoundland; Nunavut; Ontario;

Prince Edward Island; Quebec; Saskatchewan; Yukon;

**Program Record Number:** TBS SCMA 015

### **International Relations Office**

**Description:** Provides a window on the world of public sector reform and innovation by managing international bilateral agreements, international visits, memberships and networks to support policy priorities; develops and shares knowledge of international public management innovations and best practices; and ensures consistency and coherence to TBS international activities.

**Topics:** Bilateral agreements-general, United Kingdom, France; Directed Research-general, international public services reform, Canadian public management, international perspectives newsletter and presentations; International Institutions-general, Organization of economic, co-operation and development, Commonwealth association for public administration and management membership, International institute of administrative sciences membership; International public management innovations; International relations; Liaison-Other Government Department-general, partnership for international cooperation; Visiting delegations and exchanges-general, conferences.

**Program Record Number:** TBS SCMA 590

### **Media Relations and Public Environment Analysis**

**Description:** Information on media clippings and broadcast synopses, on-going updates and maintenance of TBS Intranet News Centre, transcripts, media analyses and public opinion surveys on a range of issues of direct interest to the TB Portfolio, advice on media relations issues, develops and implements short-term communications and media relations products and activities, media request database.

**Topics:** Media Relations and Public Environment Analysis - general; Chief Information Officer Branch; Office of the Comptroller General; Corporate Services Branch; Economic Sector; Expenditure policy analysis (EPA); Expenditure and Management Strategies Sector; Government Operations Sector; Human Resources Management Office; Infrastructure National Office; International Affairs, Security and Justice Sector; Official Languages Branch; Legal Services Branch; Service and Innovation Sector; Social and Cultural Sector; Media clippings.

**Program Record Number:** TBS SCMA 035

### **Ministerial Correspondence**

**Description:** Manages the Minister and the Secretary and Associate Secretary's correspondence process, administration on departmental procedures and corporate correspondence management systems for ministerial correspondence.

**Topics:** Correspondence Unit - general, correspondence, lists, president's letters, procedures, Secretary's letters. President's and Secretary's scanned letters.

**Program Record Number:** TBS SCMA 025

### **Office of the Assistant Secretary**

**Description:** Is responsible for providing general support and advice on overall TBS policy and strategic planning, and on repositioning the TBS to support the TB in its role as management board, asp part of a plan or vision of the future of the public service and in a manner that is consistent with Results for Canadians.

**Topics:** Office of the Assistant Secretary-General; committees-EXCO, internal audit and evaluation, management and infrastructure committee, policy and oversight teams; planning and organization; special projects; corporate roles and responsibilities; governance; organization.

**Program Record Number:** TBS SCMA 600

### **Parliamentary Affairs**

**Description:** Information on Parliamentary affairs, support to the President in preparing for QP, co-ordination of briefing material by the TB Portfolio for the President and liaison with parliamentary committees.

**Topics:** Parliamentary Affairs - general, administration, briefing notes, house cards.

**Program Record Number:** TBS SCMA 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 - general,



backgrounders, biographies, business planning, communication plan, generic messages, news releases, media analysis, media clippings, media lines, parliamentary committees, presentations, president messages, procedures, questions and answers, speaking notes and speeches.

**Program Record Number:** TBS SCMA 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:** Submission and Cabinet Document Centre.

**Program Record Number:** TBS SCMA 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

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

Hospitality

Human Resources

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

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.

**RDA Number:** 98/005

**Related PR#:** TBS SCMA 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.

**RDA Number:** 98/005

**Related 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 that 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.

**RDA Number:** To be determined

**Related PR#:** TBS LRCO 380

**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.

**RDA Number:** To be determined

**Related PR#:** TBS HRMO 380

**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 Web site 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 deleted.

**RDA Number:** To be determined

**Related PR#:** TBS SPC 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:**

Administrative records are retained for a period of six fiscal years after completion and non-renewal and then destroyed. Records on personal service contracts procurement policy are retained for a period of 10 years and then transferred to National Archives of Canada; excluding those records relating to Departments and Agencies, which are retained for 10 years and then destroyed.

**RDA Number:** 91/009

**Related PR#:** TBS LRCO 390

**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.

**RDA Number:** 98/005

**Related PR#:** TBS SCMA 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 fulfilment 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.

**RDA Number:** 93/031

**Related PR#:** TBS LRCO 380

**TBS Registration:** 002572

**Bank Number:** TBS PPU 025

## Standard Personal Information Banks

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

Executive Correspondence Management Systems  
Hospitality  
Relocation  
Travel

## 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)

## 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  
Ottawa, Ontario K1A 0R5

Tel.: (613) 957-2400

Web Site: [www.tbs-sct.gc.ca](http://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:** Strategic Communications and Ministerial Affairs (SCMA) 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

Strategic Communications and Ministerial Affairs  
Treasury Board of Canada Secretariat  
L'Esplanade Laurier, East Tower  
140 O'Connor Street, 8th Floor  
Ottawa, Ontario K1A 0R5

Tel.: (613) 946-6260

### 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 K1A 0R5

Tel.: (613) 995-5877

# Trois-Rivières Port Authority

## Chapter 154

### 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

#### Legal Affairs and Secretariat

**Description:** The Canada Marine Act established a new environment and a new way of doing business for ports. As Port Authority, the TRPA has the necessary tools to conduct its business affairs in a commercial, efficient and timely manner. The TRPA has much greater autonomy and flexibility to operate according to business principles and to make investment decisions to the port's overall benefit.

**Topics:** Law and regulations, legal affairs, committees.

**Program Record Number:** TRPA AJS 040

#### 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

#### Property

**Description:** Information relating to the administration of the Authority's property, property leases, licences and easements.

**Topics:** Leases, payment in lieu of taxes, insurance, easements.

**Program Record Number:** TRPA PRO 035

#### 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.

Accounts and Accounting

Access to Information and Privacy Requests

Acts and Legislation

Administration and Management Services

Audits

Budgets

Buildings

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

### Particular 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.

**RDA Number:** 98/005

**Related PR#:** TRPA PRN 920

**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.

**RDA Number:** 98/001

**Related PR#:** TRPA PRN 930

**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.

**RDA Number:** 98/001

**Related PR#:** TRPA AJS 040

**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.

**RDA Number:** 99/004

**Related PR#:** TRPA PRN 914

**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.

**RDA Number:** 2002/001

**Related PR#:** TRPA PRO 035

**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.

Please Note: Requests made to the Trois-Rivières Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Trois-Rivières Port Authority.

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 155

### 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.

#### Customer Development and Operations Division

This Division consists of the Business Development, Marine Operations, Shore Operations, Trade Development and Security Departments.

#### Finance Division

This Division consists of the Accounting, Finance, Legal Services (includes Corporate Secretariat), Real Estate and Internal Audit Departments.

#### Infrastructure Development Division

This Division consists of the Container Development, Engineering & Maintenance, Environmental Programs and Port Planning Departments.

#### Human Resources & Corporate Services Division

This Division consists of the Administration, Human Resources and Information Services Departments.

#### Corporate Communications and 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 Programs

**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

### Human Resources

**Description:** Information relating to the area of human resources management, including labour relations, change management, professional development, human resource management and human resource programs.

**Program Record Number:** VPA HUR 060

### 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 Planning

**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

### Real Estate

**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.

Access to Information and Privacy Requests

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

### 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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for one year then destroyed.

**RDA Number:** 98/001

**Related PR#:** VPA HUR 060

**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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for five years then transferred to National Archives.

**RDA Number:** 2002/001

**Related PR#:** VPA LCS 035

**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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for six years after all action completed, then destroyed.

**RDA Number:** 2002/001

**Related PR#:** VPA LCS 035

**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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for five years then transferred to National Archives.

**RDA Number:** 2002/001

**Related PR#:** VPA PRO 045

**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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for five years then transferred to National Archives.

**RDA Number:** 98/001

**Related PR#:** VPA SEC 050

**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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Records are retained for six years after completion then transferred to National Archives.

**RDA Number:** 2002/001

**Related PR#:** VPA LCS 035

**TBS Registration:** 004278

**Bank Number:** VPA PPU 035

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

## 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.

Please Note: Requests made to the Vancouver Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Vancouver Port Authority.

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

Public Affairs  
Vancouver Port Authority  
100 The Pointe  
999 Canada Place  
Vancouver, British Columbia V6C 3T4

Tel.: 604-665-9070  
Fax: 1-866-284-4271  
Web Site: [www.portvancouver.com](http://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:

100 The Pointe, 999 Canada Place Vancouver,  
British Columbia

# Veterans Affairs Canada

## Chapter 156

### 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 2005, the Portfolio had 219,131 unique clients. Just under half (43.0%) of these were War Service Veteran clients, followed by survivors (34.6%), Canadian Forces Veteran clients (19.9%), and RCMP clients (2.5%). The average age of War Service Veteran clients is 83 years, while the average age of Canadian Forces Veteran clients is 54 years, and the average age of RCMP clients is 56.

#### Responsibilities

The Veterans Affairs (VA) Portfolio consists of Veterans Affairs Canada (VAC) and 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.

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, 14 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:
- Children of Deceased Veterans Education Assistance Act
- Civilian War-related Benefits Act (formerly Merchant Navy Veteran and Civilian War-related Benefits Act)
- Department of Veterans Affairs 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
- 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

## 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 2004-2005, activities were delivered by a staff complement of 3,354 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 110 full-time equivalents in 2004-2005, included 14 full-time members in Charlottetown and 14 full-time members located in major cities across Canada. The Board holds review hearings in over 34 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

Veterans Affairs Canada is made up of three branches (Veterans Services Branch, Public Affairs Branch, and the Corporate Services Branch), and five other organizations, two of which (Bureau of Pensions Advocates and Policy Planning and Liaison) report to the Deputy Minister of Veterans Affairs Canada, and three of which (Audit and Evaluation, Office of Early Conflict Resolution, and Federal Healthcare Partnership) report to the Associate Deputy Minister, Veterans Affairs Canada.

### 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.

### 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.

### 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; 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; library

services; employment equity and official languages programs; and co-ordinating locally shared services initiatives.

### **Federal Healthcare Partnership**

The Federal Healthcare Partnership (formerly Health Care Coordination Initiative) 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 Federal Healthcare Partnership Secretariat.

### **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.

### **Policy Planning and Liaison**

This Secretariat 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 Secretariat also ensures that government policy is reflected in legislation and regulations.

Also, the Secretariat 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.

### **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 and cemeteries.

### **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: counselling and assisting in the preparation of disability pension applications; medical exams; adjudication; payment; account maintenance; responding to inquiries; screening; assessment; social counselling; care planning; referral services; and health promotion.

### **Veterans Review and Appeal Board**

The Veterans Review and Appeal Board was created in 1995 by an Act of Parliament. The Board is an independent Board with full and exclusive jurisdiction to hear appeals from the decisions of the Minister of Veterans Affairs. The Board may affirm, vary or reverse the Minister's decisions, or refer decisions back to the Minister for reconsideration. The Board is completely independent from the Department of Veterans Affairs.

The Veterans Review and Appeal Board provides two levels of appeal on disability pension applications and the final level of appeal on

allowance decisions. The Board's objective is to ensure Veterans, Canadian Forces personnel, Royal Canadian Mounted Police members, certain civilians, and/or their respective dependants receive the disability pensions and benefits to which they are entitled.

## Information Holdings

### Program Records

**Veterans Affairs Canada shares program records registered in this section with the Veterans Review and Appeal Board.**

#### **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 counselling, 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 National Operations 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

**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

**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, and 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

**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 - general; program initiatives for disabled persons, aboriginal people, visible minorities, and women; reports; plans; statistics; studies and surveys; and Employment Equity plan.

**Program Record Number:** VAC MVA 420

**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; 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

#### **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) - general; business to business; business to client; communications; funding; infrastructure; legal issues; planning; reporting; security issues; and Treasury Board material.

**Program Record Number:** VAC MVA 625

#### **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; and 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 War 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

#### **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 - general; 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

#### **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); 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;

counsellors and counselling 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; and 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; and 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; and statistics Related Productivity.

**Program Record Number:** VAC MVA 300

#### **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 Entitlement**

**Description:** Correspondence relating to treatment entitlement; pension payments during hospitalization; doctor of choice program; and 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

### **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

### **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 Canada and with Canada 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 and 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

## Standard Program Records

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

Access to Information and Privacy Requests

Accounts and Accounting

Acts and Legislation

Administration

Administrative and Management Services

Audits

Budgets

Buildings

Buildings and Properties

Business Continuity Plans

Classification of Positions

Co-operation and Liaison

Employment and Staffing

Equipment and Supplies

Finance

Furniture and Furnishings

Hospitality

Human Resources

Information Technology Services

Lands

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Physical Security

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Utilities

Vehicles

## Particular Personal Information Banks

### Veterans Affairs Canada

#### 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are retained for a period of six years after the date of death of the last eligible dependant and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006

**Related 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, 1995.

**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 Social Development Canada to determine the Veteran's Old Age Security benefits; and with Canada 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:** The databases are continually maintained and an annual snapshot of the databases is released to Library and Archives Canada at the end of November each year.

**RDA Number:** 91/006

**Related PR#:** VAC MVA 035; VAC MVA 045

**TBS Registration:** 005248

**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 Library and Archives Canada sixty years from the date of final loan payment.

**RDA Number:** 93/013

**Related PR#:** VAC MVA 060; VAC MVA 065; VAC MVA 070

**TBS Registration:** 003464

**Bank Number:** VAC PPU 070

#### Counselling, Rehabilitation, Sheltered Employment, Burial and Trust Fund Benefits, Estates Information

**Description:** This bank contains information on counselling, 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 counselling, 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, and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006

**Related 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 Library and Archives Canada sixty years from the date of final loan payment.

**RDA Number:** 93/013

**Related 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 (Repealed 1990), Children of Deceased Veterans Education Assistance Act and the Pensioners Training Regulations, and 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 fiscal years after the student reaches the age of 30; if benefits extend beyond the age of 30, the files are retained six fiscal years after the last administrative action. After the retention period has expired the records are destroyed in accordance with the approved disposition authority.

**RDA Number:** 83/031

**Related 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 Library and Archives Canada sixty years from the date of final loan payment.

**RDA Number:** 93/013

**Related 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 Veterans' 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 and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006

**Related 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 World Wars I and II and Newfoundland Veterans who served in the Royal Navy, Royal Air Force or the Merchant Marine during World War II or the Korean War.

**Purpose:** The purpose of the bank is to identify those individuals who have applied for and/or received medals or copies of medals.

**Consistent Uses:** None

**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 Library and Archives Canada for inclusion in the Veteran's service record.

**RDA Number:** To be determined.

**Related PR#:** VAC MVA 005

**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 and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006

**Related 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 contact 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 veterans' 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 and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006  
**Related 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 counselling 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. 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 of Pensions Advocates 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 five years after the date of service to the client provided there has been no activity on the file for at least two years and then may be destroyed in accordance with the approved disposition authority.

**RDA Number:** 95/012  
**Related PR#:** VAC MVA 295; VAC MVA 300  
**TBS Registration:** 003482  
**Bank Number:** VAC PPU 090

#### **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:** Records are retained for a period of six years after the date of death of the last eligible dependant, or when the Veteran reaches the age of 90 as long as two years have elapsed since the last administrative action, and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006

**Related 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/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 and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006

**Related 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 and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006

**Related 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are retained for a period of two years after the last administrative action and then may be destroyed in accordance with the approved disposition authority.

**RDA Number:** 98/001

**Related PR#:** VAC PRN 930

**TBS Registration:** 002756

**Bank Number:** VAC PPU 101

#### **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 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 Library and Archives Canada sixty years from the date of final loan payment.

**RDA Number:** 93/013

**Related 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 War, 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.

**Consistent Uses:** None

**Retention and Disposal Standards:** Presently under review.

**RDA Number:** To be determined

**Related PR#:** VAC MVA 130

**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 and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006

**Related 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 World Wars I and II, 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 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 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 and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006

**Related 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 Revenue Agency for taxation purposes.

**Retention and Disposal Standards:** Presently under review.

**RDA Number:** To be determined.

**Related 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 Social Development Canada and Canada 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 and then may be transferred to Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006

**Related 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 and then may be transferred Library and Archives Canada in accordance with the approved disposition authority.

**RDA Number:** 91/006

**Related 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 and then may be transferred to Library and Archives Canada in accordance with the appropriate disposition authority.

**RDA Number:** 91/006

**Related PR#:** VAC VRAB 201; VAC VRAB 202; VAC VRAB 203

**TBS Registration:** 003480

**Bank Number:** VAC PPU 080

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Business Continuity Plans

Disclosure of Wrongdoing

Electronic Network Monitoring Logs

Executive Correspondence Management Systems

Hospitality

Relocation

Security Video Surveillance and Temporary Visitor Access Control Logs and Building Passes

Travel

## 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 and Appeal Board, categories of personal information may be accumulated which are not contained in specific information banks described in this entry.

Such information includes enquiries, 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 directed to the Veterans Affairs Canada toll-free general inquiries number:

1-866-522-2122

Veterans Affairs Canada Website:

[www.vac-acc.gc.ca](http://www.vac-acc.gc.ca)

## **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 157

### General Information

#### Background

Western Economic Diversification Canada (WD) was established in 1987 to help lessen the West's (British Columbia, Alberta, Saskatchewan and Manitoba) economic dependence on natural resources.

A department of Canada, Western Economic Diversification Canada (WD) was established in 1987 under the provision of the Western Economic Diversification Act.

#### Responsibilities

Under the Western Economic Diversification Act, 1988, the department is mandated to “promote the development and diversification of the economy of Western Canada and to advance the interests of Western Canada in national economic policy, program and project development and implementation.”

WD's strategic investments will help to fulfill its vision of aThe department is mandated to “promote the development and diversification of the economy of Western Canada and to advance the interests of Western Canada in national economic policy, program and project development and implementation.”

We support the development and growth of a western Canadian economy that is inclusive, innovative, sustainable and diversified.

stronger West, a stronger Canada.

#### Legislation

- Western Economic Diversification Act, S.C. 1988, c. 17

#### Organization

Since 1987, Western Economic Diversification Canada has worked with, and on behalf of, western Canadians to address a wide range of issues that affect the region's long-term prosperity and the ability of its communities to prosper socially, economically and environmentally.

To ensure WD's efforts remain relevant and effective, modifications have been made to the

department's planned strategic outcomes. The department organizes its programs and services to achieve the following strategic outcomes. Policies and programs that support the development of Western Canada (Policy, Advocacy and Coordination); economically viable communities in Western Canada with a high quality of life (Sustainable Communities); and a competitive and expanded business sector in Western Canada and a strengthened western Canadian innovation system (Entrepreneurship and Innovation).

The department has one business line, Western Economic Diversification. The objective of this business line is:

To more effectively guide, in close cooperation with western stakeholders, federal government policies, regulations and resources so that they become more constructive instruments of western economic growth and diversification.

The department's Head Office/Headquarters is co-located in Edmonton with the Alberta Region office., Alberta, 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 Liaison Office located in Ottawa. Regional satellite offices have also been opened inalso exist in Calgary, Regina , and Victoria and Regina.

The department's Deputy Minister is located in Edmonton, and with Assistant Deputy Ministers are located in each of in Vancouver, Edmonton, Saskatoon, Winnipeg and Ottawa. the regional offices.

Each of the western Assistant Deputy Ministers are responsible for the delivery of programs and services in their region which support the department's strategic outcomes/business line, as well as corporate responsibilities.

As part of the reorganization announced by the Prime Minister in December 2003, the department is led by the Minister of Western Economic Diversification. The department will continue to work closely with Industry Canada and other regional development organizations.

WD's mandate is primarily delivered through grants and contributions (G&Cs) under a variety of programs. Key among these is the Western

Diversification Program (WDP) whose terms and conditions have been used as the basis to renew the Western Economic Partnership Agreements (WEPAs). WEPAs are multi-year, joint federal-provincial initiatives aimed at promoting coordinated economic development in each of the four western provinces. The department's long-term funding base has been stabilized, enabling more effective multi-year planning. WD's mandate allows it to take a flexible and innovative approach to working with a wide network of partners in order to make strategic investments in promoting economic development and diversification in the West.

Since 1995, WD has directed its core resources towards working in collaboration with many partners including all levels of government, universities, financial institutions, the private sector, and the not-for-profit sector. Key partners in the not-for-profit sector include members of the Western Canada Business Service Network (WCBSN), which is comprised of over 100 points of service, including: Community Futures Development Corporations (CFDCs), offices of the Women's Enterprise Initiative (WEIs), Francophone Economic Development Organizations (FEDOs) and Canada Business Service Centres (CBSCs).

In 1995, as a result of Program Review decisions and associated budget reductions, WD moved away from its direct assistance programs. The department redirected its core resources towards establishment of innovative partnership arrangements with the members of the Western Canada Business Services Network (WCBSN), and also with entities including other levels of government, universities, financial institutions, the private sector, and the not for profit sector. These arrangements helped to support the establishment and growth of small- and medium-sized enterprises (SMEs), the growth of knowledge-based industries, and the economic inclusion of traditionally economically disadvantaged groups such as women, youth, Aboriginal people, francophone entrepreneurs, and new Canadians.

The department actively engages westerners in consultations to identify needs and priorities, and to develop the kinds of partnerships required to respond to horizontal and complex issues that cannot be managed unilaterally. This collaborative approach, along with a targeted research agenda, is an integral part of WD's efforts to ensure that western Canadian views are effectively represented at the national level.

WD also delivers a range of federal programming in the West on behalf of the Government of Canada, such as the Infrastructure Canada Program.

## Information Holdings

### Program Records

#### Agricultural Processing and Marketing (APMA) Program Projects

**Description:** This bank contains project applications for funding assistance under the above mentioned programs. Each file consists of the applicant's profile and supporting documentation; the project's description, costs, financing, financial statements, business plan, an analysis of these projects and WD's project recommendation and the contract.

**Topics:** Records on commercial or non-commercial businesses, non-profit organizations and other institutions or organizations.

**Access:** By program name

**Format:** Paper

**Program Record Number:** WED PRO 005

#### Community Futures Development Corporations (CFDCs):

**Description:** Supports community economic development in rural areas by assisting communities to develop and diversify. WD contributions support the operating costs of CFDCs in the four western provinces and provide capital for an investment fund.

**Topics:** This bank contains the contract with the CFDCs and the annual reports of these organizations.

**Access:** By province, by CFDC

**Format:** Paper

**Program Record Number:** WED PRO 010

#### 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.

**Format:** Paper

**Program Record Number:** WED COM 015

#### Consulting and Professional Services Contracts

**Description:** Subjects relating to the contract proposal, contracts awarded, types of services

rendered, length of contracts, money expended.

**Topics:** Information concerning the vendor and the contract value.

**Access:** By project

**Format:** Paper

**Program Record Number:** WED ADM 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.

**Topics:** Agreements for economic and regional development.

**Access:** By program name

**Format:** Paper

**Program Record Number:** WED PRO 025

### **Innovation & Community Investment Program (ICIP):**

**Description:** Projects carried out under ICIP are focused on specific issues and opportunities grouped around three major themes: Community Innovation Strategy, Innovative Technologies, and Skills Development.

**Topics:** Innovations and Community Investment Program in B.C., Alberta, Saskatchewan and Manitoba.

**Access:** By file number.

**Format:** Paper and electronic

**Program Record Number:** WED PRO 030

### **Internal Audit and Programs and Procedures Examination**

**Description:** Subjects related to an independent examination to get an appreciation of risk management practices for decision-making, control and practices of management in relation to the contribution programs and the business procedures of WD.

**Topics:** Internal audit report or examination report on assistance programs to regional development and business procedures of WD.

**Access:** By subject.

**Format:** Paper

**Program Record Number:** WED PRO 035

### **Program Evaluation**

**Description:** Subjects relating to evaluation of the effectiveness, efficiency and merit of federal regional development programs administered by WD.

**Topics:** Evaluation report on WD assistance programs, surveys and statistics.

**Access:** By subject

**Format:** Paper

**Program Record Number:** WED PRO 040

### **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).

**Topics:** The bank also contains information on the requests for financial information.

**Access:** By subject.

**Format:** Paper

**Program Record Number:** WED PRO 045

### **Red River Flood Protection Program**

**Description:** This bank reflects the on-going water control and dyke-building efforts associated with the Manitoba flood.

**Topics:** Red River Valley, Disaster Financial Assistance Arrangements, Red River Flood.

**Access:** By program name

**Program Record Number:** WED PRO 050

### **Service Delivery Network Program**

**Description:** Supports the partners of the Western Canada Business Service Network, which increases access to services in Western Canada through service delivery arrangements with community-based organizations that provide business information services and access to capital to SMEs.

**Topics:** This bank contains information on the Canada Business Service Centres (CBCSCs), offices of the Women's Enterprise Initiative (WEI), Francophone Economic Development Organizations (FEDOS), and Community Futures Development Corporations (CFDCs).

**Access:** By file number

**Program Record Number:** WED PRO 055

### **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.

**Topics:** The purpose of this bank is to retain a

record of requests for inquiries about funding assistance under the Small Business Incentives (SBISA) Program.

**Access:** By subject.

**Format:** Paper

**Program Record Number:** WED PRO 060

### **Strategic Initiatives Program**

**Description:** This program involves developing and implementing strategies and action plans fostering the creation of socio-economic environment of Western Canada.

**Topics:** This file contains the applicant's request. Each request contains the applicant's profile and documentation; the project's description, costs, financing, an analysis of these projects and WD's recommendation. The program is aimed at commercial and non-commercial businesses, non-profit organizations, other institutions or organizations.

**Access:** Subject

**Format:** Paper

**Program Record Number:** WED PRO 065

### **Sustainable Development Strategy**

**Description:** Supports social, environmental and economic factors when addressing community needs and ensures a process to implement activities promoting sustainability.

**Topics:** Sustainable development, action plans, sustainable communities, innovation, entrepreneurship and corporate priorities.

**Access:** By subject

**Format:** Paper

**Program Record Number:** WED POL 070

### **Urban Aboriginal Strategy**

**Description:** Designed to improve policy development and program coordination with the intent to assist Aboriginal peoples in the West to participate in the development and diversification of the region's economy.

**Topics:** Aboriginal business, economic development, Aboriginal issues, Saskatchewan Northern Development Agreement, Vancouver Agreement, Winnipeg Development Agreement.

**Access:** By program name

**Format:** Paper

**Program Record Number:** WED POL 075

### **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:** Policy, transition planning, values and ethics statement, business plan, committees and

procurement initiatives.

**Access:** By subject

**Format:** Paper

**Program Record Number:** WED REG 080

### **Western Economic Diversification - Projects**

**Description:** Subjects relating to the overall administration and activities relative to projects initiated by the department; 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.

**Format:** Paper

**Program Record Number:** WED REG 085

### **Western Economic Diversification Loan Fund Program**

**Description:** Leveraged loan funds in partnership with various financial institutions. WD contributes funds to a "loan loss reserve", which is intended to partly offset higher risks associated with eligible loans. This allows financial institutions to supply loan capital to clients to whom it would not otherwise make loans.

**Topics:** Micro loans fund, investment fund

**Access:** By file number

**Program Record Number:** WED REG 090

### **Western Diversification Program (WDP)**

**Description:** Supports activities that develop and diversify the western Canadian economy and activities where economic benefits and job creation occur primarily within Western Canada. Funding is focused on activities that support innovation, promote a competitive and expanded business sector in Western Canada, and develop sustainable communities that improve the competitiveness and quality of life in the West.

**Topics:** This bank contains information on the Western Economic Partnership Agreements (WEPAs), International Trade Personnel Program (ITPP), First Jobs In Science and Technology Program (FJST), Conference Support Program (CSP), the Canada Foundation for Innovation Support Program, Urban Development Agreements, and the Alberta and Saskatchewan centenary programs..

**Access:** Files by province, project and subject.

**Format:** Paper

**Program Record Number:** WED PRO 095

### **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).

**Topics:** Subjects involve cross-sectoral policies, including requests for information, investigation and analysis; project monitoring; financial statement review; and evaluation.

**Access:** By program name

**Format:** Paper

**Program Record Number:** WED PRO 100

### **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.

**Topics:** 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.

**Access:** By subject

**Format:** Paper

**Program Record Number:** WED PRO 105

### **Sectoral Analysis and Planning**

**Sectoral Analysis and Planning - Agriculture**

**Sectoral Analysis and Planning - Energy**

**Sectoral Analysis and Planning - Forestry**

**Sectoral Analysis and Planning - General**

**Sectoral Analysis and Planning - Manufacturing**

**Sectoral Analysis and Planning - Mining**

**Sectoral Analysis and Planning - Services**

**Sectoral Analysis and Planning - Taxation and Fiscal Policy**

**Sectoral Analysis and Planning - Technology**

**Sectoral Analysis and Planning - Tourism**

**Sectoral Analysis and Planning - Trade**

**Sectoral Analysis and Planning - Transportation**

**Description:** These banks contain information relating to the sectoral activities illustrate generally the activities and projects that may be considered under the WDP.

**Topics:** Agriculture, energy, forestry, mining and minerals, fishery, services, tourism, technology-based.

**Access:** By file number under each program

**Format:** Paper

**Program Record Number:** WED OPE 110

### **Standard Program Records**

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

Access to Information and Privacy Requests

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

Hospitality

Human Resources

Occupational Health, Safety and Welfare

Office Appliances

Official Languages

Pensions and Insurance

Personnel

Proactive Disclosure

Procurement

Relocation

Salaries and Wages

Staff Relations

Training and Development

Travel

Vehicles

## Particular Personal Information Banks

### 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are retained for six years, after which they are destroyed.

**RDA Number:** 99/032

**Related PR#:** WED ADM 001

**TBS Registration:** 002458

**Bank Number:** WED ADM 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.

**Consistent Uses:** None.

**Retention and Disposal Standards:** Records are retained for two years, after which they are destroyed.

**RDA Number:** 99/006

**Related PR#:** WED ADM 002

**TBS Registration:** 002461

**Bank Number:** WED PRO 045

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Hospitality

Relocation

Travel

## 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 Office

Canada Place  
9700 Jasper Avenue N.W., Suite 1500  
Edmonton, Alberta T5J 4H7

Tel.: (780) 495-4164  
1-888-338 WEST (9378)

### Ottawa Liaison Office

Gillin Building  
141 Laurier Avenue West, Suite 500  
Ottawa, Ontario K1P 5J3

Tel.: (613) 952-2768

### British Columbia Region

300 Seymour Street, Suite #700  
Vancouver, British Columbia V6B 5G9

Tel.: (604) 666-6256

### Alberta Region

Canada Place  
9700 Jasper Avenue N.W., Suite 1500  
Edmonton, Alberta T5J 4H7

Tel.: (780) 495-4164

### Saskatchewan Region

119 4th Avenue South, Suite 601  
P.O. Box 2025  
Saskatoon, Saskatchewan S7K 3S7

Tel.: (306) 975-4373

### Manitoba Region

The Cargill Building  
240 Graham Avenue, Suite 712  
P.O. Box 777  
Winnipeg, Manitoba R3C 2L4

Tel.: (204) 983-4472

## Reading Room

The Library of the department has been designated under the Access to Information Act as a public reading room.

The address is:

9700 Jasper Avenue N.W., Suite 1500  
Edmonton, Alberta T5J 4H7

Note that reading rooms are available in each regional office.



# Windsor Port Authority

## Chapter 158

### General Information

#### Background

The Windsor 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 Windsor on July 1, 1999. 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.

#### Responsibilities

The mission of the Windsor Port Authority is to manage, develop and promote the Port of Windsor for the benefit of its stakeholders and to ensure the general security of the port while remaining sensitive to the need for a high degree of safety and environmental responsibility.

#### Legislation

- Canada Marine Act, R.S.C. 1998, chapter C-10
- Port Authorities Management Regulations
- Port Authorities Operations Regulations
- Windsor Port Authority Letters Patent

#### Organization

##### Board of Directors

The Windsor Port Authority is managed by a seven member board of directors. The federal, provincial, and municipal government each appoint one member. The other four members are appointed by the Minister of Transport in consultation with the Windsor Port Users' Nominating Committee. The Board elects a Chairman and Vice Chairman from among its members.

##### General Management

As the administrative head of the Authority, the President and Chief Executive Officer discharges the duties conferred on him by the Canada Marine Act, the Regulations, the Letters Patent and the by-laws as well as the Access to Information and Privacy Acts.

#### Operations

The Operations Department is responsible for technical and environmental services, maintenance, harbour master's office and security services.

#### Finance

The Finance Department looks after general accounting, finance, computer services, human resources, purchasing and supplies.

### Information Holdings

#### Program Records

##### Approvals

**Description:** Information relating to permitting for commercial and residential construction within the Port of Windsor, aquatic events

**Topics:** Aquatic events, breakwalls, docks, waterfront construction

**Program Record Number:** WPA APP 900

##### Cargo Handling

**Description:** Information relating to arrival and departure of ships, inward/outward reports, fees such as cargo dues, harbour dues, wharfage etc., and statistics relating to commodities and ships.

**Topics:** Berthage, cargo dues, commodities, harbour dues, rates, statistics, wharfage

**Program Record Number:** WPA CAR 100

##### Communications & Marketing

**Description:** Information relating to media relations, press releases, marketing studies, advertising, promotional events and public relations.

**Topics:** Advertising, inquiries, media, research

**Program Record Number:** WPA COM 200

##### Engineering

**Description:** Information relating to buildings, equipment, vehicles, maintenance of facilities and structures, project designs and reference plans.

**Topics:** Buildings, equipment, plans

**Program Record Number:** WPA ENG 300

##### Environmental Services

**Description:** Information relating to environmental assessments, issues, public inquiries and projects

**Topics:** Environmental assessments, decisions

**Program Record Number:** WPA ENV 400

### Insurance Records

**Description:** Information relating to insurance policies – liability, property, disability, vehicles, travel and directors & officers

**Topics:** Insurance

**Program Record Number:** WPA INS 800

### Legal and Corporate Secretarial

**Description:** Information relating to acts and regulations, corporate by-laws, litigation, Board of Director and Committee minutes, Board members, Orders in Council appointing Board members, Port User Nominating Committee

**Topics:** Board of Directors, Nominating Committee, minutes, acts, regulations

**Program Record Number:** WPA COR 500

### Marina Operations

**Description:** Information relating to Riverside and Mill Cove Marinas.

**Topics:** Marinas, boat wells, gasoline sales

**Program Record Number:** WPA MAR 950

### Properties

**Description:** Information relating to the administration of Authority properties, property leases, licences of occupation, title searches, easements, appraisals, land use plan

**Topics:** Leases, licences, property, appraisals

**Program Record Number:** WPA PRO 600

### Security

**Description:** Information relating to security systems, risk assessments, port and facility security assessments and plans, patrol checks, IMO guidelines

**Topics:** Security plans, assessments

**Program Record Number:** WPA SEC 700

## Standard Program Records

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

Access to Information & Privacy Requests

Accounts and Accounting

Administration

Administration and Management Services

Audits

Budgets

Employment and Staffing

Equipment and Supplies

Finance

Human Resources

Information Technology Services

Lands

Office Appliances

Pensions and Insurance

Personnel

Physical Security

Salaries and Wages

Travel

Utilities

Vehicles

## Standard Personal Information Banks

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

Access to Information and Privacy Requests

Executive Correspondence Management Systems

Travel

## 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 period for these classes of personal information are controlled by the records disposal schedules of the general subject files in which they are stored.

## Manuals

- Emergency Plan Manual
- Office Procedures Manual
- Policy and Guidelines 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.

Please Note: Requests made to the Windsor Port Authority under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Windsor Port Authority.

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

David Cree

Windsor Port Authority  
251 Goyeau Street, Suite 502  
Windsor, Ontario N9A 6V2

Tel: (519) 258-5741

Fax: (519) 258-5905

E-mail: [wpa@portwindsor.com](mailto:wpa@portwindsor.com)

Web Site: [www.portwindsor.com](http://www.portwindsor.com)

## **Reading Room**

Under the Access to Information Act, the Windsor Port Authority has designated an area on the premises as the public reading room. The address is:

Windsor Port Authority  
251 Goyeau Street, Suite 502  
Windsor, Ontario N9A 6V2

# Yukon Environmental Socio-Economic Assessment Board

## Chapter 159

**The annual update for this institution was not received for inclusion in the 2005-2006 version of this Info Source publication.**

# Yukon Surface Rights Board

## Chapter 160

### General Information

#### Background

The Yukon Surface Rights Board Act c.43 (the “Act”) came into force on February 14, 1995. The Act called for the establishment of a quasi-judicial tribunal, the Yukon Surface Rights Board (the “Board”). The Board resolves disputes regarding surface rights issues falling within its jurisdiction.

The Act was drafted to reflect the principles established in Chapter 8 of the Umbrella Final Agreement (the “UFA”), the framework comprehensive land claim agreement made between the Government of Canada, the Council for Yukon Indians (now the Council of Yukon First Nations – “CYFN”) and the Government of the Yukon. The Act and the Board’s Rules of Procedure guide the functions of the Board.

#### Responsibilities

The Board’s jurisdiction is derived from several federal and territorial (Yukon) statutes. The prime authority for the Board’s jurisdiction is the Yukon Surface Rights Board Act (Canada). Pursuant to the Act and as its primary mandate, the Board may hear and render decisions on access disputes between surface and subsurface rights holders in the Yukon. The Board may also hear matters relating to disputes concerning specified substances (e.g. earth, clay, shale, gypsum, gravel, and marl), quarries, and the expropriation of Settlement Land. In addition, matters relating to security and compensation for activities occurring on quartz and placer claims may be heard by the Board, as provided for in the Quartz Mining Act (Yukon) and the Placer Mining Act (Yukon).

#### Legislation

- Yukon Surface Rights Board Act (Canada)
- Placer Mining Act (Yukon)
- Quartz Mining Act (Yukon)
- Expropriation Act (Canada)
- Radiocommunication Act (Canada)

- Yukon First Nations Land Claim Settlement Act (Canada)
- Yukon First Nations Self-Government Act (Canada)

#### Organization

The Act provides for a Chairperson and up to 10 members to be appointed to sit on the Board by the Minister of Indian and Northern Affairs Canada. Half of the members are nominated by CYFN and the other half by the federal Government of Canada. The federal government nominations are made in consultation with the Government of the Yukon. The Chairperson is nominated by the members of the Board. Since the Act came into force, the Board has been comprised of a maximum of 4 members and a Chairperson.

### Information Holdings

#### Program Records

##### Dispute Application File

**Description:** Application forms describing the issue(s) in the dispute(s) and any subsequent Board orders, decisions, and reasons for decisions.

**Topics:** surface rights, access rights to the land  
**Program Record Number:** YSR DAF 2005

#### Standard Program Records

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

Access to Information and Privacy Requests

Account and Accounting

Budget

Employment and Staffing

Finance

Information Technology Services

Procurement

Salaries and Wages

Training and Development

Travel

## **Standard Personal Information Banks**

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

Access to Information and Privacy Requests

Travel

## **Manuals**

- Application and companion Guide
- By-laws
- Information Package
- Rules of Procedure

## **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.

Please Note: Requests made to the Yukon Surface Rights Board under the Access to Information Act must be accompanied by an application fee of \$5.00, made payable to the Yukon Surface Rights Board.

Requests for further information about the Board's programs and functions may be directed to:

Executive Director

Yukon Surface Rights Board

Box 31202

Whitehorse, Yukon Y1A 5P7

Tel.: (867) 667-7695

Fax: (867) 668-5892

Email: [info@yukonsurfacerrights.com](mailto:info@yukonsurfacerrights.com)

Web: [www.yukonsurfacerrights.com](http://www.yukonsurfacerrights.com)

## **Reading Room**

The Board hosts an area within the Board's office space as a reading room. The Board's physical address is:

100 Main Street, Suite 206

Whitehorse, Yukon

