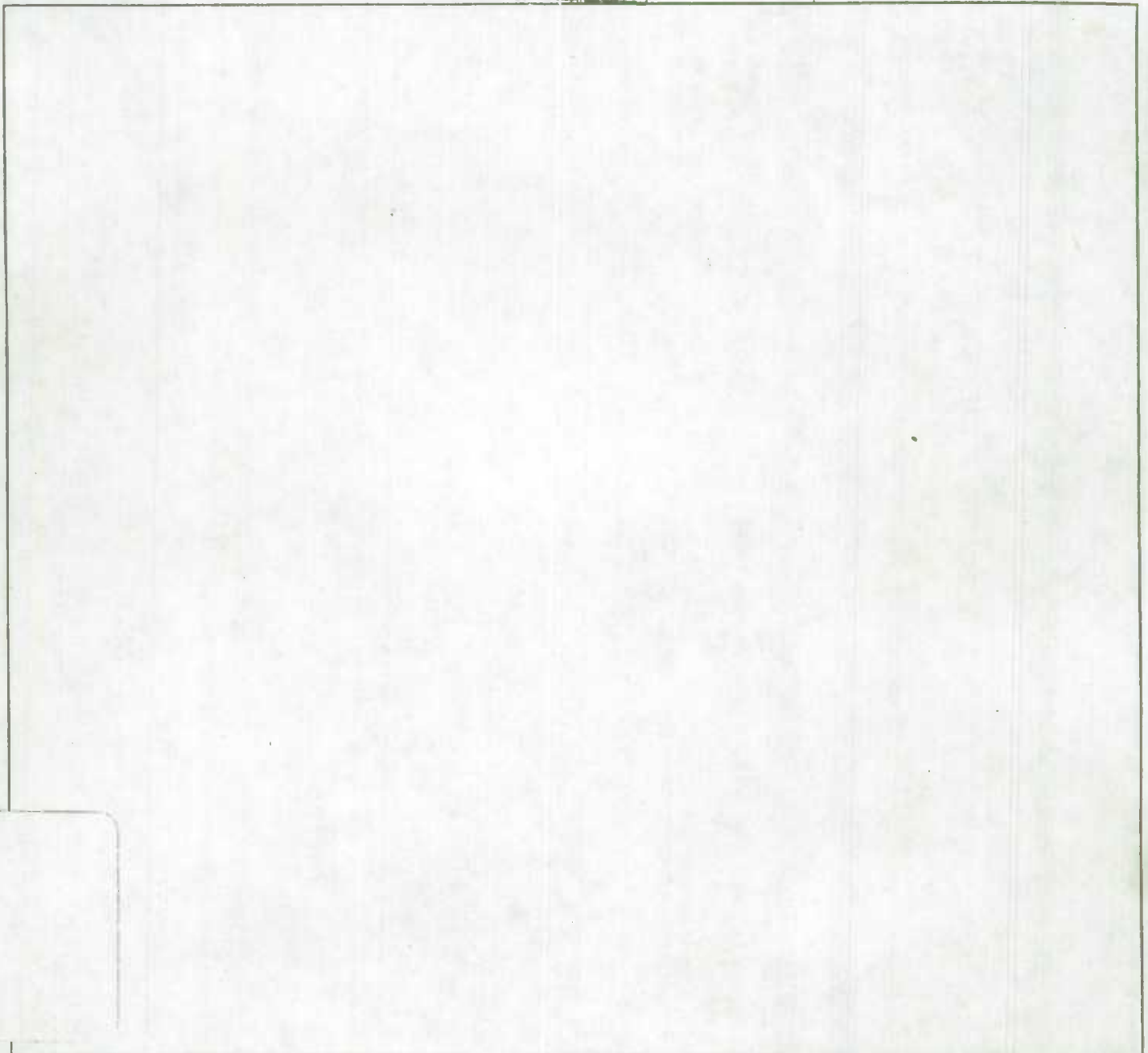


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# DESCRIPTION OF STATISTICS CANADA'S ORGANIZATION, SERVICES AND INFORMATION HOLDINGS

1996



Statistics Statistique  
Canada Canada

Canada



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# Statistics Canada

## GENERAL INFORMATION

### Background

Statistics Canada collects and provides statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes. This is done under the authority of the Statistics Act which prohibits the disclosure of identifiable information to anyone but the individual person, business or organization concerned.

The statistical information banks maintained by Statistics Canada contain some personal information that has been obtained from a variety of sources. Information is collected directly from the individual through the censuses of population and agriculture, from sample surveys such as surveys on income and expenditure, labour force surveys and special surveys. It is also collected through certain formal agreements the agency has entered into with large social institutions and various levels of Canadian governments. These arrangements give Statistics Canada access to administrative records for the purpose of extracting data on the client populations of the institutions of Health, Education and Justice and on the activities of the population as it comes in contact with the state (e.g., the registration of births, deaths and marriages).

One of the most important of these agreements is one Statistics Canada has with Revenue Canada (Taxation) to access taxation returns for statistical purposes, thus allowing the use of an administrative file of the federal government containing a wealth of information on the socio-economic fabric of the Canadian population. The accessing of taxation records has allowed Statistics Canada to exempt many respondents, particularly small businesses, from the filing of regular questionnaires.

Information banks maintained by Statistics Canada are largely automated. Since records in these banks are meant to be used for statistical purposes and not for administrative purposes, they are rarely classified by name. In fact, few data banks contain names. Some banks are organized by a unique identifier, be it a number assigned by Statistics Canada, a number assigned by the administrative source, such as a registration number, or the social insurance number. Records in other banks are classified geographically, or by the name of the company. It should be noted that many of the statistical data banks contain only a sample of the population. To locate a statistical record, Statistics Canada will require, in most cases, not only an identifier, but additional information such as the time period in which an individual has responded to a survey, or his/her street address, or his/her industry sector.

### Responsibilities

The mandate and program objectives of Statistics Canada are: to collect and publish in impersonal formats statistical information on the characteristics and behaviour of Canadian households, businesses, institutions and governments for research, policy development, program administration, decision-making and general informational purposes; to collaborate with other participants in the broader national statistical system in extending the system's scope, usefulness and use; and to provide leadership, professional expertise and coordination in such efforts.

### Legislation

- Corporations and Labour Unions Returns Act (CALURA), 1962, c. 26
- 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 departments 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.

### *Departmental Operations*

Description: Records relating to the overall functions of the Department.

## Business and Trade Statistics Field

This field produces a wide range of monthly, quarterly and annual statistics on manufacturing, primary industries, transportation, communications, computing, construction, agriculture, merchandising services, external trade, prices, business finance, science and technology, small business, public finance, Corporations and Labour Unions Returns Act (CALURA), regional industrial structure and related areas. It is headed by an Assistant Chief Statistician with responsibility for the Industry, Trade and Prices Statistics and the Resources, Technology and Services Statistics branches and Large Enterprise Statistics.

### *Business and Trade Statistics Field Operations*

Description: General operations relating to the overall functions of the Field.

### Industry, Trade and Prices 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: Industry, Transportation, International Trade and Prices.

**Industry Division:** Conducts monthly surveys on manufacturing, forestry, retail, wholesale and energy to produce a range of current indicators such as shipments or sales, inventories, and orders. Also, conducts the annual surveys covering manufacturing, forestry, retail, wholesale, mineral fuels, pipelines and utility industries to produce a range of cost structure, material input, commodity output and employment data.

### *Construction Industry*

Description: Records related to the construction industry, including revenues, inventories, principal direct and overhead costs and other operating data by type of contractor. Topics: Type of construction; total value of construction; repair work; labour costs; construction contracting industries - mechanical, electrical, highway, road, street, bridge, general non-residential, general residential, heavy engineering and special trades. Note: The last year of data for the construction sector is 1989; the program has been cancelled.



## **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; financial and operating statistics in respect of energy industries and pipelines.

## **Logging (Survey of Forestry)**

**Description:** Records related to shipments of roundwood. **Topics:** Saw logs; veneer logs; pulpwood; poles and pilings (untreated); fuelwood; Christmas trees; miscellaneous roundwood.

## **Manufacturing**

**Description:** Records related to various surveys for the manufacturing sector. Depending on the survey, data covered are: shipments, inventories and orders; qualitative assessments of business conditions and employment; operating statistics; materials and supplies used; products shipped. **Topics:** The following industries are covered: food, beverage, tobacco; rubber products, plastic products, leather; primary textile, textile products, clothing, wood, furniture and fixture, paper and allied products, printing and publishing, primary metal, fabricated metal products, transportation equipment, machinery, electrical and electronic products, non-metallic mineral products, refined petroleum and coal products, chemical products, other manufacturing industries.

## **Retail Trade**

**Description:** Records related to sales, inventories and operating data for retail businesses, and the number and value of new motor vehicles sold in Canada. Data available on a provincial basis. **Topics:** Supermarkets and grocery stores; other food stores; drugs and patent medicine stores; shoe stores; men's clothing stores; women's clothing stores; other clothing stores; household furniture and appliance stores; household furnishings stores; motor vehicle dealers; gasoline service stations; automobile parts, accessories and services; general merchandise stores; chain and department stores; direct sellers; vending machine operators.

## **Waste Management**

**Description:** Records related to the economic characteristics of waste management in Canada. **Topics:** Principal statistics; details on wastes managed for haulage (type and quantity), for disposal (method by type and quantity of recycled materials); waste imports and exports.

## **Wholesale Trade**

**Description:** Records related to businesses acting as intermediaries in the field of distribution of: farm products; petroleum products; food, beverages, drugs and tobacco products; apparel and dry goods; household goods; motor vehicles, parts and accessories; metals, hardware, plumbing, heating and building materials; machinery, equipment and supplies; and miscellaneous wholesale industries. **Topics:** Principal statistics of wholesale merchants; volume of trade; net sales and receipts; purchases; inventories; salaries and wages; gross commissions; province, territory and country origin and destination of shipments for 100 commodity groupings.

**International Trade Division:** Responsible for the compilation, analysis and dissemination of Canada's merchandise export and import statistics and related price and volume indices.

## **Exports and Imports**

**Description:** Records related to exports and imports. **Topics:** Exports and imports according to the Harmonized System on a custom basis by quantity and value; by commodity; by country. Exports by province of origin. Imports by province of clearance. Import and export price and volume indexes. Seasonally adjusted import and export data on a balance of payments basis. **Storage Medium:** Tape, publication, microfiche, diskette, printouts and CD ROM. Some data on CANSIM.





## **TIERS**

**Description:** A data and software package combining international merchandise trade statistics and Harmonized System descriptions at all levels (HS-2 to HS-10). **Topics:** Data are available on over 15,000 import and 6,000 export commodities at the most detailed level for approximately 200 countries. The data commence with January 1988. **Storage Medium:** Storage medium is optical disk cartridge (1 Gigabyte) and CD-ROM.

## **World Trade Database**

**Description:** A matrix of international trade flows (exports and imports of goods) created from data reported by member countries to the United Nations Statistical Office and broken down by partner country and commodity/industry. The data are annual from 1970. **Topics:** Commodities according to SITC Revision 2; values only. **Storage Medium:** Available by special request on a cost recoverable basis, on tape and diskette. Data from 1980 to 1993 and software package are available on CD-ROM.

**Prices Division:** Provides information on retail (consumer) prices, living costs, 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.

## **Industrial Prices**

**Description:** Records related to the measurements of price movements in the production and distribution 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; 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; thermal coal price index. **Storage Medium:** Some material held on microfilm.

## **Retail Prices and Living Costs**

**Description:** Records related to the measurement of consumer price changes and place-to-place price differences, including concepts and procedures. **Topics:** Consumer price indexes; average retail prices for selected commodities; inter-city price comparisons for selected commodity groups; foreign service post indexes and Canadian isolated post indexes; index methodology and concepts. **Storage Medium:** Some material held on microfiche.

**Transportation Division:** Collects, publishes and makes available statistics on air, rail, road and water transportation industries and on related traffic and infrastructures.

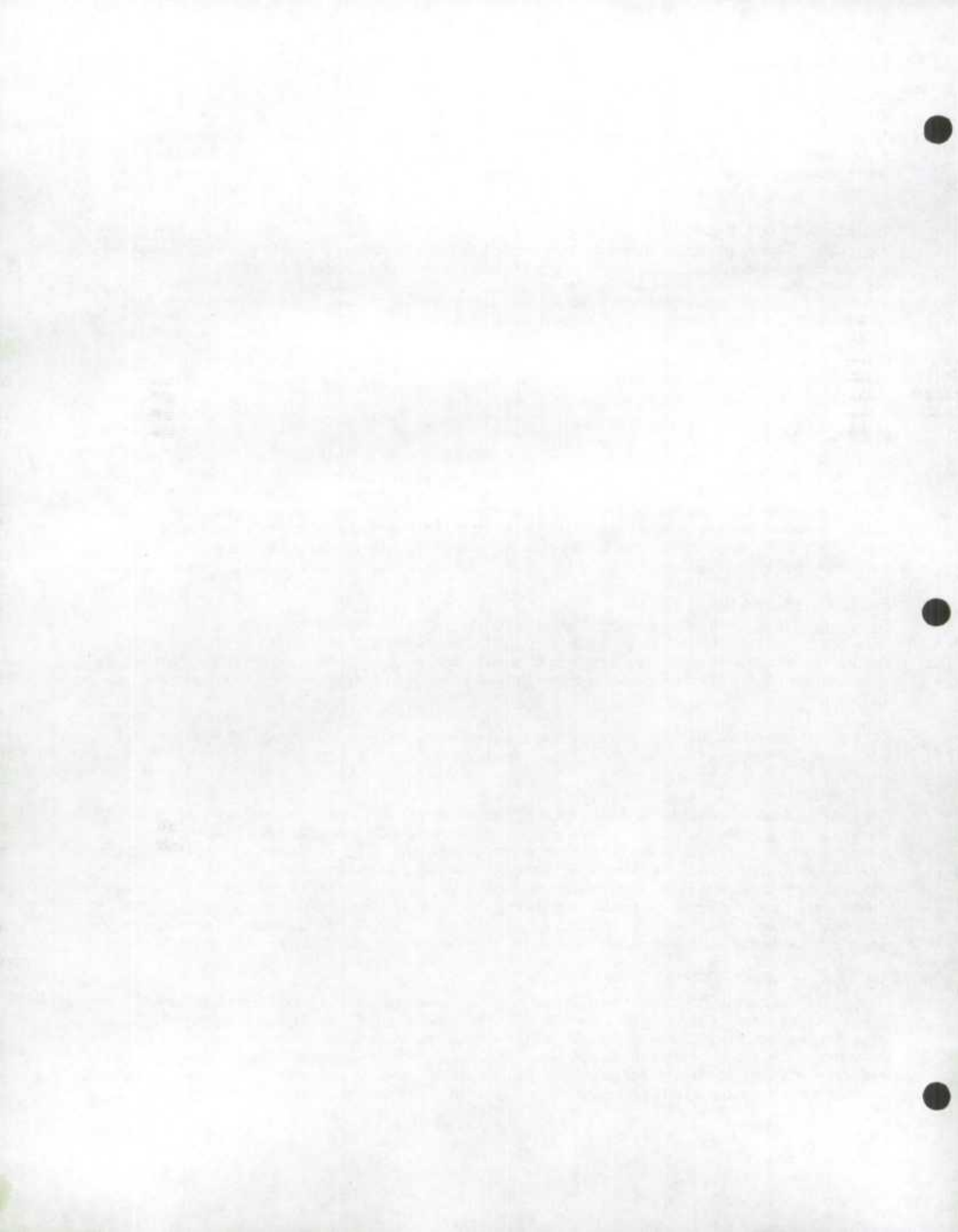
## **Air Transport**

**Description:** Records related to the movement of aircraft passengers and cargo by air and to the activities of air carriers operating in Canada. These data are produced by the Aviation Statistics Centre, a Statistics Canada satellite co-located with the National Transportation Agency of Canada. **Topics:** Air carrier financial and operating statistics; air traffic at Canadian airports; volume of cargo; origin and destination of scheduled air passengers travelling within Canada, between Canada and the United States and internationally; international and domestic air charter statistics; airport activity and traffic flow; fare type statistics; aircraft utilization. **Storage Medium:** Material available in machine readable format, and also some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.

## **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; receipts from and deliveries to U.S. rail connections; commodity movement between provinces and to and from U.S. regions. **Storage Medium:** Material available in machine readable format and also some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.





## ***Road Transport***

**Description:** Records relating to road transport in Canada. In addition to programs surveying carriers, certain programs rely on aggregation of provincial and territorial administrative records. **Topics:** Financial and operating statistics on motor carriers of freight and of passengers, and on urban transit systems; domestic and international commodity origin-destination statistics of the Canadian domiciled for-hire trucking industry (domestic and international); private trucking statistics, motor vehicle registrations and related licences; gross and net sales of motor fuels. **Storage Medium:** Material available in machine readable format and also some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.

## ***Water Transport***

**Description:** Records relating to water transportation, domestic shipping, international seaborne shipping, and ports of loading and unloading. **Topics:** Financial and operating statistics on water carriers, including number and kind of vessels, employment, fuel consumption, type of service; shipping and port activities; commodities loaded and unloaded; containerized commodities; ports of loading and unloading; number, kind, operating status and registry (flag) of vessels arriving at and leaving Canadian ports; foreign port of origin, or destination. **Storage Medium:** Material available in machine readable format, and also some data available on CANSIM. User summary tapes and special tabulations can be produced and are available directly from the Transportation Division.

## ***Large Enterprise Statistics***

The objective of this project is to improve the quality of our industrial and financial statistics through a better and more integrated method of reporting by large businesses. This objective will initially be confined to surveys of annual production, capital formation and financial statistics and their quarterly derivatives.

## ***Resources, Technology and Services Statistics Branch***

This Branch is responsible for planning, directing, coordinating and controlling the activities of the subject matter divisions to ensure the provision of statistical information and advice to governments, private organizations and institutions. This Branch includes the following divisions: Services, Science and Technology, Industrial Organization and Finance, Agriculture, Investment and Capital Stock, and Small Business and Special Surveys.

**Agriculture Division:** Produces information on the supply of agricultural commodities (production and inventory levels); the resources employed to produce these commodities (land and capital); the returns to farmers arising out of production; revenues and expenses, off-farm income of operators and farm families by type of farm; socio-economic characteristics of farmers; and apparent per capita food consumption.

## ***Area Frame Survey***

**Description:** Records related to the conduct of the Area Frame Survey, designed to identify farms missed by the last Census of Agriculture or new farms that were not in operation when the last Census of Agriculture took place. These records are added to the samples for many surveys.

## ***Census of Agriculture***

**Description:** Records related to Census of Agriculture conducted every five years; records related to the linkage of the Census of Population with the Census of Agriculture. **Topics:** Numbers of farms; areas; tenure; crops; livestock and poultry; farm machinery; hired agricultural labour; off-farm work by operators; capital value and type of organization; land management practices; expenses and sales; operators' age, sex, marital status, mother tongue, occupation, industry, labour force activity, total income and income sources, level of schooling. **Note:** Most information is available from the Circulation Management, Operations and Integration Division. Special requests are handled directly by the User Services Unit of the Census of Agriculture. **Storage Medium:** Census of Agriculture data are available in a variety of forms: printed volumes, graphic presentations, summary file on tape, diskette or paper and special tabulations.





### ***Crop Condition Assessment Program (CCAP)***

**Description:** Integrated information for monitoring crop conditions by Census Agricultural Regions (CAR) and Census Consolidated Subdivisions (CCS) in the Prairie provinces on a weekly basis during the crop growing season (15 weeks). **Topics:** Crop development, pasture development, comparison of crop conditions, normalized difference vegetation index, climatic conditions. **Note:** Data are derived from the analysis of weekly digital satellite imagery. The CCAP is developed on a customized spatial analysis interface to enable electronic analysis of classified images, maps, graphs and statistical data. Regular subscriptions, customized analysis regions and special requests are available from Spatial Analysis and Geomatics Applications.

### ***Crops***

**Description:** Records related to measurements of seeded area, seeding intentions, yield, production, stocks and value of production for most crops grown in Canada. **Topics:** Field crops; grain marketing and horticulture. **Note:** Publications are available from Circulation Management, Operations and Integration Division. Special requests are handled directly by the Crops Section. **Storage Medium:** Data are available in a variety of forms: CANSIM, publications and special tabulations.

### ***Farm Income and Prices***

**Description:** Information related to farm income, prices and farm finance. **Topics:** Farm cash receipts; farm expenses and depreciation; net farm income; government program payments paid to agricultural producers; value of inventory change; income in kind; farm debt; value of farm capital; and value per acre of farm land and buildings. **Note:** Publications are available from Circulation Management, Operations and Integration Division. Special requests are handled directly by the Farm Income and Prices Section. **Storage Medium:** Information in this area is available in a variety of forms: CANSIM, publications, photocopies of tabulations and special tabulations in a paper or diskette format.

### ***Farm Register***

**Description:** Records related to the maintenance of the master survey frame for Agriculture Division.

### ***Integrated Agriculture Survey System***

**Description:** Records related to managing the processing system for various agricultural surveys and related vehicles.

### ***Livestock and Animal Products***

**Description:** Records related to livestock inventories, production of meats and animal products; wool production; fur production; egg production; dairy statistics; and stocks of meat and poultry in cold storage. **Topics:** Inventories of classes of cattle, pigs, sheep and poultry; stocks in cold storage; dairy products; fur; eggs; wool; and per capital food consumption. **Note:** Publications are available from Circulation Management, Operations and Integration Division. Special requests are handled directly by the Livestock and Animal Products Section. **Storage Medium:** Livestock and animal products data are available in a variety of forms, including printed publications, CANSIM, photocopies of tabulations and special tabulations prepared on request.

### ***Whole Farm Data Projects***

**Description:** Integrated set of descriptive, physical and financial data at the whole farm level on an annual basis. **Topics:** Area of land and usage, livestock inventories, income and expense statements, assets and liabilities, off-farm income of the farm operators and farm families, investment data, number of farms, farm type and degree of specialization, farm operators' age, sex and marital status. **Note:** Data are obtained from the Taxation Data Program, the Farm Financial Survey and the crops and livestock surveys. Whole farm data are available in a variety of forms: pre-defined and special tabulations on diskettes or paper, a CD-ROM and in publications. The publications available from Circulation Management, Operations and Integration Division. The pre-defined tabulations and special requests are handled directly by the Whole Farm Data Projects Section.

**Industrial Organization and Finance Division:** Produces financial statistics for enterprises and corporation taxation statistics. It also administers the Corporation and Labour Unions Returns Act (CALURA).





### ***Business Finance and Taxation***

**Description:** Records related to financial and taxation data of all incorporated enterprises operating in Canada.

**Topics:** Incorporated enterprise statistics - assets, liabilities, shareholder's equity, revenues, expenses, profits, and retained earnings, provincial allocation of taxable income, income taxes payable, and reconciliation of profits to taxable income and taxes payable.

### ***Corporations and Labour Unions Returns Act (CALURA)***

**Description:** Records related to financial data, ownership, control (including foreign control) and concentration of the corporate sector financial statements. **Topics:** Statistics, country of control, assets, sales, profits and taxable income; corporate concentration; and directory of intercorporate ownership.

**Investment and Capital Stock Division:** Provides a focus for the collection, analysis and publication of statistics relating to investment activities.

### ***Capital Expenditures***

**Description:** Records related to capital and related expenditures on new construction and machinery and equipment and repair work on structures and on machinery. **Topics:** Provincial capital and related expenditures by industry and a breakdown of private and public investment.

### ***Capital Stock***

**Description:** Records related to the annual estimates of the value of fixed assets, and quarterly estimates of capacity utilization rates. **Topics:** Series on fixed capital flows and stocks, and depreciation in both current and constant dollars by industry and province. National series on industrial capacity utilization rates.

### ***Current Investment Indicators***

**Description:** Records related to building permits, capital expenditures and fixed assets in housing. **Topics:** Number and value of building permits issued by municipalities; number of new dwelling units by type; value of residential, commercial, governmental and institutional building construction; housing stock; construction activity indicators.

**Science and Technology Division:** Responsible for the development of an integrated and comprehensive program of statistics on science and technology, and communications.

### ***Communication - Radio, Television, Cable Television, Telecommunication***

**Description:** Records related to financial statements of enterprises; salaries, wages, number of employees and operating data specific to each industry. **Topics:** Licensed radio and television stations, including the CBC and other national and regional networks; cable television systems and Canadian telecommunication carriers.

### ***Science and Technology Statistics***

**Description:** Records relating to resources (expenditures and personnel) for science and technology in the public and private sectors in Canada. **Topics:** Science and technology expenditures and personnel in the Federal government (by department and program); in six provincial governments, and in the higher education sector; research and development expenditures and personnel in the business enterprise sector (by industry, country of control, revenue size, employment size, province and source of funds), and in the private non-profit organization sector.

**Services Division:** Responsible for the development of an integrated and comprehensive program of statistics on services.

### ***Service Industries***

**Description:** Records related to financial and other operating data. **Topics:** (a) Amusement and recreational industries: motion picture theatres, motion picture and video production, laboratories and distribution, golf clubs, marinas, skiing facilities, etc.; (b) business services: employment agencies and personnel suppliers, computer services, engineering, architectural and scientific services, accountants, advertising agencies, security services, customs brokers, etc.; (c) personal and household services: funeral directors, laundries and dry cleaning services, self-service laundries and dry cleaners, barber and beauty shops, etc.; (d) other miscellaneous services: industrial



machinery and equipment rental, automobile and truck rental and leasing, janitorial services, photographers, repair services, ticket and travel agencies and tour operators; (e) accommodation and food services: hotels, motels, campgrounds, restaurants, taverns and caterers, etc.

**Small Business and Special Surveys Division:** Provides statistical information on and for small business in Canada and responds to information needs of clients concerning business statistics in Canada which cannot be met through the Agency's on-going statistical programs.

### *Small Business and Special Surveys*

**Description:** Records related to the Small Business Statistics Program, including Small Business Profiles and the Employment Dynamics, are compiled from taxation records and from the Longitudinal Employment Analysis Plan (LEAP) file. Records also relate to the conduct of special surveys, record linkages and data integration projects which respond to information needs of clients concerning business economic and production statistics in Canada. Recent examples include the Survey of Small and Medium-sized Business in Atlantic Canada, the Survey of Computer Hardware Manufacturers and the Business Integrated Database.

## **Communications and Operations Field**

This Field provides a full range of external communication functions, including respondent, user, and media relations. It also administers the central and regional operational functions essential to the conduct of the agency's statistical programs, including regional data collection and processing activities, marketing, publishing and electronic data dissemination. This Field is headed by an Assistant Chief Statistician with responsibility for the Marketing and Information Services, Surveys and Regional Operations Branches.

### *Communications and Operations Field Operations*

**Description:** General operations relating to the overall functions of the Field.

## **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, Marketing, Dissemination and StatCan Online Project.

**Communications Division:** Promotes effective communications between Statistics Canada and its publics. The Division coordinates the release of the Agency's information to the public, notably through the "Daily/Le Quotidien" (the Agency's official release publication) and provides communications planning, environmental monitoring, media relations, client relations and respondent relations support to Agency programs. In addition, the Division provides assistance with public consultations and coordinates federal-provincial consultative system. Publishing of information products, such as the "Canada Year Book", "Canada: A Portrait", and "Infomat", is another major responsibility. Through the employee newsletter, "SCAN", and its Internal Communication Network, the Division contributes to internal communications in the Agency. Finally, Communications Division maintains and improves the overall quality of communications at Statistics Canada by providing editorial services and communications training.

### *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.

**Dissemination Division:** Responsible for the production of the Department's catalogued publications and the development and operation of techniques and mechanisms to foster the public access to Statistics Canada's information through electronic means.





**Description:** Records related to the maintenance, updating, marketing and utilization of the CANSIM databases; to the development of new data content, and new data storage, retrieval and delivery facilities; to the development of meta data systems.

### *Publications*

**Description:** Records related to the production, sales and marketing of Statistics Canada's publications.

**Marketing Division:** Provides overall leadership and coordination for the marketing activities of Statistics Canada. These activities include the development of strategic marketing plans, market research to identify client needs, coordination of promotional and sales campaigns, pricing and licensing of the agency's products and the management of a marketing information system.

**StatsCan Online Project:** Responsible for designing, developing and implementing an online service to deliver the publishable data of Statistics Canada.

### Regional Operations Branch

This organization is responsible through a headquarters staff and a network of regional offices for survey data collection, primary processing and editing, for the provision of statistical information and advice at the regional level, and for related user respondents and community relations. Regional offices are located in Halifax, Montreal, Toronto, Sturgeon Falls, Winnipeg, Regina, Edmonton, Vancouver and Calgary. The Branch includes the Survey Operations Division and the Advisory Services Division.

**Advisory Services Division:** Provides an information dissemination network across the country through nine regional Reference Centres. A team of information consultants carries out a range of marketing and sales functions, dealing directly with Statistics Canada's clients in order to customize the information to meet their needs.

### *Corporate Sales Support System (CSSS)*

**Description:** An invoicing and inventory control system that provides information on accounts receivable for all products and services billed in regional offices. Market information by client and/or product and services is also available.

**Survey Operations Division:** Responsible for researching, costing, developing, delivering and evaluating data collection and data capture procedures and training in cooperation with client divisions and several external departments. The Division provides services in the areas of project management, operations research and analysis, organization and methods of data collection, financial control, logistical support, data capture and operations audit and evaluation.

### *Survey Operations*

**Description:** Records related to data collection and associated activities for population and agriculture censuses, household surveys and business surveys.

### Surveys Branch

This Branch is responsible for analysing, evaluating and reviewing all statistical operations; and for managing the integrated headquarters operations. It also develops and implements approaches and strategies for integrating operations and services throughout the agency, including the regionalization of operational activities, and manages and coordinates related production support services. It includes Administrative Support Services Division, the Operations and Integration Division and the Operations Research and Development Division.

**Administrative Support Services Division:** Involved in the following areas: records management, distribution of data collection material, publications and general correspondence, materiel management and facilities management, and contract administration.

**Operations and Integration Division:** Responsible for the planning and management of the operations for more than 200 surveys conducted centrally, for the data capture of many more documents, and for



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geocartographic services to Census and other divisions. The division also provides support to the Marketing Division by processing orders, telemarketing, and providing client support regarding published data.

### *Operations*

**Description:** Records related to the development and on-going work of the Operations sub-Division including: Surveys - mailout mail-back surveys, computer assisted telephone interviews, surveys based on administrative records, scanning documents such as provincial and local government accounts, analyzing and reformatting computer printouts, tapes, diskettes, etc.; Coding - for some surveys the Division specializes in coding of documents. These codes include Medical Codes, Standard Industrial Classification Codes, Standard Occupational Classification Codes, Harmonized System Commodity Codes, etc. Data Capture - heads down Data Capture is done for some 30 divisions (over 80 applications) over and above those applications we consider surveys. Mapping - Mapping operations include: Operations of the Map Library including reproduction of maps, retrieving and filing of maps and maintenance of the shipping and receiving of maps; linking the Post Office Postal Codes to the Provincial, Federal or Electoral areas by using Standard Geographical Codes; and preparing the Street Network File for the 1996 Census enumeration; the drafting of Base Map updates which includes the three main processes of compilation, verification and the actual drafting of these updates by specialized cartographers using pen and ink; Marketing Operations include: processing orders and liaising with Admin Support Division and Finance; telemarketing for renewal follow-up and market research; customer service comprising both matters related to actual publications and/or invoice corrections related to publications ordered.

**Operations Research and Development Division:** Its primary mission is to initiate and manage a program of research and development designed to improve efficiency, effectiveness, and job satisfaction with potential application to the Operations and Integration Division and other operational entities in Statistics Canada.

### *Operations Research and Development*

**Description:** Records showing the performance of units in Operations and Integration Division working with measured standards.

## **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 Informatics, Classification Systems and Methodology, Geography and International and Professional Relations.

### *Informatics and Methodology Field Operations*

**Description:** Records relating to the overall functions of the Field. **Topics:** Field policy; automation; security; equipment evaluation; equipment acquisition; software evaluation; software acquisition; methodology.

## **Classification Systems Branch**

This Branch develops and promulgates classification systems; standardizes economic, social and geographic concepts; develops, enhances and maintains the business register as a major integration instrument of survey-taking; and is responsible for the exploitation of taxation and other administrative data. It includes the Business Register Division and the Standards Division.

**Business Register Division:** Responsible for the development and maintenance of a central register of firms and their constituent establishments for purposes of statistical collections. It is also responsible for accessing and transcribing statistical data from Revenue Canada records to supplement or replace data collected by survey, and for maintaining a tax database.

### *Business Profiles*

**Description:** Records related to the maintenance of the Business Register and the structure of reporting units. **Topics:** Business demographics; profiles of establishments; up-to-date names and addresses of businesses.

### *Taxation Data*

**Description:** Records related to the accessing of data from taxation records of incorporated and unincorporated businesses. **Topics:** Access to T-1 and T-2 income tax returns; use of taxation data for statistical purposes.





**Storage Medium:** T1 and T2 documents are maintained on microfilm and photocopies, respectively; both are destroyed on completion of a tax cycle; all material is strictly confidential.

**Standards Division:** Develops standard classifications, monitors their implementation, and establishes official concordances between international and Canadian classifications. It standardizes economic and social concepts, and provides a system of comprehensive documentation for all surveys conducted in Statistics Canada.

### **Standards**

**Description:** Records related to Classification Standards and concepts. **Topics:** Standard Industrial Classification, statistical units, concordances between different vintages of the Canadian, the International and the U.S. Standard Industrial Classifications; Standard Classification of Goods (based upon the Harmonized Commodity Description and Coding System), concordances between the Standard Classification of Goods and other Canadian commodity classifications and the Standard Industrial Classification; Standard Classification of Services (under development); Standard Geographical Classification; Standard Occupational Classification and related concordances; Statistical Data Documentation System.

### **Geography Division**

Maintains Statistics Canada's geographic classification infrastructure, develops geographic concepts and products and services for clients, including the Census, and is the centre of expertise in the application of computerized geographic and cartographic techniques.

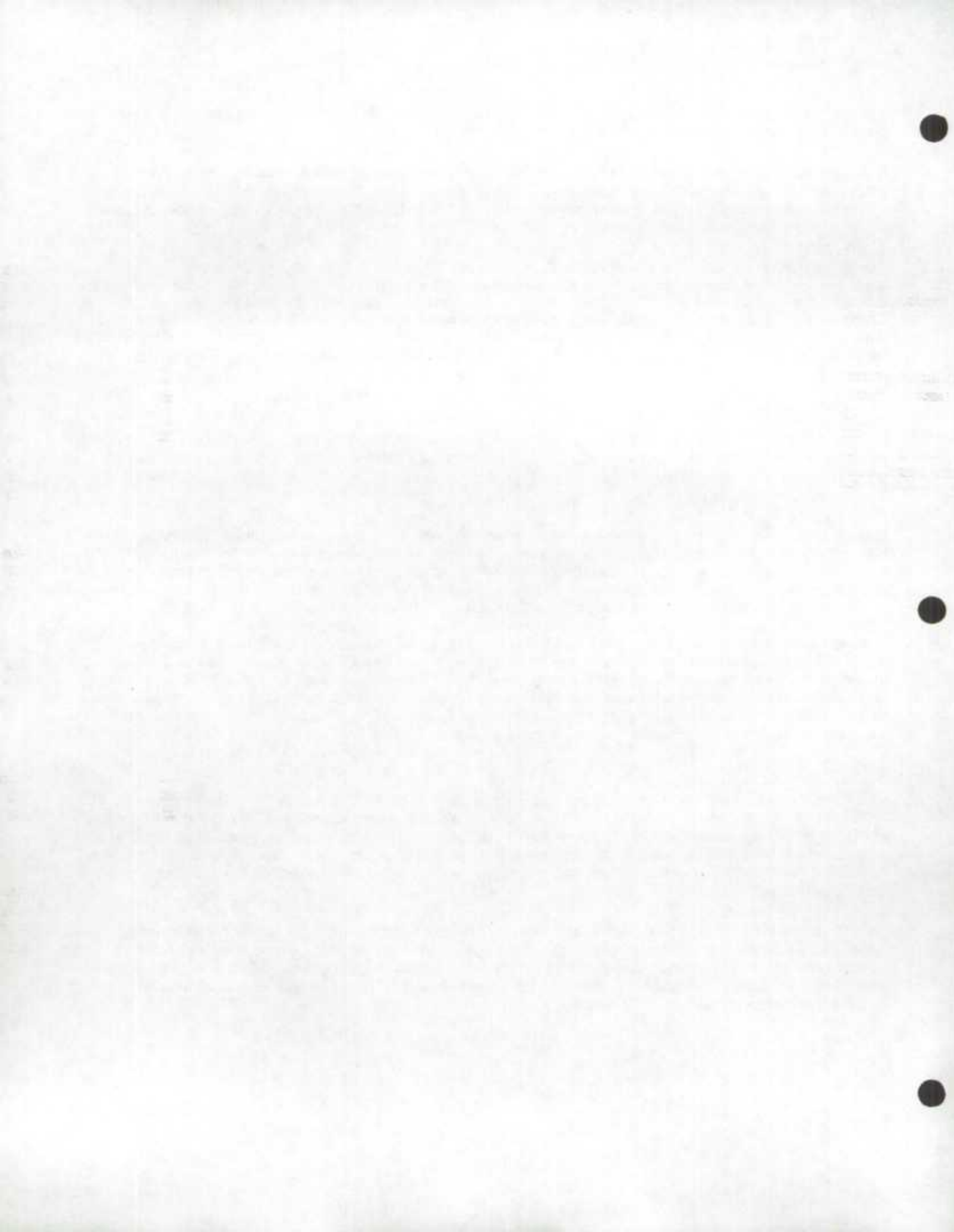
### **Geography**

**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 and documentation related to standard geographies and postal code; custom geocoding, geographic consultation and other services related to area selection, data retrieval and computer mapping. **Topics:** street networks - names, address ranges, block-faces, street indexes, representative points, feature types; geographic areas - provinces and territories, census divisions, census consolidated subdivisions, census subdivisions, census metropolitan areas, census agglomerations, census tracts, enumeration areas, unincorporated places; postal codes - representative points, postal code linkage to enumeration areas; maps - enumeration area, census metropolitan area, census agglomeration, census tract, census division, census subdivision; geographic information systems (GIS); geographic concepts; automated cartography; automated delineation; population and area statistics.

### **Informatics Branch**

This Branch provides electronic data processing (EDP) services to Statistics Canada. The headquarters staff, in conjunction with other members of the Branch, is responsible for the formulation of policies relating to EDP and managing overall branch activities. It also coordinates relations with the users of various systems and data processing services. The Branch provides the chairman and secretariat services for the executive sub-committee on EDP. It includes the System Development Division, the Informatics User Services Division and the Main Computer Centre.

**Informatics User Services Division:** Provides end-users of informatics a comprehensive range of informatics and communications services. Services include the maintenance and support of informatics equipment, and communications hardware, and related software, training and consultation and liaison with clients. In addition, the division is involved in planning and development of EDP policy and standards, information modelling and is responsible for EDP security.





### ***Communications Service Centre (CSC)***

Description: Responsible for the planning, installation and maintenance of the communication infrastructure in Statistics Canada. In addition, CSC provides detail specifications for communication equipment and operational support for the installed base of Local Area Network (LAN) hardware and software equipment. Manages the Internet Service for Statistics Canada. Provides hardware and software maintenance and support for the E-Mail infrastructure. Topics: Electronic communications; local area networks; wide area networks; terminals.

### ***EDP Security***

Description: Responsible for all aspects of ensuring the security of all information in electronic form in Statistics Canada as well as access to its computing facilities. EDP Security also provides computer virus control and disaster recovery planning assistance. Topics: Informatics; security; access control; data control services; computer virus and disaster recovery planning.

### ***Help Desk***

Description: Provides a central contact for all Informatics Branch services. Clients can contact the Help Desk for all inquiries and service calls relating to their informatics and data communication needs.

### ***Informatics Planning, Policy and Standards Development***

Description: Responsible for coordinating the development of the Strategic and Tactical Plans, development of informatics policy and standards activities, prepares the five year capital plan and information management plan. Topics: Strategic and tactical plans, capital plan, EDP policy and standards.

### ***Informatics Representatives***

Description: Services are largely consultative in nature and flow from issues and needs identified by clients. Representatives assist users in identifying, planning, acquiring and utilizing informatics resources. Their involvement ranges from long-range planning to daily problem solving. Topics: Informatics, planning, acquiring and problem solving.

### ***Informatics Training***

Description: Offers training courses on the use of software and hardware in relation to mainframe, midrange computers, microcomputers and data communications. Training is also provided on systems development. The Section also offers a "training need analysis" program, helping Divisions to identify their training requirements and to set-up a training plan. Topics: Informatics training.

### ***Information Modelling Services***

Description: Provide users with a graphical portrayal of survey information content using industry standard information modelling methods supported by CASE tools. The model can be used by questionnaire designers, data analysts or systems designers to obtain a picture of survey content. Topics: Information Modelling CASE tools.

### ***Microcomputer Service Centre (MSC)***

Description: Assists users in the acquisition of hardware and software and offers expertise and consulting services on the use of software, microcomputers and peripheral equipment. In addition, the MSC establishes a contract for the acquisition of standard microcomputers annually and maintains a software library. Topics: Microcomputers; printers; software support.

### ***Technical Support***

Description: Responsible for the maintenance and upkeep of all desktop personal computing devices and peripherals. Performs modifications to the premise wiring infrastructure to enable new connections, remove unused lines and to relocate services. Topics: Microcomputers, servers, maintenance, communications.

**Main Computer Centre:** Responsible for the provision of large-scale computer and mid-range computer services to Statistics Canada, including data storage facilities for the agency's EDP data.





### *Computer Services*

**Description:** Records related to information on computer hardware and software; operation of computer equipment and the administrative procedures used within the Main Computer Centre.

**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.

### *Documentation*

**Description:** General descriptions of the external interface and internal operations of software developed by the division. **Topics:** User guides; manuals; system specifications.

### *Software*

**Description:** Sets of instructions to enable a computer to perform a given task. **Topics:** Application programs; utility programs; generalized programs;

## International and Professional Relations Division

Coordinates Statistics Canada's contacts with the statistical offices of other countries and international organizations, such as the United Nations, its specialized agencies and regional commissions; the Organisation for Economic Co-operation and Development; the European Union; the International Statistical Institute; and so on. It provides policy advice on international matters to senior departmental management; co-ordinates the work required for fulfilling international obligations, such as representation at intergovernmental meetings and data reporting; manages the department's International Technical Assistance Program; and maintains contact on behalf of the department with the Department of Foreign Affairs and International Trade and the Canadian International Development Agency. The division's responsibilities also include co-ordination of the department's relations with professional societies; the management of the department's Research Fellowship and Internship Program; and the administration of the department's approval system for foreign and non-operational domestic travel.

## Methodology Branch

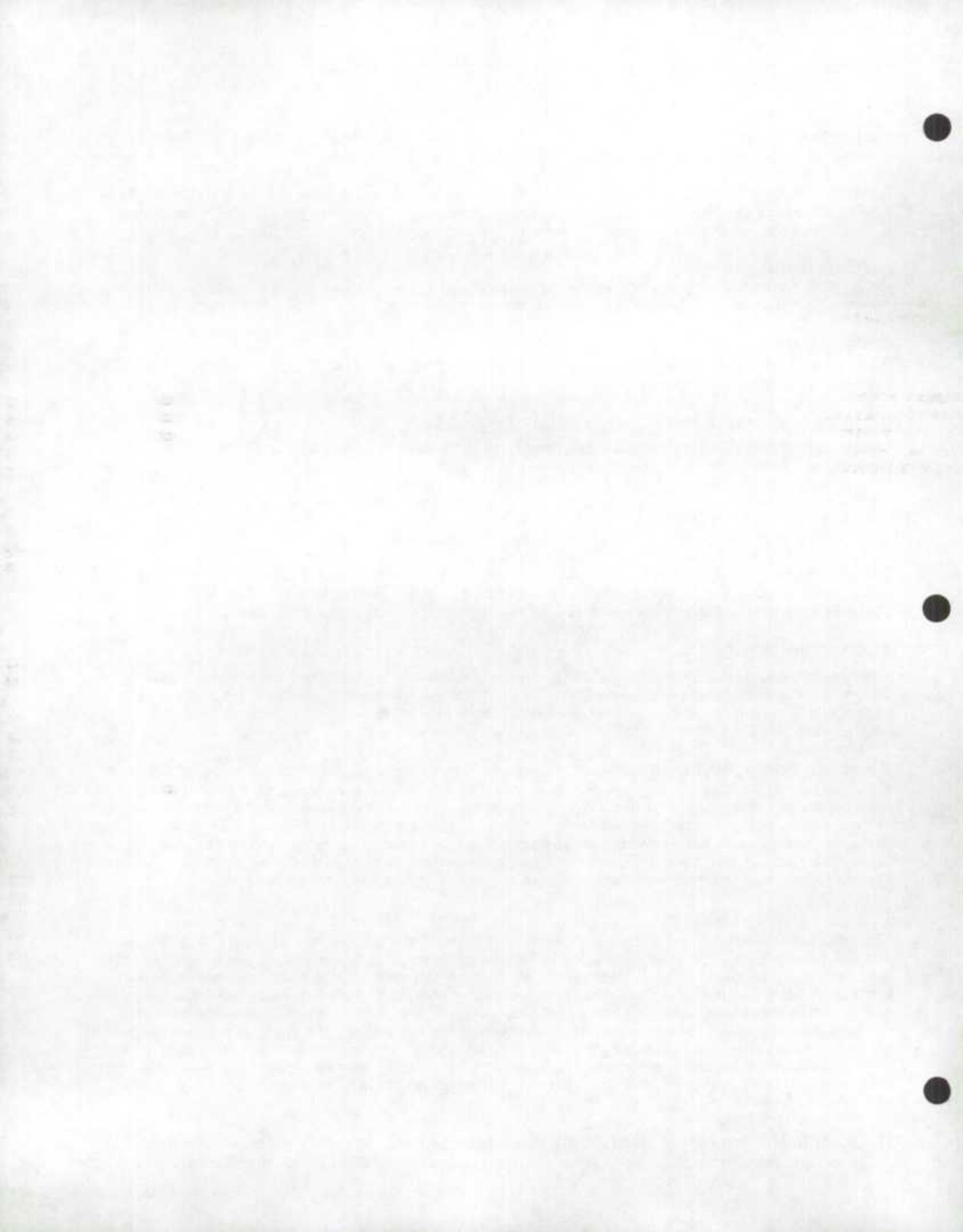
This Branch plans, organizes and directs the work of the divisions and staff engaged in the development, implementation, analysis and evaluation of the statistical methodology underlying all of the programs of the agency. The Branch includes the following divisions: Social Survey Methods, Business Survey Methods, Household Survey Methods and Small Area and Administrative Data.

**Business Survey Methods Division:** Responsible for providing methodological services to business, trade and agriculture statistics programs as well as for services on seasonal adjustment of time series, data analysis, re-engineering 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 Re-engineering Support Centre, the Data Analysis Resource Centre, and Quarterly Assurance Methods Section.

### *Business Survey Methods*

**Description:** Records relate to survey design, methodology, quality assurance, time series, and data analysis primarily for economic statistics programs that include sample surveys, censuses and the use of administrative records. **Topics:** Planning of surveys; survey objectives, concepts, definitions; planning of various survey steps; total survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and treatment; confidentiality; assessment of sampling and non-sampling errors; evaluation and redesign of surveys; methods for analysis of survey data; record linkage; generalized methods and systems for various survey steps; integrated survey design over a number of surveys; data integration; time series; Box-Jenkins forecasting models; linking of time series; calendarization; bench marking and revision procedures; X11ARIMA seasonal adjustment; survey methodology research.

**Household Survey Methods Division:** Responsible for providing methodological services to the household and institutional statistics programs, including surveys on the labour force, consumer income and





expenditure, health, education, culture, tourism, justice and public institutions; the General Social Surveys; and social and economic studies. It is also responsible for research and development on problems related to survey design, evaluation and data analysis. The division includes the Record Linkage Resource Centre.

**Small Area and Administrative Data Division:** Develops and disseminates small area social, economic and demographic statistics and indicators. The sources of these data are administrative files from other federal departments.

### *Administrative Data*

Description: 1. Records contain aggregated data from the T1 General income tax form and from the employment insurance beneficiaries file. 2. A sample (10%) longitudinal file. Topics: 1. Social data (individual and family); sub-provincial data (areas as small as postal walks); labour force; migration; income. 2. Social data (individual and family); labour force; income.

### *Small Area Data*

Description: 1. The Small Area Database contains annual socio-economic and demographic data for sub-provincial areas. These data come from sources within, and external to Statistics Canada. Custom tabulations of aggregated data from all the databases can be obtained on a cost recovery basis. 2. Longitudinal data can be derived from the Longitudinal Administrative Data file on a cost-recovery basis. There are data available for the 1982-1993 period, for approximately 2,000,000 people with both individual and family information.

**Social Survey Methods Division:** Responsible for providing methodological services to social, institutions and labour statistics programs including the Census, the National Longitudinal Survey of Children and Youth, the Survey of Labour and Income Dynamics, other cross-sectional and longitudinal surveys and special surveys carried out on a cost recovery basis. It is also responsible for research and development on problems related to survey design, evaluation, data analysis and development of small area and administrative data. The division includes the Questionnaire Design Resource Centre and the Statistical Consultation Group.

### *Methodology*

Description: Records relate to survey design, methodology, data quality, and analysis of social statistics programs that include surveys, censuses and the use of administrative records. Topics: Planning of censuses and surveys; survey objectives, concepts and definitions; planning of various survey steps; total survey design; sample designs; sampling frames; questionnaire design; data collection and processing; coding; quality control and quality assurance; estimation; edit and imputation; outlier detection and treatment; benchmarking and revision procedures; confidentiality; assessment of data quality (sampling and non-sampling errors); evaluation and redesign of surveys; methods for the analysis of survey data; record linkage; generalized methods and systems for various survey steps; integrated survey design over a number of surveys; data integration; evaluation and analysis of administrative data; survey methodology research.

## **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 the Finance, Planning, Audit and Evaluation Branch, Human Resources Branch, Corporate Assignments Division and Data Access and Control Services Division.

### *Management Services Field Operations*

Description: Records relate to the overall functions of the field.



## Corporate Assignments Division

Manages a human resources development program which provides indeterminate employees the opportunity to experience temporary assignments both internally and in other government departments. The length of assignments can range from six months to two years. The employee's tenure in his/her home position is protected. Assignments arranged through this program also serve to: (a) assist employees to broaden their career choices and acquire new skills and abilities; (b) improve the department's operational flexibility by providing an inventory of qualified candidates able to fill human resources requirements on a temporary basis; (c) support the ES, CS and Technical Support Recruitment and Development Programs; (d) support employment equity policies and goals.

### *Corporate Assignments*

**Description:** Records related to the operations of the Corporate Assignments Division, including assignment proposals, employee applications and assignment agreements.

## Data Access and Control Services Division

Serves as a departmental focal point for matters relating to the confidentiality of the information collected by Statistics Canada, statistical agreements, record linkages for statistical purposes, and Statistics Canada's Policy on Informing Survey Respondents. It coordinates the implementation of Treasury Board's Management of Government Information Holdings Policy (MGIH), administers services pursuant to the Access to Information Act and the Privacy Act, and manages the departmental security services.

### *Data Access*

**Description:** Records relate to requests received under the Access to Information Act and the Privacy Act; agreements with other federal government departments, provincial governments, municipalities or other corporations for the joint collection or sharing of data, orders prescribing forms, the discretionary disclosure of information pursuant to the Statistics Act, and the administration within Statistics Canada of the Information Collection Policy, the Informing Survey Respondents Policy, the Policy on Record Linkage, the Microdata Release Policy, and the Policy on the Protection of Sensitive Statistical Information.

### *Departmental Security*

**Description:** Responsible for the administration of the security program for Statistics Canada. This includes responsibility for the physical security of designated and classified information and other assets held within Statistics Canada; inspections and investigations of suspected breaches or violations of security; arranging checks with investigative agencies as part of the personnel screening process; emergency and safety practices and security awareness.

## Finance, Planning, Audit and Evaluation Branch

This Branch is responsible for determining the financial resources required by Statistics Canada and supervising the Agency's expenses. The Branch is also responsible for operations related to program and financial planning, financial services, management information systems, for developing good management systems to support the agency's managers in achieving departmental objectives and for ensuring that management practices identified by the Office of the Comptroller General are carried out. It includes the following divisions: Audit and Evaluation, Corporate Planning and Programming, Financial Policies and Systems Division and the Financial Operations Division.

**Audit and Evaluation Division:** Provides a systematic and independent review of all operations for purposes of advising Statistics Canada's management on the efficiency, effectiveness and economy of management, and is responsible for evaluating Statistics Canada's programs to assess the continued relevance of their objectives, and for investigating alternatives that might achieve the objectives in a more cost-effective manner.

### *Program Review*

**Description:** Records related to the evaluation of the efficiency and effectiveness of programs and plans.







**Corporate Planning and Programming Division:** Responsible for the effective management of the corporate planning, multi-year operational planning and budget development processes; for the development, implementation and evaluation of cost accounting systems and costing methodologies; for the conduct of expenditure and revenue forecasting activities; and for the development and implementation of a variety of management processes aimed at improving overall program effectiveness and efficiency.

### *Corporate Planning and Programming*

**Description:** Records related to: the development, improvement process and decisions of the Agency's planning system, multi-year operational plan, current-year work plans and associated budgets; the development, improvement, process and decisions with respect to the Agency's cost accounting system and methodologies; expenditure and revenue forecasting methodologies and results thereof; the development and coordination (with other functional areas within the Agency) of management systems to facilitate accountability, improve planning, provide information needed for decision-making and to permit quality assessments and objective reporting on the status of large-scale organizational projects, service improvements and program plans.

**Financial Operations Division:** Responsible for the accounts office, which retains records on all expenditure and revenue transactions, recoverable projects accounting, and general accounting services.

### *Financial Operations*

**Description:** Records relate to expenditure and revenue transactions, recoverable projects accounting and general accounting services.

**Financial Policies and Systems Division:** Responsible for the development, design, implementation and review of departmental financial policies, systems and procedures in Statistics Canada.

### *Financial Policies and Systems*

**Description:** Records related to the development, design, implementation and review of departmental policies, systems and procedures.

## Human Resources Branch

This Branch is responsible for assisting management in obtaining, deploying, developing and retaining the staff necessary to execute Statistics Canada's responsibilities. It is also responsible for ensuring fair and equitable treatment of individual employees. It includes the following Divisions: Human Resources Operations, Human Resources Development, Official Languages and Translation, and the Employee Assistance Program.

**Employee Assistance Program:** Responsible for providing confidential health assistance and advice to employees, and disseminating information on the various social agencies available to provide service to employees.

**Human Resources Development Division:** Responsible for the analysis, development, implementation and coordination of human resources policies and programs related to diversity management and employment equity, human resources planning and career management, training and development programs, work design and classification, human resources information systems and employee assistance and counseling.

**Human Resources Operations Division:** Responsible for operations in the areas of classification, recruitment, promotions, redeployment, language identification of positions, staff relations and compensation administration, and for the development, implementation and ongoing operations of personnel policies and programs related to staffing.



**Official Languages and Translation Division:** Responsible for developing departmental guidelines on official languages and translation, and providing information and advice to managers on the requirements of the Official Languages Act and on the implementation of related policies and programs in their respective areas. The Division also develops and manages the departmental language training program as a whole, plans and oversees the language training of individual employees and provides them with information on their rights and obligations regarding official languages. In addition, as of April 1, 1995, the Division is responsible for managing translation services for all of Statistics Canada.

## **National Accounts and Analytical Studies Field**

This Field is responsible for providing a set of macroeconomic series within the five complex frameworks of the Canadian System of National Accounts. It provides a broad band of research and analysis intended to animate society's perception of social and economic behaviour, and undertakes research and development of statistical techniques. The Field is headed by an Assistant Chief Statistician with responsibility for the system of national accounts and analytical studies.

### ***National Accounts and Analytical Services Field Operations***

**Description:** General operations relating to the overall functions of the field. **Topics:** Field policies; plans and programs; automation; timeliness studies; projects and surveys.

### **Analytical Studies Branch**

This Branch is responsible for the integration, analysis and interpretation of data collected both within the agency and elsewhere, to describe, draw inferences and make deductions about the nature of Canadian society. As well, it is responsible for the development of new and improved techniques for the statistical analysis and interpretation of socio-economic data sets. It includes the following Divisions: Family and Community Support Systems, Social and Economic Studies, Business and Labour Market Analysis, Micro Economic Studies and Analysis and Current Economic Analysis.

**Business and Labour Market Analysis Division:** Business and Labour Market substantive research and data development takes place in this area. These activities build on the unique data holdings available to Statistics Canada researchers, allowing work that can only be conducted within Statistics Canada to be carried out. This includes the use and linkage of worker and workplace data to create unique data sources for analytical purposes. The analytical topics include unemployment and the UI system; displaced workers and labour adjustment; wages, earnings, hours worked and earnings inequality; intergenerational income mobility; the school to work transition of post-secondary graduates; job creation in small and large firms; other related topics in firm dynamics and labour markets. The data development projects include the development of an establishment and workers survey to address issues such as human resource practices in firms and their impact on the use of UI, wage inequality, and firm performance, and technology and its association with skill mix and training; and the changing demand for various types of labour.

### ***Integration and Analysis***

**Description:** Records relate to analysis and data development in the areas of business/industry and labour market, using data derived from Statistics Canada business and labour-related surveys, as well as administrative data. **Topics:** Displaced workers and labour adjustment; wage and income inequality, unemployment and the U.I. system; employment creation studies; impact of structural change in the economy on wages and job separations; quits and layoffs in the economy; micro-simulation model development; employment equity studies; survey development in the area of labour demand and human resource practices in firms.

**Current Economic Analysis Division:** Provides Statistics Canada's assessment of current economic conditions. This is done through articles in the "Canadian Economic Observer" and the production of the composite leading indicator. The group also supports research and analysis in other areas of the organization.

**Family and Community Support Systems Division:** Provides social-scientific analysis of data relating to trends and patterns of important variables pertaining to support programs and informal support networks for key population groups in Canadian communities as well as assistance to users of such data.







**Micro Economic Studies and Analysis Division:** Focuses on the a broad range of topics in industrial economics making use of specially constructed longitudinal data bases that link data from several areas from within Statistics Canada. It has examined such issues as the importance of small firms in the job creation process, the changing nature of multinationals, and the success of new firms. The group is conducting several surveys that focus on the contribution of innovative and technological capabilities to growth, job creation, the use of advanced manufacturing technologies in Canada, the characteristics of the innovation process and the importance of financing to the growth of new firms.

**Social and Economic Studies Division:** Its role is to conduct analysis as well as to stimulate, support and integrate analytic work throughout Statistics Canada. It is also responsible for facilitating the utilization of social and economic data files.

### *Social and Economic Studies*

Description: Records relate to studies undertaken by the division using statistical records produced by other areas of Statistics Canada.

### *Social Policy Simulation Database/Model*

Description: The Social Policy Simulation Database and Model (SPSD/M) is a public use database of family/individual microdata, together with associated analytical software that allows analysts to assess the effects of past or proposed changes to Canada's tax/transfer system. The SPSD/M runs on IBM compatible micro computers.

## System of National Accounts Branch

The System of National Accounts provides a conceptually integrated framework of statistics and analysis for studying the state and behaviour of the Canadian economy. The accounts are centred on the measurement of activities associated with production of goods and services, and the sales of goods and services in final markets. The Branch includes the following divisions: National Accounts and Environment, Industry Measures and Analysis, Balance of Payments, Input-Output and Public Institutions.

**Balance of Payments Division:** Produces statistics on transactions and positions between Canada and other countries.

### *Balance of Payments*

Description: Statistics are presented under two main accounts: the Current and the Capital Accounts. The Current Account records transactions in goods, services, investment income and 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 transfers cover migrants' funds, official and private contributions and withholding taxes. The Capital Account covers 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.

### *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, stocks and money market instruments, banks, international reserves and other. Direct investment series are further broken down by country and by industry.

**Industry Measures and Analysis Division:** Produces monthly, quarterly and annual measures of the Gross Domestic Product by industry for Canada, the provinces and territories.

### *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.





**Input-Output Division:** Develops annual input-output tables and annual labour and multifactor productivity accounts for the business sector industries in Canada, interprovincial input-output tables with trade flows on an occasional basis and structural economic models of the Canadian and Provincial economies.

### *Input-Output*

**Description:** Records related to the development and maintenance of national and regional input-output tables (part of which are GDP by industry), industry productivity measures, structural models and correspondence with clients in reference to customer service activity. **Topics:** Annual data and records for current and constant price Canadian input-output tables from 1961 to 1992; data for 1984-1990 interprovincial trade flows for each province and territories; annual data and records for labour and multifactor productivity indices; documentation for national input-output model, interprovincial input-output models, price model, net price index/tax model, and energy model; correspondence with clients of customer service activity.

**National Accounts and Environment Division:** Responsible for: the conceptual and statistical integration of statistics within the System of National Accounts; research on the restructuring and extension of the Canadian System of National Accounts in conjunction with the re-examination of the accounts which is taking place at the international level; providing quarterly and annual estimates of the national and provincial output of goods and services by expenditure category and also by type of income generated in the production process; providing a picture of the key economic processes of production, income generation, sales of major markets, consumption, and capital formation; providing quarterly estimates of financial flows among fourteen broad sectors of the economy, by type of asset and liability; providing annual estimates of Canada's national balance sheet, broken down by sector and by type of asset and liability; and the development of a core set of statistics relevant for environment analyses and assessment of the national state of the environment in Canada.

### *Environmental Information System*

**Description:** The Environmental Information System draws on a variety of records from the following Statistics Canada databases: Census of Population and Housing, Census of Agriculture, Annual Survey of Manufactures, Census of Coal Mines, Electric Power Statistics, Household Facilities and Equipment, Transportation Statistics, Morbidity and Mortality Statistics. **Topics:** Population and environment, impact of economic activity on the environment (contaminants, waste), state of the environment (air, water and soil quality), climate, harvesting and extraction of resources.

### *Financial Flows and the National Balance Sheet*

**Description:** Records relate to the production of the financial flow and national balance sheet accounts. **Topics:** Estimates of borrowing, lending, assets and liabilities for sectors of the Canadian economy (persons, business, governments, non-residents) and their principal sub-sectors; detailed account of assets and liabilities by type of financial instrument (bonds, currency, consumer credit, bank loans and stocks).

### *Gross Domestic Product*

**Description:** Records related to the production of provincial and national accounts. **Topics:** Estimates of final expenditures by category and types of incomes generated; detailed income and expenditure data for the four sectors of the economy - persons, business, government and non-residents; estimates of personal income, gross domestic product and their components, by province and territory.

### *Labour Income*

**Description:** Data series of labour income which are on a raw and seasonally adjusted basis by month. **Topics:** Wages and salaries; supplementary labour income; special payments; and work stoppage effects. Breakdowns by major industry, sector and province.

### *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; non-market production; production boundaries; underground economy; total consumption; satellite accounts; saving, financial flows, assets and liabilities.

**Public Institutions Division:** Produces statistics on the financial activities and employment of the Canadian public sector, more specifically: government revenues, expenditures, assets, liabilities and debt





statistics for the federal, provincial and local levels of government. Consolidated financial data for all these levels of government are published. Data are also produced on incomes, expenditures, assets and liabilities of government business enterprises; and sales values and volumes and government revenues from the sale of alcoholic beverages in Canada.

### *Federal Government*

**Description:** Records relating to the federal government, its enterprises, related boards and commissions.

**Topics:** Federal government and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment and wages and salaries. **Access:** Computer and non-computer files by government and enterprise.

### *Local Government*

**Description:** Records related 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; breakdowns. **Storage Medium:** Computer and non-computer files by province.

### *Provincial Government*

**Description:** Records related to provincial and territorial governments and their enterprises, boards and commissions, provincial hospitals and the New Brunswick school board. **Topics:** Provincial and territorial governments and government enterprises; revenues and expenditures; assets, liabilities and debt position; employment and wages and salaries. **Storage Medium:** Computer and non-computer files by government and enterprise.

## **Social, Institutions and Labour Statistics Field**

The Social, Institutions and Labour Statistics Field conducts a wide range of statistical programs dealing with virtually all aspects of the social, institutional and labour market characteristics and activities of Canadians. The Field is headed by an Assistant Chief Statistician with responsibility for the Canadian Centre for Justice Statistics, Census and Demographic Statistics, Institutions and Social Statistics, Labour and Household Surveys Branches and Integration and Development of Social Statistics.

### *Social, Institutions and Labour Statistics Field Operations*

**Description:** Records related to the overall functions of the field. **Topics:** Field policies; plans and programs; requests; public relations; census project team management; census research and methodology.

## **Canadian Centre for Justice Statistics**

This is a federal-provincial initiative dedicated to national statistics and information on the justice system in Canada. Established in 1981, the Centre is responsible for producing information on the extent and nature of crime and the administration of criminal and civil justice in Canada.

### *Adult Criminal Courts*

**Description:** Information on federal, provincial and territorial statute charges and municipal by-law infractions heard in adult criminal courts in Canada. **Topics:** Statistical information on types of offences, age and sex of accused, court decisions and dispositions is provided at the jurisdictional level.

### *Corrections*

**Description:** Information related to the delivery of custodial and non-custodial adult and youth correctional services in each of the provincial, territorial and federal jurisdictions. **Topics:** Caseload indicators, offender caseload and characteristics, and expenditure data for both provincial and federal correctional systems.



### *Homicide*

**Description:** Information related to murder, manslaughter and infanticide. **Topics:** Cases reported to the police showing characteristics of incidents; victims and accused; relationship between the accused and victim(s); methods used to commit the homicide.

### *Legal Aid*

**Description:** Information related to the delivery of legal aid in each of the 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.

### *Police Administration*

**Description:** Information related to police personnel and expenditures in Canada. **Topics:** Police personnel (i.e., police officers, special constables, civilians and other police personnel) and policing expenditures (salary and other operating).

### *Profile of Courts in Canada*

**Description:** Information related to the operation of courts in Canada. **Topics:** Descriptive profiles of provincial, territorial and federal Court Services in Canada for March 1995.

### *Uniform Crime Reporting*

**Description:** Information related to police-reported crime. **Topics:** Available at a national, provincial and local level: all Criminal Code, other federal statute (e.g. drugs) and traffic offences, police clearance rates, persons charged by adult/youth and by male/female; available for a sample of police agencies: age and sex of victims and accused, weapons, location of crime, accused-victim relationship and other variables.

### *Violence Against Women Survey*

**Description:** Information collected through a national victimization survey related to the nature and extent of violence against women in Canada. **Topics:** Perceptions of personal safety and measures taken to reduce risk of violent victimization; sexual harassment; experiences of physical and sexual assault since the age of 16, and in the past 12 months by strangers, dates/boyfriends, husbands and common-law partners, and other known men; power/control and emotional abuse by husbands/partners; wife abuse in family of origin; the impact of the experience on women who report violence; who they turn to for help; and, involvement and satisfaction with the criminal justice system.

### *Youth Courts*

**Description:** Information related to those young persons who are charged with federal statute offenses and are dealt with in the youth courts of Canada. **Topics:** Statistical and descriptive information on types of offence, age, sex, court decisions and dispositions are provided on both the national and jurisdictional levels.

## Census and Demographic Statistics Branch

This Branch conducts a program of censuses, surveys and related activities designed to provide comprehensive social and demographic statistics on the Canadian population. It includes the Census Operations Division, the Housing, Family and Social Statistics Division, the Demography Division and the 1991 Census Analysis.

**1991 Census Analysis:** Objectives are to conduct studies which focus on major topics that are germane to the development of Canadian society over the next decade and beyond, to demonstrate the power and value of Census data when analytically coupled with other sources, to produce a series of studies, monographs and texts that stand the test of time, which may be integrated into a variety of academic programs and that will serve as a background in the formulation and development of public policy, and to stimulate further research using Census and other data sources. The monographs are under preparation and will be available in 1996 and 1997.

**Census Operations Division:** Responsible for the planning, development and implementation of all production-related operations of the periodic decennial and quinquennial censuses of population, Canada's national inventory of key socio-economic phenomena.

### *Census Operations*







**Description:** Census records are maintained in three formats: hardcopy format which is kept for five years following each census, microfilm copies of the original questionnaire and machine-readable data stored in the census micro database. The latter are used in tabulations. Names and addresses of individuals are not contained in these files. Information extracted from the database, therefore, cannot directly be related to an individual. Individual data from microfilm copies of original questionnaires are available only to the respondent under the Privacy Act. **Topics:** Different types of variables can be obtained for various universes on the database. Population and Families - Demographic Characteristics: age, sex, marital status, common law; Ethno-cultural Characteristics: age at immigration, citizenship, ethnic origin (data on population can also be obtained at the family level); Language Variables: home language, mother tongue, official language, knowledge of official language; Schooling Variables: highest level of schooling, major field of study, school attendance; Labour Force: class of worker, industry, occupation, place of work; Family Size: family composition, place of work; Income: census family income, economic family income, income from each source and total income. Households - household maintainer, type of household, household size, length of occupancy, mortgage or rent, condominium, household income. Dwellings - condition of dwelling, structural type. These variables are available at various levels of geography across Canada. The information collected in the census varies somewhat from one census year to the next. **Note:** Individual information contained in the microfilmed records is available as far back as the 1906 Census (1891 and 1901 Census are in the custody of National Archives of Canada). It can be accessed only by the person named in the record or by a legal representative authorized to administer the estate of a dependant adult or minor or a deceased person. To access such information, the person concerned must complete an "Application and Authorization for a Search of Census" obtainable from the Census Pension Searches Unit, Statistics Canada, Ottawa, K1A 0T6. Aggregate data from the census micro database are available to the public. Requests for such information should be directed to the Statistical Reference Centre, Statistics Canada, Ottawa, K1A 0T6.

### *The 1940 National Registration Records*

**Description:** Statistics Canada maintains custody of the 1940 National Registration records. This information resulted from a compulsory registration of all persons 16 years of age or older in the period 1940-46. **Topics:** Name; address; age; date of birth; conjugal status; dependents; country of birth (persons registered and parents only); nationality; racial origin; languages; education; general health; class of occupation; occupation or craft; employment status; work experience by type; mechanical or other abilities; latent skills, wartime circumstances, previous military service. **Note:** Information contained in the 1940 National Registration Records is available to the person named in the record or to a legal representative authorized to administer the estate of a dependent adult or minor, or a deceased person. The method of access is described in the "Notes" under "Census Operations ()".

**Demography Division:** Responsible for the following four areas: (i) population estimates; (ii) population, household and family projections; (iii) census and survey related activities; and (iv) developmental and analytical research.

### *Demography*

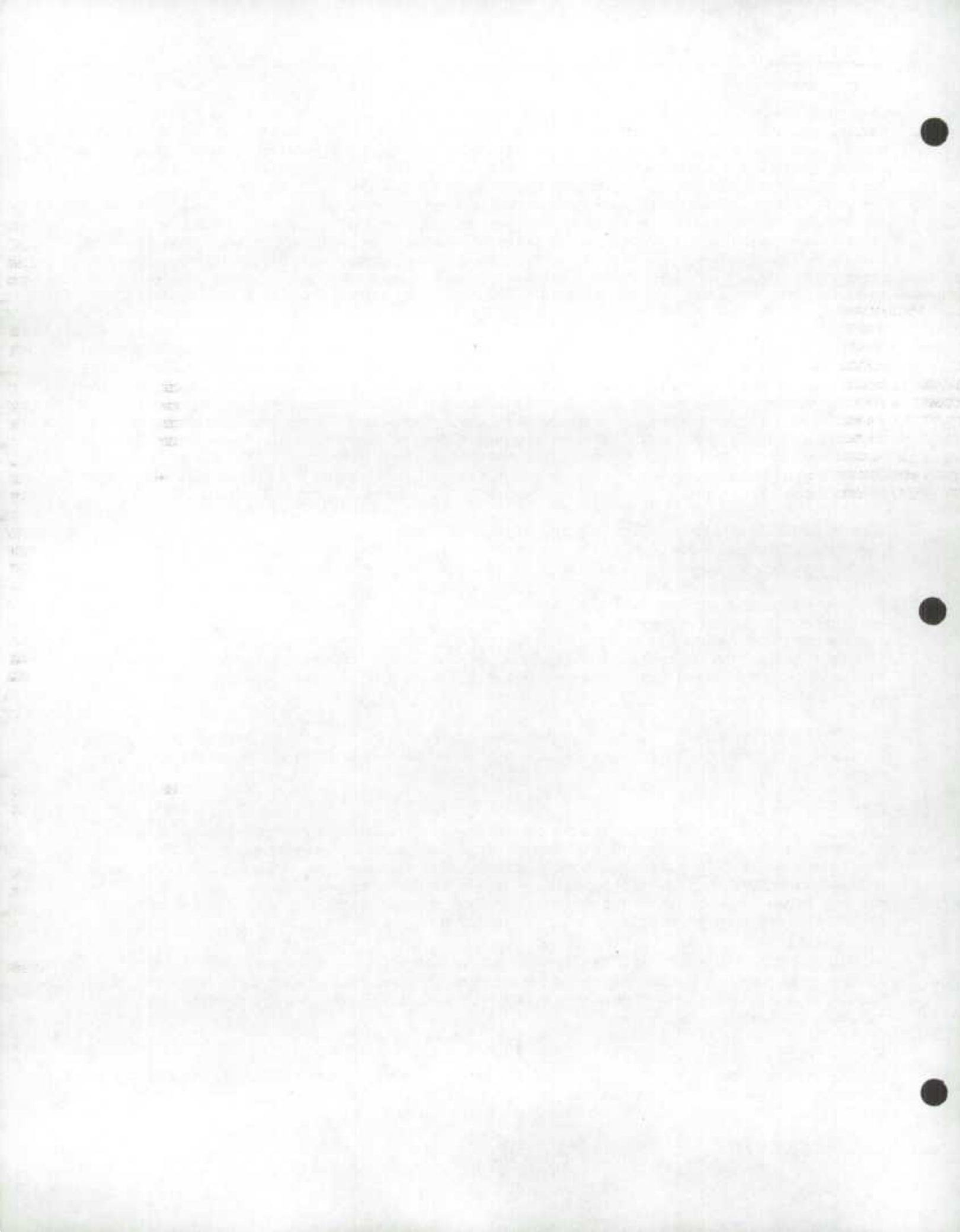
**Description:** Records relate to research carried out with respect to population estimates, projections, demographic and demolinguistics characteristics. **Topics:** Population estimates; population projections; emigration; immigration; interprovincial migration; post-censal estimates; household estimates; family estimates; household and family projections; components of population growth - births, deaths, migration; demographic characteristics - age, sex, marital status; demolinguistics characteristics - mother tongue, home language and knowledge languages; current demographic analysis in Canadian population.

**Housing, Family and Social Statistics Division:** Responsible for the housing, family and social variables produced by the Census, the General Social Survey, and conducting research and analysis of census data and other survey and administrative data. It publishes reports on the socio-economic characteristics of the population and subsets of the population.

### *Family History Survey*

**Description:** The Family History Survey was conducted in 1984 as a supplement to the Labour Force Survey. It provides a retrospective picture of when different events in the family life cycle occur. **Topics:** Marital history; common-law unions; natural, adopted and step-children; work history.

### *General Social Survey*





**Description:** The General Social Survey is an annual household survey with two principal objectives: first, to monitor temporal changes in Canadian society and, second, to provide information on current policy issues. The first survey cycle collected data in 1985 on health and social support. Cycle 2 collected data in 1986 on daily activities, social mobility and languages. Cycle 3 collected data in 1988 on personal risk and victim services. Cycle 4 collected data in 1989 on work and education. Cycle 5 collected data in 1990 on the topics of family and friends. Cycle 6 in 1991, returned to previous core content - health. Cycle 7 collected data throughout 1992 on the time use patterns of Canadians. Cycle 8 collected data throughout 1993 on personal risk (the risk of accidents and criminal victimization) and alcohol and drug use. In 1994, Cycle 9 collected data on education, work and retirement. Cycle 10 collected data in 1995 on family composition, marital and fertility histories. **Topics:** Cycle 1: short- and long-term disability, smoking, alcohol use, sleep, physical activity, health problems, satisfaction and happiness, and potential support networks and social activities; Cycle 2: activities of Canadians over a 24-hour period (identifying each activity done, where, when and with whom), education, occupation and other demographic characteristics of parents and respondent, satisfaction and happiness, language knowledge, current language practices including use in home, at work and at school, change in language use in last five years; Cycle 3: accidents and crimes experienced during 1987, services used by victims of crime, attitudes to crime and factors which relate to personal risk, a set of socio-economic items similar to those collected by Cycles 1 and 2; Cycle 4: work and education, new technologies and human resources, emerging trends in education and work, knowledge and attitudes to science and technology; Cycle 5: concentrated on the respondent's family and friends and interactions with them, covering material history, common law unions, natural, adopted and step children, potential support networks, division of household work and support given and received; Cycle 6: core content repeats that of cycle 1 and included such content areas as occupational and emotional health measures, job benefits, and old age and disability income; Cycle 7: core content of time use repeats that of cycle 2 and provides data on the daily activities of Canadians. Question modules were also included on unpaid work activities, cultural activities and participation in sports; Cycle 8: the first repeat of the GSS core subject of the GSS 1988 - Cycle 3. The following subjects are common to both: perceptions of crime, police and courts; crime prevention precautions; accident and crime screening sections; and, accident and crime incident reports. As well, measures of fear of crime and childhood injuries were added. Focus content for Cycle 8 covers alcohol and drug use. Cycle 9: the first repeat of the GSS core subject on Education, Work and Retirement, originally covered in Cycle 4 (1989). There are differences between the two surveys. For example, Cycle 9 focuses more on quality of life after retirement and post-retirement activities than Cycle 4. In addition, the Cycle 9 questionnaire has two new sections: social origin and work interruptions. Cycle 10: the first repeat of the GSS core subject on the family, originally covered in Cycle 5 (1990). The following subjects are common to both: marital and fertility histories, fertility intentions. In addition, Cycle 10 had questions on family origins, home learning, joint custody arrangements, values and attitudes towards certain areas of family life and work interruptions. Focus content for Cycle 10 covers environmental tobacco smoke.

### *Housing, Family and Social Statistics*

**Description:** Records relate to documentation and files of projects concerned with the production phases of the census. **Topics:** Housing; language; ethnicity; education; religion.

## Institutions and Social Statistics Branch

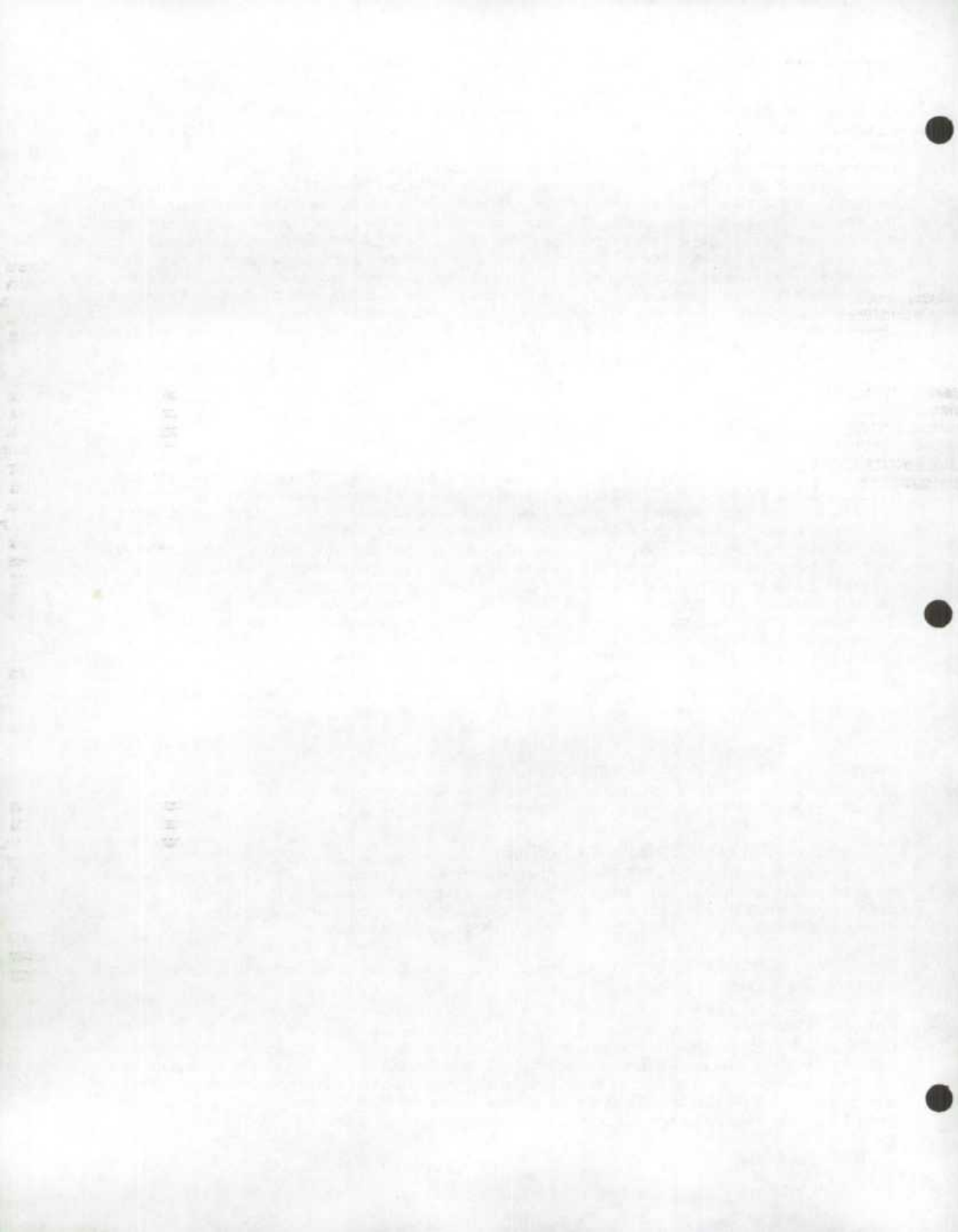
This Branch is responsible for the collection, production analysis and dissemination of socio-economic statistics related to justice, health, education, culture and tourism, and public institutions, which are required for decision-making and research in both the public and private sectors. It consists of the Health Statistics Division, the Education, Culture and Tourism Division and the Post Censal Surveys Program.

**Education, Culture and Tourism Division:** Responsible for the Education Statistics, Culture Statistics, and Travel and Tourism Programs.

### *Cultural Activities*

**Description:** Records relating to characteristics of professional, not for profit, performing arts companies; creative and performing artists (visual artists, writers, actors and directors, musicians, composers and conductors, dancers and choreographers); and cultural activities of Canadians. **Topics:** Revenue and expenditures, performances, attendance, touring, physical facilities, personnel, salaries; demographic characteristics, training, employment, income and expenses; attendance at cultural events, reading habits, use of time.

### *Cultural Industries*





**Description:** Records relating to characteristics of industries producing cultural goods and to their products. The industries under study are in the areas of books (publishers and exclusive agents), periodical publishing, records (producers and label companies), film (production, post-production, distribution, theatres and drive-ins), and radio and television (characteristics of programs available and their audiences). **Topics:** Number and type of products; sales by origin of product; by language of product; by country of financial control of firm; by category of product; export sales; revenue and expenditure schedule; employment statistics; balance sheet.

### *Cultural Institutions*

**Description:** Records relating to characteristics of cultural institutions which acquire, preserve, hold and make accessible to the public, objects, buildings and land areas of educational and cultural value. The institutions under study are libraries and 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, opening hours, personnel, attendance; holdings, circulation.

### *Cultural Labour Force*

**Description:** Records relating to the characteristics of people residing in Canada working in selected occupations and industries within the cultural sector. The survey targeted individuals working as artists, administrators, professionals and technicians in 14 areas: visual arts, crafts, design, literary arts, performing arts, film and video, broadcasting, cultural education, sound recording, book publishing, periodical publishing, heritage institutions, public libraries and other libraries. Records related to the cultural labour force from the Census of Canada. The individuals working in occupations and industries identified as cultural are included. **Topics:** Demographic data: age, sex, marital status, place of birth, ethnic origin, language, disabilities; Work patterns (1993): occupation, industry, number of jobs, class of worker, time worked, paid or not, absences, some historical employment information; Finances: total income, income from cultural work, funding; Education and Training: formal and informal training, training needs; Impact of technological change. The Census of Canada data provides the following variables relating to the cultural labour force: Demographic data: age, sex, marital status, place of birth, ethnic origin, language, disabilities; Labour Force data: occupations, industry, class of worker, labour force activity, work activity; Income: employment income, total income; Education: highest level of schooling, field of study.

### *Elementary and Secondary Education*

**Description:** Records related to teaching staff, enrolments, minority and second language education; information relating to revenues and expenditures of governments and school boards. **Topics:** Students; teachers; facilities and transportation (1971-72); private schools; kindergartens; schools for the blind and deaf; enrolments; minority language programs; education price index; financial information system for school board revenues and expenditures.

### *Government Expenditures on Culture*

**Description:** Expenditures on culture by the federal, provincial and municipal governments. **Topics:** operating expenditures (including separate categories of wages and salaries and purchase of other goods and services); capital expenditures; operating capital grants, and contributions and transfers in the major cultural areas (libraries, museums, archives, parks, literary arts, performing arts, visual arts and crafts, film and video, broadcasting, sound recording, multiculturalism); as well as statistics on employment.

### *International Travel*

**Description:** Records related to the activities of Canadians travelling outside the country and visitors to Canada. **Topics:** Port of entry; Canadian residents; non-residents; vehicles; persons; receipts; payments; country of residence; expenditures; length of stay; type of transportation; purpose of trip; accommodation used; destinations, breakdown of spending into 5 categories; source of funding, age groups.

### *Postsecondary Education*

**Description:** Records related to enrolments and full-time teaching staff in community colleges trade/vocational institutions, and universities; degrees or diplomas granted; tuition fees and living accommodation costs for university education; foreign student participation in Canadian education; private training providers; records relating to revenues and expenditures of governments, colleges and universities. **Topics:** University students; community college students; trade/vocational students; apprentices; foreign students; trade school, college and university degrees, diplomas, certificates; university tuition fees and accommodation costs; university teachers, full-time community college teachers; facilities (1973); educational technology (1970); instructional media





(1971-72); continuing education; financing; estimated, budgeted, and actual expenditures for educational institutions; student aid (1972-73); federal government expenditures in support of education and training.

### *Survey Development*

**Description:** Undertakes studies in response to requests made of policy departments and other major user groups concerning the feasibility of conducting surveys of education phenomena which are not part of the regular program; undertakes special surveys for areas of education not normally collected by the regular program; and performs evaluations of the regular and ad hoc surveys to ensure they meet ongoing client requirements. **Topics:** National Apprenticed Trades Survey; School Leavers Survey; National Graduates Survey; National Training Survey; National Longitudinal Survey of Children.

### *Training and Continuing Education*

**Description:** Information related to adult participation in education and training; types of training being taken; employer sponsorship of employee training; contribution of private training providers to continuing education. **Topics:** Enrolments, programs, courses, characteristics of persons taking training, types of training providers, employer contribution, barriers to training, training intentions, government assistance.

### *Travel, Tourism and Recreation*

**Description:** Responsible for the coordination of the Canadian Travel Survey (CTS) as well as the analysis and dissemination of its results. The CTS is a supplement to the Labour Force Survey (LFS) and is conducted every month of the even years. **Topics:** Travellers socio-demographic information: sex, marital status, age, education, class of worker, industry, occupation, household size, etc. Trip information: number of trips, origin, destination, distance, duration, mode of transportation, purpose, accommodation, activities during the trip, travel expenditures, etc.

**Health Statistics Division:** Health Statistics Division provides statistical information and analysis about the nature and operation of health in Canada. Information on the health of Canadians is classified under (i) Health Care, (ii) Health Status and Vital Statistics, (iii) Occupational and Environmental Health, (v) National Population Health Survey. On going health research and analysis is conducted, producing generic products such as a quarterly review called "Health Reports" as well as an electronic data base of information called "Health Indicators".

### *Health Care*

**Description:** Health Care provides information on health-care institutions and the use of their services. Details are available for hospital patient morbidity and mental patient morbidity, hospital and residential care facilities, surgical procedures and hospital facility utilization. Health institutions operations records contain data on beds available, patient-days during the year, patient movement (admissions/separations), service workload of various departments, personnel and paid hours of work by occupational groups, detailed departmental operating expenditures by salaries and wages and income by source and balance sheet information; and, indicators of utilization, performance and cost, by type and size of hospital and related health facility, and ownership.

### *Health Statistics Development*

**Description:** Records related to the development of a statistical program to extend the scope of health statistics. **Topics:** Health indicators development; occupational health information system development; and preparation of documents to ensure quality of data received from administrative records.

### *Health Status and Vital Statistics*

**Description:** Health Status covers the social and risk factors that influence health. The program provides information on vital statistics (births, deaths, marriages, divorces, life tables) as well as Cancer Incidence and Tuberculosis Incidence.





### *National Population Health Survey*

**Description:** The National Population Health Survey results were released in the fall of 1995 in the form of a publication and two microdata files. The next collection phase of this longitudinal survey will be in 1996 and clients can now purchase increased samples and content to meet their individual needs.

### *Occupational And Environmental Health Research*

**Description:** Occupational and Environmental Health Research provides sound statistical and policy related information in relation to occupational, lifestyle, socioeconomic and environmental factors that influence health. The section maintains the Canadian Birth Database, the Canadian Cancer Database, the Mortality Database as well as a number of other data sources used in long-term medical follow-up studies. The Statistics Act and Privacy Act of Canada protect the confidentiality of all records, and all studies involving long term medical follow-up must satisfy a prescribed review and approval process.

**Post Censal Surveys Program:** Undertakes surveys immediately following a Census, using information from the Census questionnaire to identify who should be sampled in the new survey. For each individual selected for a post-censal survey, selected Census information is added to the new survey information base.

### *Aboriginal Peoples Database (1991)*

**Description:** Records related to the operation of a statistical system to provide a social and economic profile of Aboriginal peoples, including such information as housing conditions, health, employment history, schooling, mobility, the use of Aboriginal language(s), etc.

### *Disability Database (1986 and 1991)*

**Description:** Records related to the operation of a statistical system to provide information on the prevalence of disability in Canada and the impact of disability on the life of Canadians with disabilities. **Topics:** Contains data on the existence, nature and severity of disability, and on the use of technical aids and services, as well as data which describe the demographic, household, labour force, employment, education, transportation, residential lifestyles and economic characteristics of persons with disabilities.

## Integration and Development of Social Statistics Division

Responsible for promoting and co-ordinating the integration and distribution of a diverse range of sources of socio-economic information in a thematic, subject or issue-driven manner. The work includes improving the meta information and meta data systems, cultivating partnership opportunities (in terms of data integration and marketing) between subject matter divisions and central service divisions, addressing issues of disharmonies across the sources and seeking opportunities for producing and marketing both data and analytical products and services based on integrated sources rather than single sources.

## Labour and Household Surveys Branch

This Branch conducts statistical programs of household surveys such as the Labour Force Survey, the surveys of income and expenditure, and establishment-based surveys of employment. It includes the following divisions: Household Surveys, Special Surveys, Labour and Household Surveys Analysis, and Labour.

**Household Surveys Division:** Responsible for a number of household surveys, including the monthly Labour Force Survey, the Survey of Consumer Finances, the Survey of Family Expenditure and the Survey of Labour and Income Dynamics.

### *Family Expenditures*

**Description:** A dual program of record-keeping and recall surveys provides detailed expenditures covering the complete budgets of families and unattached individuals in private dwellings. Programs cover selected calendar years, and have varied in scale and geographic coverage. **Topics:** Family expenditures on food, shelter, household operations, household furnishings and equipment, clothing, transportation, etc., for specific subgroups of the population (by family income, family size, cities, etc.).





### *Homeowner Repair and Renovation Survey*

**Description:** An annual survey to provide calendar year data on the housing repair and renovation expenditures in owner-occupied households. Every three years the survey also serves as a vehicle for the collection of a full range of household shelter expenditures, including those of renters. **Topics:** Annually: additions, renovations, replacements and new installations of fixtures and equipment, repairs and maintenance. Every three years for homeowners: mortgage expenditures and characteristics, property taxes, value of dwelling, insurance, condominium charges, fuels and utilities. Every three years for renter households: parking, fuel, utilities, insurance, repairs and maintenance costs that are not included in the rent.

### *Household Facilities and Equipment Survey*

**Description:** This annual survey provides data on dwellings and their characteristics, on the occupants of the dwellings and on the equipment at the disposal of the occupants. The records relate to the equipment and facilities available within individual households. **Topics:** Cooking facilities; heating facilities; water supply; bathroom facilities; refrigerators; microwaves; washing machines; dryers; vacuum cleaners; sewing machines; telephones; radios; television sets; VCRs; turntables; compact disc players; tape or cassette recorders; tenure and mortgage; number of rooms and bedrooms per dwelling; size of household; households with automobiles; selected sporting and recreation equipment.

### *Labour Force Survey*

**Description:** Records relate to levels and trends in the composition, activities and characteristics of the Canadian labour force. Data are available at the detail of selected Census Metropolitan Areas (CMA), economic regions and the provinces. Data also available for selected non CMA urban areas based on quarterly estimates. **Topics:** Actual and seasonally adjusted employment and unemployment data; seasonal factors; structure of the Labour Force Survey sample; participation rate; multiple job holding; reasons for absence from work, etc. **Storage Medium:** Some material held on microfiche.

### *Survey of Consumer Finances*

**Description:** An annual survey designed to measure the distribution of income and its sources for Canadian families and individuals. The records relate to income and other indicators of economic well-being of families and individuals. **Topics:** Annually: wages and salaries, self-employment income, investment income, transfer payments received, retirement pensions, other money income, income taxes, total money income, income after taxes, 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.

### *Survey of Labour and Income Dynamics*

**Description:** A longitudinal panel study currently in the development stage, designed to provide information on the determinants of change in the economic well-being of Canadian families and individuals. Overlapping panels of 15,000 households: each panel to be retained for six years, with a new panel introduced every three years. Initial results from the survey expected in early 1995. **Topics:** Annual measures of labour market activity (employment, characteristics of jobs held during the year, unemployment), educational activity, training, income by source; demographic characteristics, including age, sex, marital status, marital history, educational attainment; update of demographic events twice a year, including migration, change in household composition, family formation and dissolution.

**Labour and Household Surveys Analysis Division:** Provides resources for the content, analysis and evaluation of income and labour market related data, including data on labour force status, occupation, labour compensation, pensions, industry, individual and family income and expenditure, for both Census and sample surveys.

### *Labour and Household Surveys Analysis*

**Description:** Records relate to documentation associated with this research and development work.

**Labour Division:** Responsible for producing a wide range of labour data from surveys and administrative records. In addition, information is produced on pension plans, the operation of the Unemployment Insurance Act and the Help-Wanted Index.

### *Employment and Earnings*





Description: Records related to employment, earnings and hours from employers of all sizes. Topics: Number of employees; paid hours and earnings (including and excluding overtime) by category of employee (hourly paid, salaried and other); data are monthly for Canada, the provinces and territories; by industry.

### *Help-Wanted Index*

Description: Records related to help-wanted advertisements in 20 metropolitan area newspapers. Topics: Help-wanted indexes by region.

### *Pensions*

Description: Records related to the terms and conditions of registered pension plans (RPPs) and to the assets of trusted pension funds in Canada. Also records describing the extent to which taxfilers 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 trusted pension funds; retirement savings by tax filers through RPPs and/or RRSPs.

### *Unemployment Insurance*

Description: Records related to unemployment 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).

**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.

### *Special Surveys*

Description: Records relate to the operations of the special surveys. Topics: Surveys since 1978: work patterns, leisure time activities, family history, maternity leave, health promotion, absence from work, job opportunities, travel, travel to work, attitudes about surveys, smoking habits, victimization, graduates of postsecondary programs, passenger car fuel consumption, volunteer workers, student finances, migrants to Alberta and B.C., labour market activity, 1981 work history, union membership, work reduction, child care, adult education and training, literacy, drinking and driving, drugs and alcohol, work arrangements, household energy use, value of wildlife, aging and independence. Earlier surveys (before 1978) generally covered: demography, education, health, and the labour market. (See Overview of Special Surveys for detailed breakdowns.)

Statistics Canada's library has been designated under the Access to Information Act as a public reading room. The address is:

2nd Floor  
R.H. Coats Building  
Tunney's Pasture  
Ottawa, Ontario

In the regions, reference centres manned by advisory service personnel have been designated. Their addresses are:

#### **Atlantic Region**

Advisory Services  
Statistics Canada  
North American Life Centre  
1770 Market Street  
Halifax, Nova Scotia  
B3J 3M3  
(902) 426-5331

#### **National Capital Region**

Statistical Reference Centre (NCR)  
Statistics Canada





R.H. Coats Building Lobby  
Holland Avenue  
Ottawa, Ontario  
K1A 0T6  
(613) 951-8116

**Ontario Region**

Advisory Services  
Statistics Canada  
Arthur Meighen Building, 10th Floor  
25 St. Clair Avenue East  
Toronto, Ontario  
M4T 1M4  
(416) 973-6586

**Pacific Region**

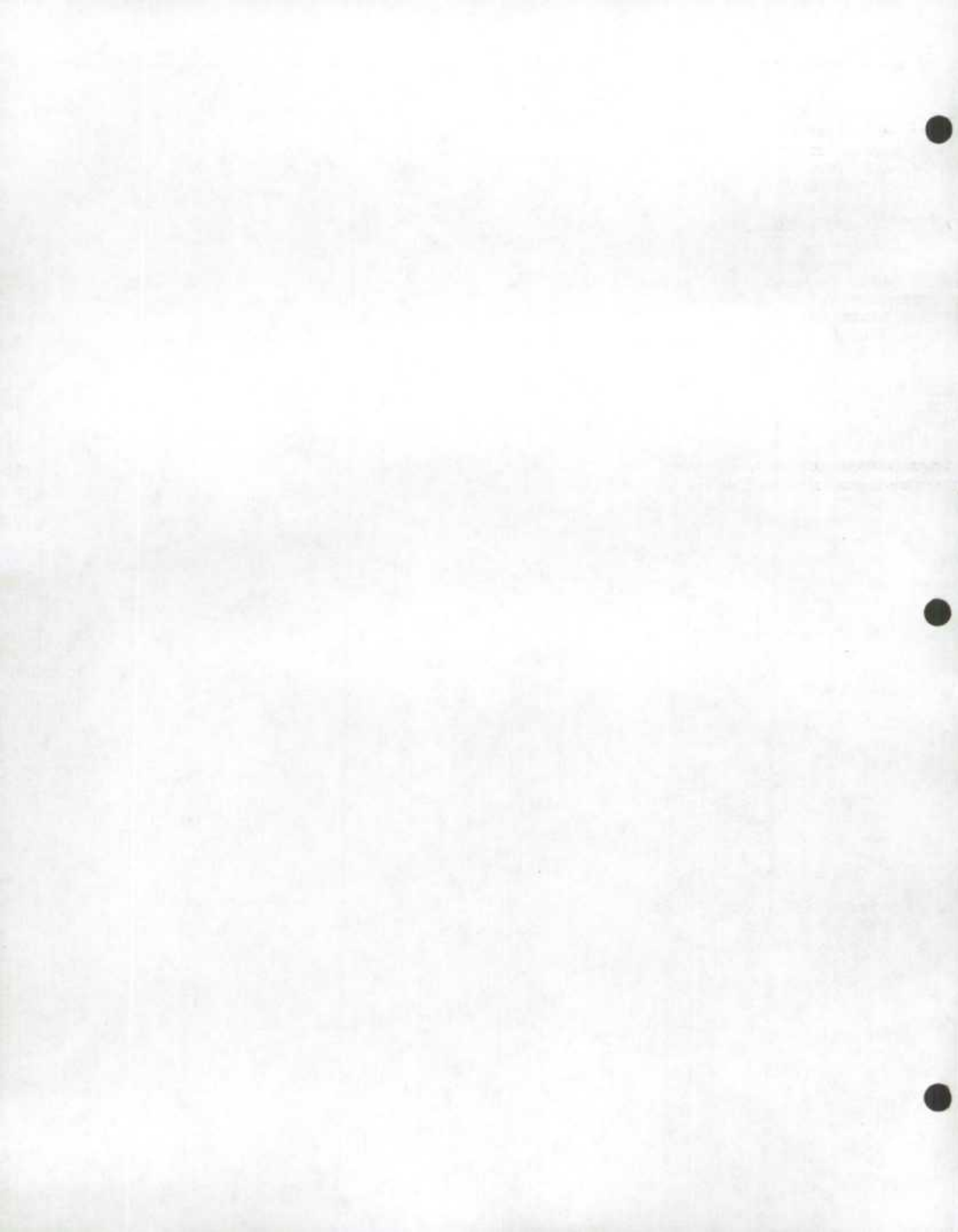
Advisory Services  
Statistics Canada  
Library Square Tower  
#600 - 300 West Georgia Street  
Vancouver, British Columbia  
V6B 6C7  
(604) 666-3691

**Prairie Region**

Advisory Services  
Statistics Canada  
First Street Plaza, Room 401  
138 - 4th Avenue South East  
Calgary, Alberta  
T2G 4Z6  
(403) 292-6717

Advisory Services  
Statistics Canada  
MacDonald Building, Suite 300  
344 Edmonton Street  
Winnipeg, Manitoba  
R3B 3L9  
(204) 983-4020

Advisory Services  
Statistics Canada  
Avord Tower, 9th Floor  
2002 Victoria Avenue  
Regina, Saskatchewan  
S4P 0R7  
(306) 780-5405



Advisory Services  
Statistics Canada  
Park Square, 9th Floor  
10001 Bellamy Hill  
Edmonton, Alberta  
T5J 3B6  
(403) 495-3027

**Quebec Region**

Advisory Services  
Statistics Canada  
200 René Lévesque Boulevard West  
Guy Favreau Complex  
4th Floor, East Tower  
Montreal, Quebec  
H2Z 1X4  
(514) 283-5725

**Toll-Free Numbers**

Toll-free telephone access is provided in all provinces and territories for users who reside outside the local dialling area of any of the reference centres:

Atlantic (Newfoundland and Labrador, Nova Scotia, Prince Edward Island and New Brunswick): 1-800-565-7192

Quebec: 1-800-361-2831

Ontario: 1-800-263-1136

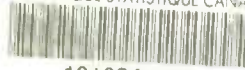
Prairie (Manitoba, Saskatchewan, Alberta and the Northwest Territories): 1-800-563-7828

Pacific Region (British Columbia and The Yukon Territory): 1-800-663-1551



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