

**DIRECTORY**  
**OF**  
**OPERATIONAL DOCUMENTS**  
**-**  
**FEDERAL-PROVINCIAL CONSULTATIVE COUNCIL**  
**ON**  
**STATISTICAL POLICY**

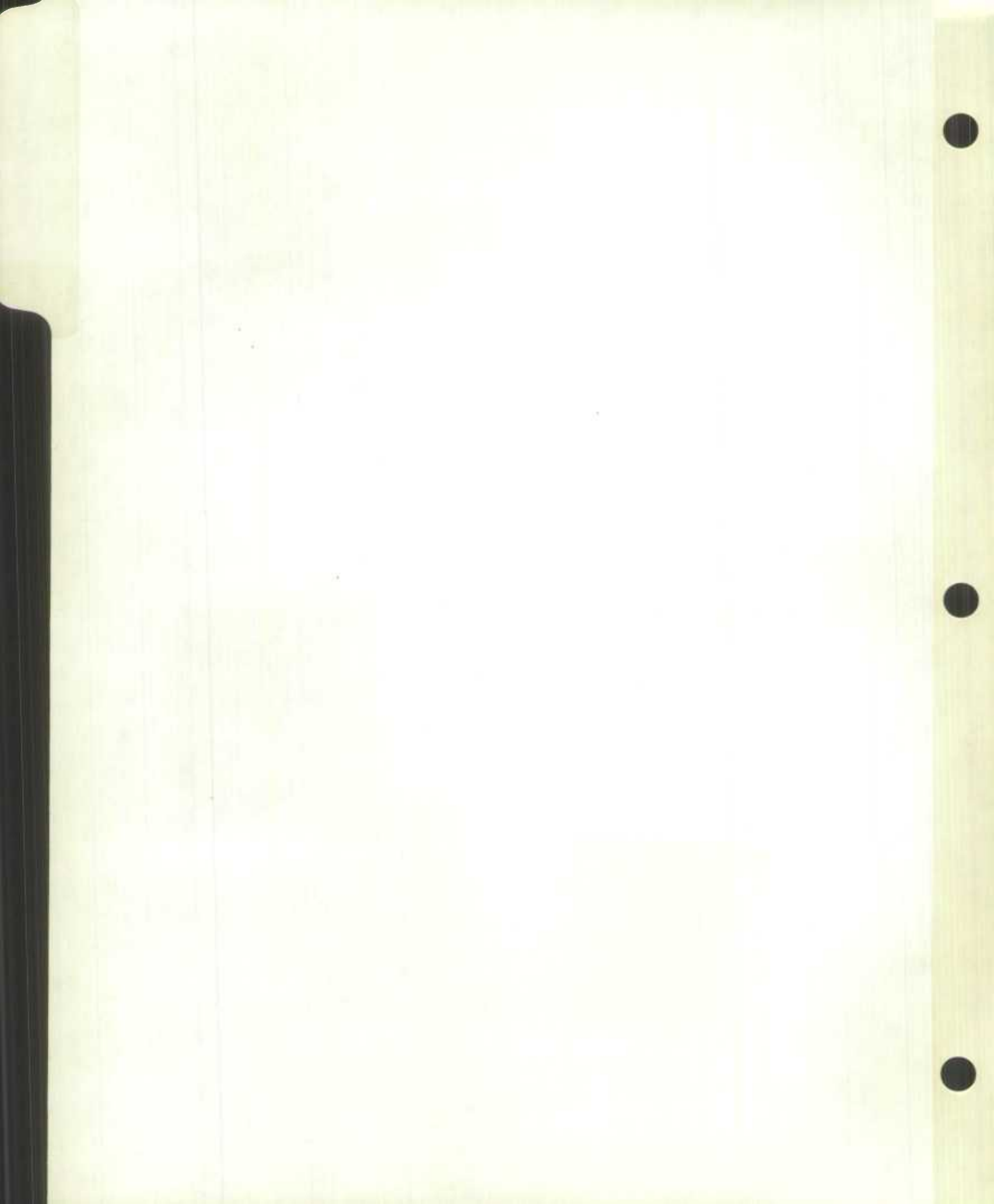


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ATIVE COUNCIL

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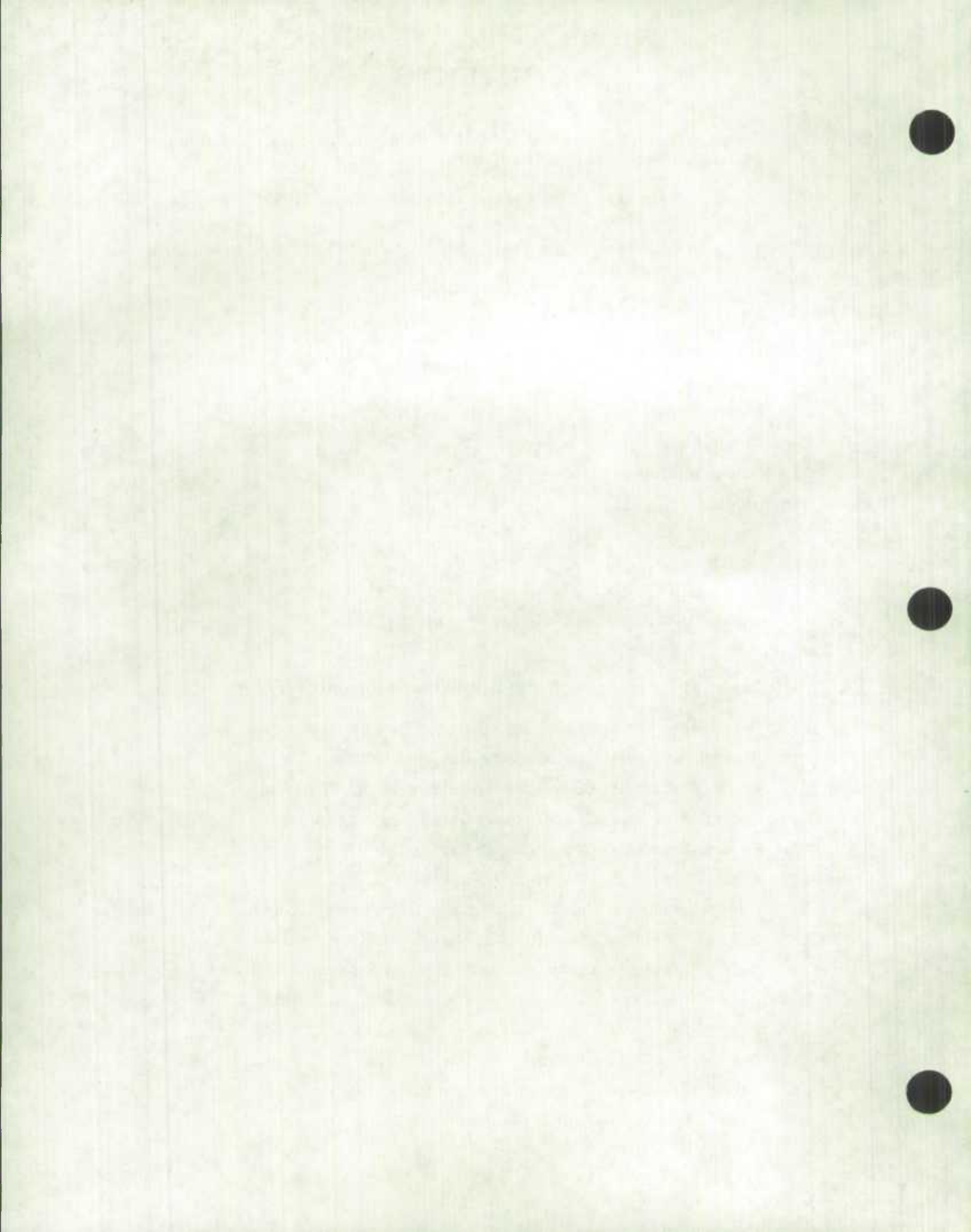
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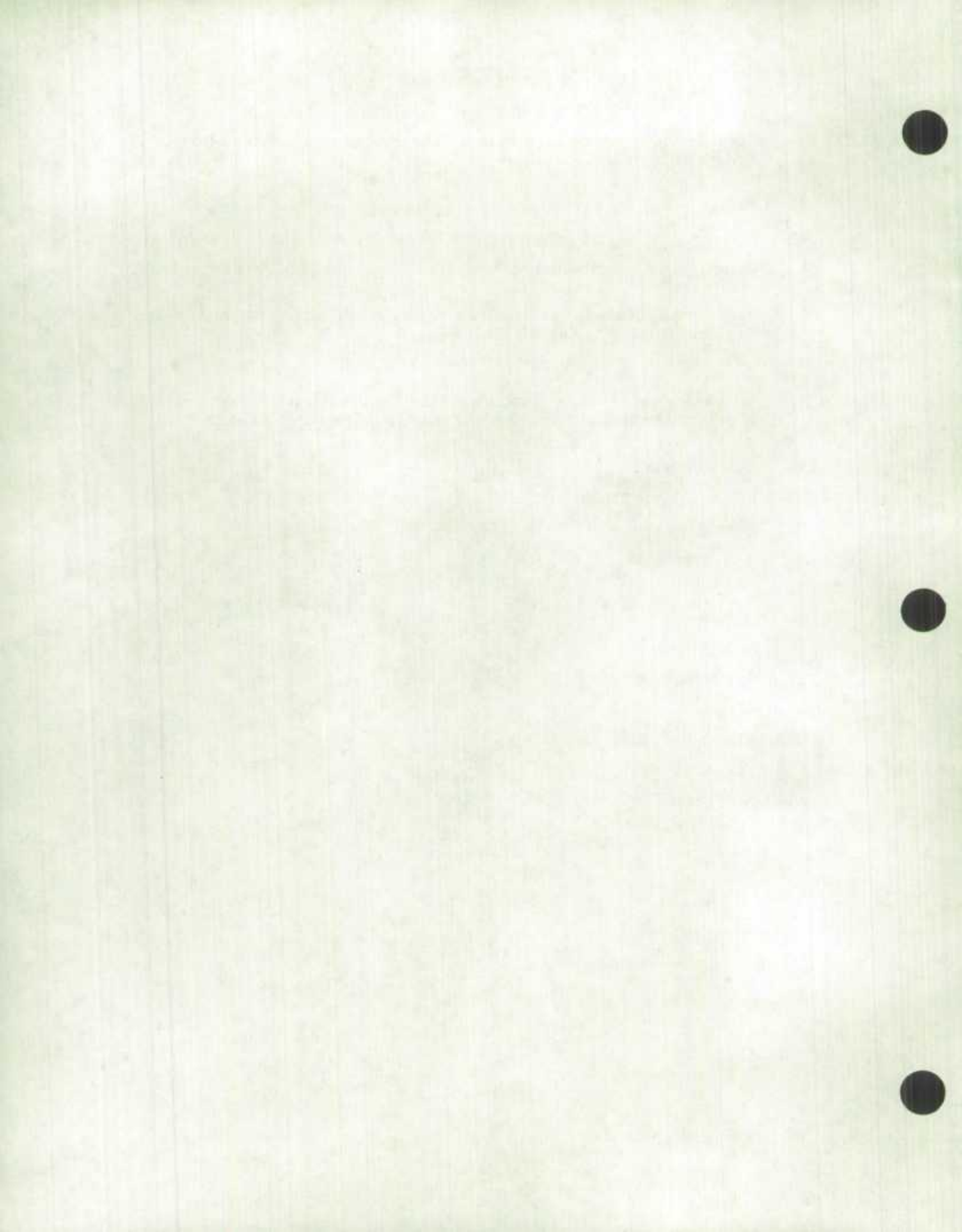
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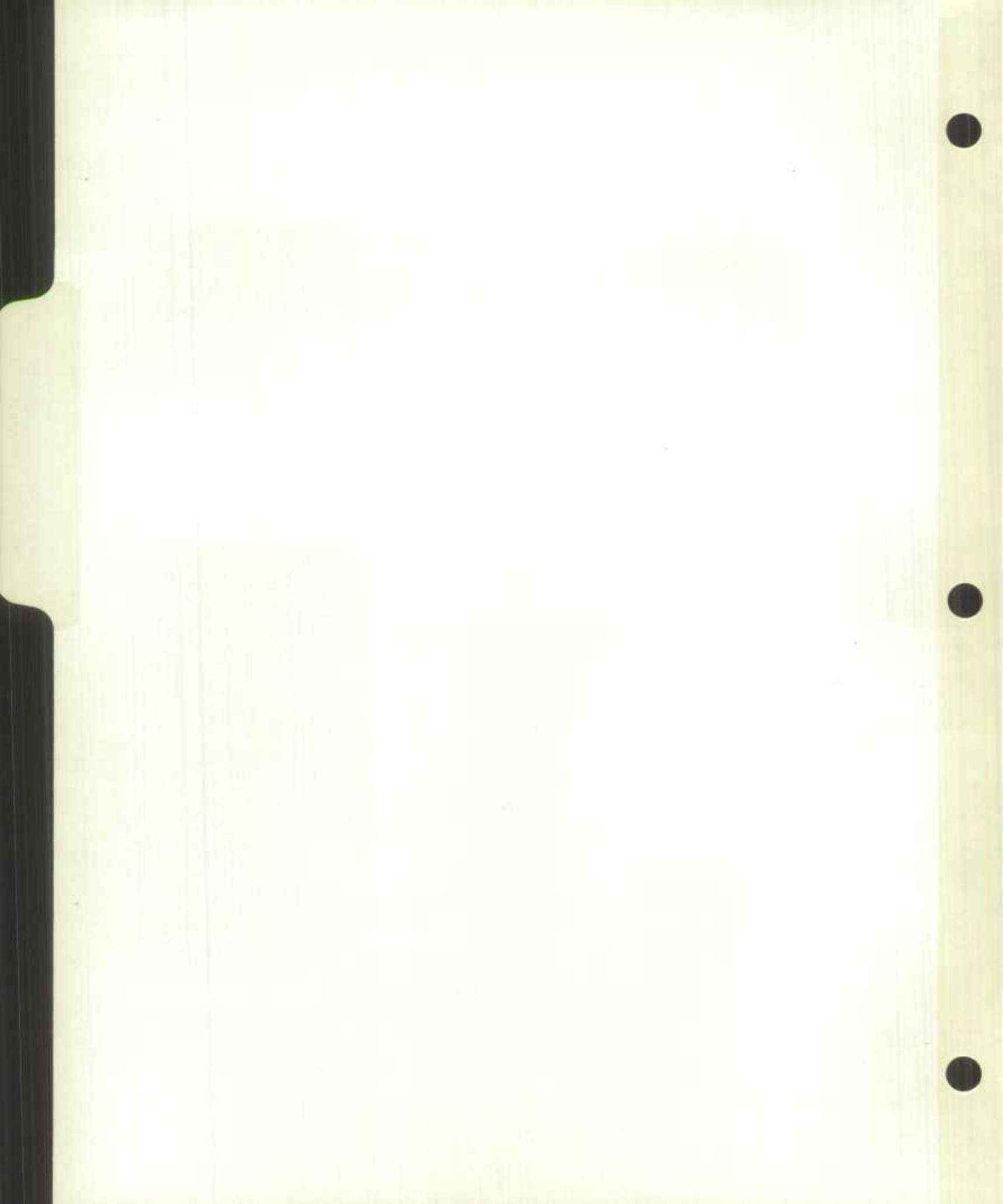
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**SECTION 1**

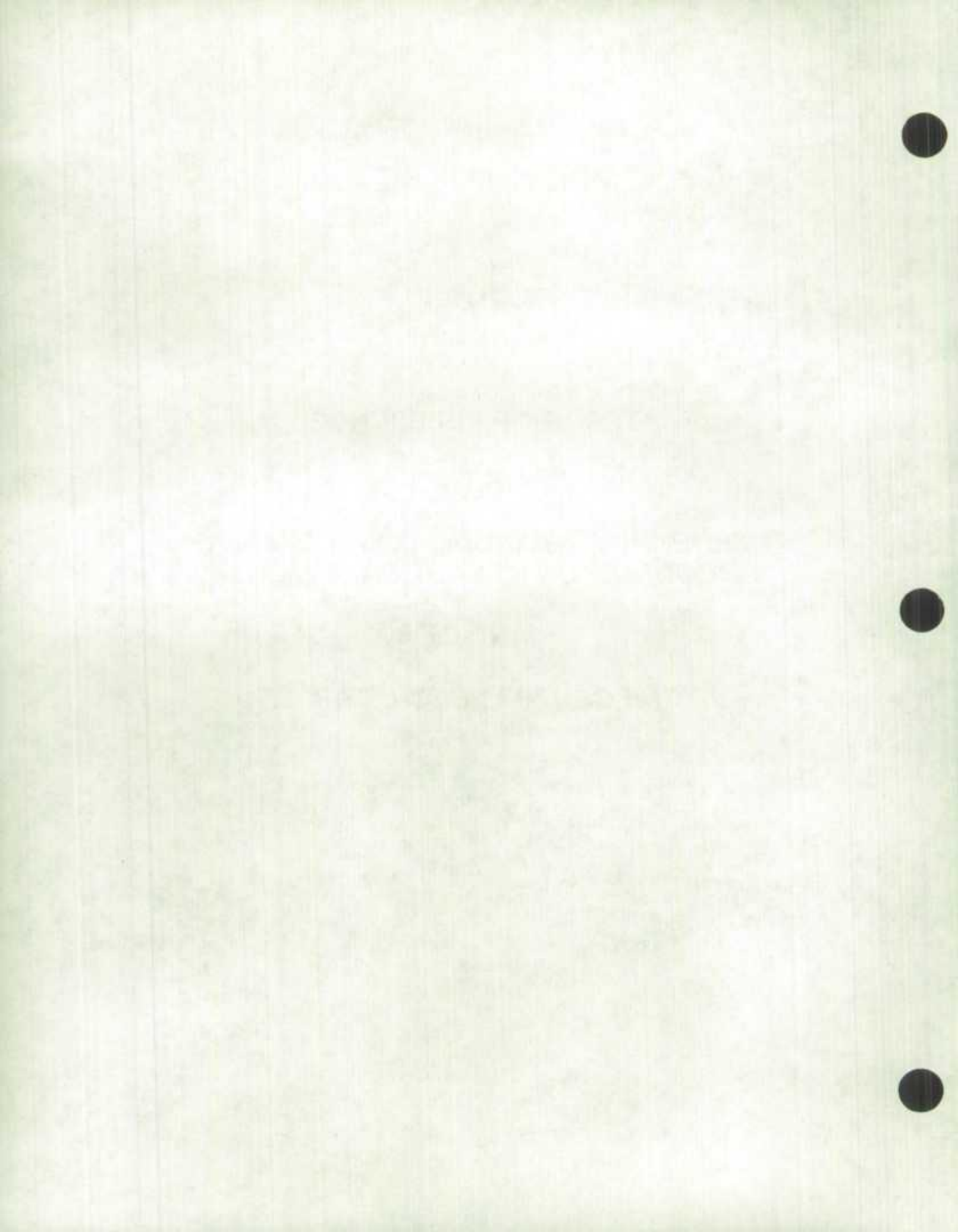
**TERMS OF REFERENCE**

**OF THE**

***FEDERAL-PROVINCIAL CONSULTATIVE  
COUNCIL ON STATISTICAL POLICY***

**AND OF**

***THE CENTRAL SECRETARIAT***



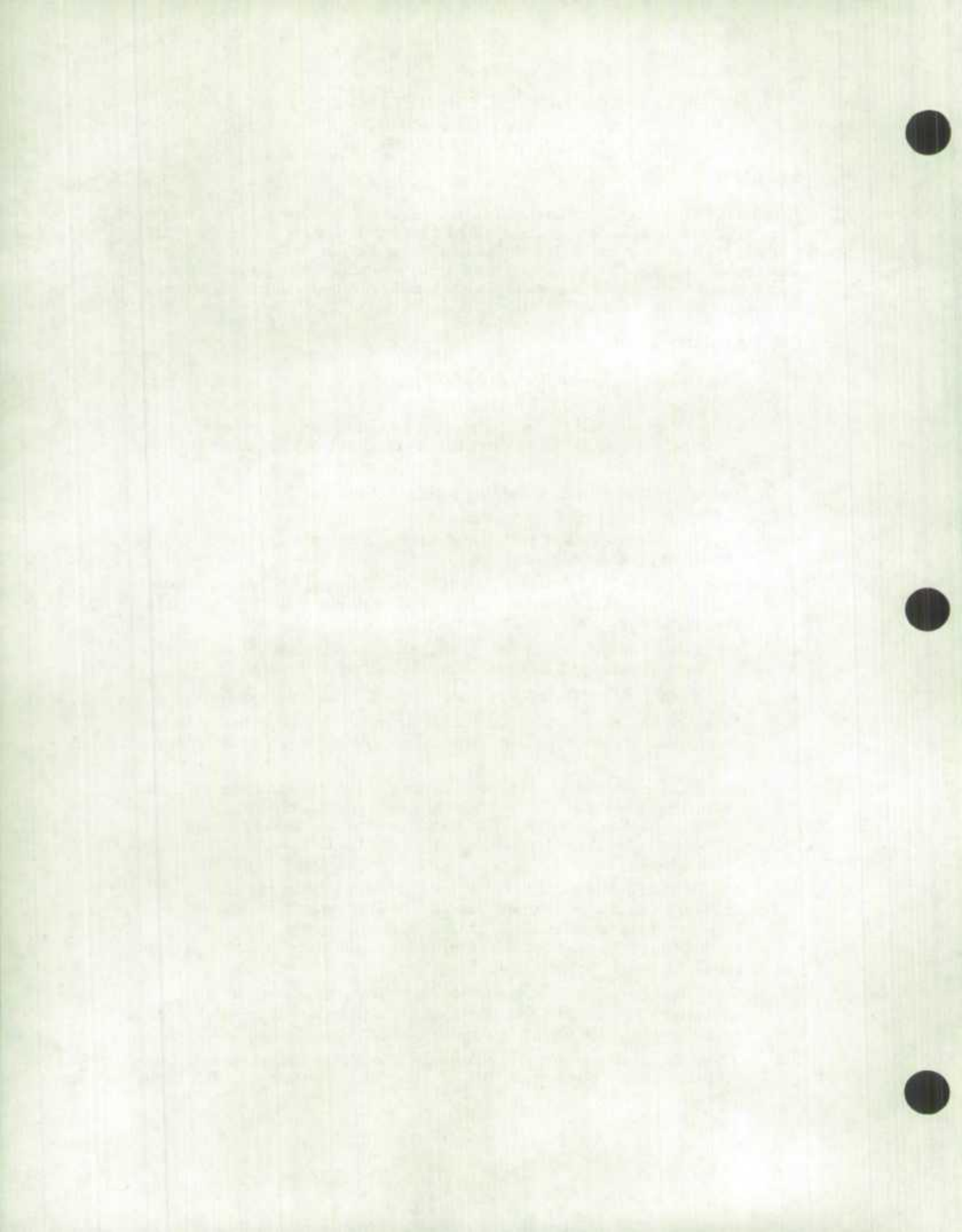
**FEDERAL-PROVINCIAL CONSULTATIVE COUNCIL  
ON STATISTICAL POLICY  
TERMS OF REFERENCE**

**A. SPECIFIC**

A Federal-Provincial Consultative Council on Statistical Policy shall be constituted to achieve a more effective and co-ordinated statistical system in Canada. The Council shall discuss and review the general aspects of federal-provincial statistical activity, while a member of Federal-Provincial Committees with specific terms of reference shall discuss and review technical subject-matter aspects of federal-provincial statistical activity.

The Council shall:

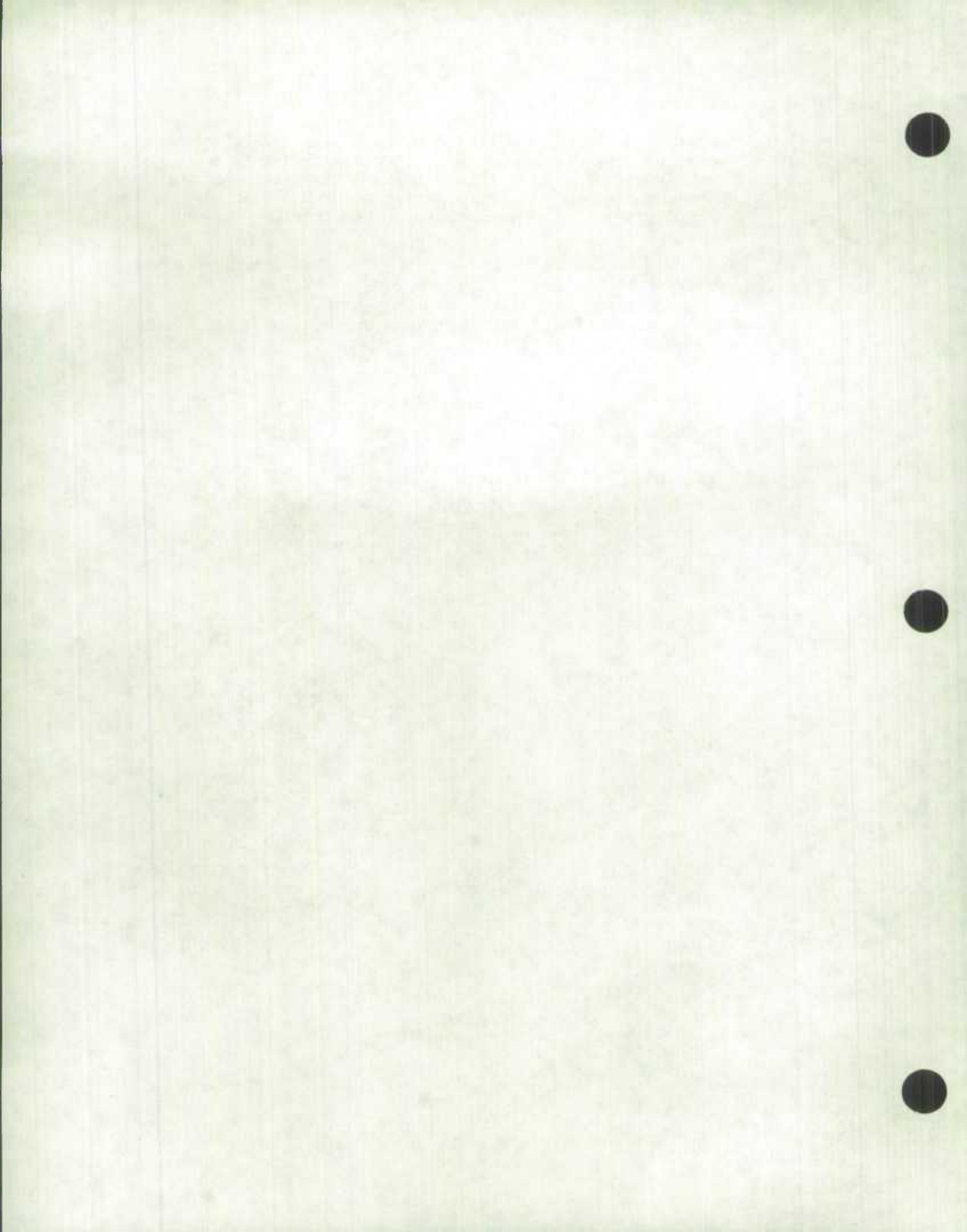
1. Review and recommend priorities in statistical programs by considering federal and provincial requirements.
2. Identify responsibilities for the production and dissemination of statistics to meet those requirements by categorizing specific work programs as either joint or separate.
3. Determine the outlines of contractual arrangements to facilitate the operation of joint programs.
4. Evaluate the progress of joint statistical work and receive reports on other identified priority programs.
5. Specify action and formulate guidelines pertaining to common problems in carrying out statistical work such as confidentiality, statistical standards and training and computer compatibility.
6. Review results and conclusions of the activities of statistical Committees and Work Groups, and make recommendations, if necessary.
7. Approve the establishment and dissolution of statistical Committees.
8. Set up ad hoc Work Groups, comprised of appropriate expertise and responsible to the Council, on such matters as legislation, methodology and technology.
9. Ensure adequate federal-provincial consultation by establishing a Central Secretariat (see Appendix "A") which will be responsible for (a) acting as a channel of communication between and for the Council and Committees, (b) providing logistical and technical support for the Council, Committees and Work Groups.
10. The Council shall be composed of the Chief Statistician of Canada, Statistics Canada, as Chairman, one senior official appointed by the Government of each Province, one senior representative of the Commissioner of the Northwest Territories and one senior representative of the Commissioner of the Yukon Territory.
11. The Council shall meet at least once every year and as frequently as necessary. The location and date of future meetings shall be determined at each meeting of the Council or by the Chairman and Central Secretariat.
12. The Council shall report annually on its activities to the specialized Committees and the Committees shall report annually on their activities to the Council.



**B. GENERAL**

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provision of a Secretariat staff, simultaneous interpretation equipment and interpreters. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of the Delegate from each Province or Territory.
2. Members of the Council may be accompanied to meetings by minimal support personnel.
3. Minutes of each meeting should record major points of discussion, decisions and recommendations and must be prepared and circulated within one month of each meeting.

Approved: November 1974





## Appendix A

**CENTRAL SECRETARIAT OF  
THE FEDERAL-PROVINCIAL CONSULTATIVE COUNCIL ON  
STATISTICAL POLICY  
TERMS OF REFERENCE**

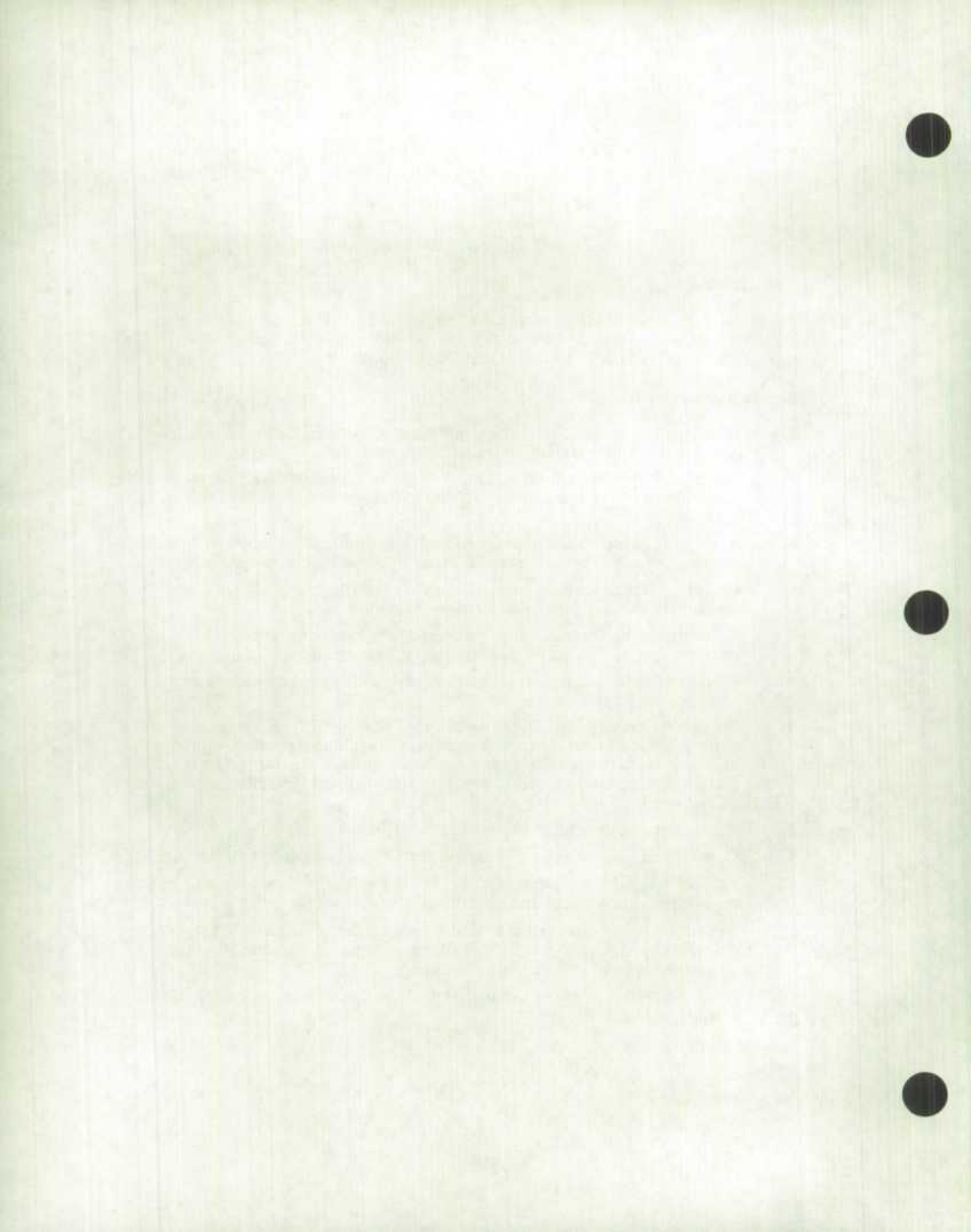
**A. SPECIFIC**

A Central Secretariat shall be established to provide a channel of communication between the Council and its Committees and provide logistical and technical support for the Council, Committees and Work Groups.

The Secretariat will:

1. Based on minutes and with the approval of Chairmen, establish future meeting dates to maintain an annual forecast schedule.
2. Establish efficient, continuing and overall arrangements with financial and administrative service areas of Statistics Canada and other agencies as necessary.
3. Arrange meeting accommodations, interpretation, security, social functions, etc., and ensure that necessary facilities are available at the meeting site.
4. Prepare and distribute in conjunction with the Chairmen, initial meeting invitations and agendas to all parties concerned.
5. Co-ordinate the translation, printing and distribution of pre-conference material (papers, documents, bulletins, attendance lists, etc.).
6. Prepare registration packages, name tags, publicity packages, seating arrangements, etc.
7. Provide Secretariat facilities (the minutes of Committees remain the responsibility of Chairmen) during the meetings, handle registration, reproduction of documents, and routine administrative requirements during the meeting, including monitoring meeting progress and ensuring the smooth operation of the meeting.
8. Arrange for transcription of meeting tapes, if required.
9. Co-ordinate translation, printing and distribution of the minutes of meetings.
10. Prepare a summary of the recommendations or resolutions of meetings, have them translated, printed and distributed.
11. Develop a follow-up system so that recommendations or resolutions of the Council and of Committees are actioned as required and that all parties concerned may be informed of progress.
12. Keep the members of the Council and of the Committees informed of matters of interest to them.

Approved: November 1974



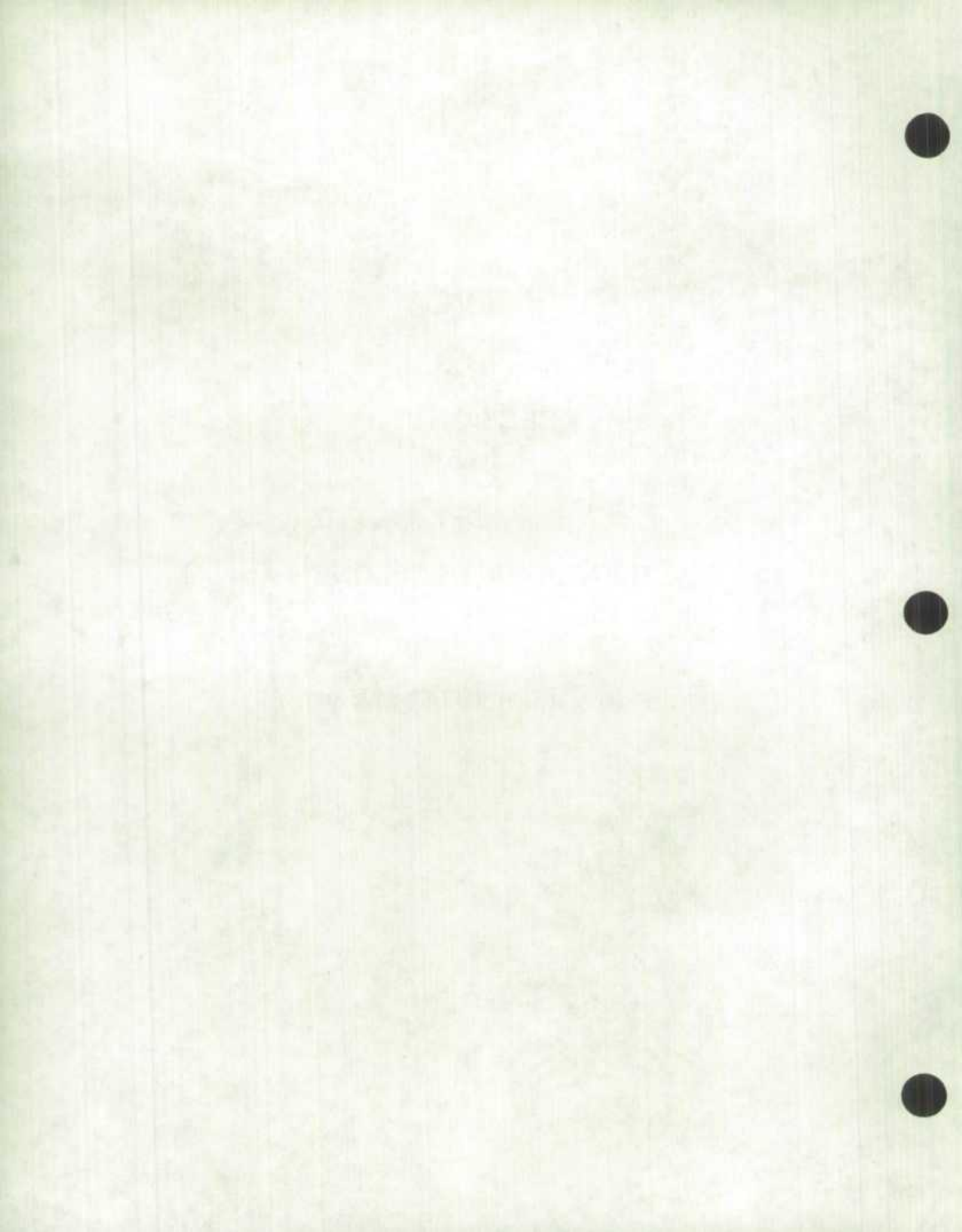




**SECTION 2**

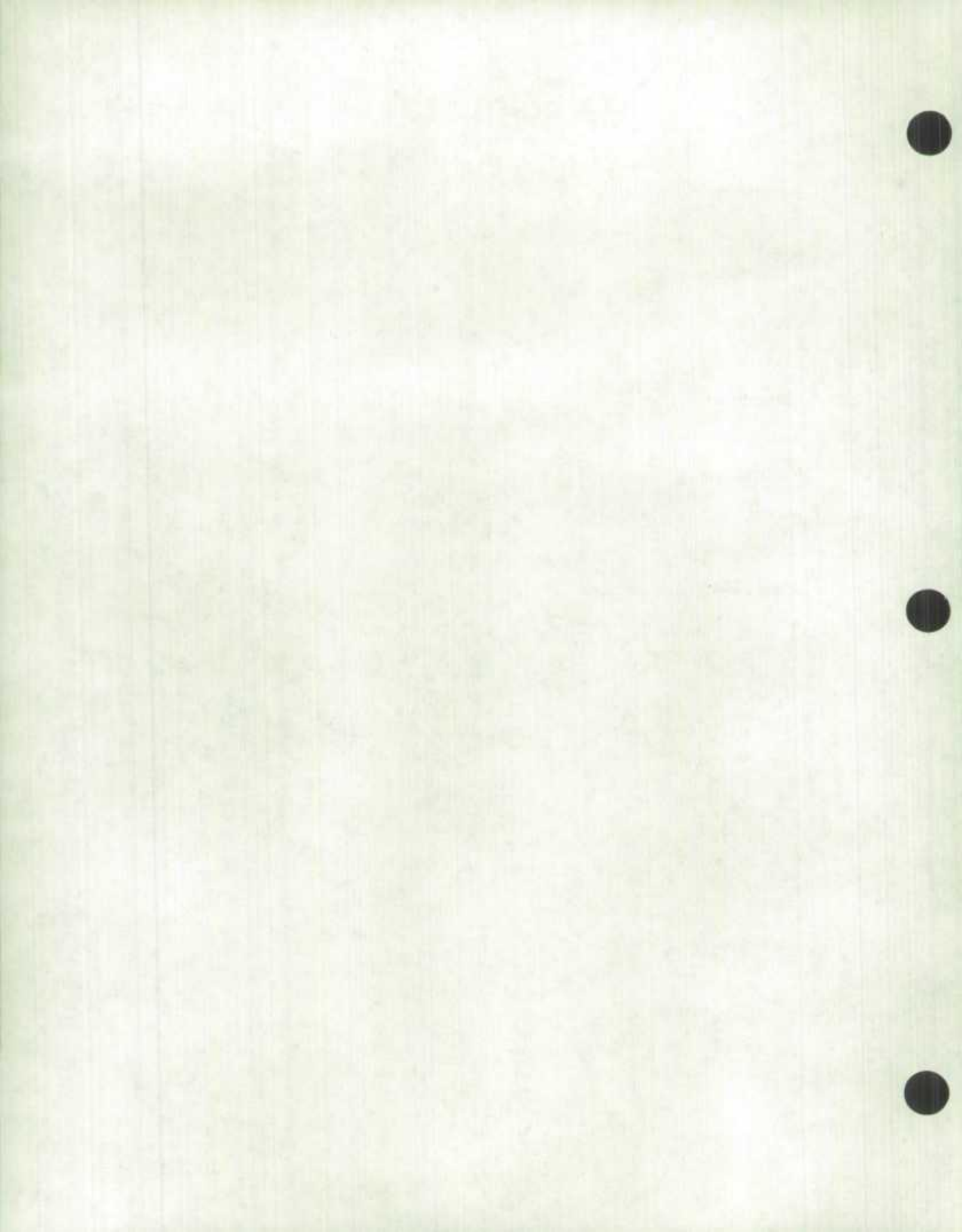
**RECORD OF DECISIONS**

**(from November 1974 to May 1989)**



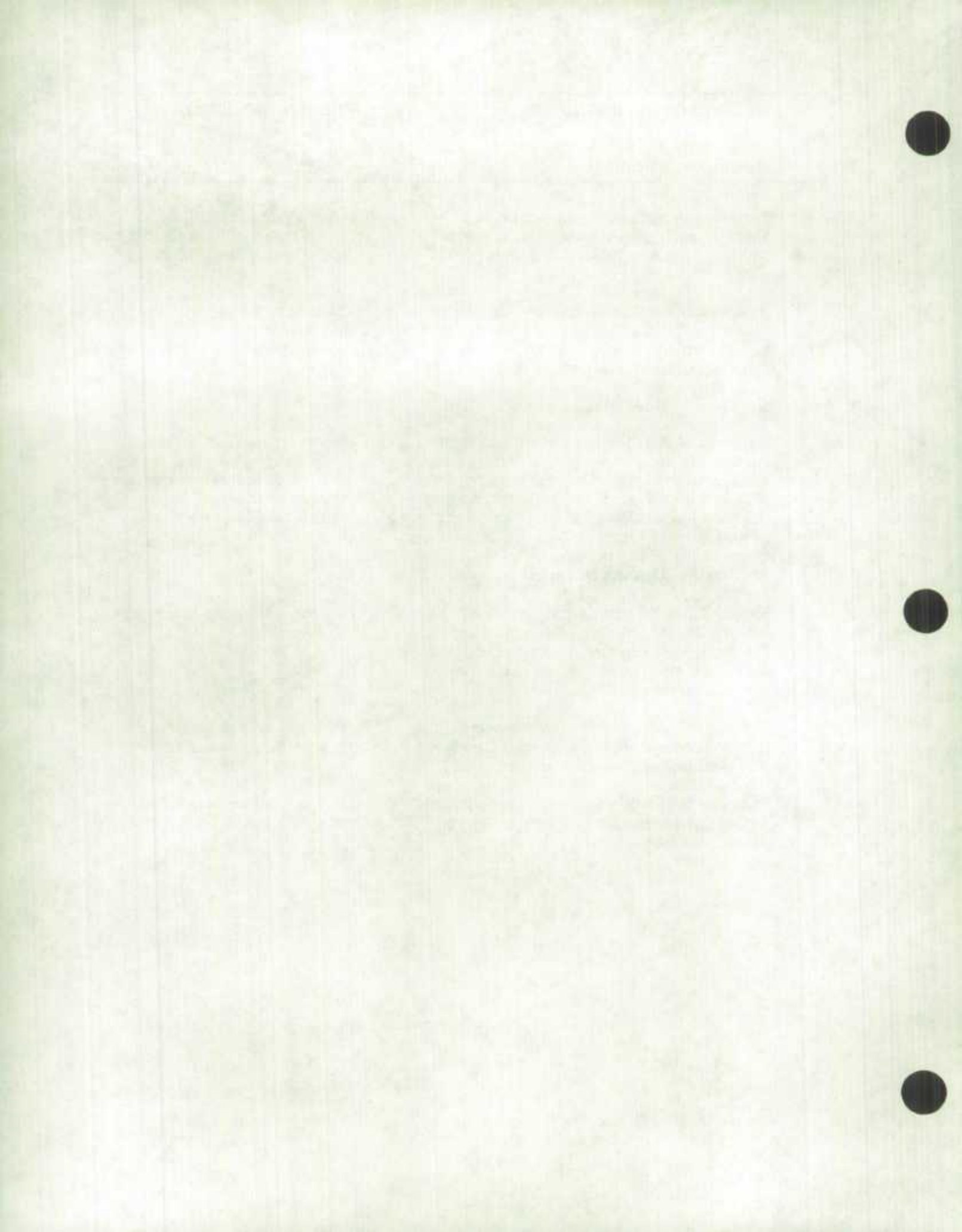
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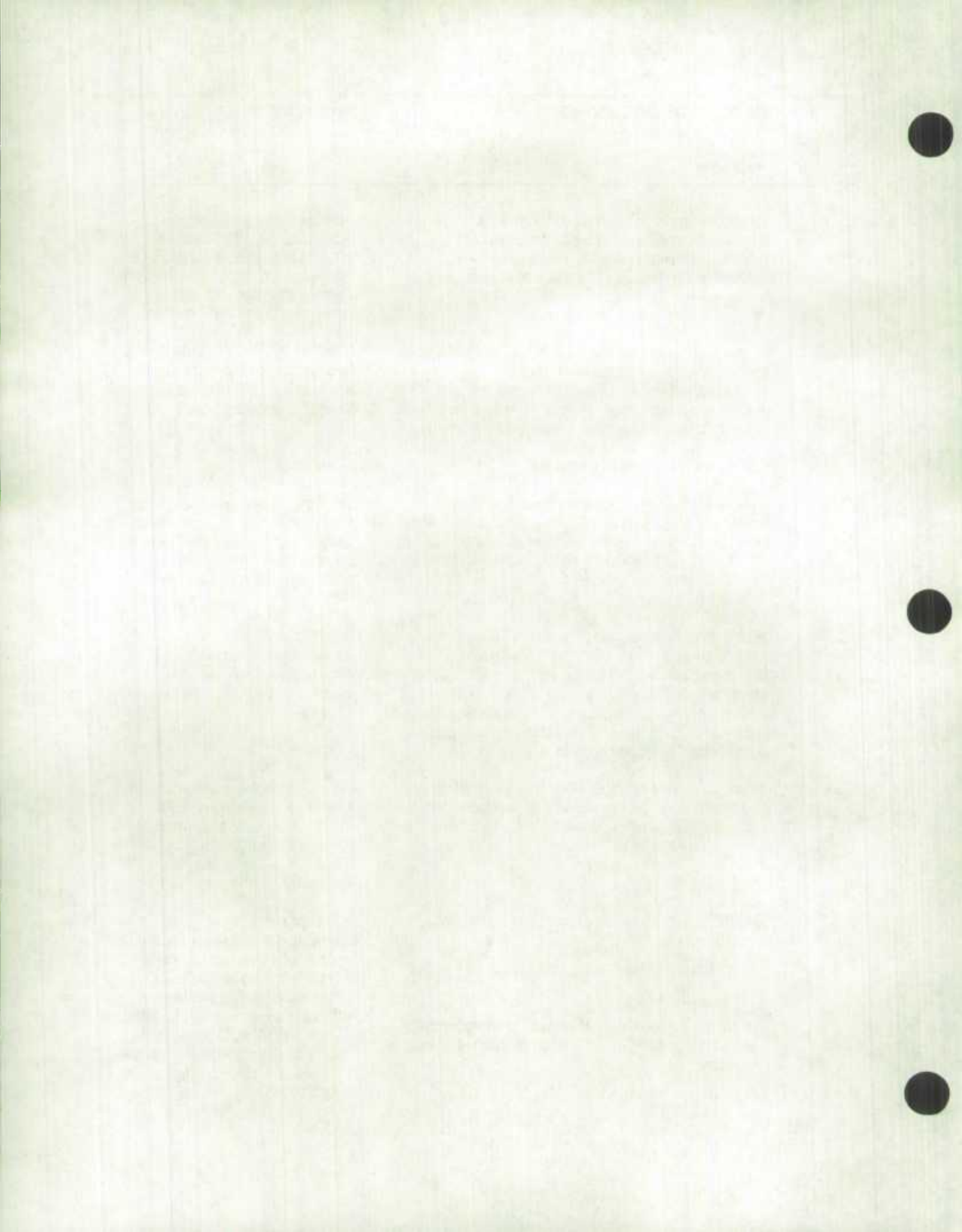




RECORD OF DECISIONS	PRESENT SITUATION
<b>2.1 Documentation</b>	
2.1.1 The Secretary agreed to ensure that Council members receive the full publication service of Statistics Canada. (Minutes — November 1974, p. 4)	Policy approved by Statistics Canada's Policy Committee, May 1986. Ongoing.
2.1.2 Ensure that Council members are informed of all federal-provincial co-operative agreements and to try and speed up the process of signing such agreements. (Minutes — October 1975, p.4)	List of new agreements sent annually.
2.1.3 See Annex 1 - Obsolete Decisions	
2.1.4 It was agreed that the Provincial and Territorial Focal Points would be informed as early as possible when Section 11 agreements were being negotiated with departments in their respective governments. (Minutes — September 1985 — 3.5 and March 1980, p.4)	List of new agreements is sent yearly, and provinces and territories directly concerned are informed when negotiations have been initiated. See related decision 2.9.10.
2.1.5 See Annex 1 - Obsolete Decisions	
2.1.6 Ensure that the Secretary's report is distributed a month in advance even if it is incomplete and that Provincial Focal Points receive background material for Council meetings no less than a month in advance. (September 1985 — 2.2)	Ongoing, it remains a Secretariat's objective.
2.1.7 Ensure that Provincial Focal Points are copied on the correspondence between Statistics Canada and provincial departments. (October 1986 — 4.2)	Policy approved by Statistics Canada's Policy Committee, August 1987. Ongoing.
2.1.8 Produce a new report on cost-recoverable projects following a model proposed by the province of Alberta. (October 1987 — 3)	The report has been developed and will be distributed quarterly.



RECORD OF DECISIONS	PRESENT SITUATION
<b>2.2 Pricing</b>	
2.2.1 The Provincial Focal Points can regroup the special tabulations, pool their requests or do part of the processing themselves. The resulting cost reductions for Statistics Canada would be passed on to users. (September 1985 — 5.1)	Memo sent by Mr. Rochon November 14, 1985 concerning catalogue 72-002. Procedure for the formation of a consortium sent January 31, 1986. Provinces and Territories did not follow suit.
2.2.2 Where a division considers a publication (printout, special tabulation) the product of direct co-operation with a provincial government department, it may, at its discretion, waive the normal charge. (September 1985 — 5.4)	Covered in the "Policy on the Distribution of Products to Provincial and Territorial Focal Points" distributed May 14, 1986.
2.2.3 See Annex 1 - Obsolete Decisions	
2.2.4 Bills for services provided to Provincial Focal Points and other provincial government departments could be forwarded to the Secretariat, and copies can be made available to the Provincial Focal Points. (September 1985 — 5.6)	Ongoing, as far as bills intended for Focal Points are concerned. They are informed of bills sent to other departments by the recoverable projects list, which they receive.
2.2.5 With regard to economic accounts, an area in which the provinces need to work from unpublished Statistics Canada tabulations, the Provincial Focal Points and S. Wells plan to form a consortium to reduce the costs of producing individual tabulations. Afterwards, the procedure could be applied to other committees. (September 1985 — 5.8)	Letter from S. Wells was sent to the provinces December 9, 1985. A memo was sent from Mr. Rochon to the provinces February 6, 1986.
2.2.6 To cut CANSIM costs, the Provincial Focal Points and government departments could establish closed user groups in which updating costs would be lower. (September 1985 — 5.9)	No real action was taken towards creating a consortium. Other avenues will need to be examined, due to the costing structure of CANSIM. Ontario has become a secondary distributor.
2.2.7 Establish clear invoicing procedures for special tabulations: <ul style="list-style-type: none"> <li>- repeated requests</li> <li>- consortium</li> <li>- certain cases where the request is anticipated and where the price is evenly distributed among users.</li> </ul> (September 1985 — 5.11)	After studying the item, it was established that it was impossible to do a follow-up on it. Nevertheless, a memo has been sent to all directors by Mr. Rochon on the subject of invoice standardization (August 25, 1986). Refer to the Policy on the rights and costs for specialized services and products, August 1987.



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**RECORD OF DECISIONS****PRESENT SITUATION**

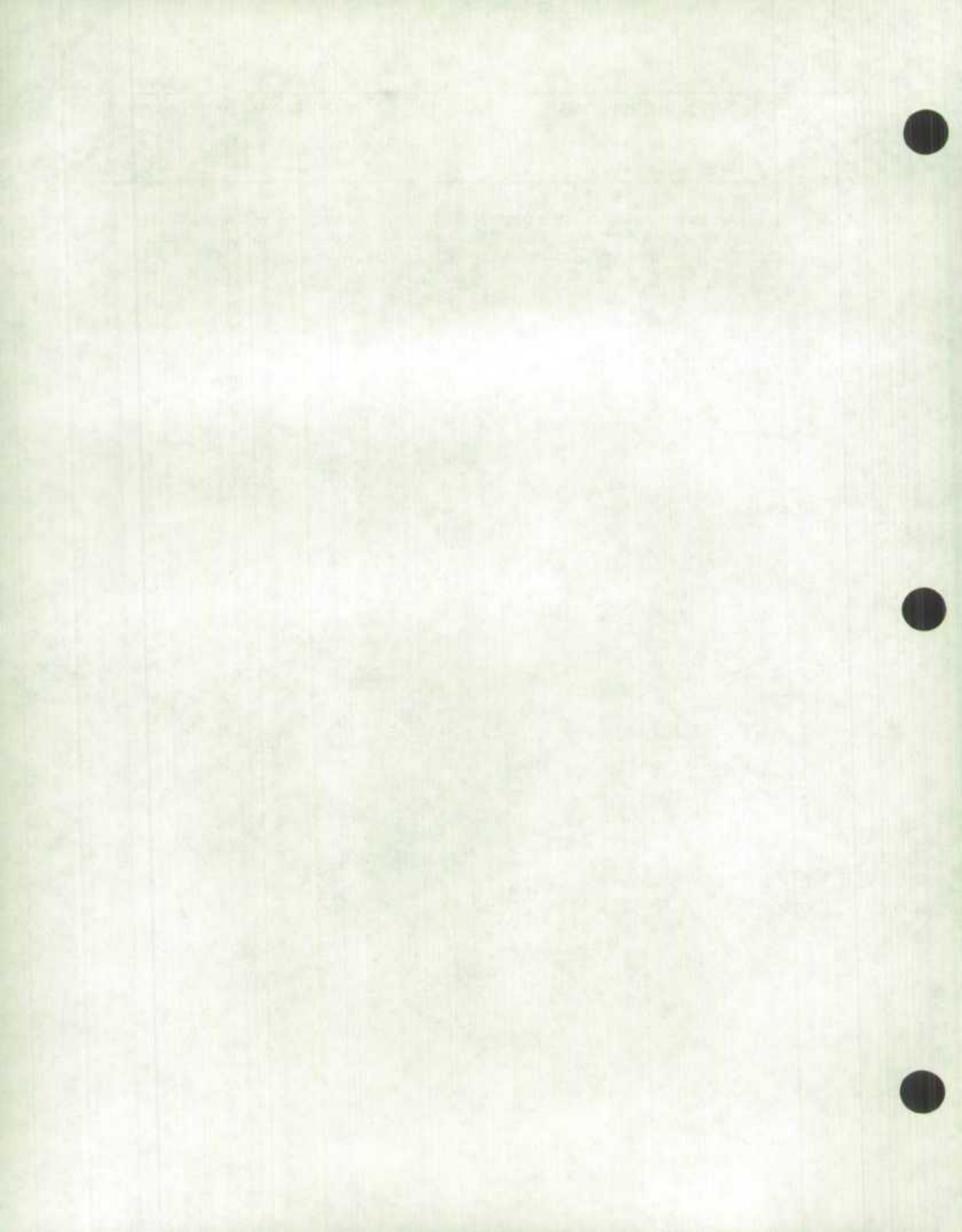
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**2.2 Pricing (cont'd)**

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2.2.8 When a special product has been prepared for a client, the second client will be charged the same amount as the first client. (October 1986 — 1.5)

Policy approved by Statistics Canada's Policy Committee, August 1987.



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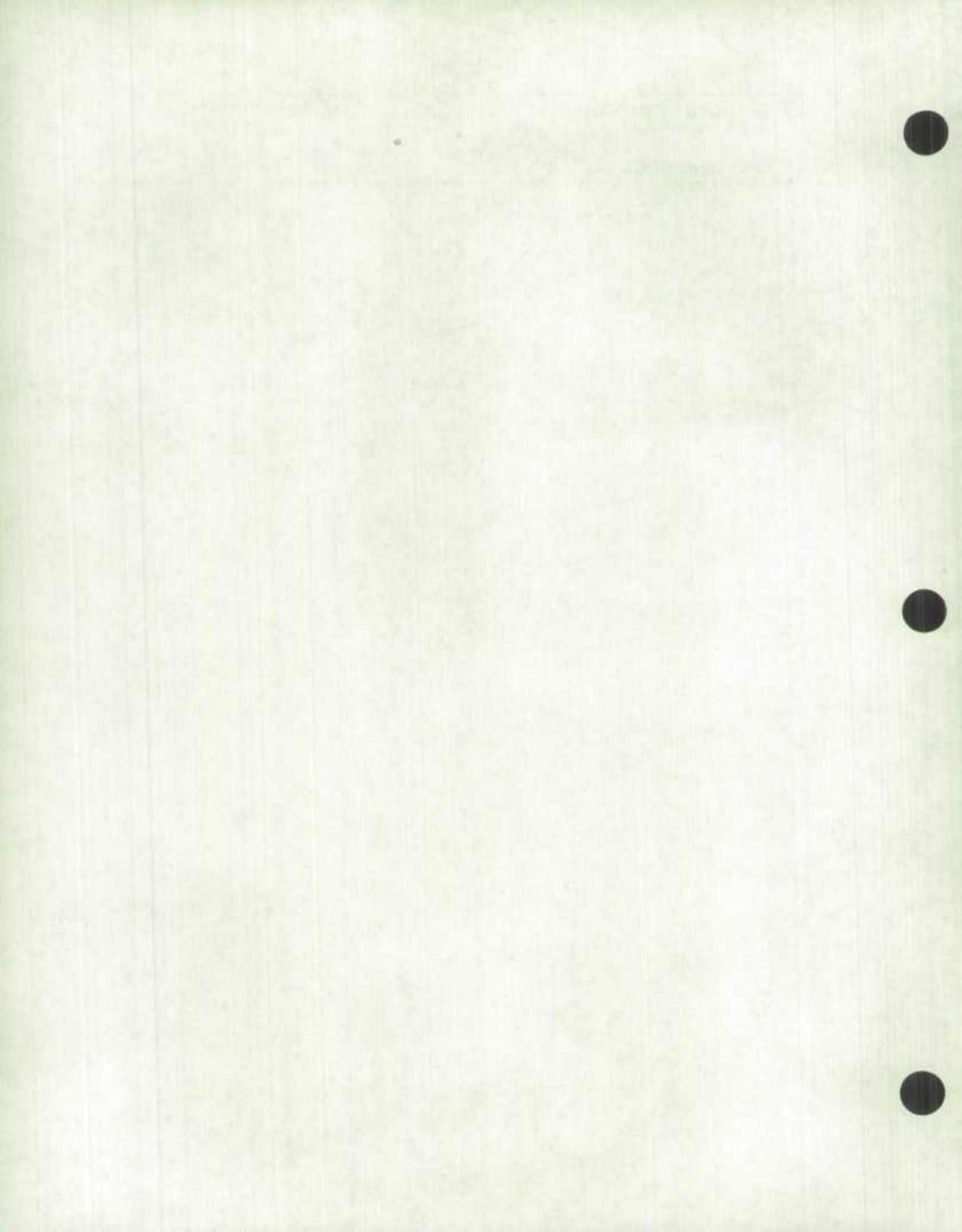
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**PRESENT SITUATION**

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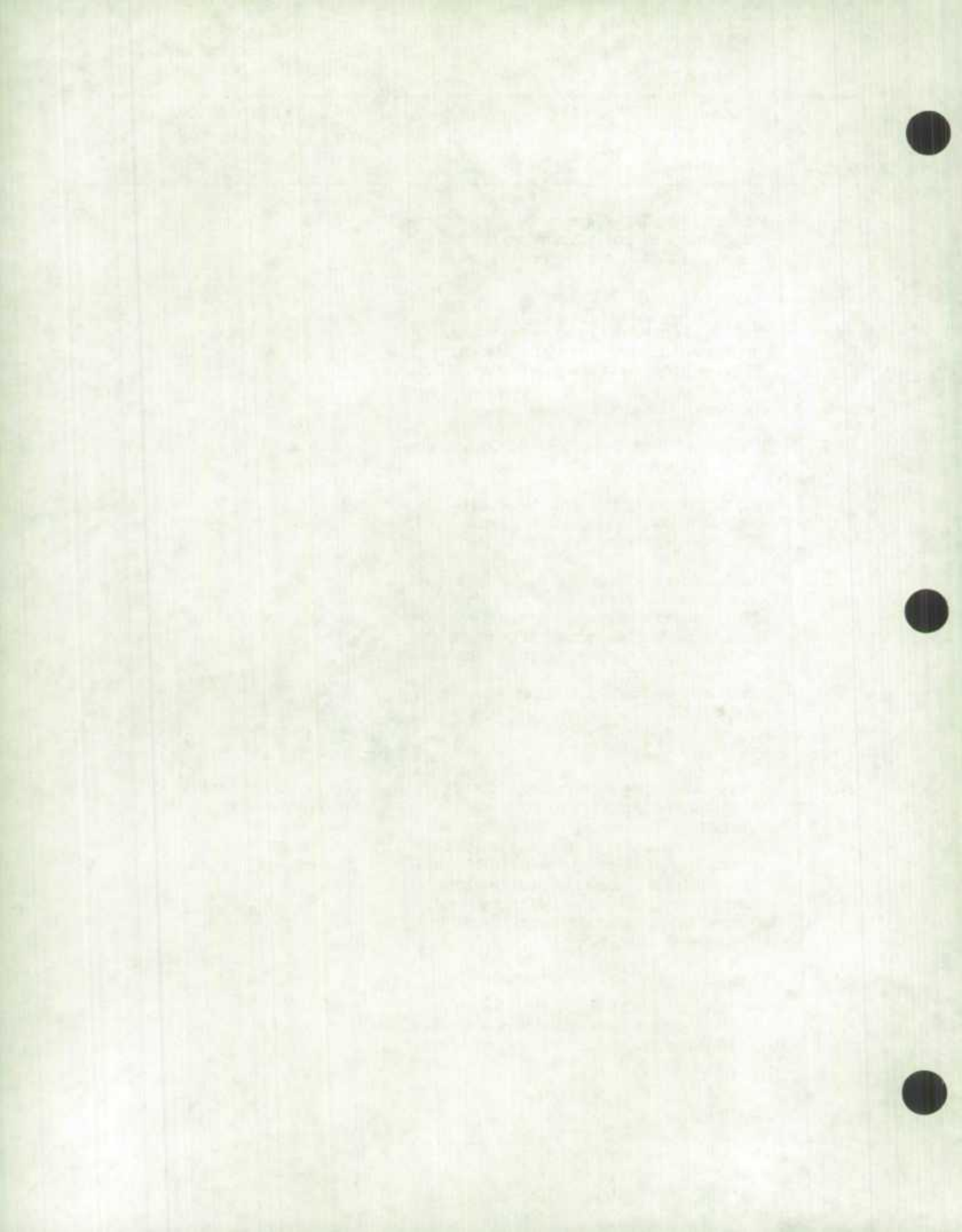
**2.3 Publications**

2.3.1 See Annex 1 - Obsolete Decisions

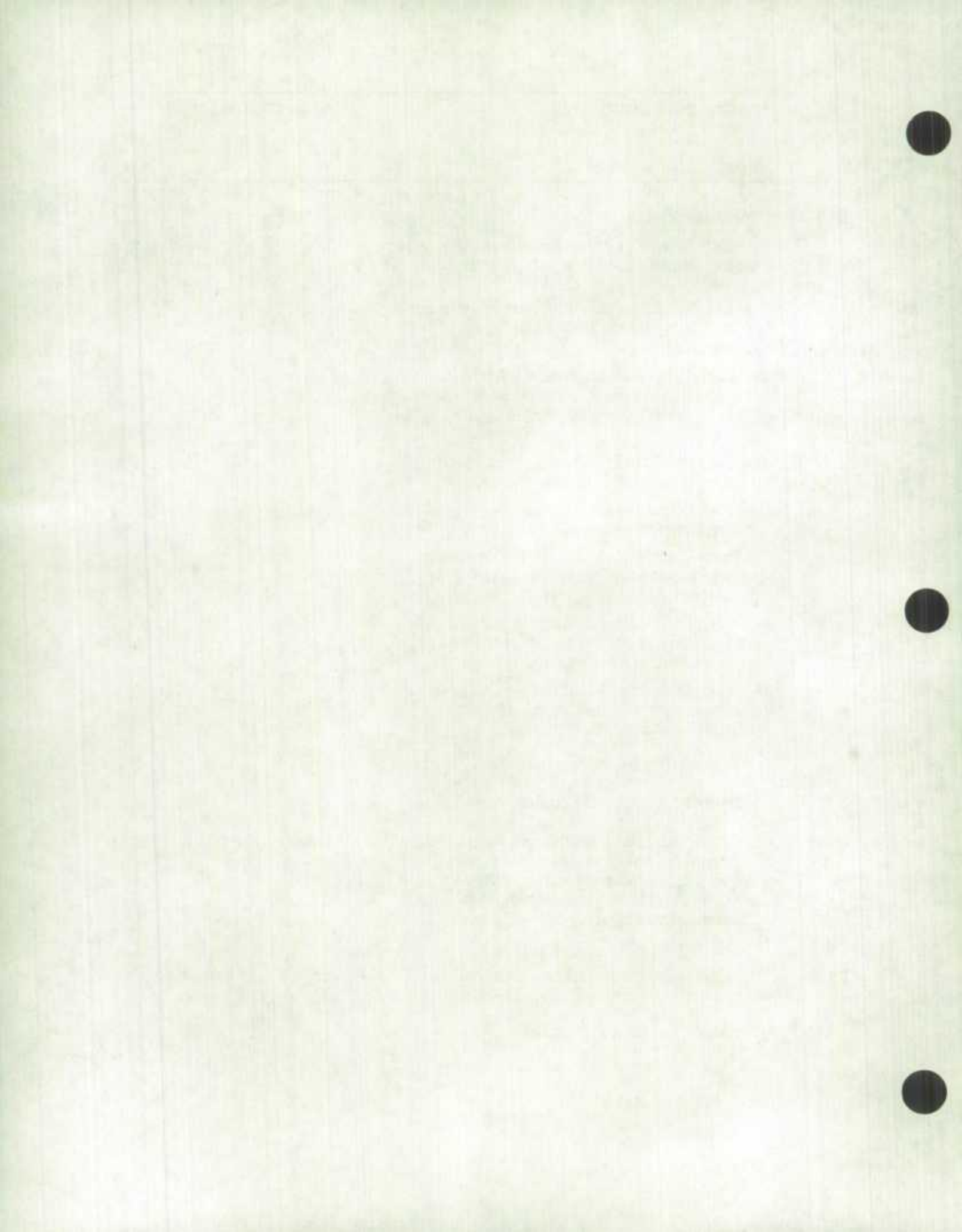




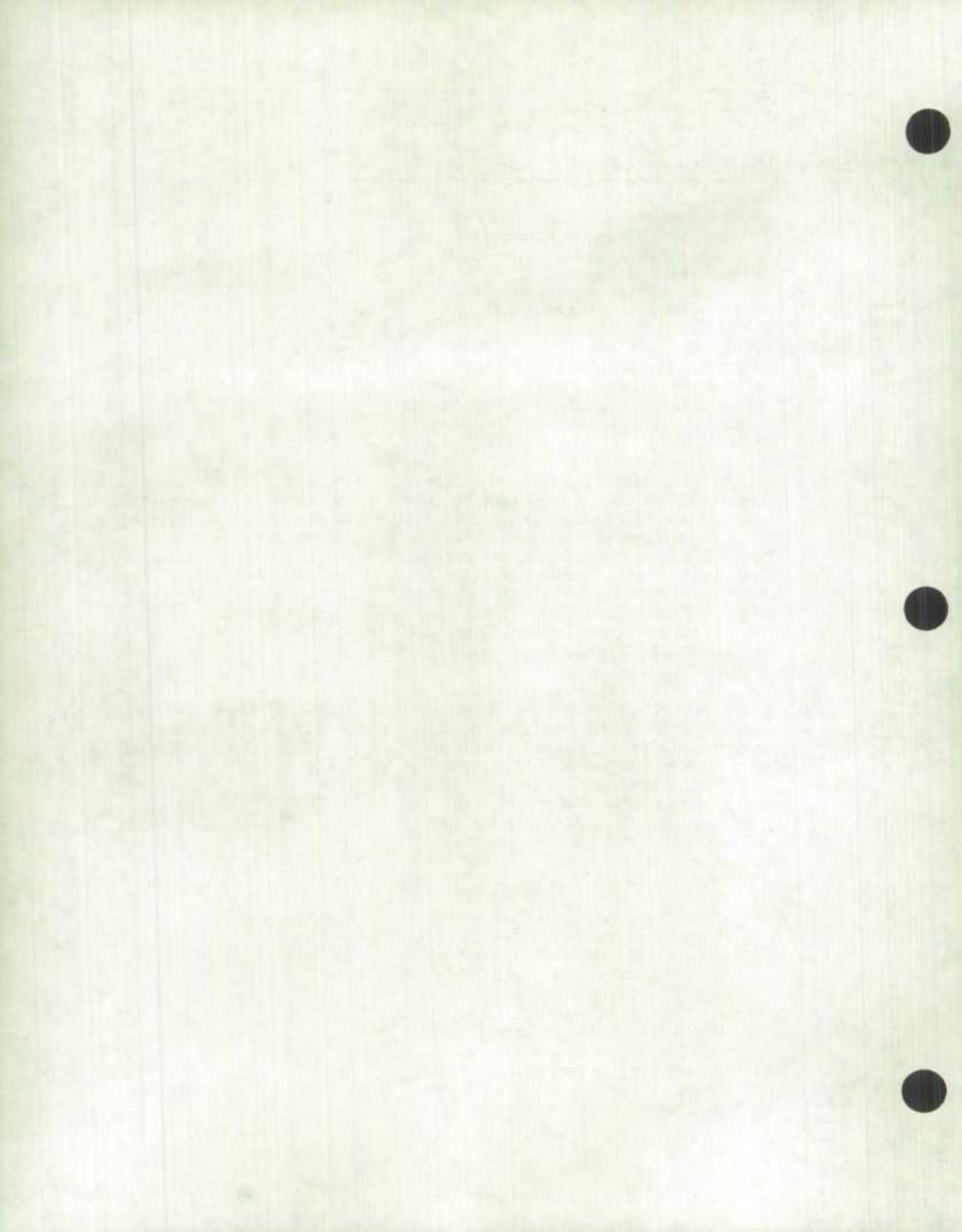
RECORD OF DECISIONS	PRESENT SITUATION
<b>2.4 Committees</b>	
2.4.1 Members of the Council agree to try to avoid formal voting procedures and reach decisions by consensus. (Minutes — November 1974, p. 3)	Ongoing.
2.4.2 See Annex 1 - Obsolete Decisions	
2.4.3 Establish ad hoc Work Groups, as opposed to continuing committees, for specific short-term objectives. (Minutes — November 1974, p. 3)	Approved. Ongoing.
2.4.4 See Annex 1 - Obsolete Decisions	
2.4.5 To establish a Work Group, under the Council, on Administrative Records. The Secretary was asked to set up this Work Group as soon as possible and to have the Group prepare its proposed terms of reference for consideration by the Council. (Minutes — November 1974, p. 3)	Accepted.
2.4.6 The Council will work towards the ideal situation whereby each Committee has one designated official member from each Government, with whom the Secretariat and Chairpersons of Committees could communicate on a regular basis. (This would not limit attendance at meetings, but rather, designate spokespersons). (Minutes — November 1974, p.3)	Ongoing.
2.4.7 See Annex 1 - Obsolete Decisions	
2.4.8 One new Committee was formed by splitting the Committee on Interprovincial Trade into a Committee on Transportation and Communications Statistics — to be chaired by the Director of the Transportation and Communications Division in Statistics Canada — and a Committee on Trade Statistics — to be chaired by the Director of the External Trade Division of Statistics Canada. (Minutes — October 1975, p.3)	The first Committee is now the Transportation Statistics Committee and the second has been amalgamated with the Business Statistics Committee.
2.4.9 Guidelines applicable to each Committee: <ul style="list-style-type: none"> <li>- Each Committee should identify the components of the present system of statistics within the Federal-Provincial and industry levels.</li> </ul>	Accepted. Ongoing.



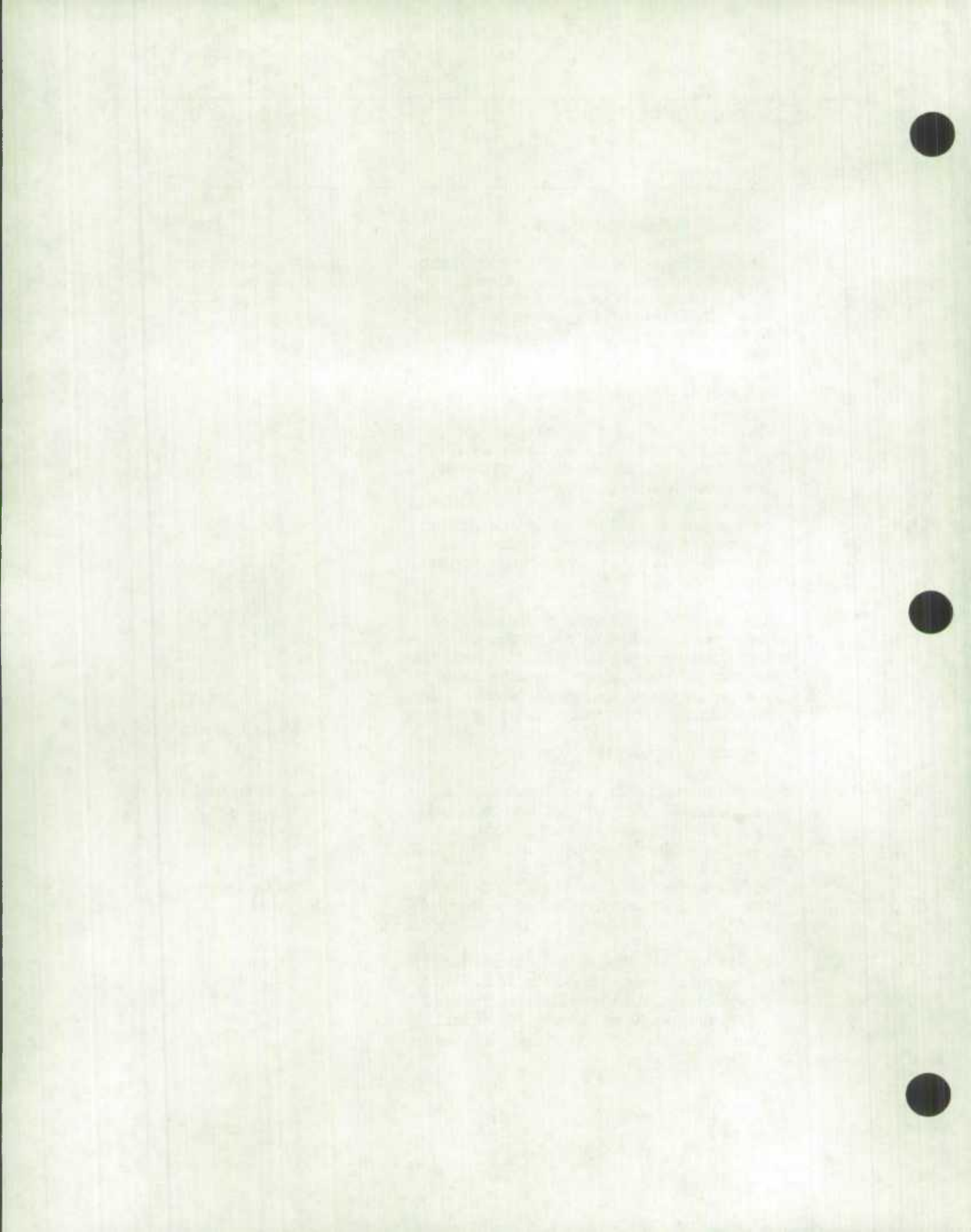
RECORD OF DECISIONS	PRESENT SITUATION
<b>2.4 Committees (cont'd)</b>	
2.4.9 Guidelines (cont'd)	
<ul style="list-style-type: none"> <li>- Each Committee should identify statistical gaps and areas of duplication within the present system.</li> <li>- Each Committee should develop an integrated statistical program for the activity under consideration.</li> <li>- Each Committee should establish priorities of the various elements of the statistical program to be achieved within an agreed upon time frame.</li> <li>- Each Committee should assign responsibilities for achieving the statistical program.</li> <li>- Each Committee should submit the program to the Consultative Council for approval.</li> <li>- Each Committee should oversee the implementation of the various phases of the program.</li> <li>- Each Committee should arrange for the assessment and evaluation of the statistics resulting from the program.</li> <li>- Each Committee should arrange for changes to the program to reflect the results of the assessment and evaluation.</li> </ul>	
(Minutes — October 1975, p. 3-4)	
2.4.10 See Annex 1 — Obsolete Decisions	
2.4.11 Statistical Committees are to review their activities in terms of their stated functions and goals, as required, and consider whether any revision of such functions and goals might contribute to their more effective functioning. (Minutes — February 1976, p. 2)	Accepted. Done on occasion.
2.4.12 Formation of a new internal Data Dissemination Committee. (Minutes — February 1976, p. 5)	Accepted.
2.4.13 See Annex 1 - Obsolete Decisions	



RECORD OF DECISIONS	PRESENT SITUATION
2.4 Committees (cont'd)	
2.4.14 Issues requiring discussion, direction or a decision by Council shall normally be documented and distributed to Council members by the Central Secretariat in accordance with a prepared work plan, and exceptionally as particularly urgent issues arise. (Minutes — February 1976, p. 7)	Ongoing.
2.4.15 Council will review its activities and achievements in terms of its stated functions and goals, as required, and consider whether any revision of such functions and goals might contribute to the more effective functioning of the Council. (Minutes — February 1976, p. 7)	Ongoing.
2.4.16 Reports of Council meetings will be prepared by the Central Secretariat and distributed within one month after meetings. They will clearly record the decisions and agreements which were reached, and actions undertaken will be specified in terms of who is to do what by when. In addition, progress reports on actions undertaken or directed by Council will be prepared by Central Secretariat on a periodic basis (three month intervals between Council meetings) and distributed to Council members. (Minutes — February 1976, p. 7)	Accepted. Delays do not take into consideration the constraints of the procedure which takes approximately three months. Reports on actions undertaken and plans adopted are included in the Secretary's report to the Council. See decisions 2.4.38 and 2.7.2.
2.4.17 Chairpersons of Committees in an exclusive relationship with the Council, are to bring forward for consideration by Council on a periodic basis (at least once a year) the programs of their respective committees, in accordance with established guidelines, where applicable. Chairpersons are also responsible for placing policy matters affecting federal-provincial statistical relations before Council, in conjunction with the Secretariat. (Minutes — February 1976, p. 8)	Ongoing. Committee plans and programs are summarized in the Secretary's report to the Council.
2.4.18 All requests for nominations of officials from provincial government departments for attendance at regular meetings of Statistical Committees in an exclusive relationship with the Council shall be directed to the provincial government Council member. With respect to committees having other lines of accountability, Council members shall be informed of requests for nominations and shall be asked to use their good offices to ensure effective provincial representation. (Minutes — February 1976, p. 8)	Ongoing.

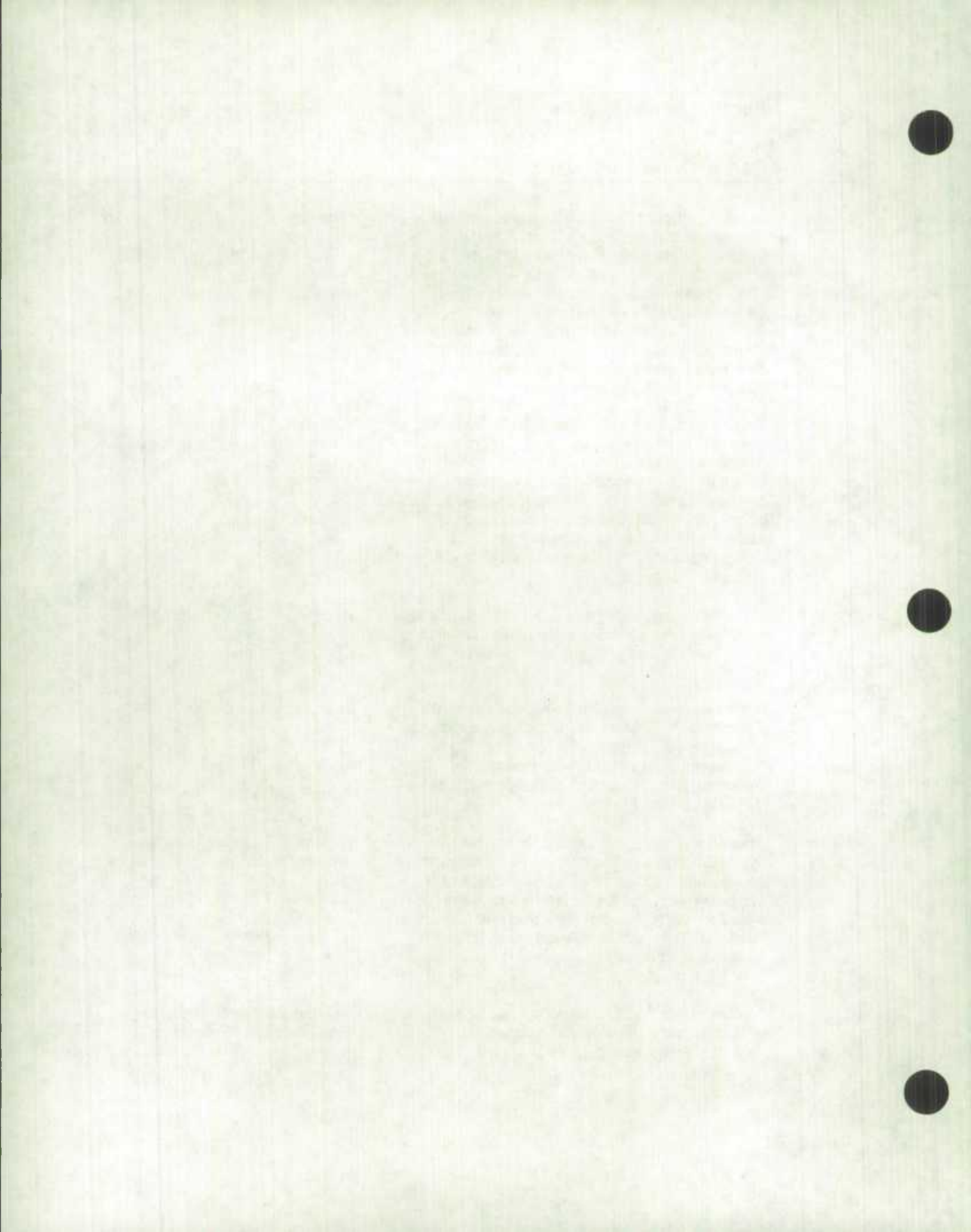


RECORD OF DECISIONS	PRESENT SITUATION
<b>2.4</b> <b>Committees (cont'd)</b>	
2.4.19      See Annex 1 - Obsolete Decisions	
2.4.20      Committee resolutions, etc., shall be reported on by the Central Secretariat eight weeks after each meeting, i.e., action or proposed action, with subsequent follow-up time permitted during November and December. (Minutes — February 1976, p. 9)	Ongoing, but according to different deadlines.
2.4.21      See Annex 1 - Obsolete Decisions	
2.4.22      On receipt of Committee minutes or resolutions with action taken, etc., Council members shall advise the Central Secretariat of any observations of contentious issues they feel require further amplification or discussion. A lack of response will be considered as initial approval or understanding by Council members, except for resolutions, etc., which have been specifically designated for Council action. (Minutes — February 1976, p. 9)	Ongoing.
2.4.23      The Central Secretariat will attempt to clarify or resolve any issues as quickly as possible and will keep Council members informed. In the event that an observation or a contentious issue has not been resolved to a Council member's satisfaction, it may, on request, become an agenda item for discussion or resolution at the next meeting of the Council. (Minutes — February 1976, p. 9)	Ongoing.
2.4.24      Regular meetings of Statistical Committees are recognized as confidential when mutually agreed to by federal and provincial government officials. (Minutes — February 1976, p. 9)	Accepted. Rarely used.
2.4.25      Establishment of a regional data task force in Statistics Canada to promote better exploitation of small area data. (Minutes — February 1977, p. 1)	It became a Committee, see decision 2.4.39.
2.4.26      Energy, Mines and Resources shall assume the Chairpersonship of the next meeting of the Federal-Provincial Mineral Statistics Committee, planned for November 1979, and Statistics Canada shall retain membership on this Committee. (Minutes — February 1979, p. xii)	Accepted and ongoing.

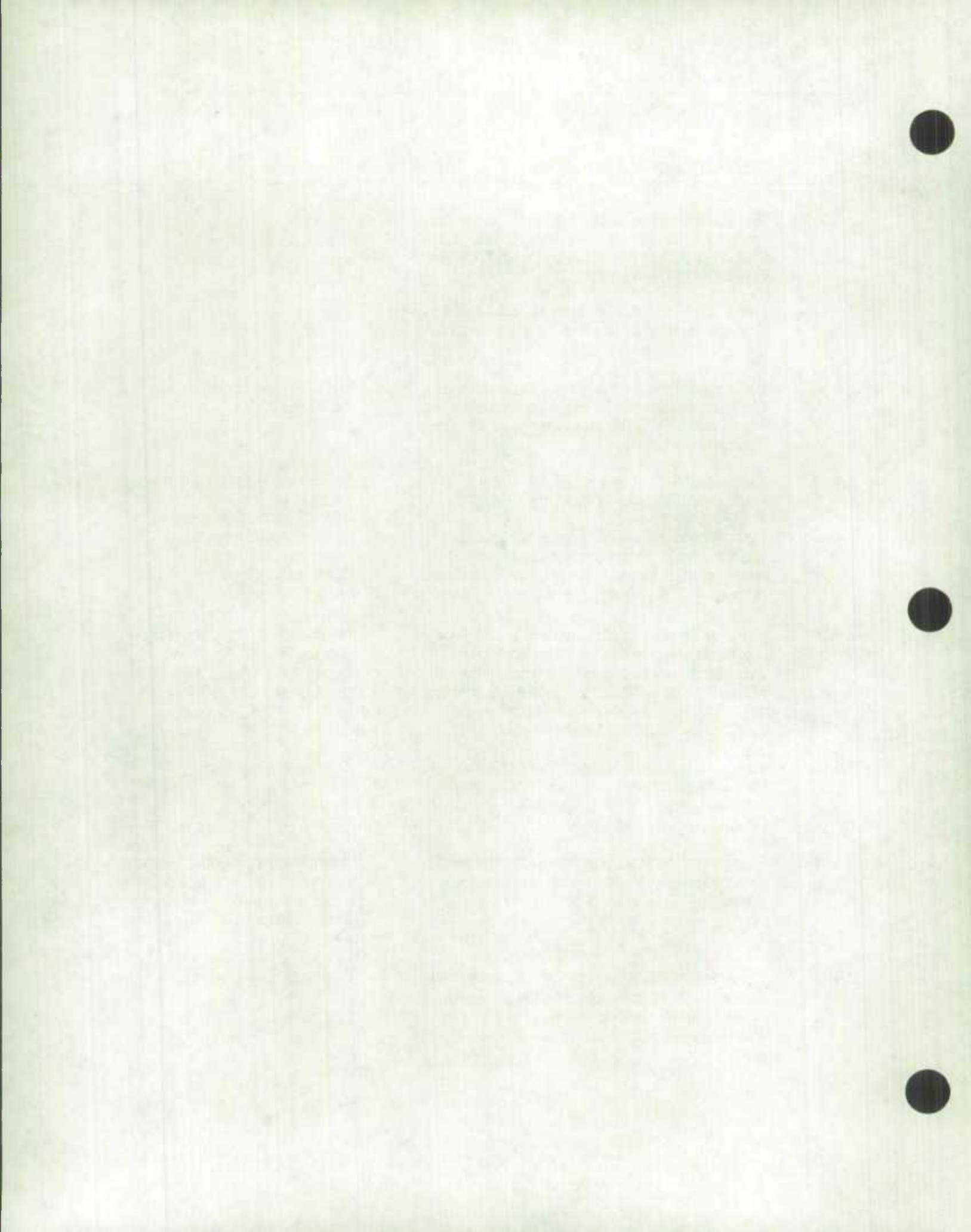




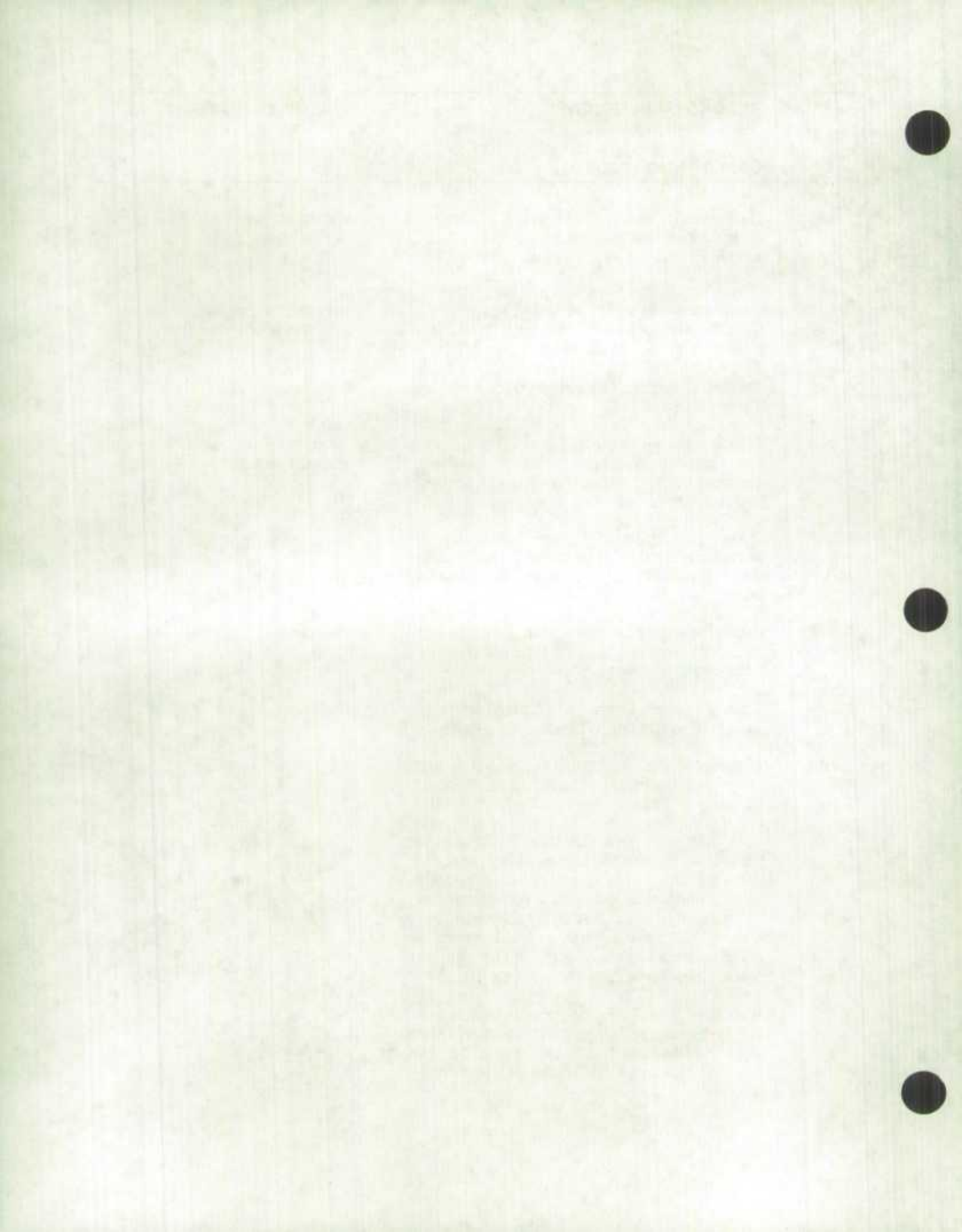
RECORD OF DECISIONS	PRESENT SITUATION
<b>2.4 Committees (cont'd)</b>	
2.4.27 It was requested that Council members continue receiving minutes from the Mineral Statistics Committee. (Minutes — February 1979, p. xii)	Ongoing.
2.4.28 There was agreement on the desirability of relaxing the mandatory requirement for each Federal-Provincial Committee directly accountable to the Council to meet at least once a year, as specified in the terms of reference of the committees. (Minutes — February 1979, p. xii)	The Committees meet as required.
2.4.29 Council members made a distinction between two types of Committees; (1) the first being general committees: the Provincial Economic Accounts Committee, the Business Statistics Committee, a new Social Statistics Committee; and (2) the second being specialized subject-matter committees, namely two new functional committees, the Data Development and Data Dissemination Committees. (Minutes — February 1979, p. 32)	Accepted. The Committee distinction has disappeared with time.
2.4.30 Council unanimously agreed to the restructuring of the Committees and accepted the terms of reference of the Social Statistics Committee. (Minutes — February 1979, p. 33)	Accepted and implemented.
2.4.31 Increasing the number of official delegates on the Committee on Labour Statistics was discussed and it was decided that rather than having official delegates from other federal departments, they would be given the status of invited participants. (Minutes — May 1981, p. 2)	Accepted and ongoing.
2.4.32 Setting up of a Program Committee was proposed by the Chief Statistician; it would be in charge of developing proposals, recommendations, location, duration and content for the next meeting, and would consist of members from Statistics Canada, Provincial/Territorial representatives and the Secretary as an ex-officio member. (Minutes — May 1981, p. 5)	Ongoing. See more up-to-date decision 2.4.50.
2.4.33 The Data Development Committee will be renamed the Committee on Small Area Information Systems. (Minutes — February 1982, p. 2)	Approved and integrated to the Small Area Data Committee.



RECORD OF DECISIONS	PRESENT SITUATION
<b>2.4</b>	<b>Committees (cont'd)</b>
2.4.34 The Committees will deal with technical matters, preferably in an issue related environment. The Council should deal with policy items. (Minutes — February 1982, p. 5)	Ongoing.
2.4.35 It was agreed that the Secretary should schedule Committee meetings irrespective of the date of Council meetings. (Minutes — February 1982, p. 5)	Ongoing.
2.4.36 It was agreed to set up an ad hoc Committee on Demography, that would fall under the responsibility of the Social Statistics Committee. (Minutes — February 1982, p. 5)	See related decisions 2.4.41, 2.4.44 and 2.4.51.
2.4.37 It was agreed to set up a Small Area Data Committee. (Minutes — February 1982, p. 5)	See related decisions 2.4.39 and 2.4.52.
2.4.38 Council endorsed the need for closer links and asked the Secretary to continue to capture and report annually on the future plans of Committees. (Minutes — May 1983, p. 2)	Summary is included in the Secretary's report to the Consultative Council.
2.4.39 The Data Development Committee is dissolved and is officially replaced by the Small Area Data Committee. It was decided that items in the terms of reference of the Data Development Committee not carried over to the new Committee would be absorbed by Council. (Minutes — May 1983, p. 2)	Implemented. The Committee is now the Federal-Provincial Committee on Small Area Data. See related decision 2.4.52.
2.4.40 It is recommended that the terms of reference of the Data Dissemination Committee be broadened to include aspects of marketing and user education. (Minutes — May 1983, p. 3)	Approved. Ongoing.
2.4.41 There was general support voiced for the new Demography Committee and its work program. (Minutes — May 1983, p. 5)	Approved. A proposal that the sub-committee become a full committee was subsequently approved. See related decisions 2.4.44 and 2.4.51.
2.4.42 The new terms of reference of the Mineral Statistics Committee have been approved and the Bureau de la statistique du Québec will act as an observer within this Committee. (Minutes — October 1984, p. 7)	Ongoing.

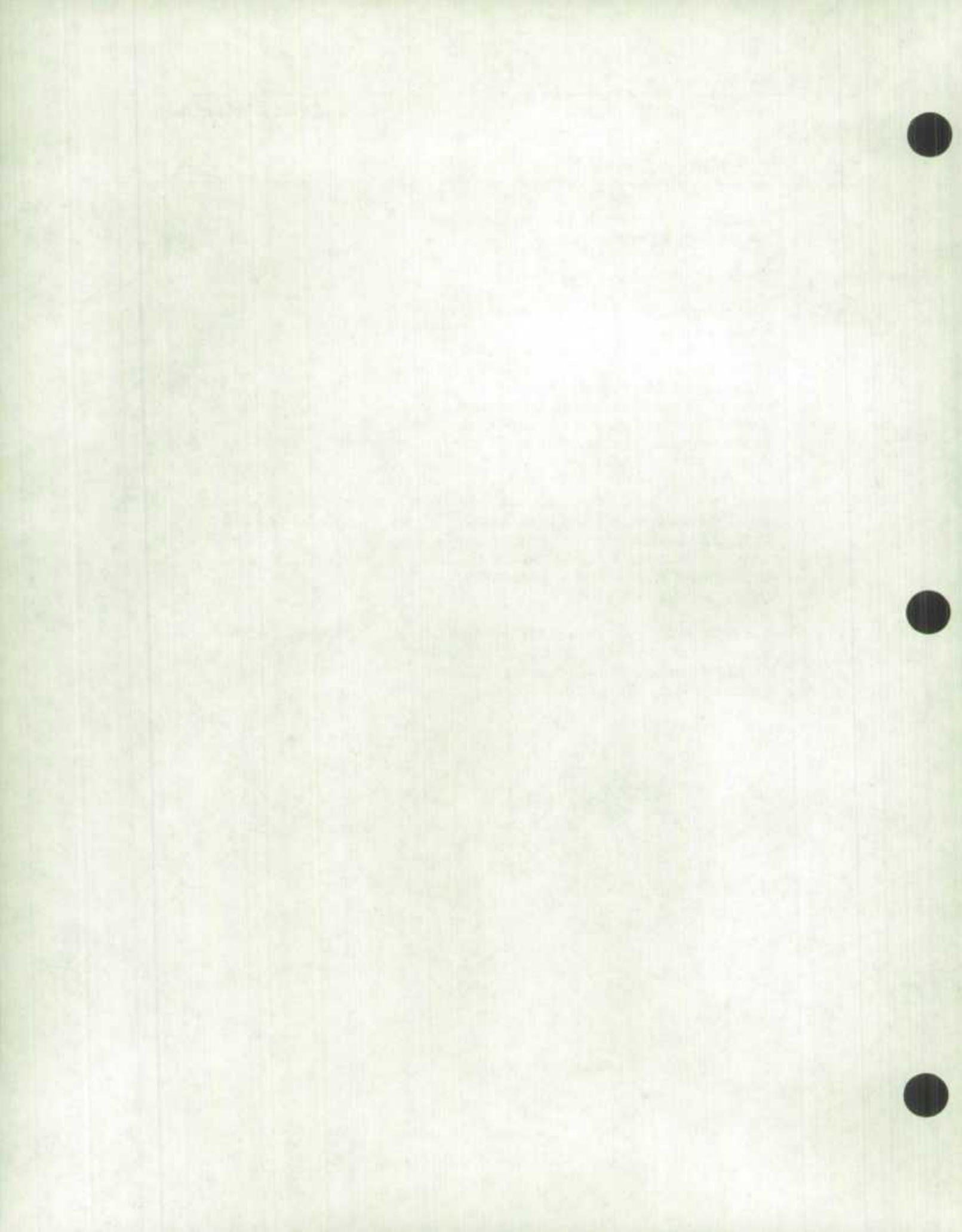


RECORD OF DECISIONS	PRESENT SITUATION
<b>2.4 Committees (cont'd)</b>	
2.4.43 The Provincial Economic Accounts Committee, under the direction of S. Wells, will act as a focal point in the creation of consortiums. (September 1985, p. 12)	No action undertaken.
2.4.44 Confirm the existence of the Demography Committee as a separate committee with its own terms of reference. (October 1986 — 3.3)	New terms of reference were approved. See decision 2.4.51.
2.4.45 The Social Statistics Committee will be reactivated. (October 1986 — 3.4)	Meeting held June 21, 1988.
2.4.46 The Committee on Energy Statistics will no longer meet separately but the issues on Energy will be discussed by the Committee on Business Statistics. (October 1986 — 3.6)	Accepted. Energy will remain a secondary issue in this Committee.
2.4.47 Data on government employment will continue to be examined by the Committee on Public Sector Statistics rather than by the Committee on Labour Statistics. (October 1986 — 3.7)	Completed. Ongoing.
2.4.48 Return the accepted terms of reference of the Social Statistics Committee to the Chairperson of this Committee. (October 1987 — 4)	Completed. Committee is active.
2.4.49 Schedule the next Consultative Council meeting for spring rather than fall. (October 1987 — 9)	Completed.
2.4.50 The procedure for nominating Provincial/Territorial delegates to the Program Committee and for selecting the Chairperson of the Committee was modified. It was agreed that each year's Program Committee would develop a slate of candidates for the following year's committee, and that one provincial or territorial member on the previous year's committee would serve as both chairperson and regional representative on the following year's committee to provide for continuity. The three delegates from Statistics Canada will be appointed by the Chief Statistician. (May 1988, p. 4)	Ongoing.
2.4.51 It was recommended by the Program Committee that the terms of reference of the Federal-Provincial Committee on Demography be approved, thus confirming it officially a full committee. (Minutes — May 1989, p. 2)	Accepted.



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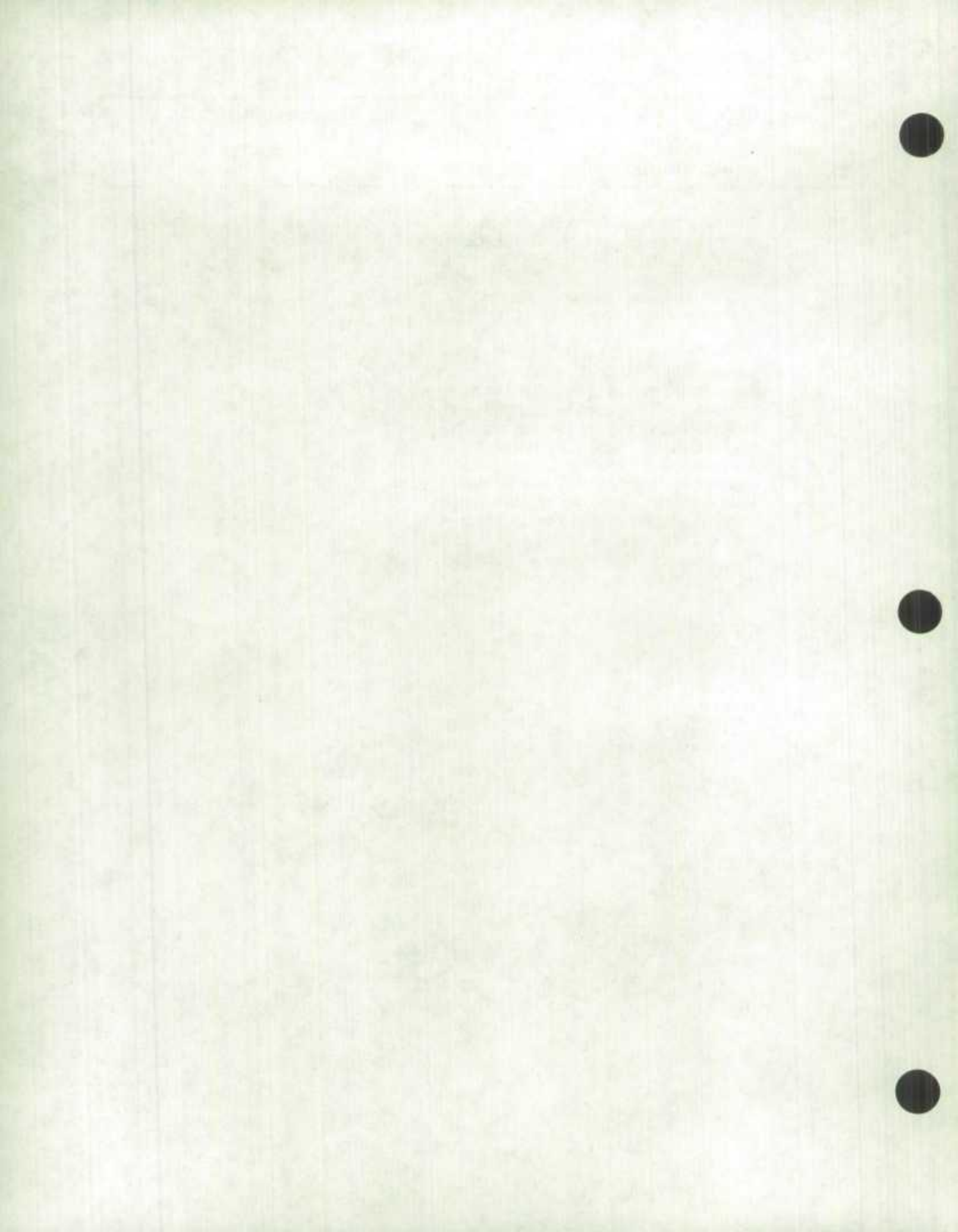
RECORD OF DECISIONS	PRESENT SITUATION
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2.4 Committees (cont'd)	
2.4.52 It was recommended by the Program Committee that the modified terms of reference of the Federal-Provincial Committee on Small Area Data be adopted. (Minutes — May 1989, p. 2)	Accepted.
2.4.53 It was proposed that the Statistical Focal Points would be kept abreast of developments occurring in the creation of various councils, the specific arrangements in the various subject areas and other cases of Federal-Provincial consultative mechanisms independent of the Consultative Council through briefings at meetings of the Federal-Provincial Committee on Social Statistics. (Minutes — May 1989, p. 9)	Accepted.
2.4.54 Focal Points will also be provided with membership lists of the senior and working level Federal-Provincial Committees as well as agendas and minutes of the senior Federal-Provincial Councils in the areas of justice, health and education. (Minutes — May 1989, p. 9)	Accepted. Will be supplied by the Councils' Secretariat.
2.4.55 The topic 'Activities in the area of environmental statistics' was proposed to be added to the agenda of the Committee on Provincial Economic Accounts. (Minutes — May 1989, p. 10)	Accepted.





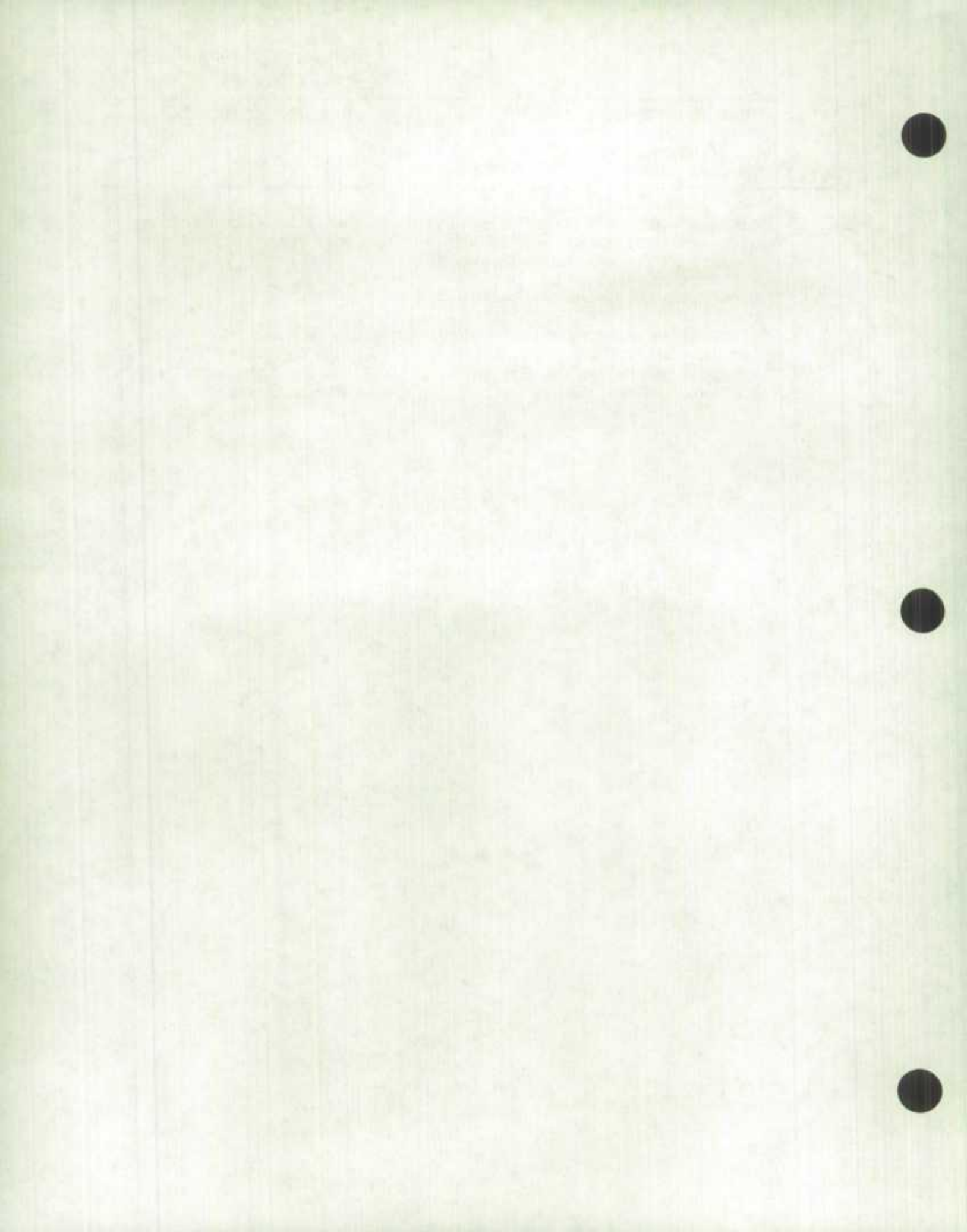
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RECORD OF DECISIONS	PRESENT SITUATION
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<b>2.5</b>	
<hr/>	
<b>Redistribution</b>	
2.5.1	The Provincial Focal Points are permitted to provide government departments with photocopies from the publications they receive free of charge. They may also distribute free of charge the results of CANSIM queries and copies of special tabulations. (September 1985 — 5.7)
Ongoing.	
2.5.2	Census data can be the subject of secondary redistribution. Statistics Canada's position is that data provided without charge should be distributed only within provincial and territorial governments narrowly defined (e.g. departments, agencies, etc.) and not to more autonomous creations of the government (e.g. universities, municipalities, crown corporations, hospitals, etc.). Data purchased by the statistical agency, other departments or consortia, are not subject to this restriction. (Minutes — October 1987, p. 5)
Ongoing.	

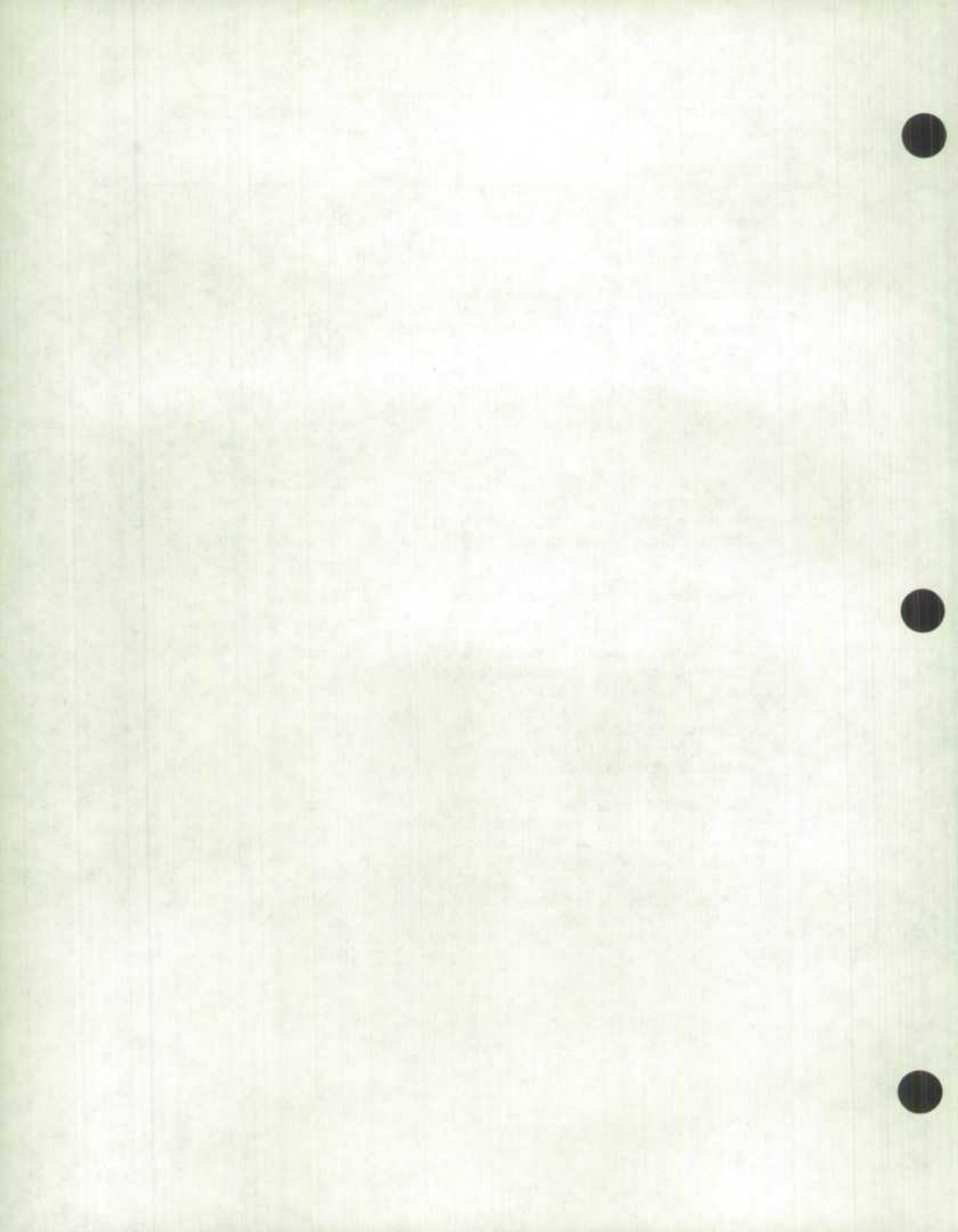


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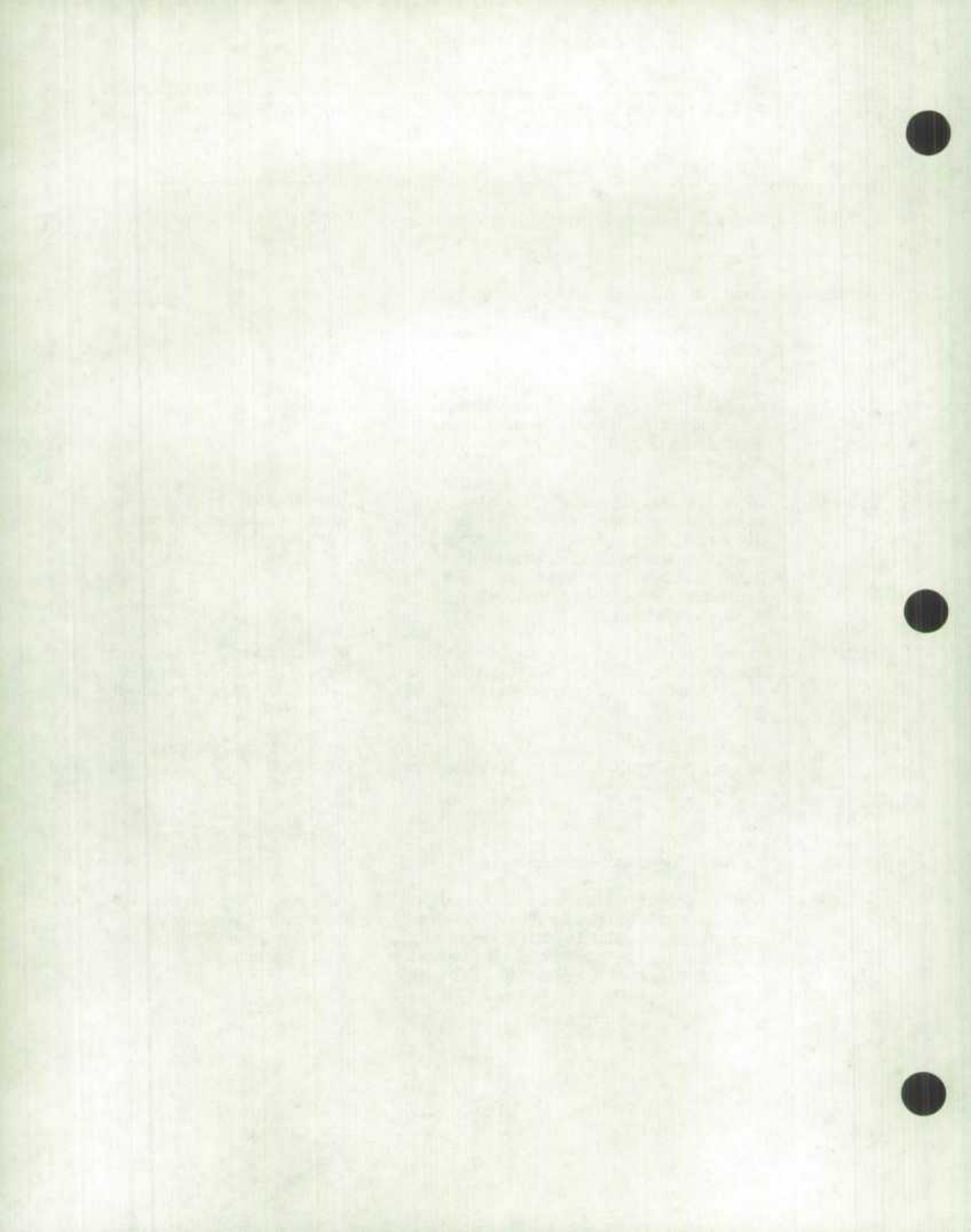
RECORD OF DECISIONS	PRESENT SITUATION
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<b>2.6</b> <b>Studies</b>	
2.6.1      Pursue with vigour the "integration of reporting" of the income tax project in Statistics Canada, to continue to use all possible approaches towards permitting the use of income tax records for statistical purposes. (Minutes — October 1975, p. 4)	Permission obtained and various projects in progress.
2.6.2      An annual report encompassing the recommendations of the Consultative Committees will be produced and distributed to statistical agencies. (Minutes — April 1985, p. 5)	Would be included in the Secretary's report presented to the Council. Committees rarely make recommendations.



RECORD OF DECISIONS	PRESENT SITUATION
<b>2.7 Improvements</b>	
2.7.1 The Provinces and Territories should try to assume a more active role by providing greater input into the development of agendas; they should provide more show and tell about their own agencies and activities; there should be greater use of work groups; and more discussion producing documentation should be circulated in advance of Committee meetings. (Minutes — March 1980, p. 5)	Ongoing.
2.7.2 It was agreed that all Committee resolutions would be listed in next year's Secretary's report. (Minutes — March 1980, p. 5)	The decision 2.4.38 of May 1983, asks instead that the Secretary inform the Council of Committees' plans.
2.7.3 It was agreed, where logistically possible, to circulate draft copies of the Committee minutes for correction or clarification by those who were in attendance. (Minutes — March 1980, p. 5)	Minutes are only drafts until approved at the next committee meeting. Can only be circulated once available in both official languages.
2.7.4 Improve the timing of the Federal-Provincial Committee meetings. (October 1986 — 3.1)	Ongoing.
2.7.5 Ensure that the agenda of the committees is well balanced (not leaving the contentious issues until the end). (October 1986 — 3.5)	Ongoing.
2.7.6 Statistics Canada's training programs will be opened to the staff of the Provincial and Territorial statistical agencies. (Minutes — May 1989, p. 4)	Accepted.
2.7.7 Focal Points will be provided with course lecture notes for Statistics Canada's training courses and may set-up these courses in their jurisdictions. (Minutes — May 1989, p. 4)	Accepted.
2.7.8 An increased effort will be made to ensure that meetings of Federal-Provincial Committees are scheduled in pairs. (Minutes — May 1989, p. 4)	Accepted. Follow-up ensured by the Secretariat.

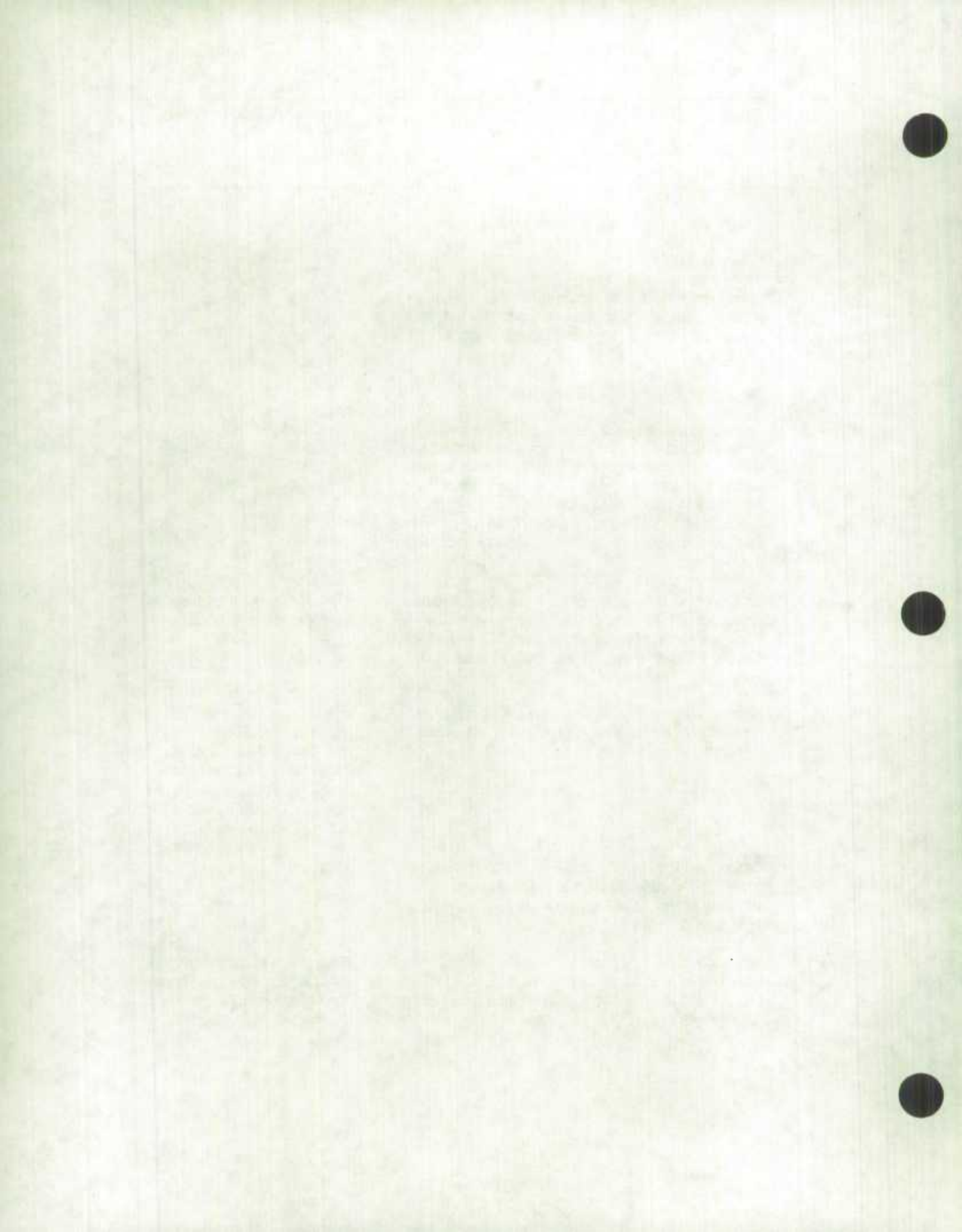


RECORD OF DECISIONS	PRESENT SITUATION
<b>2.8 Policies</b>	
2.8.1 Statistics Canada reiterated its policy of welcoming the opportunity to help train provincial employees. (minutes — November 1974, p. 5)	Ongoing.
2.8.2 Council, as a duly appointed body, shall be the principal mechanism by which members shall develop feasible and mutually acceptable statistical policies in areas of joint concern. (Minutes — February 1976, p. 6)	Ongoing.
2.8.3 Resolutions, etc., which involve policy matters shall be isolated and highlighted to Council members when minutes are mailed out. (Minutes — February 1976, p. 9)	Ongoing.
2.8.4 Prepare a draft Memorandum of Understanding for the next Council meeting. Provincial delegates should submit suggestions. The document will be general in nature and should describe what the Provincial Focal Points have in common. (It will be supplemented with bilateral agreements.) (September 1985 — 3.1)	A Memorandum of Understanding was signed with each Province and Territory in 1989. See Section 5 of this report for copies.
2.8.5 Prepare a paper on Exchange of Staff, showing what could be done and how. Exchange of services would be discussed in each service area in terms of specific programs. (September 1985 — 3.4)	Text sent January 2, 1986 in English. French version sent January 23, 1986. See Section 4.1 of this report.
2.8.6 Prepare a list of existing operational policies relating to the Council and identify missing policies. (October 1986 — 4.1)	Approved by the Program Committee.
2.8.7 See Annex 1 — Obsolete Decisions	
2.8.8 See Annex 1 — Obsolete Decisions	
2.8.9 Results concerning the Resolution put forward by the Agriculture Committee, for obtaining on a free basis by the provincial and territorial delegates of this Committee, various products produced by the Census of Agriculture. (October 1987 — 13)	Delegates of Provincial/Territorial Departments of Agriculture will receive on a complimentary basis, publications only.



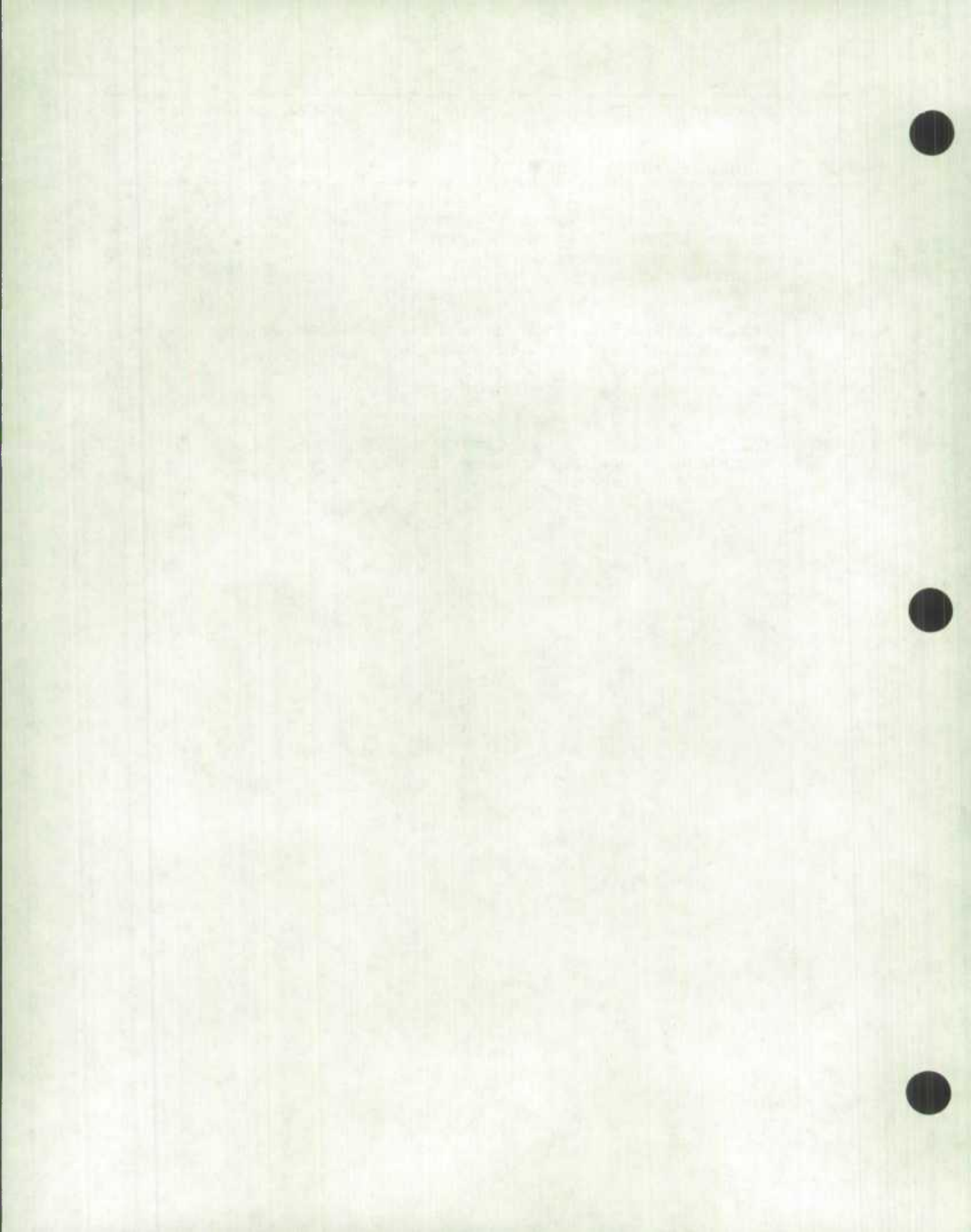


RECORD OF DECISIONS	PRESENT SITUATION
<b>2.9 Consultation</b>	
2.9.1 Ensure a good flow of information between the Council and the Committees. (Minutes — November 1974, p. 3)	Ongoing.
2.9.2 Consider the statistical capabilities of organizations when proposing new programs, especially in the case of joint programs. (Minutes — November 1974, p. 3)	Ongoing.
2.9.3 See Annex 1 — Obsolete Decisions	
2.9.4 The delegates endorsed the idea of preparing a Memorandum of Understanding on specific work sharing programs — as has been done successfully for the Census of Population — when it is not necessary to sign formal agreements under appropriate legislation, i.e., when identifiable individual data are not involved. (Minutes — November 1974, p. 6)	No action resulted.
2.9.5 Before any decisions are made regarding substantial changes in the Regional Offices (opening of new branches, cutting operations in other offices and so on), the Provincial Focal Points will be consulted. (September 1985 — 4.1)	Non-applicable until the 1986 meeting of the Council.
2.9.6 Suggest ways of making the Statistics Canada hierarchy aware of the role and importance of the Provincial Focal Points. (September 1985 — 3.2)	A briefing session was held on April 7, 1986. It was suggested that presentations be made at the Field Committees meetings. An article was also prepared and released in the February 1990 issue of SCAN.
2.9.7 Ensure that Provincial Focal Points are consulted before any significant change to the regional office structure is announced at the Council. (October 1986 — 4.3)	Ongoing.
2.9.8 Applying the Policy requiring that Focal Points be informed of routine contacts between Statistics Canada and Provincial/Territorial administrations. (October 1987 — 14)	Ongoing. Policy was recirculated to all senior Statistics Canada managers by D. Desjardins in December 1989.

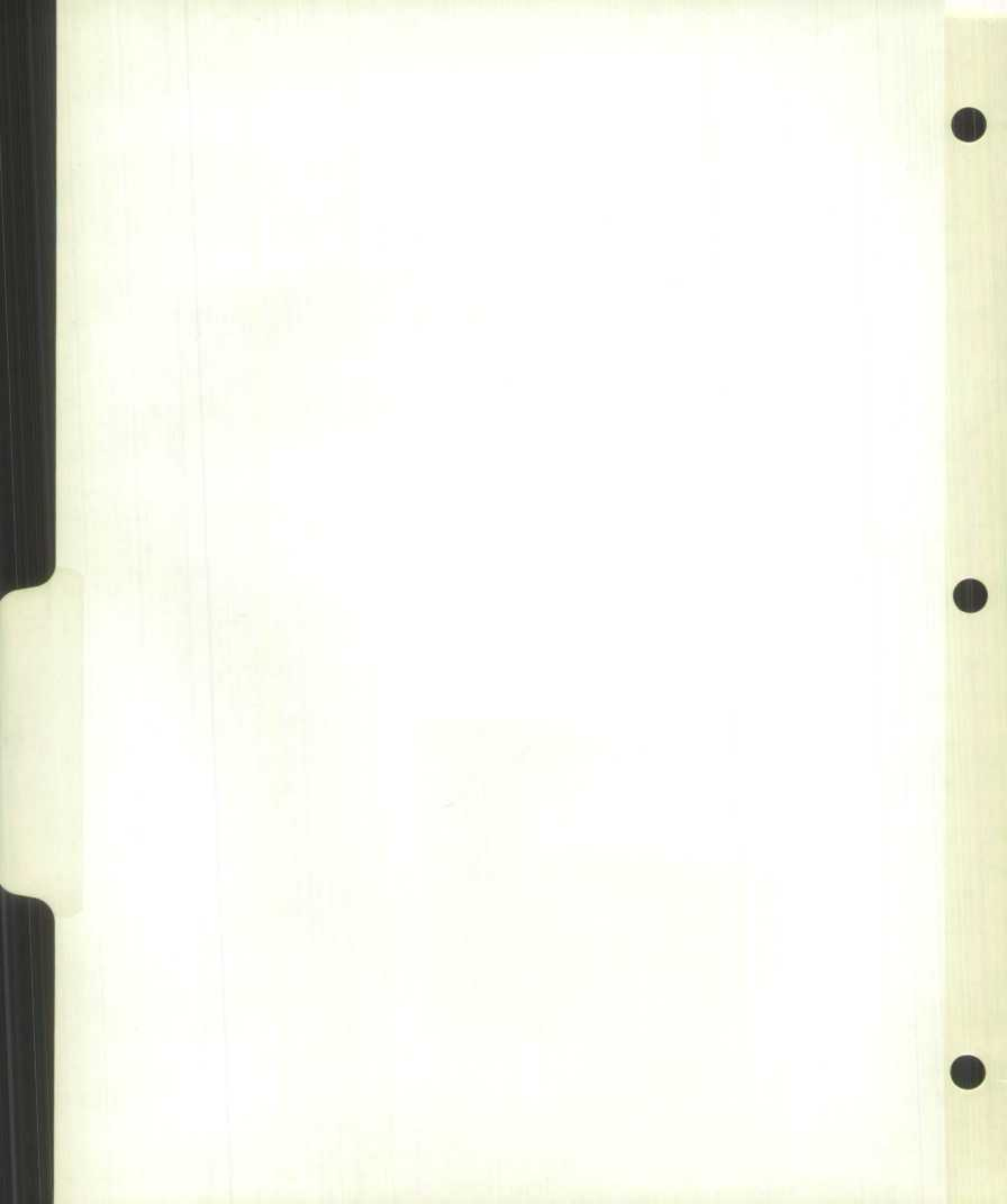


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RECORD OF DECISIONS	PRESENT SITUATION
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<b>2.9 Consultation (cont'd)</b>	
2.9.9 Statistics Canada's internal courses are now open to employees of provincial and territorial statistical agencies and at a cost identical to the one charged to Statistics Canada's divisions. (Minutes — May 1988, p. 3)	Ongoing.
2.9.10 Delegates asked that Focal Points be advised of new agreements under Section 11 of the Statistics Act when negotiations begin toward the agreement rather than when the agreement is finalized. (Minutes — May 1989, p. 3)	Accepted and ongoing.
2.9.11 Focal Points may approach Statistics Canada's regional offices directly to make arrangements for data collection of provincial or territorial surveys. (Minutes — May 1989, p. 5)	Accepted.

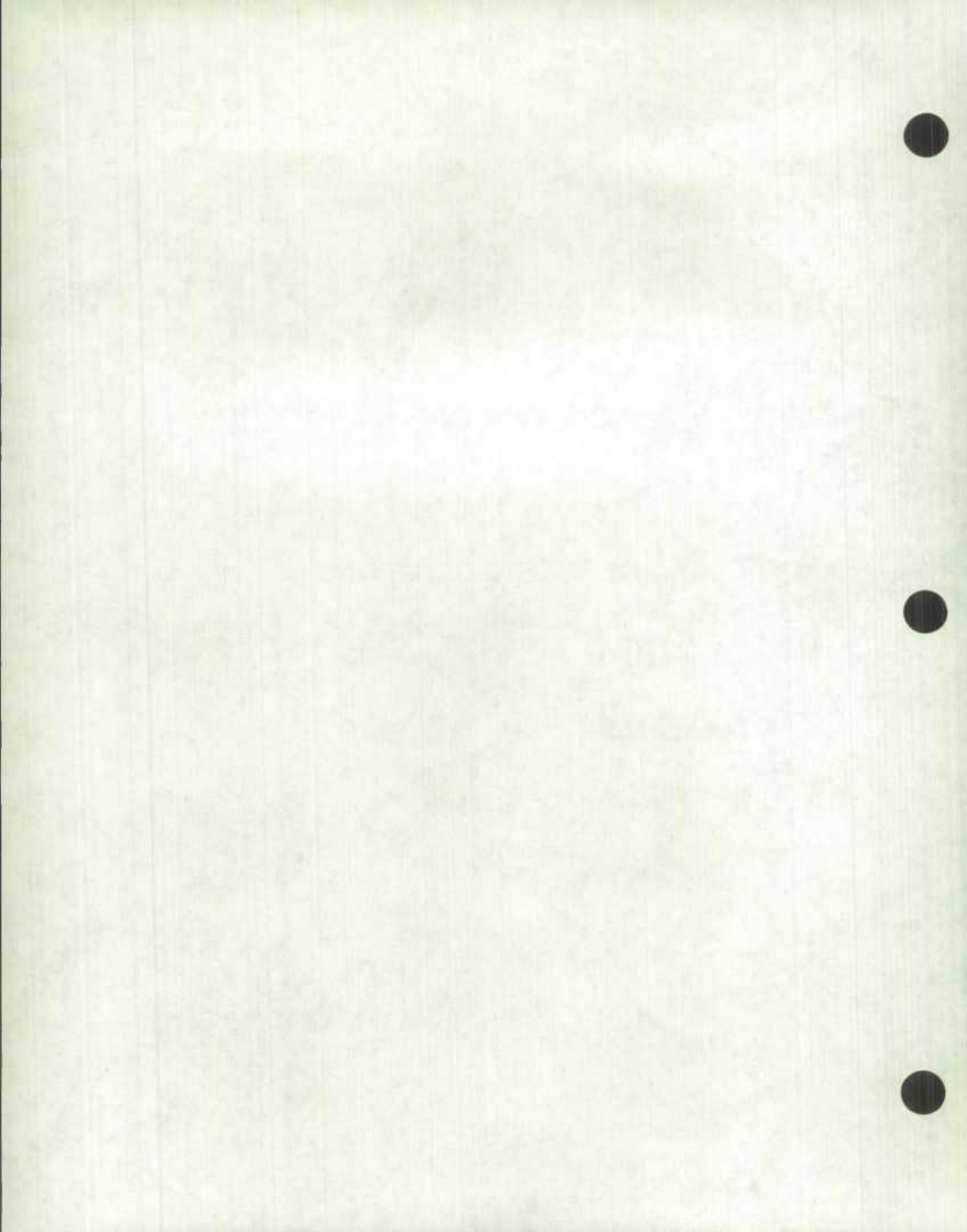






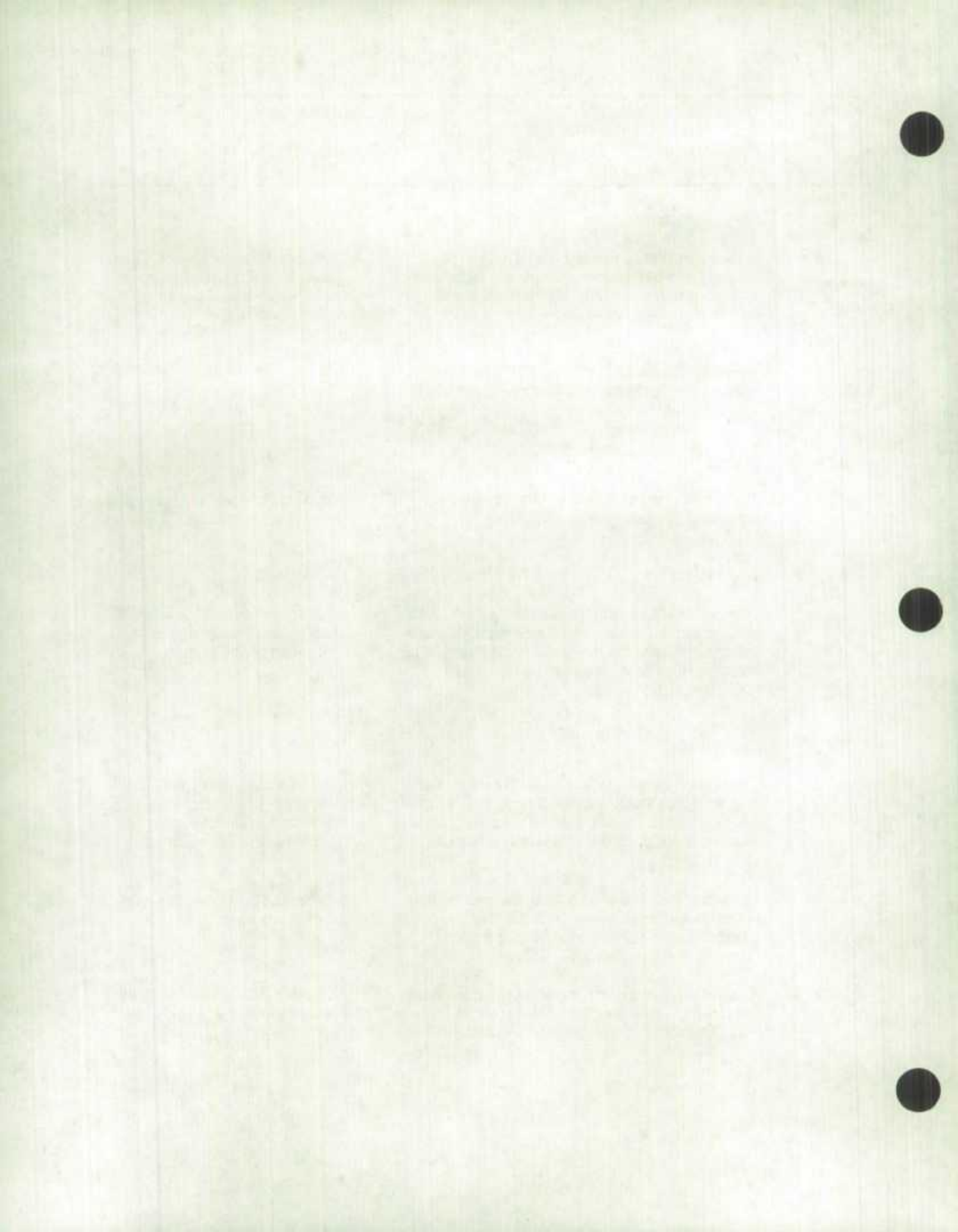
**SECTION 2 : ANNEX 1**

**OBSOLETE DECISIONS**

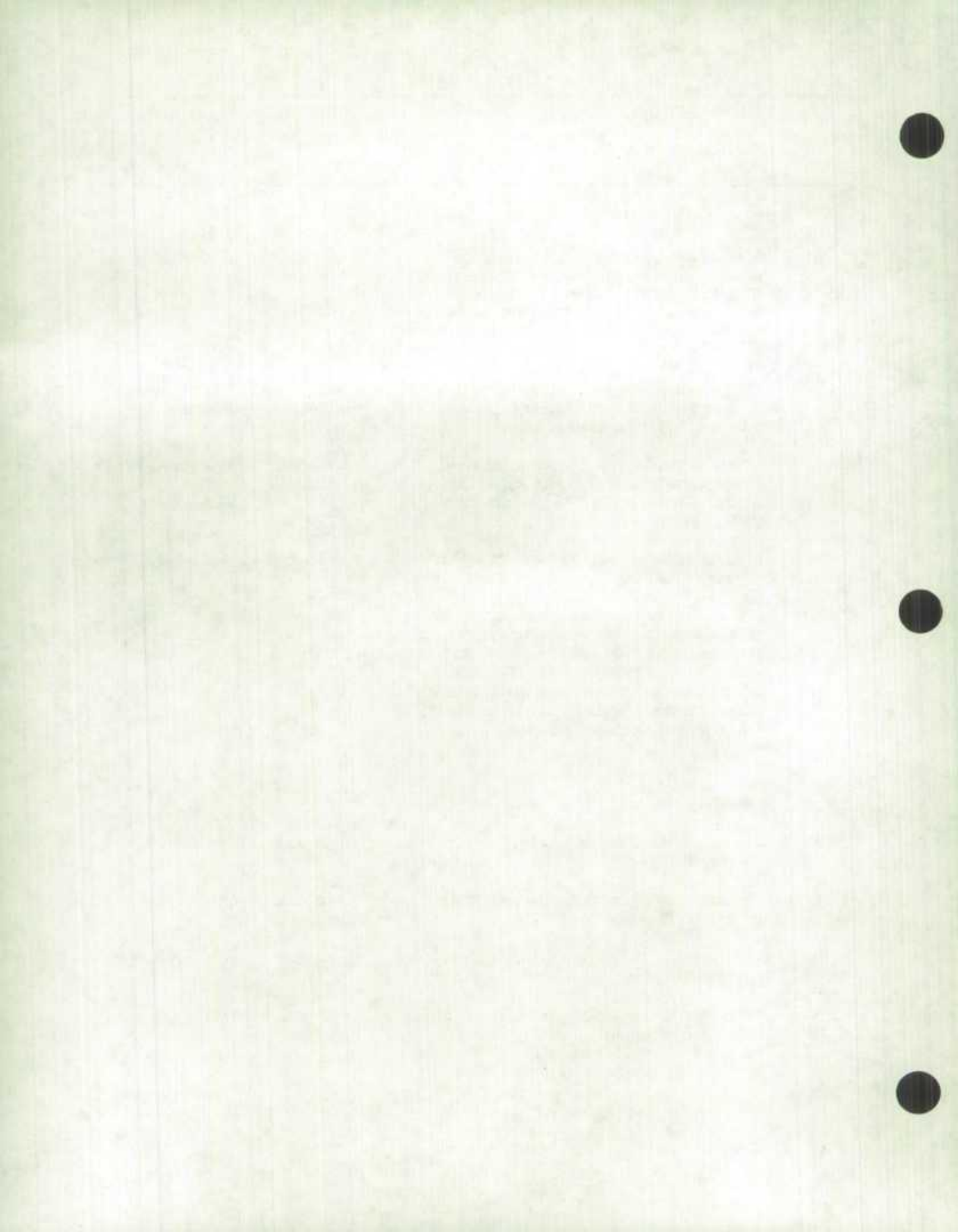




OBSOLETE DECISIONS	SITUATION
<b>2.1 Documentation</b>	
2.1.3 In the future, the co-ordinators will receive prior notification when various products and sources of data change, even for those who are not already receiving the data. (Minutes — February 1979, p. xii)	Implementation not perfect. There exists no centralized information source which would permit a complete application.
2.1.5 Re-instate the dissemination of information on international conferences. (Minutes — May 1981, p.6)	Was not implemented.
<b>2.2 Pricing</b>	
2.2.3 Statistical Focal Points will be billed every three months. (September 1985 — p. 12)	Will be billed as needed, any other form being impractical.
<b>2.3 Publications</b>	
2.3.1 Where a division intends to eliminate data from its publications, it should notify the Secretariat, which will in turn advise the Provincial Focal Points. The latter may then form a consortium (see item 5.1). (September 1985 — 5.5)	It has been impossible to establish a mechanism permitting the application of this decision.
<b>2.4 Committees</b>	
2.4.2 Committees should produce relatively standardized minutes which would indicate if there were areas of disagreement and permit the easy identification of resolutions and decisions. (Minutes — November 1974, p. 3)	Minutes are written by the secretary of each committee. While no standardization exists, no criticism has been expressed.
2.4.4 The word "Retail" should be omitted from the title of the Prices Committee in order that this Committee could deal with all pricing matters. (Minutes — November 1974, p. 3)	Accepted. This Committee does not exist any more.
2.4.7 Establishment of a new Committee to be called the Federal-Provincial Statistical Committee on Administrative Records. (Minutes — October 1975, p.2)	Accepted. This Committee does not exist any more.



OBSOLETE DECISIONS	SITUATION
<b>2.4 Committees (cont'd)</b>	
2.4.10 A working group on the pricing of statistical products and services, chaired by Statistics Canada (D. Worton), was established. The Work Group was asked to prepare its terms of reference for the Council's consideration. (Minutes — October 1975, p. 5)	Accepted. This working group does not exist any more.
2.4.13 The Council will meet annually between February 1 and March 15, with special meetings as necessary. (Minutes — February 1976, p. 7)	Dates of meetings have varied according to constraints.
2.4.19 Committee meetings shall be scheduled in related groups where possible from March 15 to October 31, thus allowing at least 12 weeks preparation after the last Committee meeting before the annual Council session. Committee minutes shall be finalized four weeks after each meeting. (Minutes — February 1976, p. 8)	Is no longer valid. See decision 2.4.35.
2.4.21 Minutes shall be mailed out as soon as they are printed (six weeks) with resolutions and action to be taken mailed out in draft form as soon as finalized with final copies going out prior to December 31 (No material on committees will be sent to Council members between December 31 and the date of the annual Council meeting). (Minutes — February 1976, p. 8-9)	Is no longer valid.
<b>2.8 Policies</b>	
2.8.7 The Memorandum will be redrafted for discussion. (October 1986 — 4.6)	Is no longer in force. Covered by decision 2.8.4.
2.8.8 Revision of the Memorandum of Understanding. (October 1987 — 8)	Is no longer in force. Covered by decision 2.8.4.
<b>2.9 Consultation</b>	
2.9.3 Inform one another, through the Secretariat, of statistical meetings and the establishment of important committee structures (e.g., co-ordinating committees). (Minutes — November 1974, p. 3)	Accepted. Not done on a consistent basis.

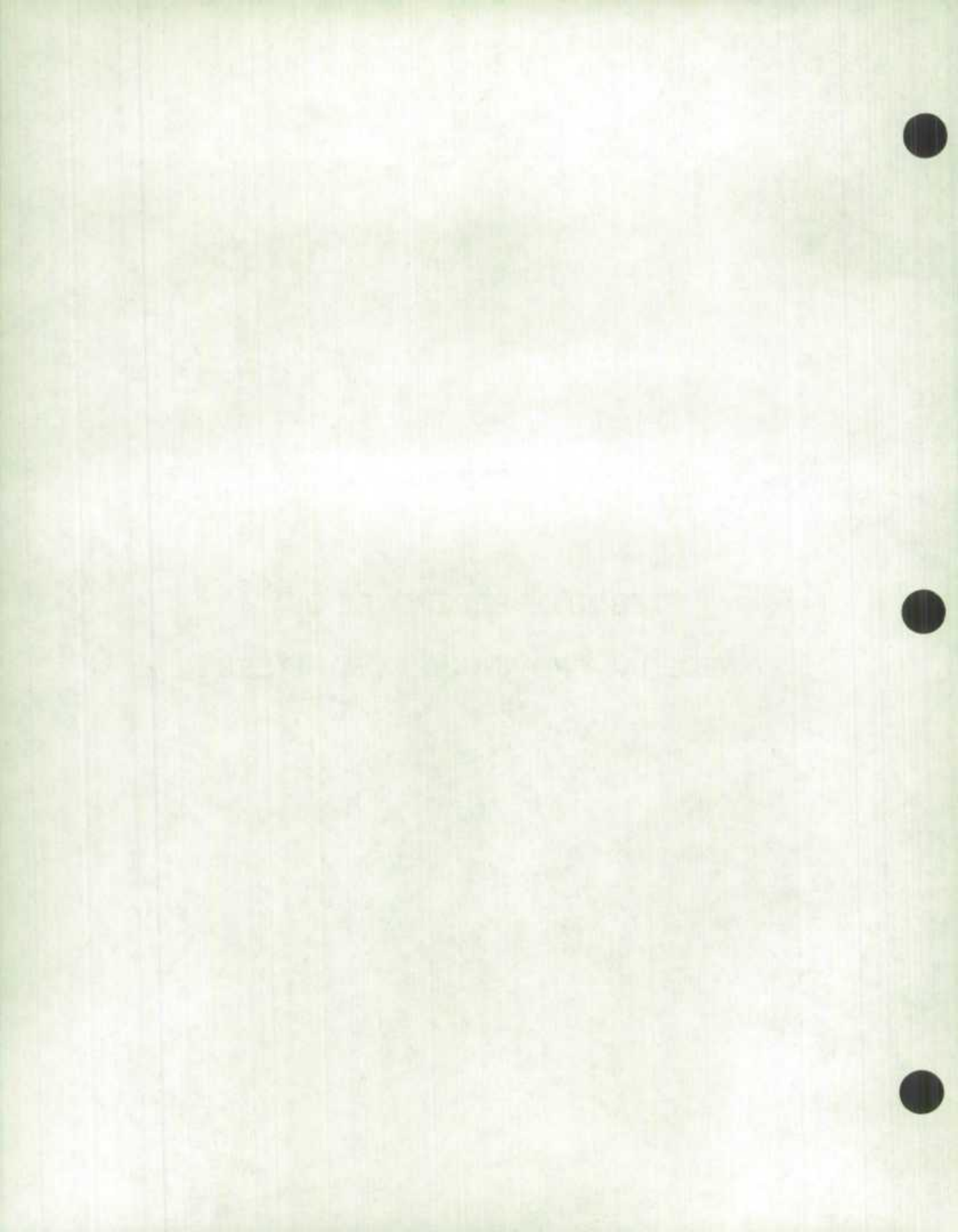






**SECTION 3**

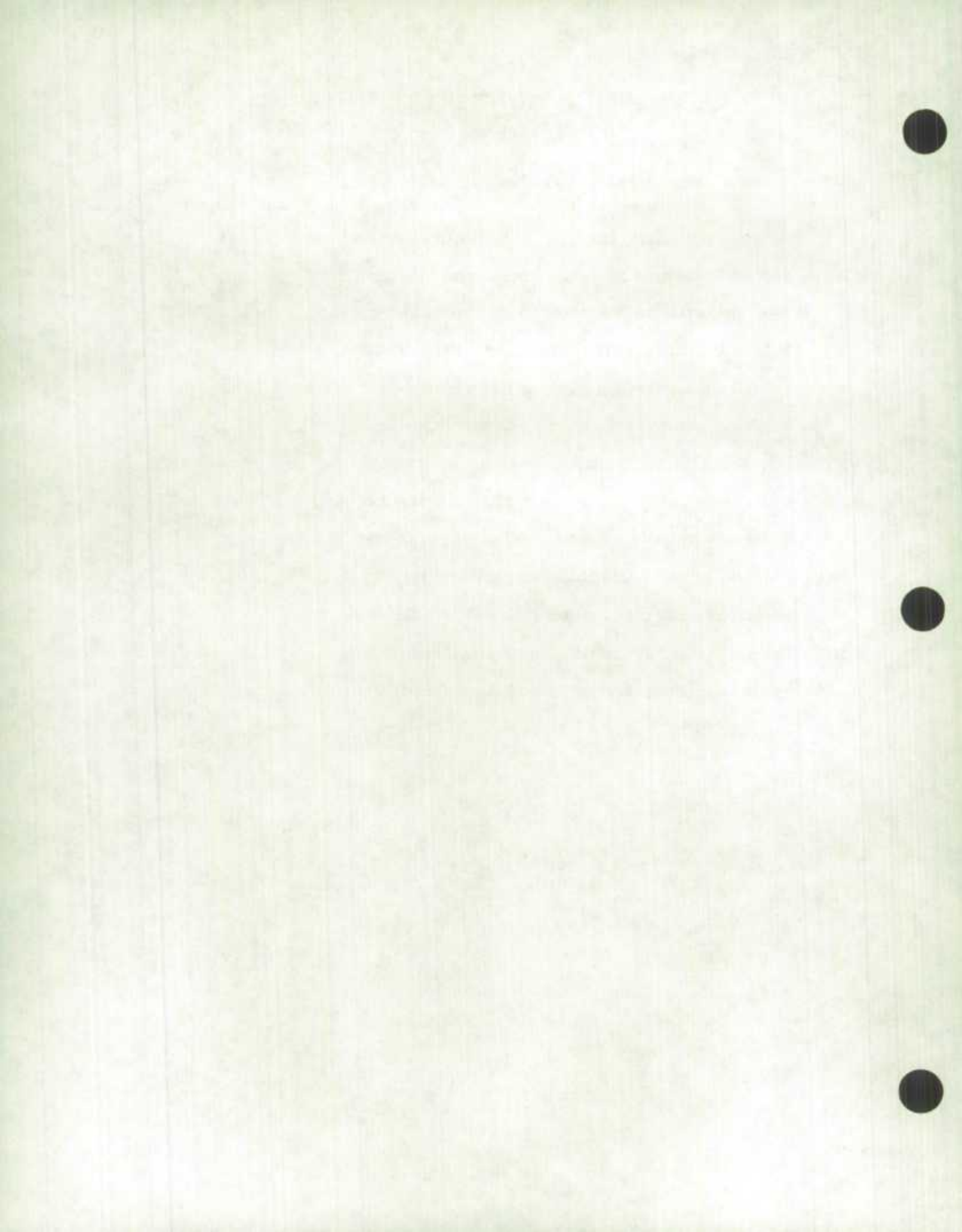
**TERMS OF REFERENCE OF  
FEDERAL-PROVINCIAL COMMITTEES**





## CONTENTS

- 3- **Terms of reference of Federal-Provincial Committees**
- 3.1 **Federal-Provincial Committee on Agriculture Statistics**
- 3.2 **Federal-Provincial Committee on Business Statistics**
- 3.3 **Federal-Provincial Committee on the Census of Population**
- 3.4 **Federal-Provincial Committee on Data Dissemination**
- 3.5 **Federal-Provincial Committee on Demography**
- 3.6 **Federal-Provincial Committee on Labour Statistics**
- 3.7 **Intergovernmental Committee on Local Government Accounting and Statistics**
- 3.8 **Federal-Provincial Committee on Mineral Statistics**
- 3.9 **Federal Provincial Committee on Provincial Economic Accounts**
- 3.10 **Federal-Provincial Committee on Public Sector Statistics**
- 3.11 **Federal-Provincial Committee on Small Area Data**
- 3.12 **Federal-Provincial Committee on Social Statistics**
- 3.13 **Federal-Provincial Committee on Transportation Statistics**
- 3.14 **Vital Statistics Council for Canada**

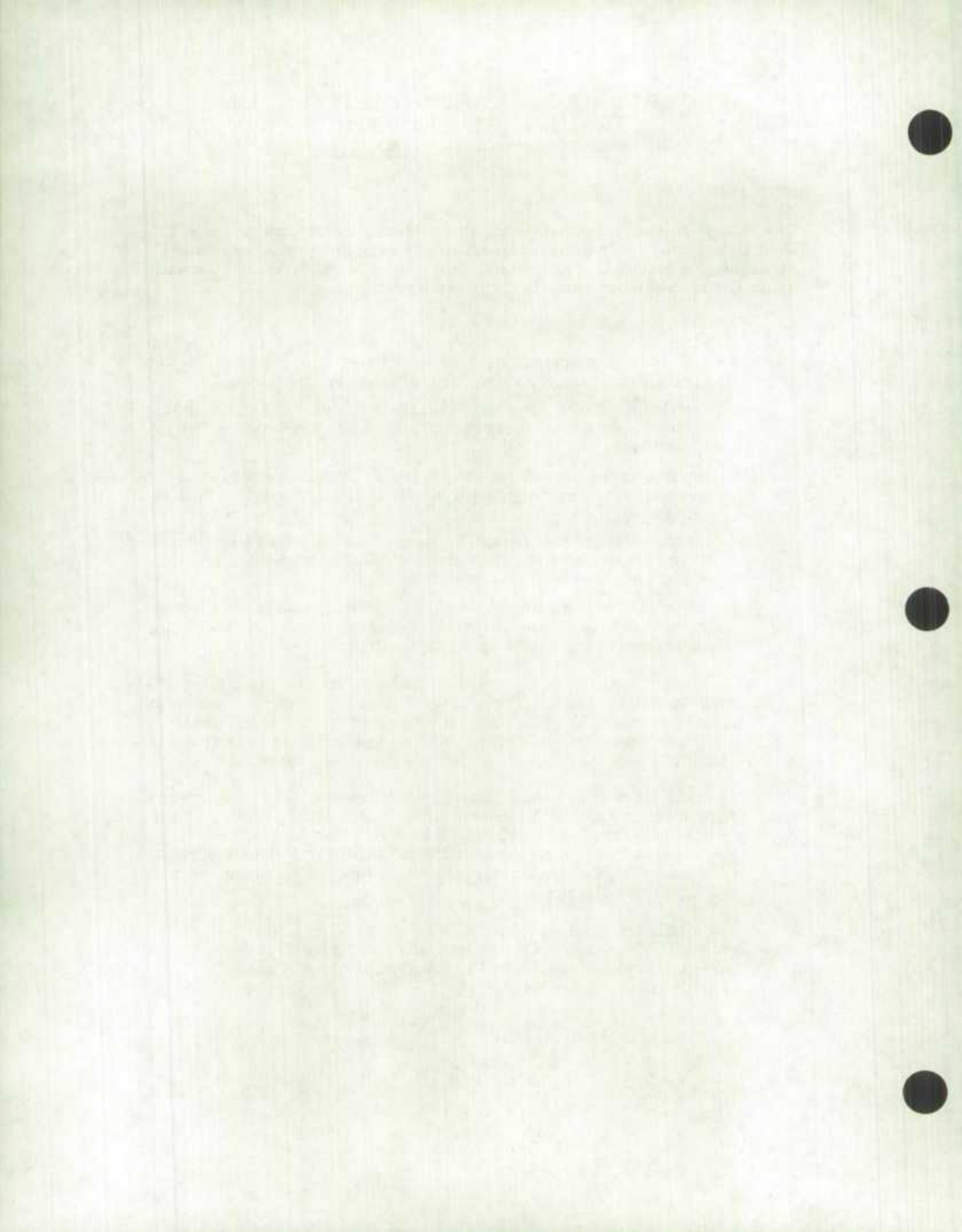


## FEDERAL-PROVINCIAL COMMITTEE ON AGRICULTURE STATISTICS TERMS OF REFERENCE

### A. SPECIFIC

The Federal-Provincial Committee on Agriculture Statistics shall continue, but shall also concern itself with matters relating to the quinquennial censuses of agriculture, as previously dealt with by the former Federal-Provincial Committee on the Censuses of Population, Housing and Agriculture.

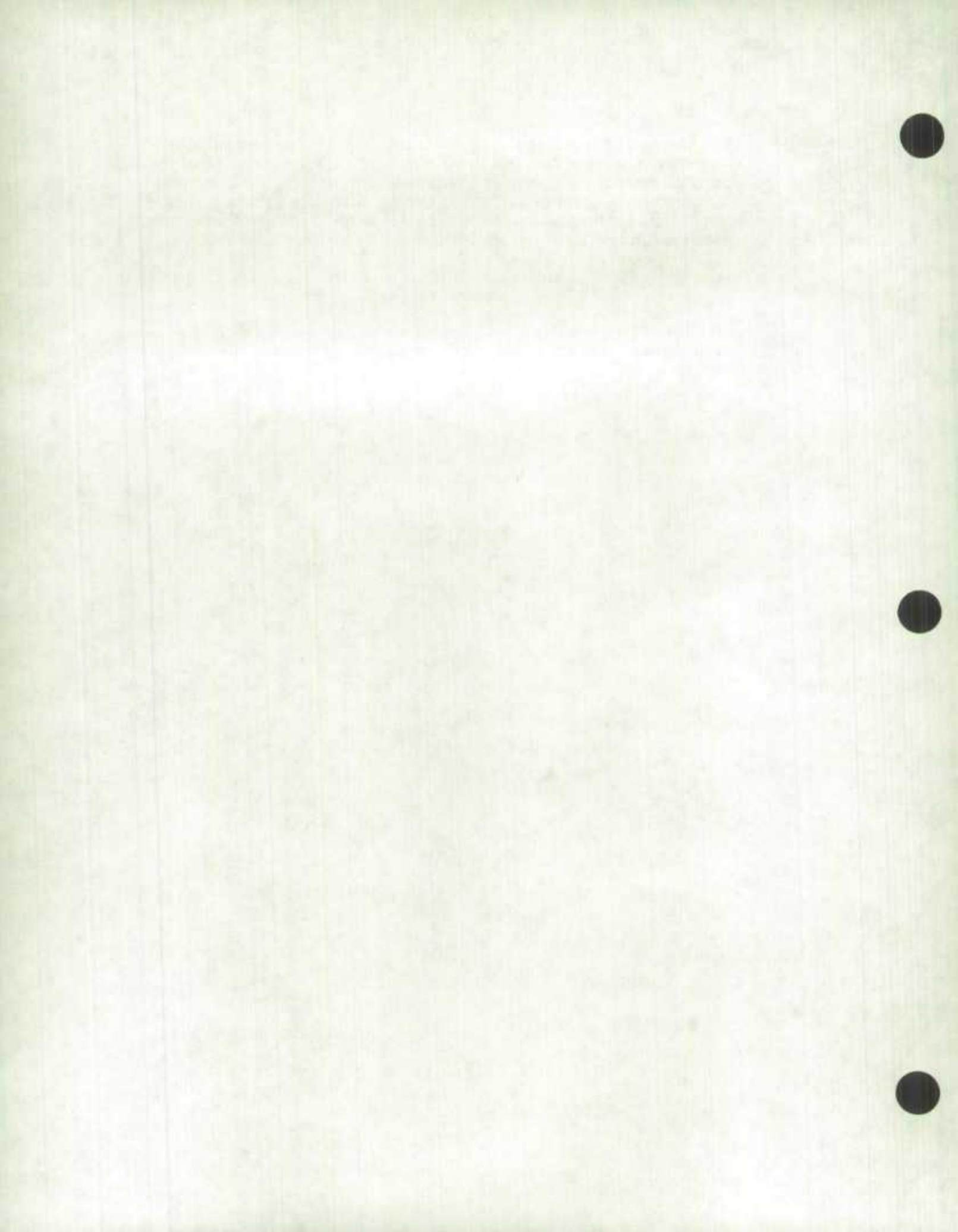
1. The Committee concerns itself with:
  - a. reviewing developments in agriculture statistics in Statistics Canada, other federal departments and agencies, and the provinces;
  - b. determining future statistical needs for the near and longer-term future, having regard to lead times usually required to develop new data sources and series;
  - c. integrating the work of the various bodies collecting agriculture statistics to ensure compatibility as far as practical and to minimize respondent load;
  - d. informing major user groups, both public and private, of developments in agriculture statistics, and providing a forum for such groups to express their needs and requirements;
  - e. developing or maintaining co-operative working relations with respect to work-sharing between the various agencies involved in collecting, analyzing and publishing agriculture statistics.
2. The Committee shall be composed of the Director of the Agriculture Division, Statistics Canada, with Statistics Canada providing the Chairperson, and one Principal Delegate from each Province or Territory in Canada. Advice or representation shall be provided by the Standards Division of Statistics Canada, as appropriate to the topics under consideration.
3. The Committee shall normally meet once every year. The location and date of future meetings shall be determined at each meeting of the Committee or by the Chairperson and the Central Secretariat. The agenda for such meetings shall be prepared and distributed as far as possible in advance of their planned dates, and in full consultation with the Provincial, Territorial and any other delegates.
4. The Committee shall report annually on its activities to the Federal-Provincial Consultative Council on Statistical Policy through the Central Secretariat of the Council; the Council shall also report annually on its activities to the Committee.



**B. GENERAL**

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provision of the Secretariat staff, simultaneous interpretation equipment and interpreters. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of one Principal Delegate from each Province or Territory, for one meeting in each calendar year.
2. Members of the Committee may, at their own discretion, be accompanied to meetings by such support personnel as they deem necessary.
3. Minutes of each meeting should record major points of discussion, decisions and recommendations and are to be prepared within one month of each meeting.

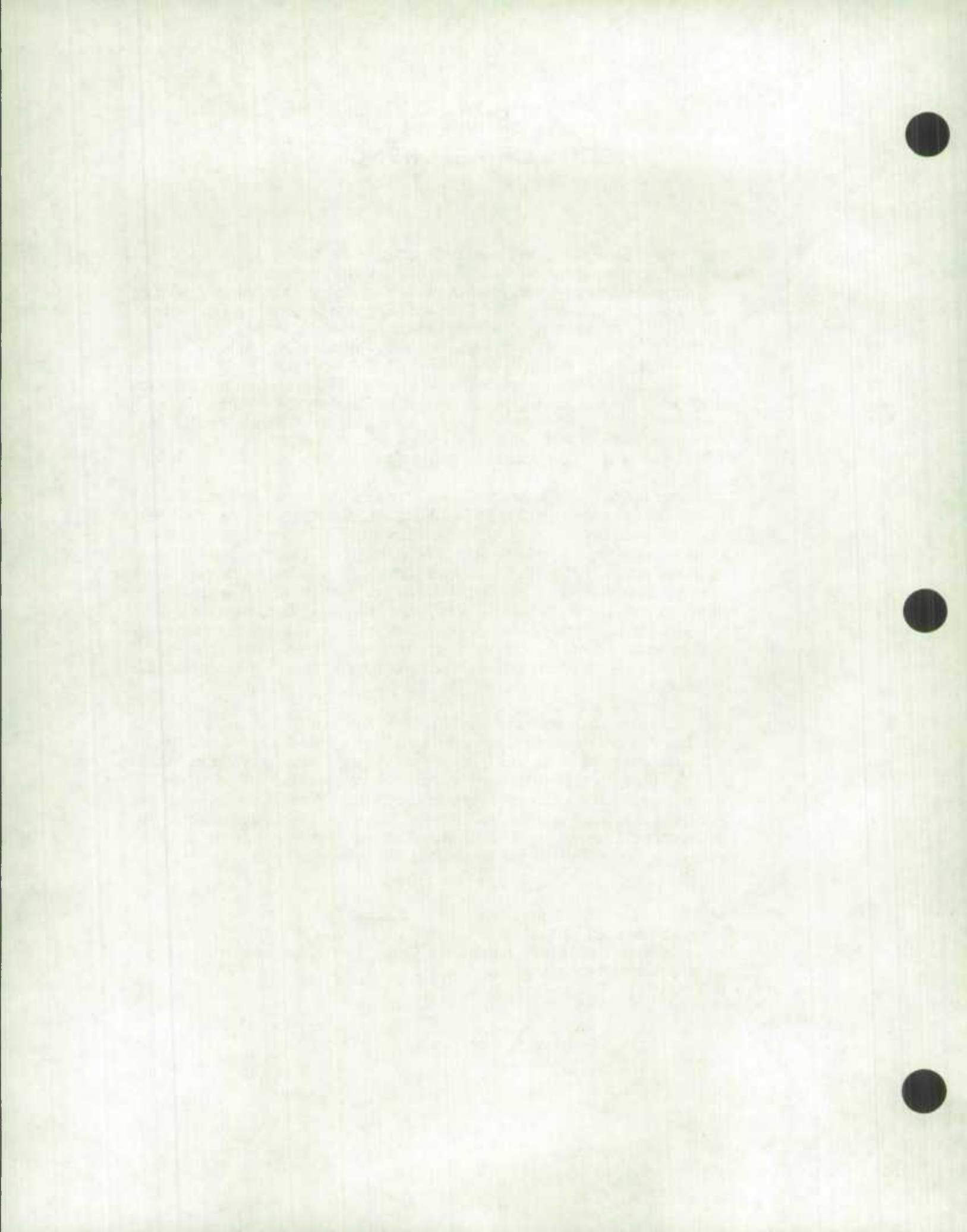
Revised: July 1978



## FEDERAL-PROVINCIAL COMMITTEE ON BUSINESS STATISTICS TERMS OF REFERENCE

### A. SPECIFIC

1. There shall be a Federal-Provincial Committee on Business Statistics which shall be responsible for federal-provincial consultation on all matters relating to statistics which derive from or describe the economic activities of business organizations. The Committee's specific terms of reference shall initially be made up of those hitherto covered by former Federal-Provincial Committees on the Census of Manufactures, Construction and Investment Statistics, Merchandising and Services, and Prices Statistics (see Appendices), and these shall be referred to as sectional components of the Committee. However, the Committee shall be free to set up new sectional components, or abolish existing ones, as it sees fit. The Committee shall also co-ordinate its work with that of other Federal-Provincial Committees in matters of common interest.
2. The General Chairperson of the Committee shall be the Assistant Chief Statistician, Business and Trade Statistics, of Statistics Canada, who shall attend all meetings, but may yield the chair to an appropriate sectional chairman, who shall normally be a subject-matter Director in the Business and Trade Statistics Field of Statistics Canada, according to the composition of the agenda. Each Provincial and Territorial statistical office shall be represented on the Committee, but not more than one delegate may speak for his or her province or territory on agenda items relating to a particular sectional component. Advice or representation shall be provided by the Standards Division of Statistics Canada, as appropriate to the topics under consideration.
3. The Committee shall not normally meet less frequently than once every year, but it is not required that business falling under the responsibility of a particular sectional component shall be introduced every year. The location and date of future meetings shall be determined at each meeting of the Committee, or by the Chairperson and the Central Secretariat. Agenda for such meetings, including the question of which sectional components will take part in the meetings, shall be prepared and distributed as far in advance as possible, and in full consultation with the Provincial and Territorial Members.
4. The Committee shall report annually on its activities to the Federal-Provincial Consultative Council on Statistical Policy through the Central Secretariat of the Council; the Council shall also report annually on its activities to the Committee.

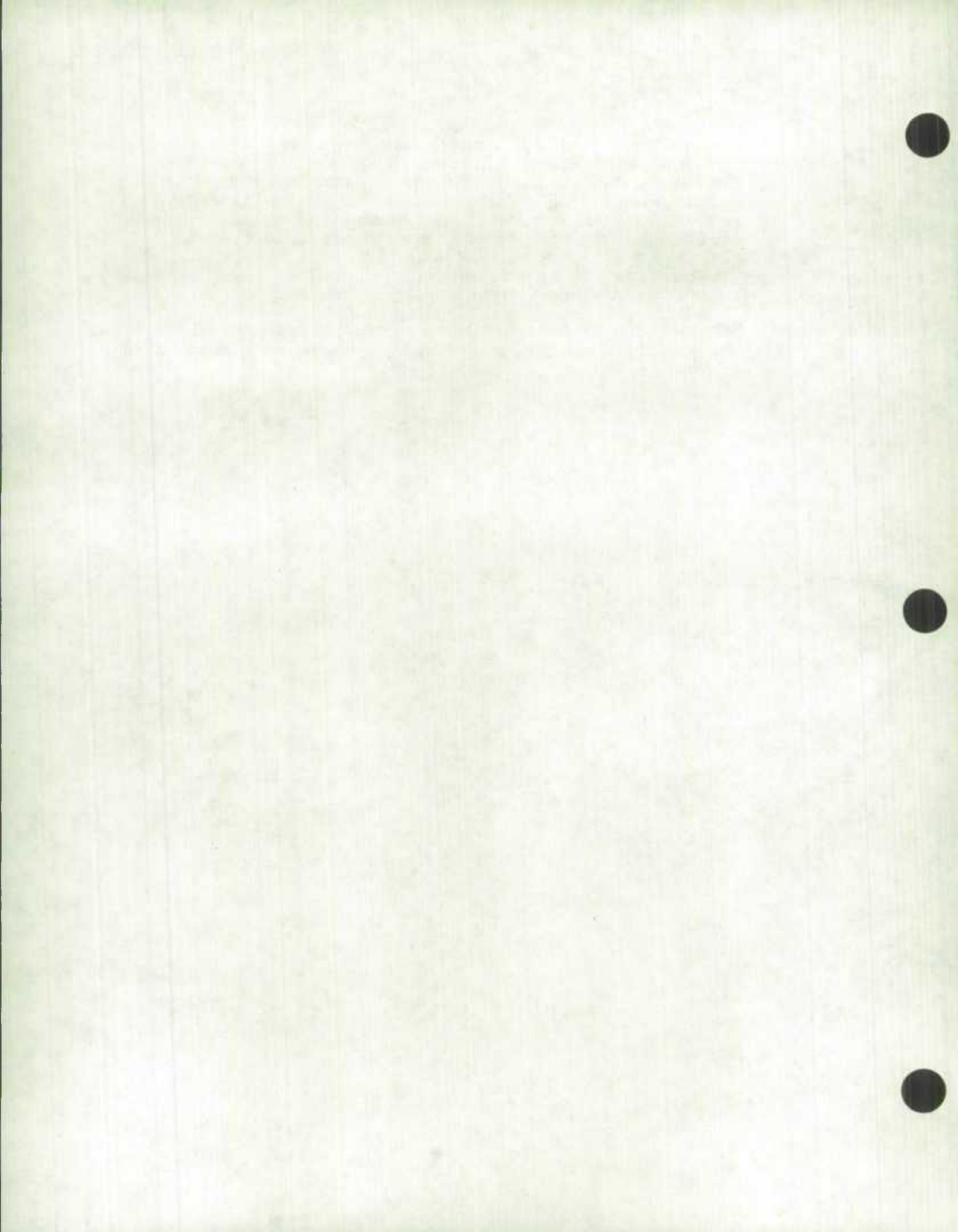




**B. GENERAL**

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provision of the Secretariat staff, simultaneous interpretation equipment and interpreters. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of one Principal Delegate from each Province or Territory, for one meeting in each calendar year.
2. Members of the Committee may, at their own discretion, be accompanied to meetings by such support personnel as they deem necessary.
3. Minutes of each meeting should record major points of discussion, decisions and recommendations and are to be prepared within one month of each meeting.

Revised: July 1978

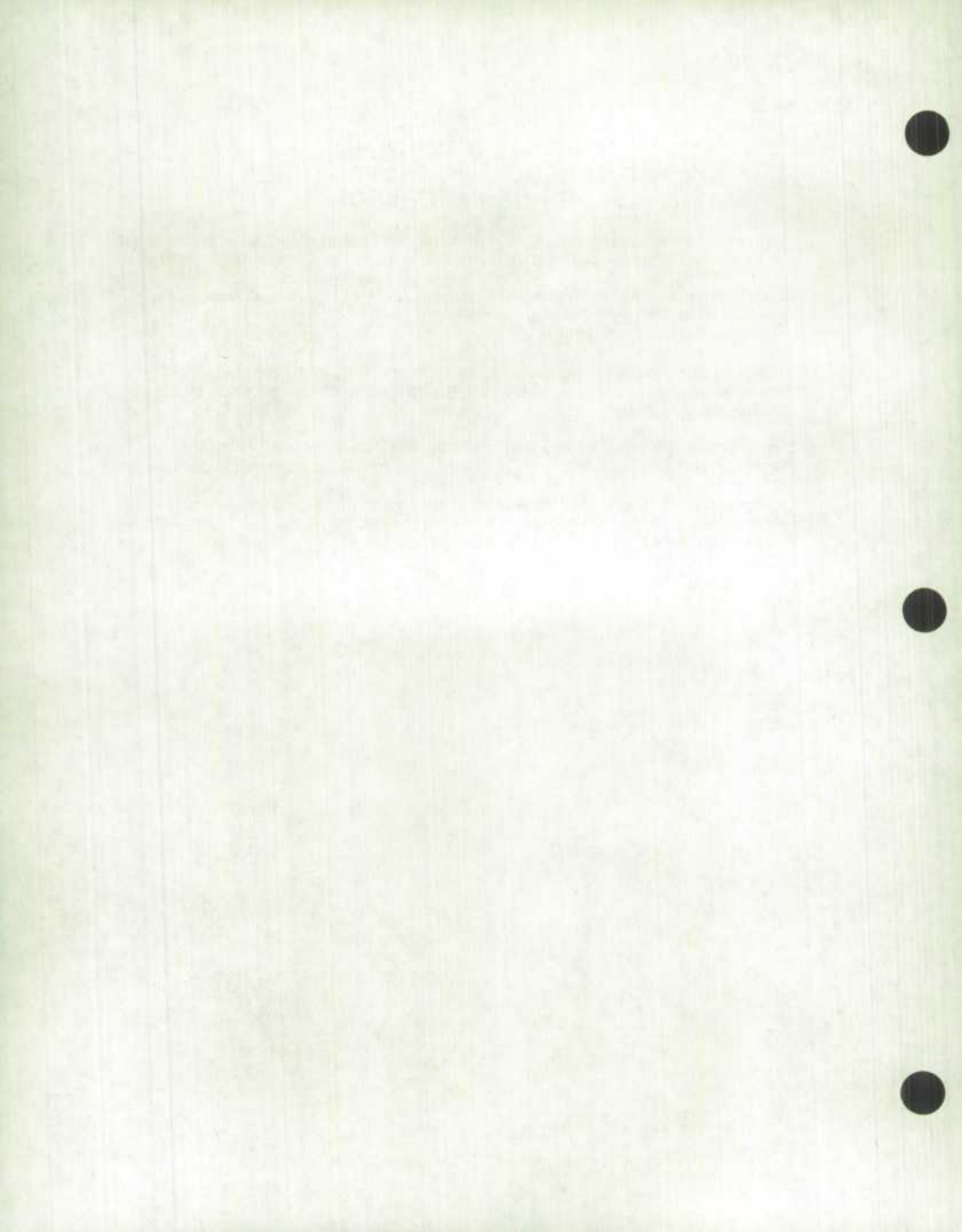


Appendix A

**SECTIONAL COMPONENT  
ON THE CENSUS OF MANUFACTURES  
TERMS OF REFERENCE**

- a. Maintaining a continuing review of provincial and federal data requirements which can be most effectively and economically met through the Census of Manufactures.
- b. Investigating the use of administrative records, such as taxation returns, and the results of other current or annual surveys, particularly of the commodity type, to reduce the burden on respondents.
- c. Promoting the automation, to the fullest extent possible, of all phases of the Census of Manufactures to improve both the efficiency of the operation and the consistency, quality and timeliness of the data.
- d. Developing procedures for establishing joint publication patterns at both the provincial and sub-provincial level to ensure the avoidance of residual disclosure.
- e. Determining which aspects of the Committee's work may be most efficiently performed by ad hoc work groups and review their conclusions and recommendations for possible implementation.

Revised: July 1978

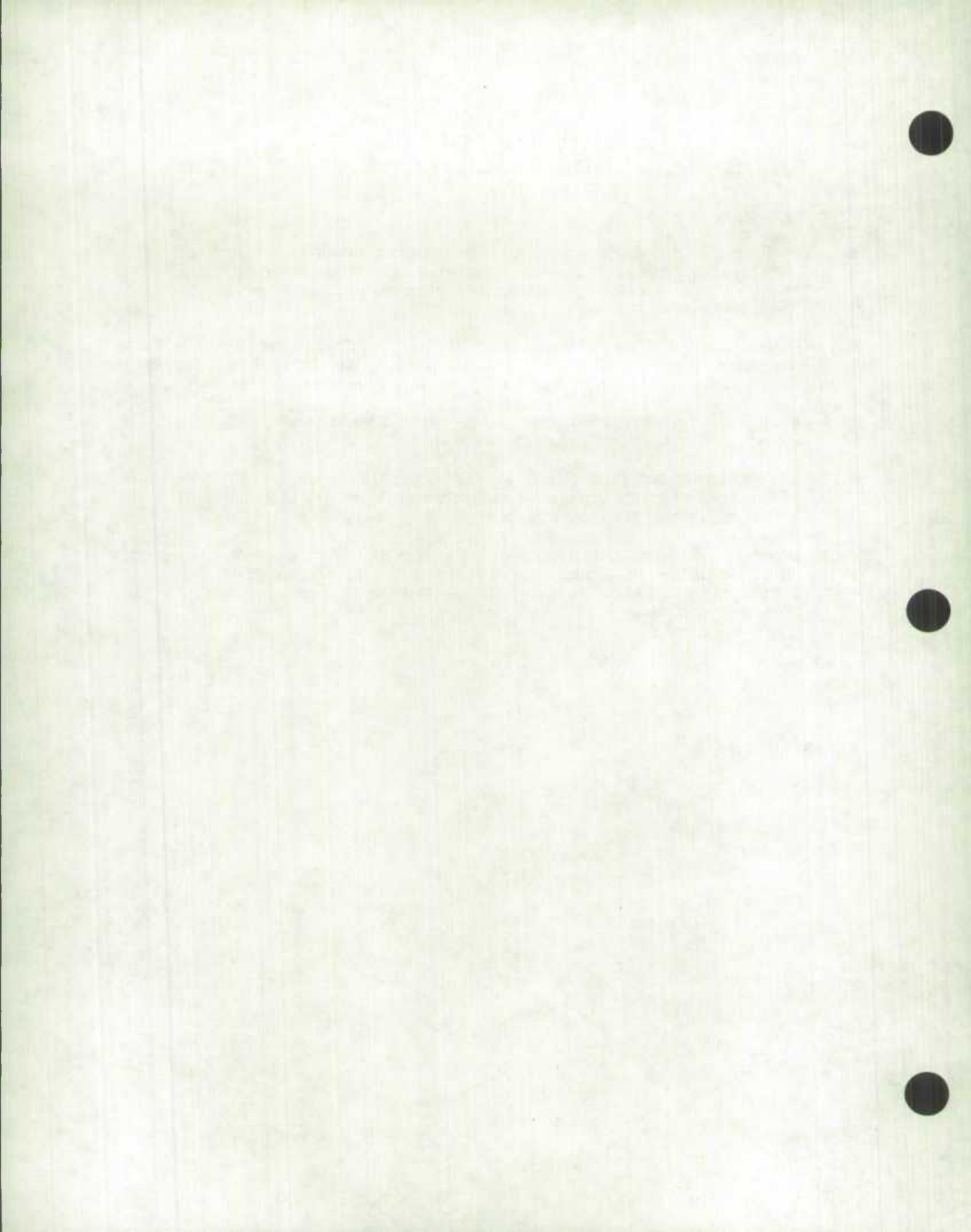


## Appendix B

**SECTIONAL COMPONENT  
ON CONSTRUCTION AND INVESTMENT STATISTICS  
TERMS OF REFERENCE**

- a. Facilitating continuing communication between the provincial statistical offices and Statistics Canada, for the mutual exchange of information on statistical projects currently underway and planned in the field of construction and investment statistics needs.
- b. Formulating a program of statistical development designed to meet unsatisfied data requirements, as they currently exist and as they are likely to develop in the near future, and recommending a statistical program to satisfy these needs.
- c. Periodically reviewing existing statistical series, including the underlying concepts, definitions, methodology and coverage.
- d. Developing and maintaining multilateral co-operative working arrangements and ad hoc working groups as required to supplement the bilateral arrangements developed between Statistics Canada and each of the provinces.
- e. Investigating current and alternative data sources to maximize the effectiveness of all data available in the integration of statistics from federal and provincial sources into a comprehensive computer-based national system of construction and investment statistics.

Revised: July 1978

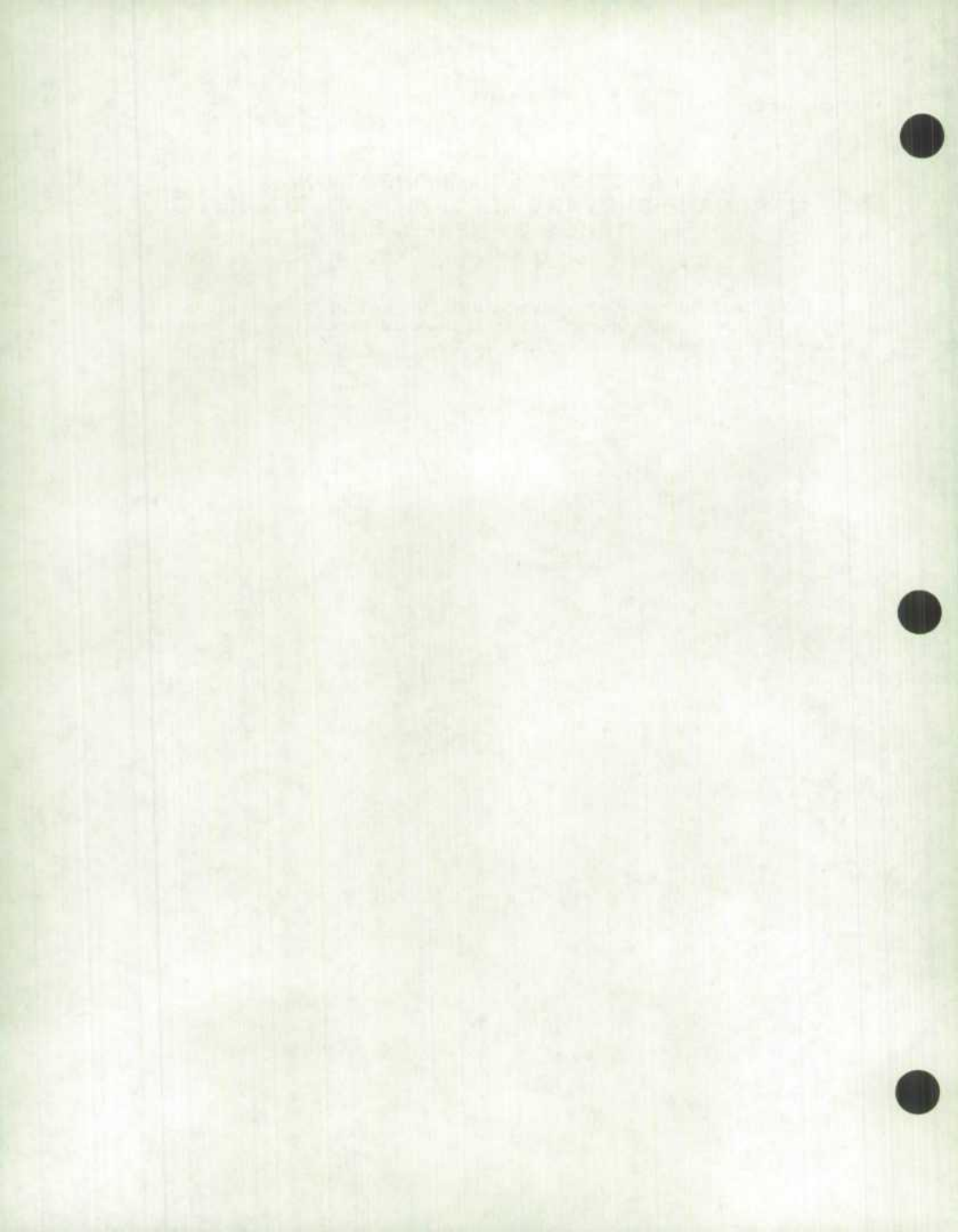


Appendix C

**SECTIONAL COMPONENT ON  
MERCHANTISING AND SERVICE TRADE STATISTICS  
TERMS OF REFERENCE**

It concerns itself with reviewing, advising and deciding on matters, where appropriate, relating to on-going and/or proposed federal or provincial statistical programmes within the areas of retail, wholesale and services statistics.

Revised: July 1978



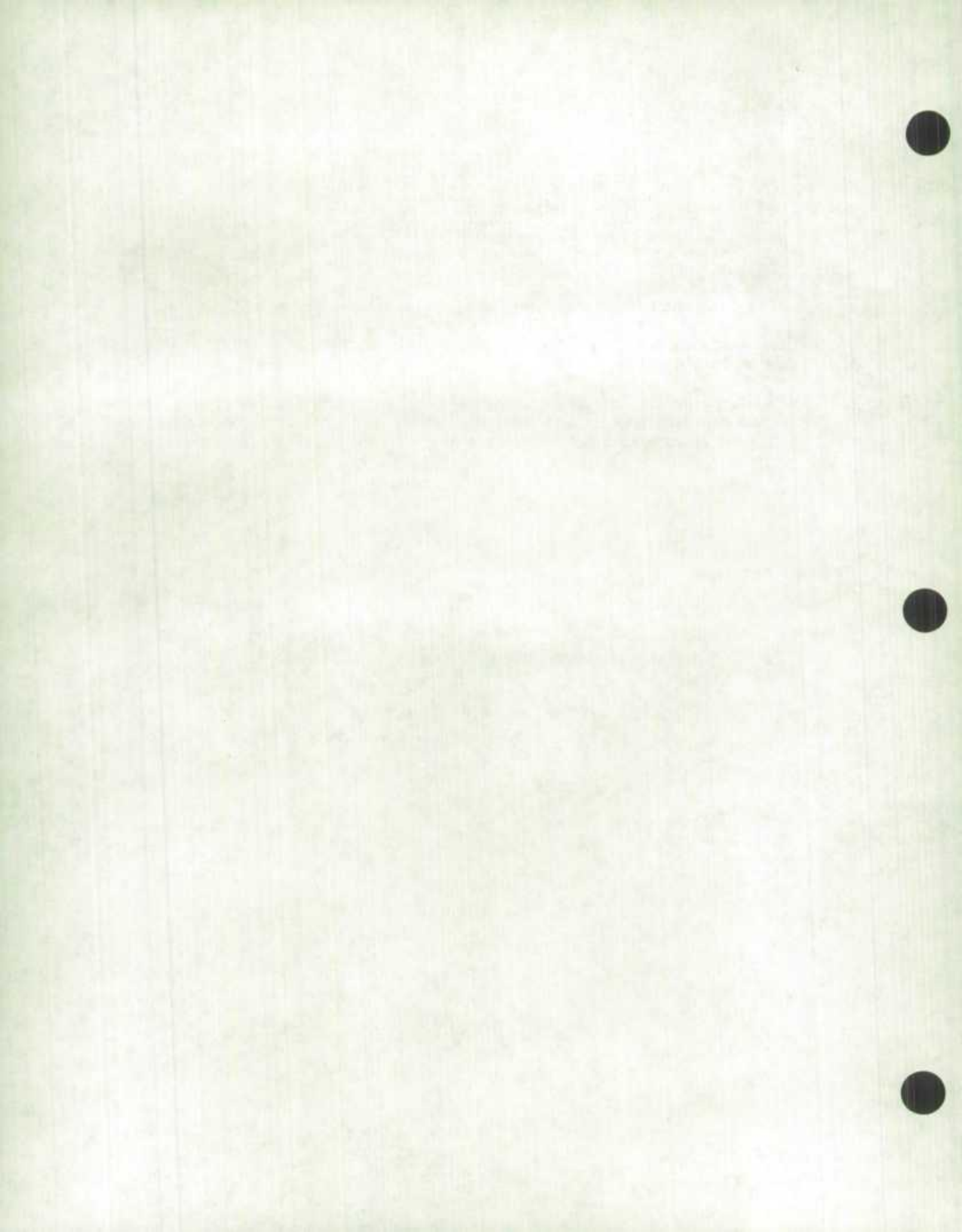


Appendix D

**SECTIONAL COMPONENT  
ON PRICES STATISTICS  
TERMS OF REFERENCE**

- a. Acting as a vehicle for the exchange of views on existing prices statistics.
- b. Communicating new developments in the area of prices statistics and reviewing areas of co-operation.
- c. Receiving suggestions from the provincial Committee members regarding requests for new data requirements from Statistics Canada. The subjects of concern are all prices and all expenditure survey matters.

Revised: July 1978

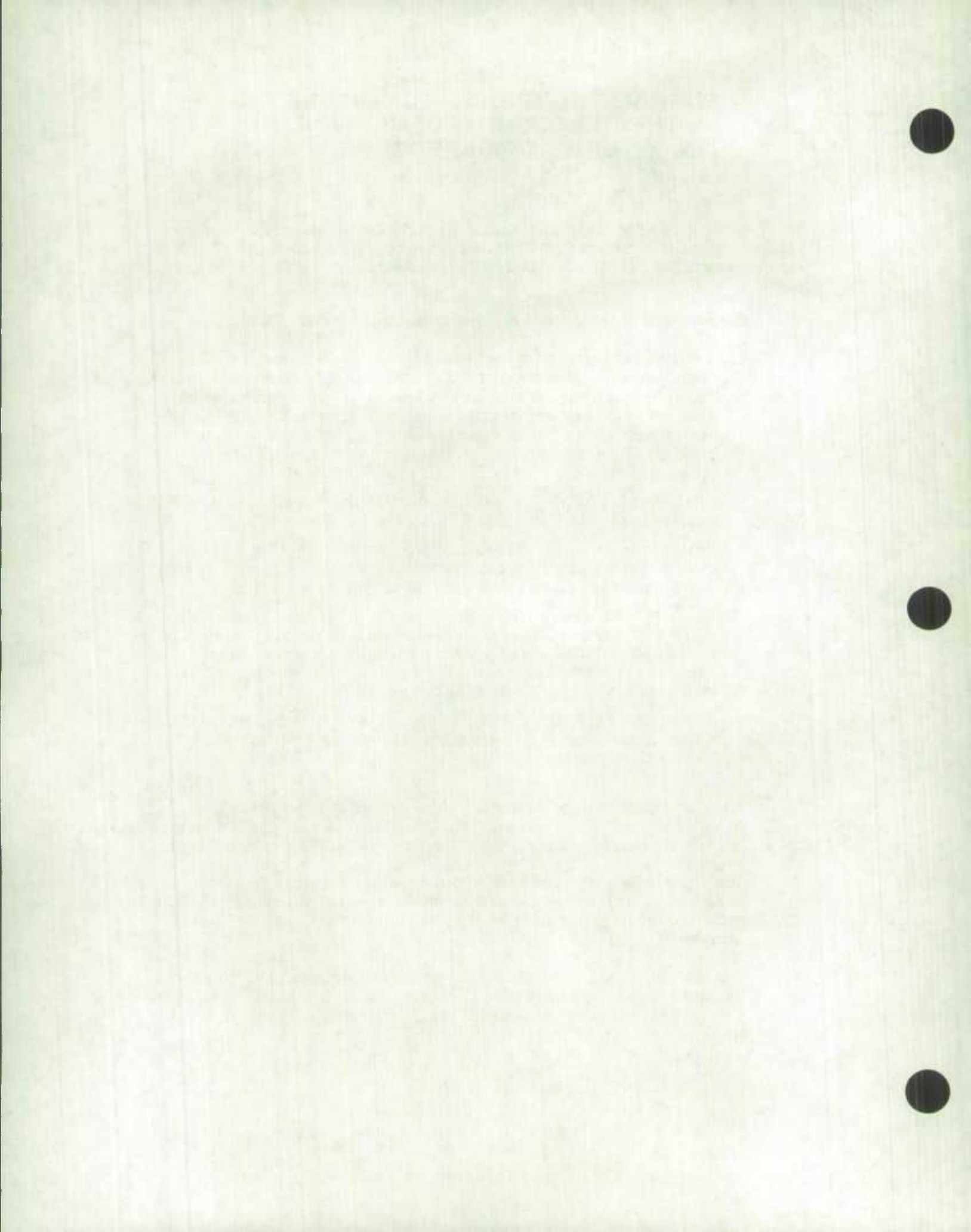


## FEDERAL-PROVINCIAL COMMITTEE ON THE CENSUS OF POPULATION TERMS OF REFERENCE

### A. SPECIFIC

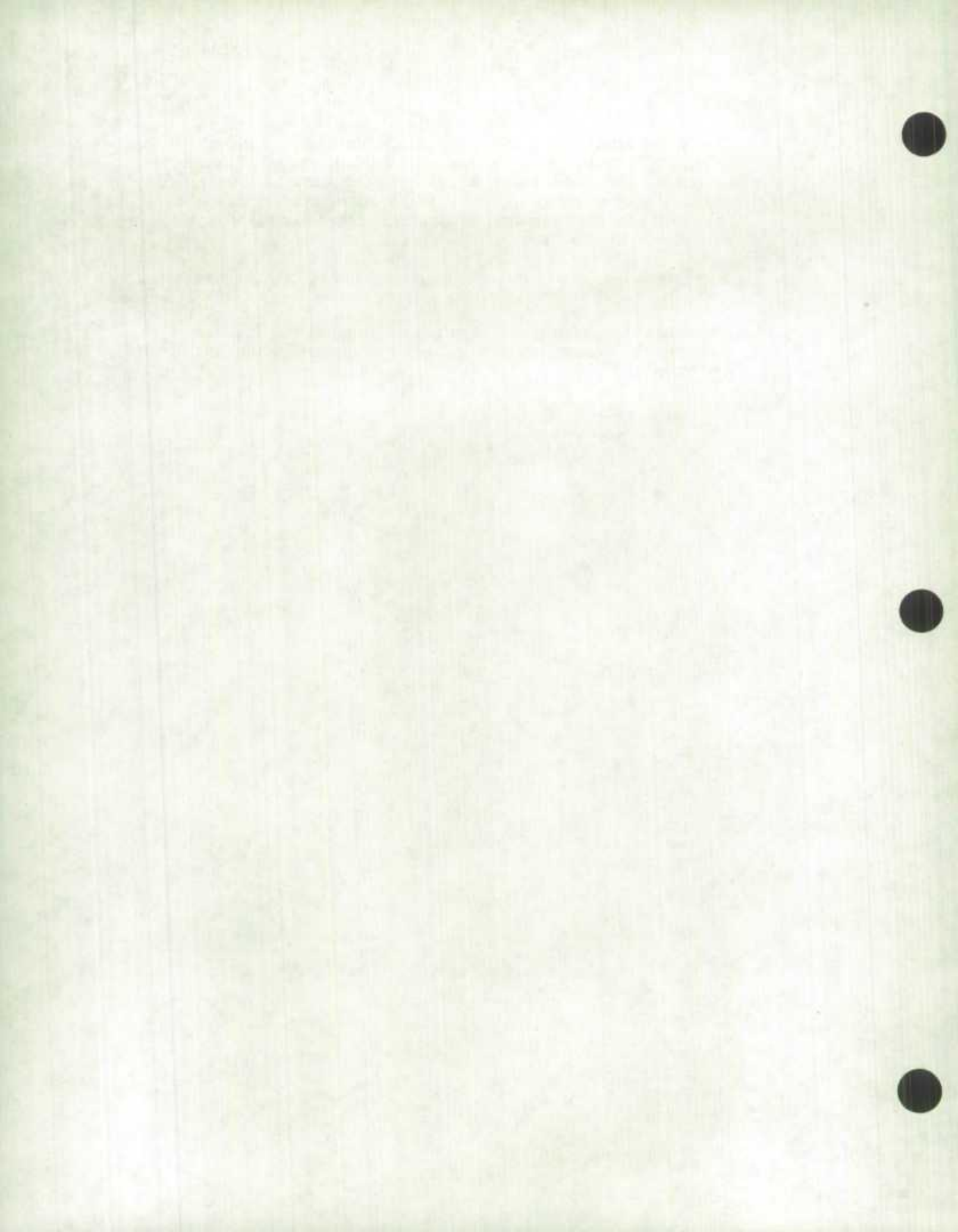
The Federal-Provincial Committee on the Census of Population shall continue to achieve a more effective and co-ordinated census program which will satisfy to the greatest extent possible the census data requirements of the provinces and their users.

1. By considering federal and provincial requirements, the Committee:
  - a. Reviews and recommends priorities in census statistical programs, identifies responsibilities for the dissemination of census statistics by categorizing specific work programs as either "joint" or "separate", determines the outlines of contractual arrangements to facilitate the operations of joint census dissemination programs, and evaluates the progress of census work and receives reports on specified priority programs.
  - b. Sets up ad hoc Work Groups, comprised of appropriate expertise on such matters as subject matter, methodology and dissemination.
  - c. Ensures the fostering of educative programs to establish the highest technical competence for both Statistics Canada and Provincial Focal Points in the use and dissemination of census data.
  - d. Reviews results and conclusions of census programs, and the activities of Work Groups, makes recommendations, if necessary, and specifies action and recommends guidelines pertaining to common problems in carrying out census statistical work such as confidentiality, statistical standards, training and computer compatibility.
  - e. Establishes a Steering Committee under the Chairperson of the main Committee to meet as necessary between regular meetings of the full Census Committee.
2. The Committee shall be composed of the Assistant Chief Statistician, Social, Institutions and Labour Statistics, Statistics Canada, as Chairperson, and one Principal Delegate from each Province and Territory in Canada.
3. The Committee shall meet at least once every year and as frequently as necessary. The location and date of future meetings shall be determined at each meeting of the Committee or by the Chairperson and the Central Secretariat.
4. The Committee shall report annually on its activities to the Federal-Provincial Consultative Council on Statistical Policy through the Central Secretariat of the Council; the Council shall also report annually on its activities to the Committee.



**B. GENERAL**

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provisions of a Secretariat staff, simultaneous interpretation equipment and interpreters. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of the Principal Delegate from each Province or Territory.
2. Members of the Committee may, at their own discretion, be accompanied to meetings by such personnel as they deem necessary.
3. Minutes of each meeting should record major points of discussion, decisions and recommendations and are to be prepared within one month of each meeting.

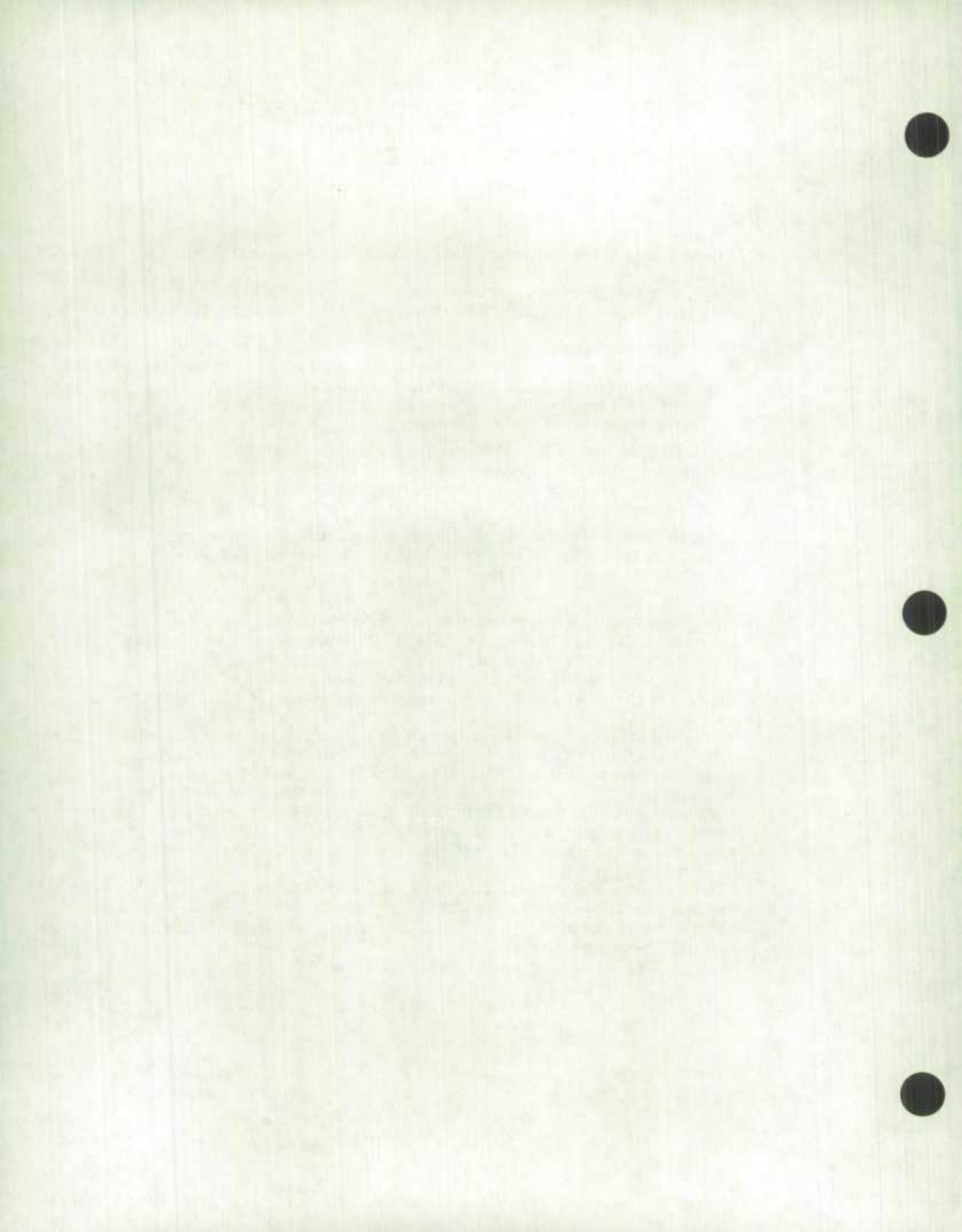


## FEDERAL-PROVINCIAL COMMITTEE ON DATA DISSEMINATION TERMS OF REFERENCE

### A. SPECIFIC

There shall be a continuing Federal-Provincial Committee on Data Dissemination.

1. It shall concern itself with the dissemination aspects of federal and provincial statistical programs and specifically with:
  - a. policies and related procedures (including pricing) that will facilitate the access by provincial and territorial statistical offices to Statistics Canada's products and related services through all media, including textual, machine-readable, micro-form, etc., and covering both aggregated statistics and micro-data;
  - b. sharing knowledge on and promoting the development of uniform or consistent data dissemination systems within the provincial and territorial statistical offices through which can better serve their own clientele; and
  - c. development of marketing techniques and identification of potential markets for the use of statistical data in both the public and private sectors for decision making.
2. The Committee shall be composed of the Director General, Marketing and Information Services, Statistics Canada, as Chairperson, and one Principal Delegate from each Province and Territory in Canada. Advice or representation shall be provided by the Standards Division of Statistics Canada, as appropriate to the topics under consideration.
3. The Committee shall normally meet once every year, but may, by agreement between the Chairperson and a majority of the Provincial and Territorial Members, meet more or less frequently. The location and date of future meetings shall be determined at each meeting of the Committee or by the Chairperson and the Central Secretariat. Agenda for such meetings shall be prepared and distributed as far as possible in advance of their planned dates, and in full consultation with the Provincial and Territorial Members.
4. The Committee shall report annually on its activities to the Federal-Provincial Consultative Council on Statistical Policy through the Central Secretariat of the Council; the Council shall also report annually on its activities to the Committee.

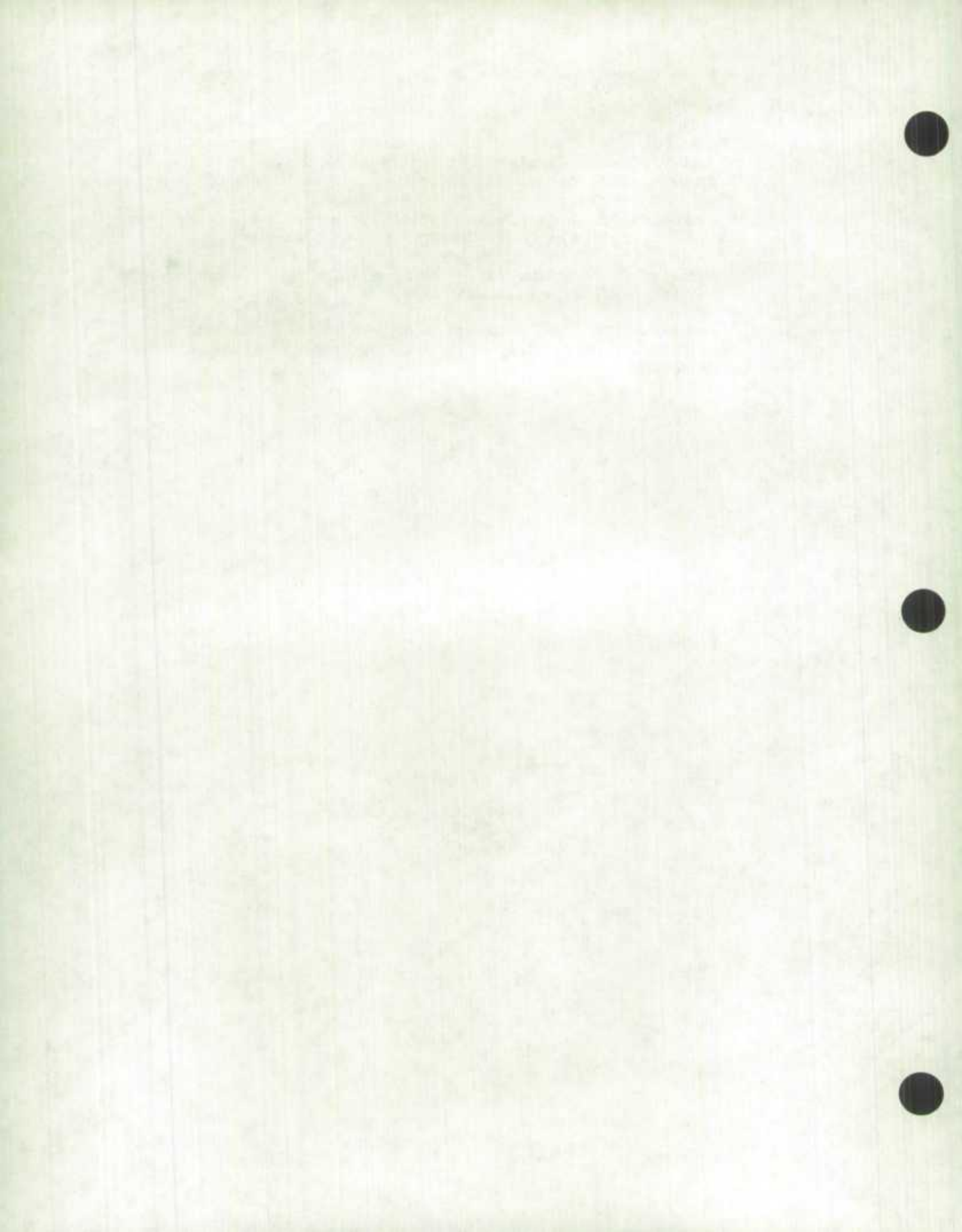




**B. GENERAL**

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provision of a Secretariat staff, simultaneous interpretation equipment and interpreters. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of one Principal Delegate from each Province or Territory, for one meeting in each calendar year.
2. Members of the Committee may, at their own discretion, be accompanied to meetings by such support personnel as they deem necessary.
3. Minutes of each meeting should record major points of discussion, decisions and recommendations, and are to be prepared within one month of each meeting.

Revised: May 1983



## FEDERAL-PROVINCIAL COMMITTEE ON DEMOGRAPHY TERMS OF REFERENCE

### A. SPECIFIC

1. The objective of the Federal-Provincial Committee on Demography is to provide a mechanism for consultation and co-operation, as well as for the exchange of information in the area of demographic statistics, between Statistics Canada and the Provincial/Territorial statistical agencies.

Post-censal population estimates in particular, in view of their technical complexity and impact, call for close consultation and, where feasible, co-operation in developing suitable estimation methods.

Population projections constitute another endeavour where consultation and co-operation are mutually beneficial, as are the development of administrative data for the purpose of demographic statistics, and in particular, migration statistics.

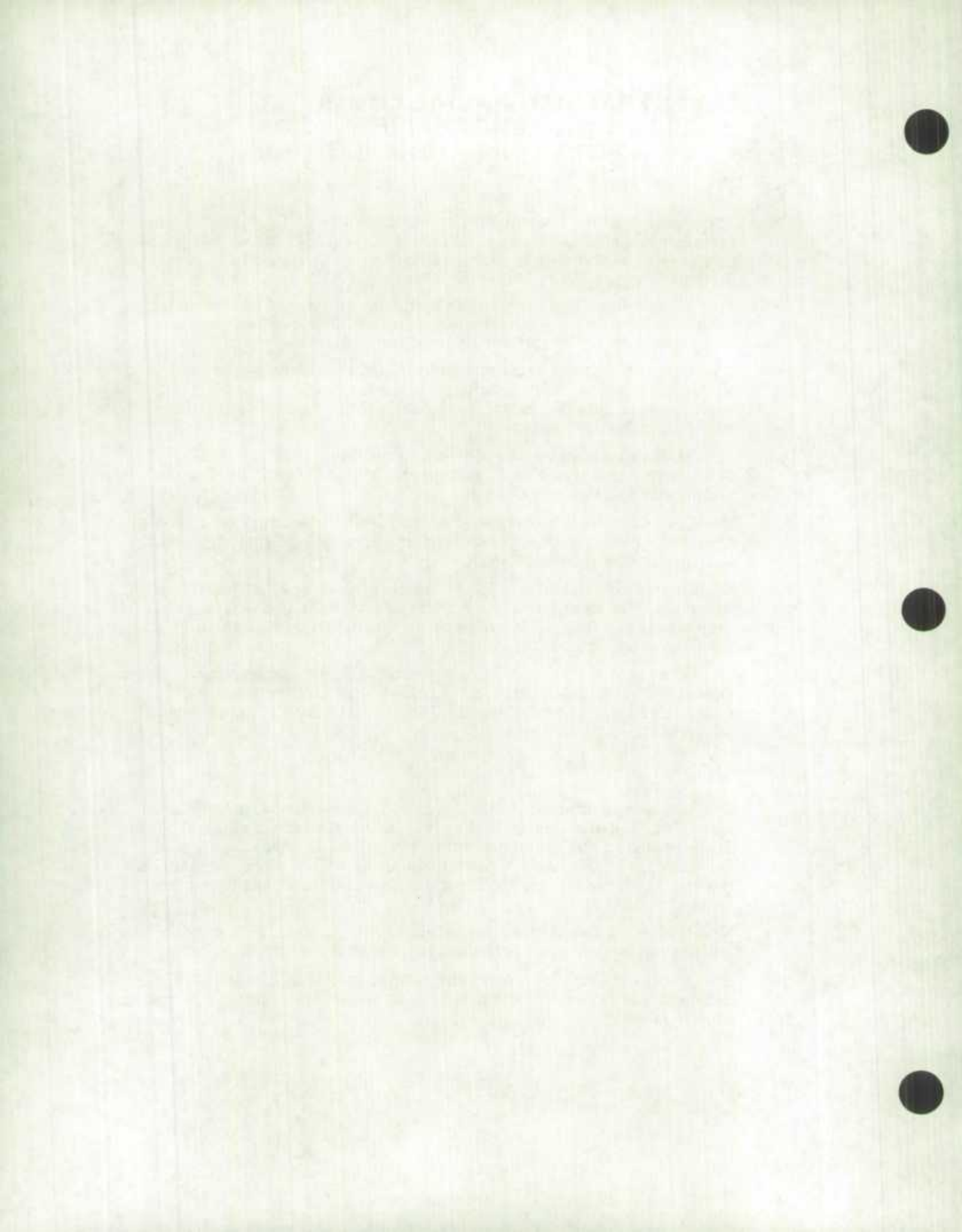
Finally, the Committee seeks to foster co-operation in understanding demographic analysis in an effort to more fully understand the current demographic situation in Canada.

2. The Committee shall be composed of the Director, Demography Division, Statistics Canada, as Chairperson, and one Principal Delegate from each Province and Territory in Canada.
3. The Committee shall meet at least once every year, or as frequently as necessary. The location and date of the meetings shall be determined at each meeting of the Committee or by the Chairperson in consultation with the Central Secretariat.
4. The Committee shall report on its activities annually, or as required, to the Federal-Provincial Consultative Council on Statistical Policy through the Central Secretariat of the Council. The Council shall also report annually on its activities to the Committee.

### B. GENERAL

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provision of a Secretariat staff and simultaneous interpretation. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of the Principal Delegate from each Province or Territory.
2. Members of the Committee may, at their own discretion, be accompanied to meetings by such support personnel as they deem necessary.
3. Minutes of each meeting should record major points of discussion, decisions and recommendations and are to be prepared within three months of each meeting.

Date of approval: May 24, 1989



## FEDERAL-PROVINCIAL COMMITTEE ON LABOUR STATISTICS TERMS OF REFERENCE

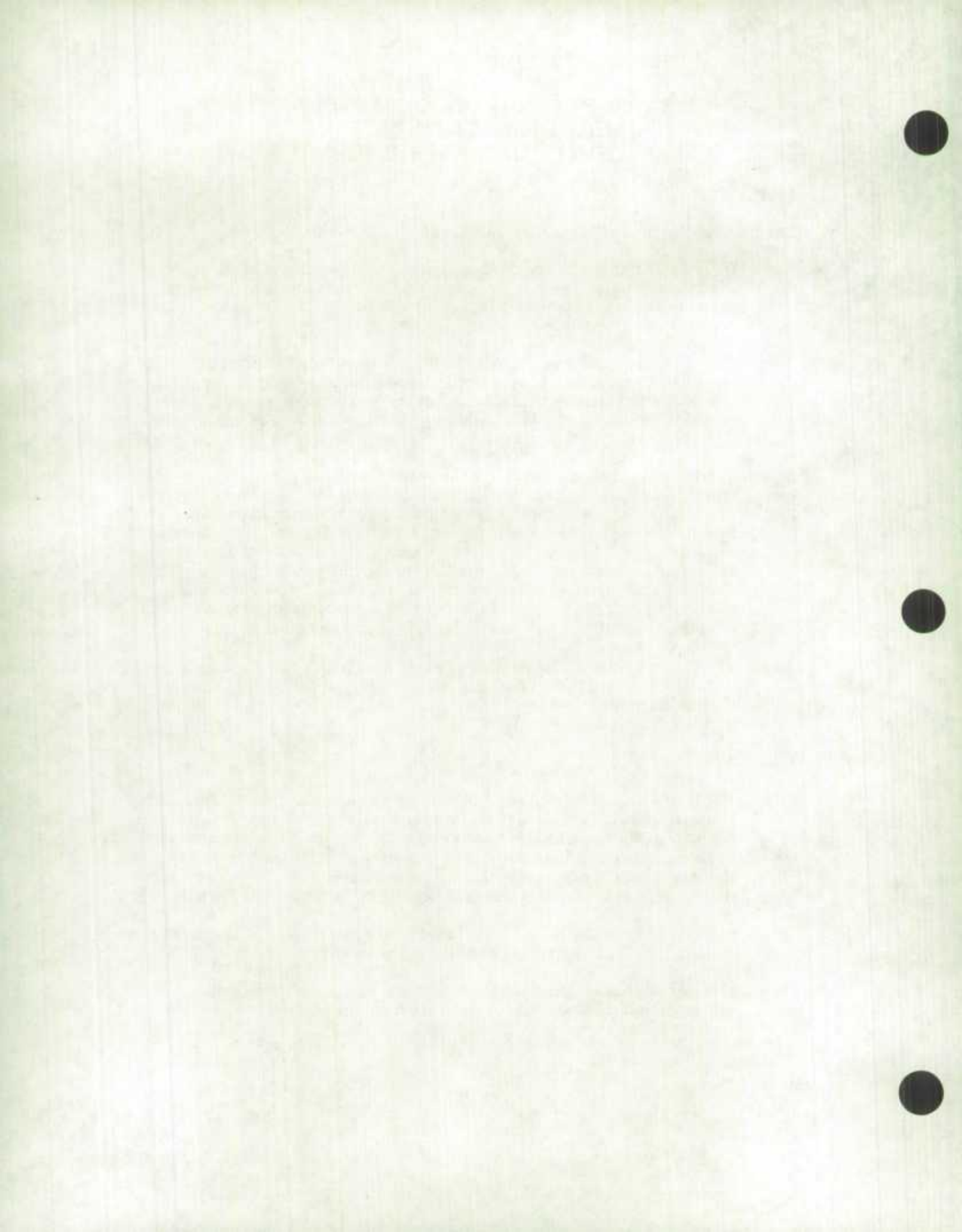
### A. SPECIFIC

The Federal-Provincial Committee on Labour Statistics shall continue.

1. It concerns itself with accelerating improvements in the diverse and complicated fields of labour statistics, as well as furthering continuing communication on labour statistics between Statistics Canada and the Provinces and Territories.
2. The Committee shall be composed of the Director of the Labour Division, Statistics Canada, as Chairperson, and one Principal Delegate from each Province and Territory in Canada. Advice or representation shall be provided by the Standards Division of Statistics Canada, as appropriate to the topics under consideration.
3. The Committee shall normally meet once every year, preferably immediately prior to or following the meeting of the Canadian Association of administrators of Labour Legislation, but may, by agreement between the Chairperson and a majority of the Provincial and Territorial delegates, meet more or less frequently. The location and date of future meetings shall be determined at each meeting of the Committee or by the Chairperson and the Central Secretariat. Agenda for such meetings shall be prepared and distributed as far as possible in advance of their planned dates, and in full consultation with the Provincial, Territorial and any other delegates.
4. The Committee shall report annually on its activities to the Federal-Provincial Consultative Council on Statistical Policy through the Central Secretariat of the Council; the Council shall also report annually on its activities to the Committee.

### B. GENERAL

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provision of the Secretariat staff, simultaneous interpretation equipment and interpreters. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of one Principal Delegate from each Province or Territory, for one meeting in each calendar year.
2. Members of the Committee may, at their own discretion, be accompanied to meetings by such support personnel as they deem necessary.
3. Minutes of each meeting should record major points of discussion, decisions and recommendations and are to be prepared within one month of each meeting.



## THE INTERGOVERNMENTAL COMMITTEE ON LOCAL GOVERNMENT ACCOUNTING AND STATISTICS TERMS OF REFERENCE

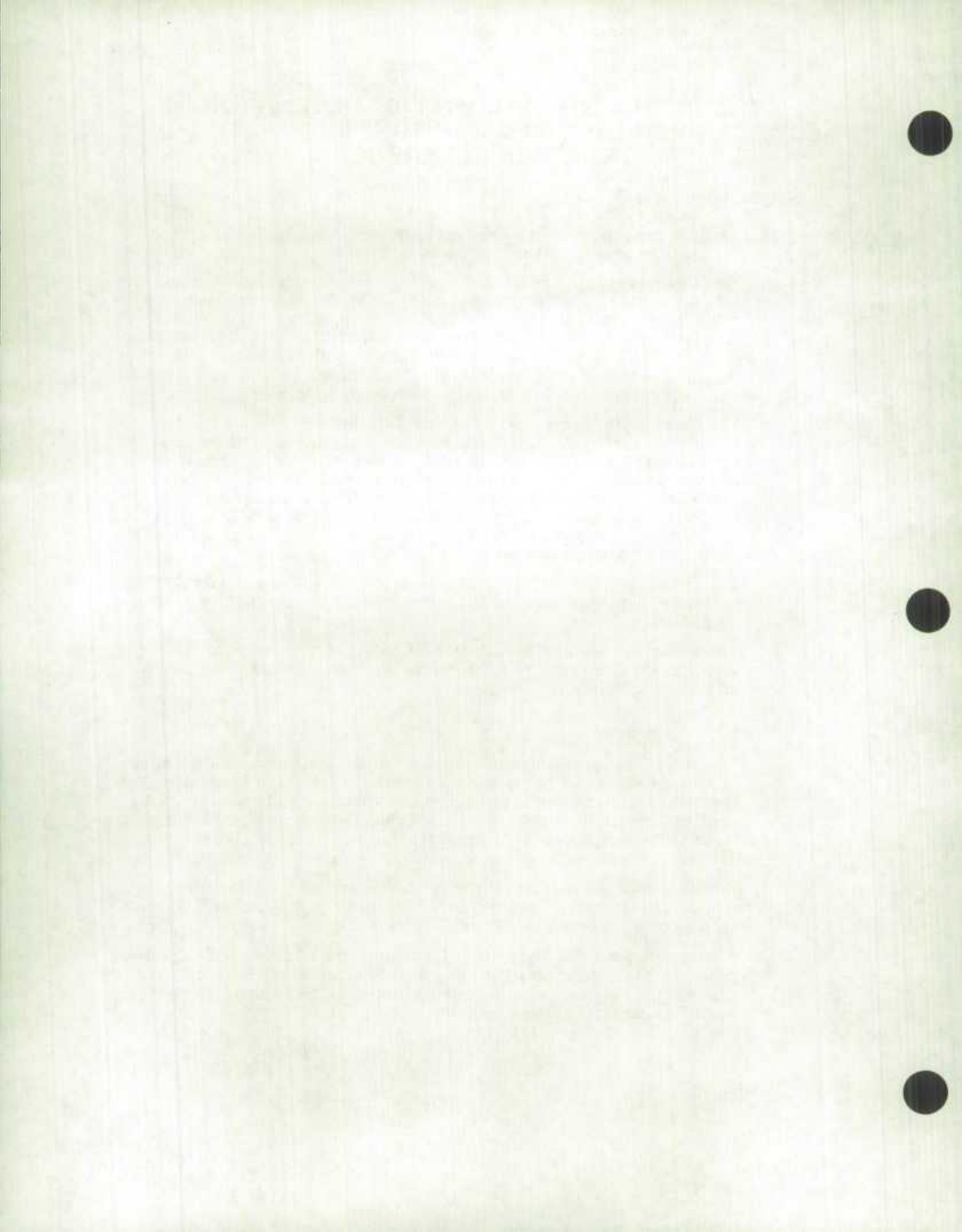
### A. SPECIFIC

This Committee formerly known as the Federal-Provincial Committee on Municipal Statistics shall continue in being.

1. This Committee shall concern itself with providing effective communication between Statistics Canada and provincial and territorial government departments on matters pertaining to the development of a co-ordinated and integrated set of statistical programs on the activities of local governments in Canada with particular reference to financial activities and pursuant to the above objective shall involve officials of federal, provincial, territorial and local governments in Committee considerations as appropriate.
2. The Committee Chairperson shall be the Director of the Public Institutions Division, Statistics Canada. Each provincial and territorial government shall be entitled to provide a delegate, and meetings will be open to representation from local government. Local representation from each province or territory shall range from zero to three, at the discretion of the principal or territorial delegate. Representation may be only from the administrative or appointed officials of a municipality or a duly constituted municipal association or both.
3. The Committee shall meet at least once every year or more frequently if necessary. The location and date of meetings shall be determined by the Committee.
4. The Committee, through its Chairperson, shall prepare a report on its meetings and file a copy with the Federal-Provincial Consultative Council on Statistical Policy.

### B. GENERAL

1. The host government body shall provide suitable meeting accommodation. Statistics Canada will be responsible for the provision of a Secretariat staff, simultaneous interpretation equipment and interpreters. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of the Principal Delegate from each Provincial or Territorial government.
2. Principal delegates may be accompanied to Committee meetings by representatives from other government departments or agencies along with such support personnel as they deem necessary.
3. Minutes of each Committee meeting shall record major points of discussion, decisions and recommendations; and shall be prepared not later than three months following each meeting and distributed to the Principal Delegates and all other persons attending Committee sessions.





## FEDERAL-PROVINCIAL COMMITTEE ON MINERAL STATISTICS TERMS OF REFERENCE

A Committee will be constituted to deal with statistical matters relating to the minerals industry in Canada. The Committee will be known as the Federal-Provincial Committee on Mineral Statistics. The authority for constituting this Committee is derived from the federal Resources and Technical Surveys Act, the Statistics Act, and the respective Provincial/Territorial Acts or other acts relating to minerals.

### **Composition**

The Federal-Provincial Committee on Mineral Statistics shall be chaired by the Department of Energy, Mines and Resources and be composed of a Provincial, Territorial and Federal delegate from the following departments, ministries or agencies. (Attached)

Other delegates as deemed necessary to provide representation from various governments and private agencies dealing with mineral statistics in Canada will be invited to participate.

### **Role**

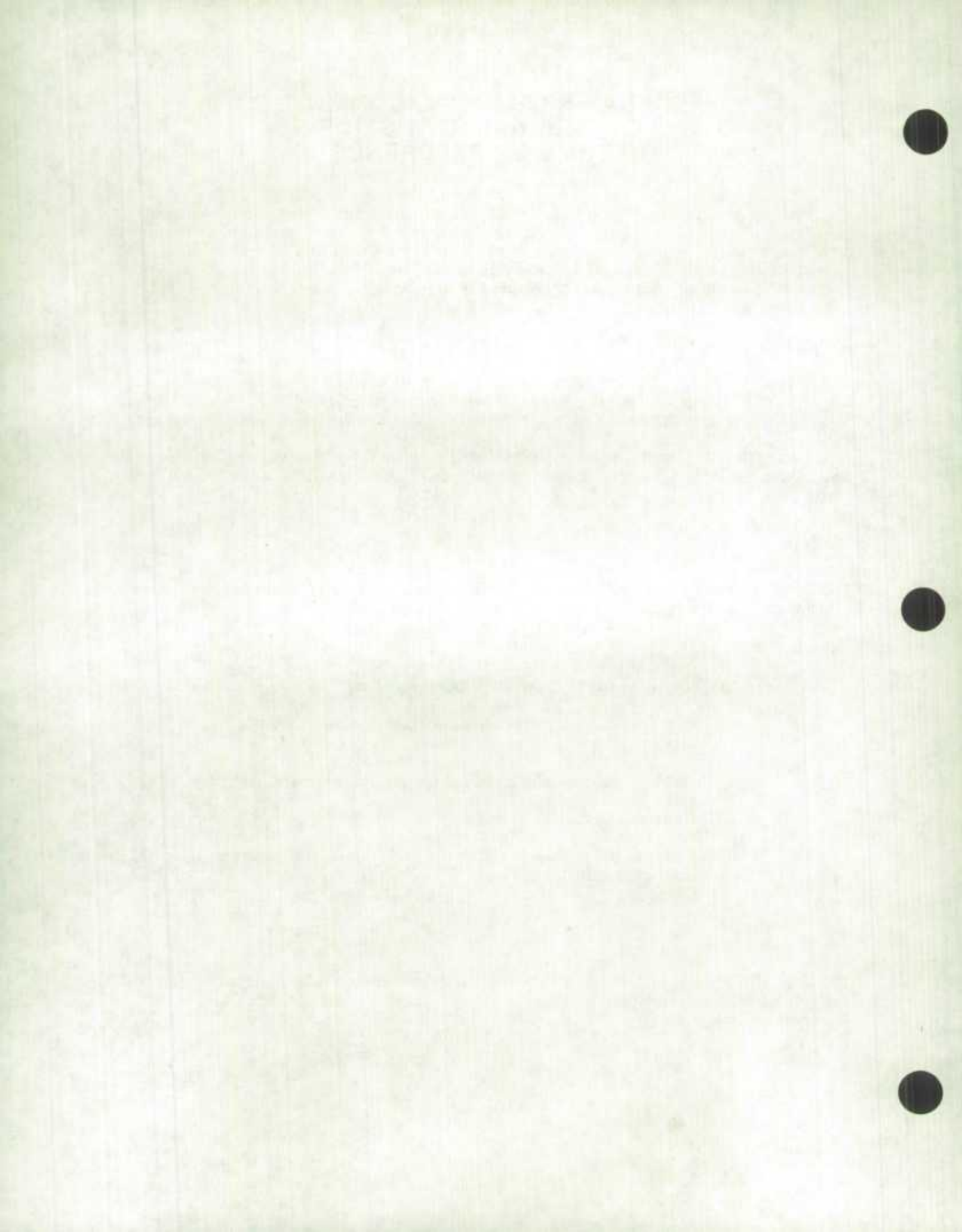
The Committee shall concern itself with the interests and needs of both the suppliers and users of mineral statistics.

In particular:

- a) Identify needs of users for mineral statistics.
- b) Set priorities with respect to statistical programs in the minerals industry.
- c) Establish national standards and concepts for mineral statistics.
- d) Minimize respondent burden.
- e) Maximize the exchange and sharing of mineral statistics among various users and originators.

### **Areas of Interest**

The Committee shall concern itself with statistical information relating to all economic activities from mineral exploration through to the manufacturing activities of the Canadian minerals industry.



### **Operations**

The Committee shall meet once every year, but may, by agreement among a majority of the delegates meet more frequently. Task Forces or Working Groups will be established to carry out projects as specified by the Committee. The Task Forces will meet as frequently as necessary in order to accomplish the established work program and to present a report to the annual meeting of the Committee.

Energy, Mines and Resources will provide a Secretariat for the Committee and its Task Forces. Notices and agendas for meetings will be prepared by the Secretariat with as much advance notice as possible. Agendas will be developed in full consultation with all delegates. Proceedings will be prepared by the Secretariat and forwarded to delegates within one month of the meetings.

### **Relationship with other Committees**

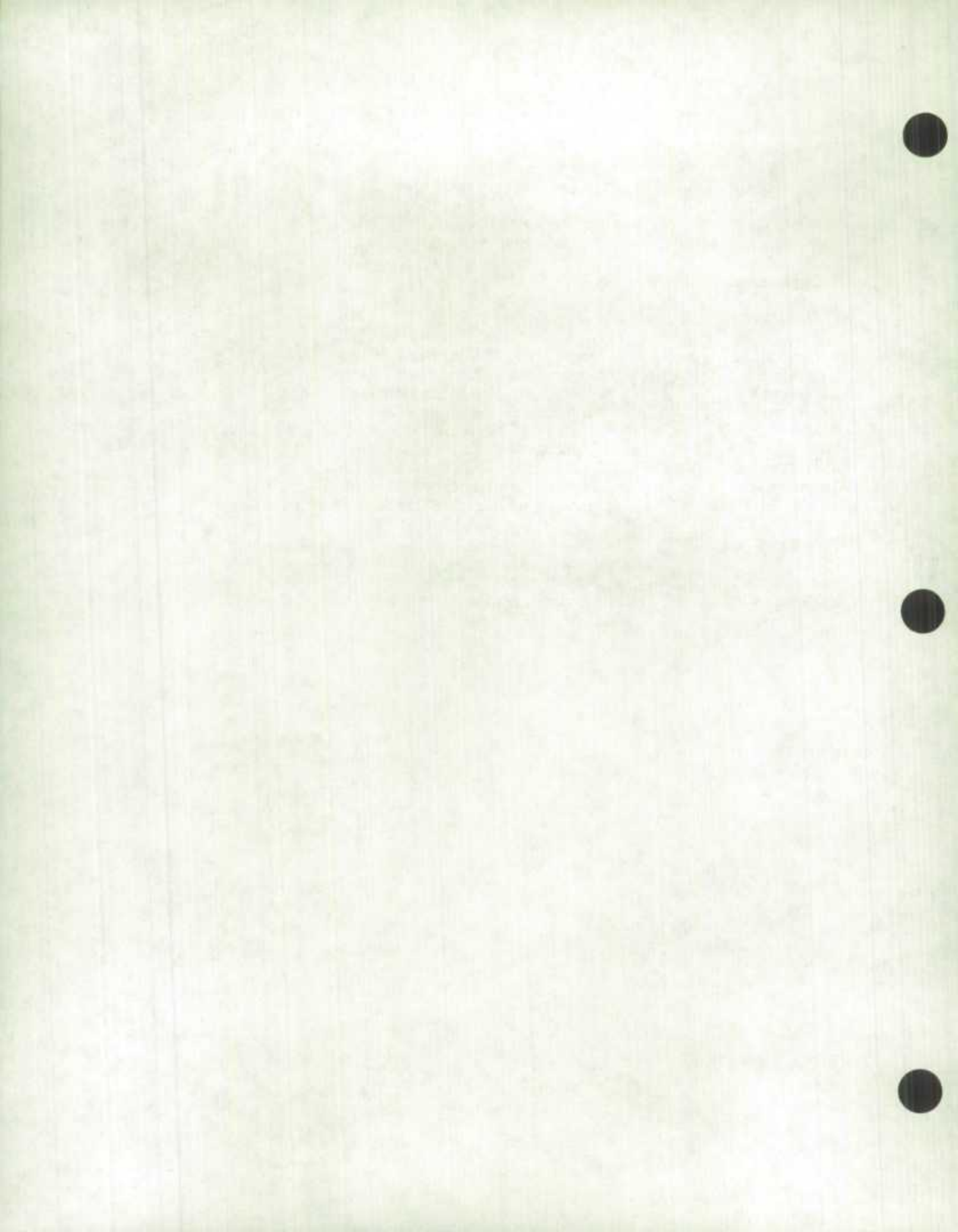
The Mineral Statistics Committee shall provide a summary of its activities to the Federal-Provincial Consultative Council on Statistical Policy. The Committee shall liaise with the Provincial Mines Ministers' Conference as necessary through the host Provincial delegate on the Committee. The Committee shall report periodically as deemed necessary by the delegates to the Intergovernmental Working Group on Minerals.

The Committee shall establish necessary contacts with other Committees or agencies dealing with mineral statistics.

December 1, 1986







## FEDERAL-PROVINCIAL COMMITTEE ON PROVINCIAL ECONOMIC ACCOUNTS TERMS OF REFERENCE

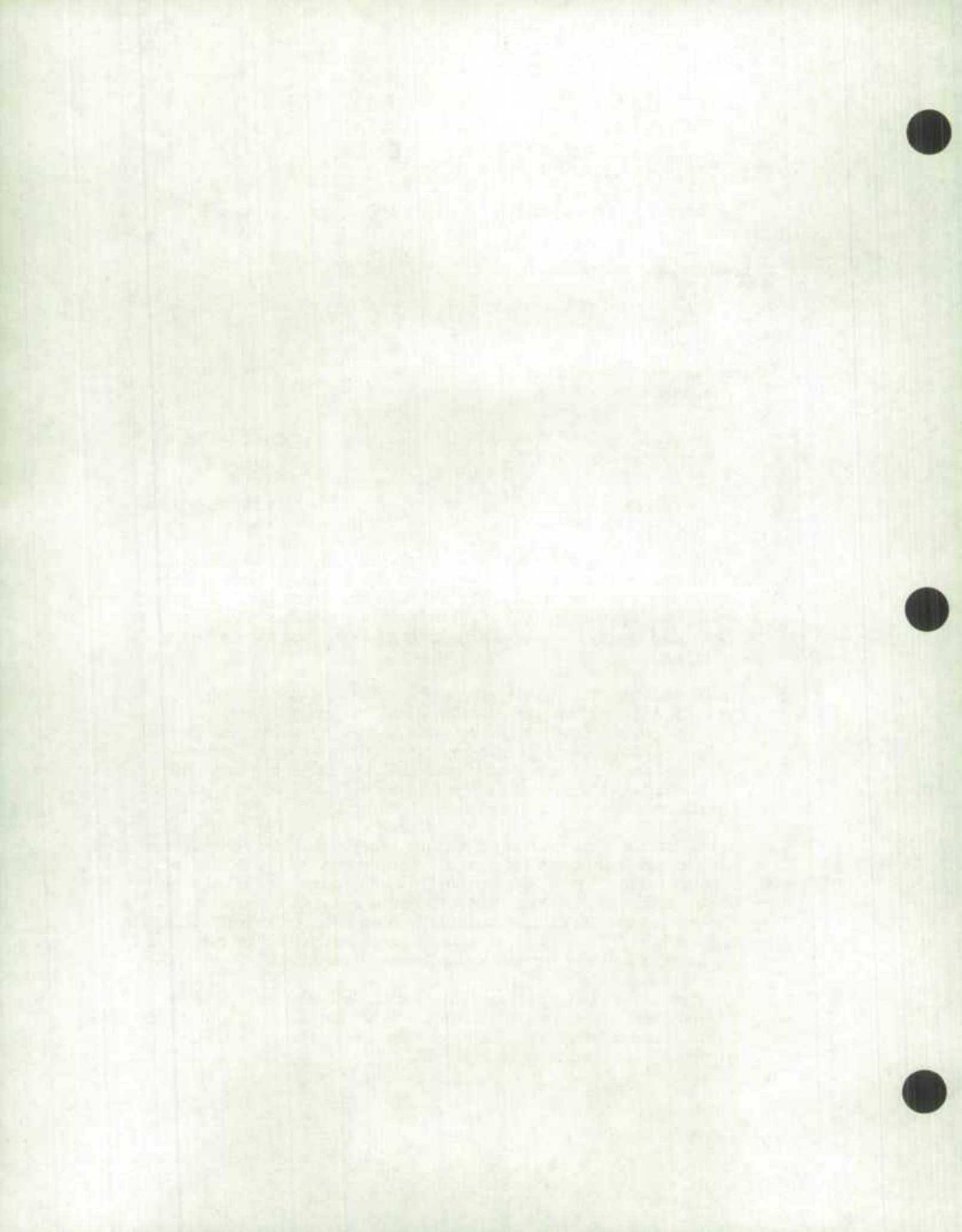
### A. SPECIFIC

The Federal-Provincial Committee on Provincial Economic Accounts shall continue.

1. It shall concern itself with:
  - a. the definition and description of concepts, sources and methods for provincial economic accounting;
  - b. the establishment of uniform terminology to be used in provincial economic accounting;
  - c. the promotion and interprovincial comparability of data from provincial economic accounts; and
  - d. the development and exploitation of co-operative arrangements among Provinces and between the Provinces and Statistics Canada.

Without restricting the generality of these concerns, the Committee shall specifically address the following subject areas, as these impact upon a., b., c., and d. above: International Trade; Origin and Destination of Shipments statistics as reported by the Census of Manufactures; Provincial Financial Flows; and Origin and Destination Statistics as reported by the three modes of transport.

2. The Committee shall be composed of the Assistant Chief Statistician, National Accounts and Analytical Services, Statistics Canada, as Chairperson, and one Principal Delegate from each Province and Territory in Canada. The Committee may call upon Statistics Canada resource persons in the above or any other relevant subject-area, and advice or representation shall be provided by the Standards Division of Statistics Canada, as appropriate to the topics under discussion.
3. The Committee shall normally meet once every year, but may, by agreement between the Chairperson and a majority of the Provincial and Territorial Members, meet more or less frequently. The location and date of future meetings shall be determined at each meeting of the Committee or by the Chairperson and the Central Secretariat. Agenda for such meetings shall be prepared and distributed as far in advance as possible, and in full consultation with the Provincial and Territorial Members.
4. The Committee shall report annually on its activities to the Federal-Provincial Consultative Council on Statistical Policy through the Central Secretariat of the Council; the Council shall also report annually on its activities to the Committee.

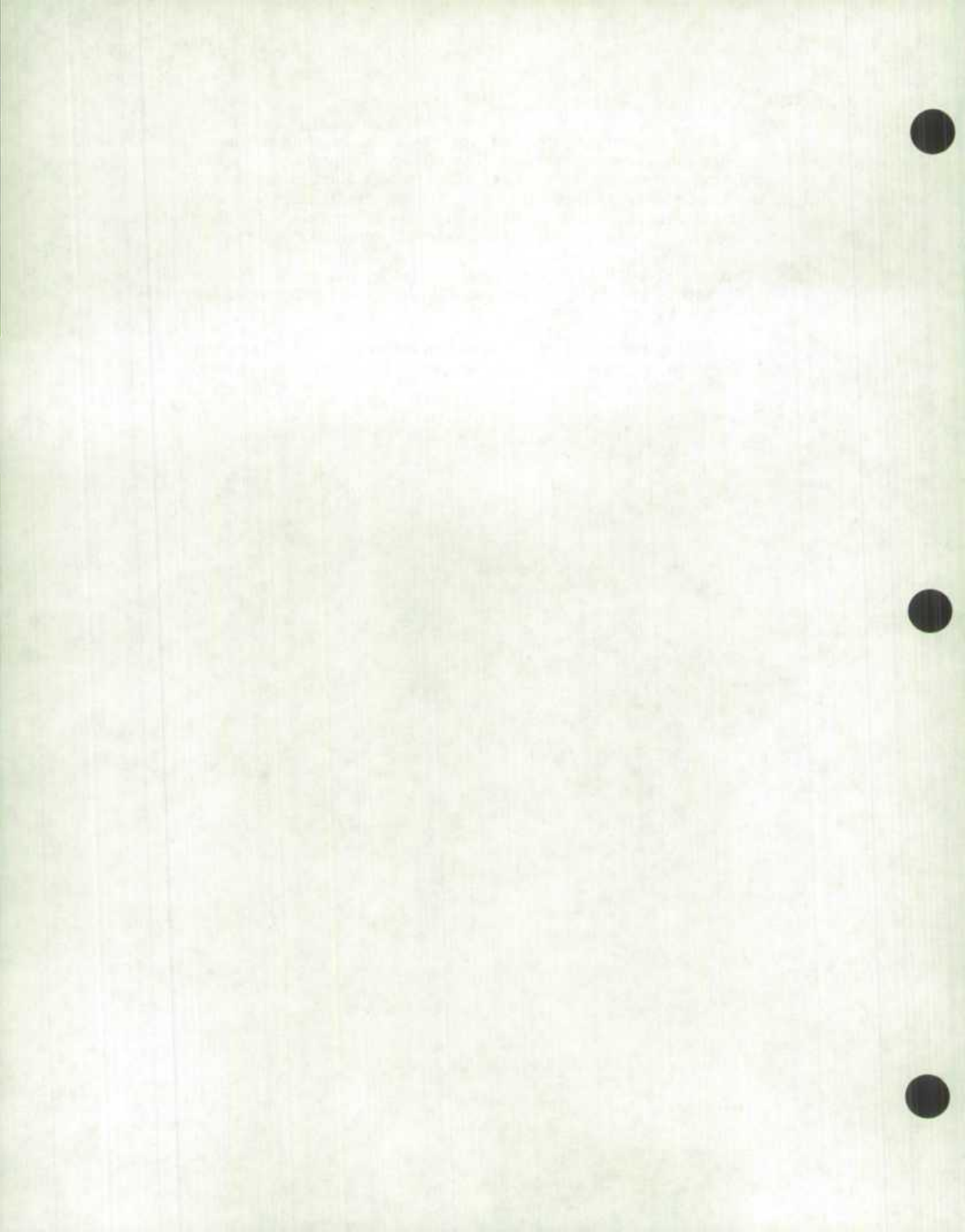




**B. GENERAL**

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provision of the Secretariat staff, simultaneous interpretation equipment and interpreters. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of one Principal Delegate from each Province or Territory, for one meeting in each calendar year.
2. Provincial and Territorial Members of the Committee may, at their own discretion, be accompanied to meetings by such support personnel as they deem necessary.
3. Minutes of each meeting should record major points of discussion, decisions and recommendations and are to be prepared within one month of each meeting.

Revised: July 1978



## FEDERAL-PROVINCIAL COMMITTEE ON PUBLIC SECTOR STATISTICS TERMS OF REFERENCE

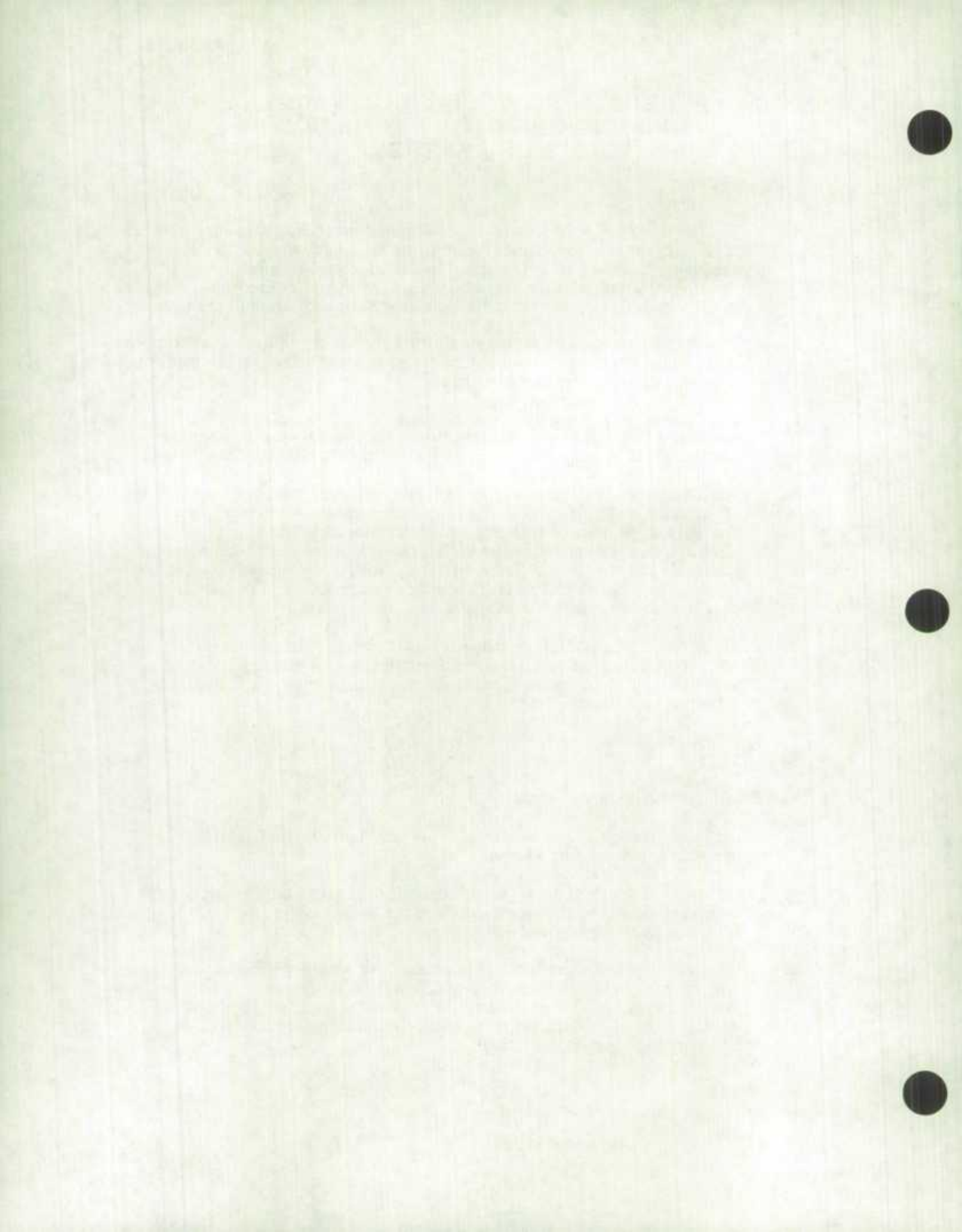
### A. GENERAL

1. The Federal-Provincial Committee on Public Sector Statistics shall concern itself with the development of frameworks for a body of statistics on all components of the public sector in Canada which is essential for the meaningful analysis of the role of government and other components of the public sector in the economic, financial and social structure of the country.
2. The Committee shall be composed of the Director of the Public Institutions Division of Statistics Canada as Chairman, and one principal delegate from each province and territory in Canada.
3. The Committee may invite the participation of representatives of government and other organizations working in the subject area, or other relevant areas, as may appear appropriate to the topics under discussion.
4. The Committee shall normally meet once every year, but may, by agreement between the Chairman and a majority of the provincial and territorial members, meet more or less frequently. The location and date of future meetings shall be determined at each meeting of the Committee, or by the Chairman and the Central Secretariat. Agenda for such meetings shall be prepared and distributed as far in advance as possible, and in full consultation with the provincial and territorial members.
5. The Committee shall report annually on its activities to the Federal-Provincial Consultative Council on Statistical Policy through the Central Secretariat of the Council; the Council shall also report annually on its activities to the Committee.

### B. SPECIFICS

The Committee shall work toward:

- a. the identification and cataloguing of user needs for statistical data pertaining to the public sector;
- b. the review of current public sector statistics programs in place within the federal and provincial governments and the assessment of the same in terms of needs, effectiveness and efficiency;
- c. the definition and establishment of parameters within which improvements may be brought to existing programs, as well as within which needs not now satisfied might be met - including the identification of data sources, the development of efficient collection and transmission processes, and appropriate output formats; and

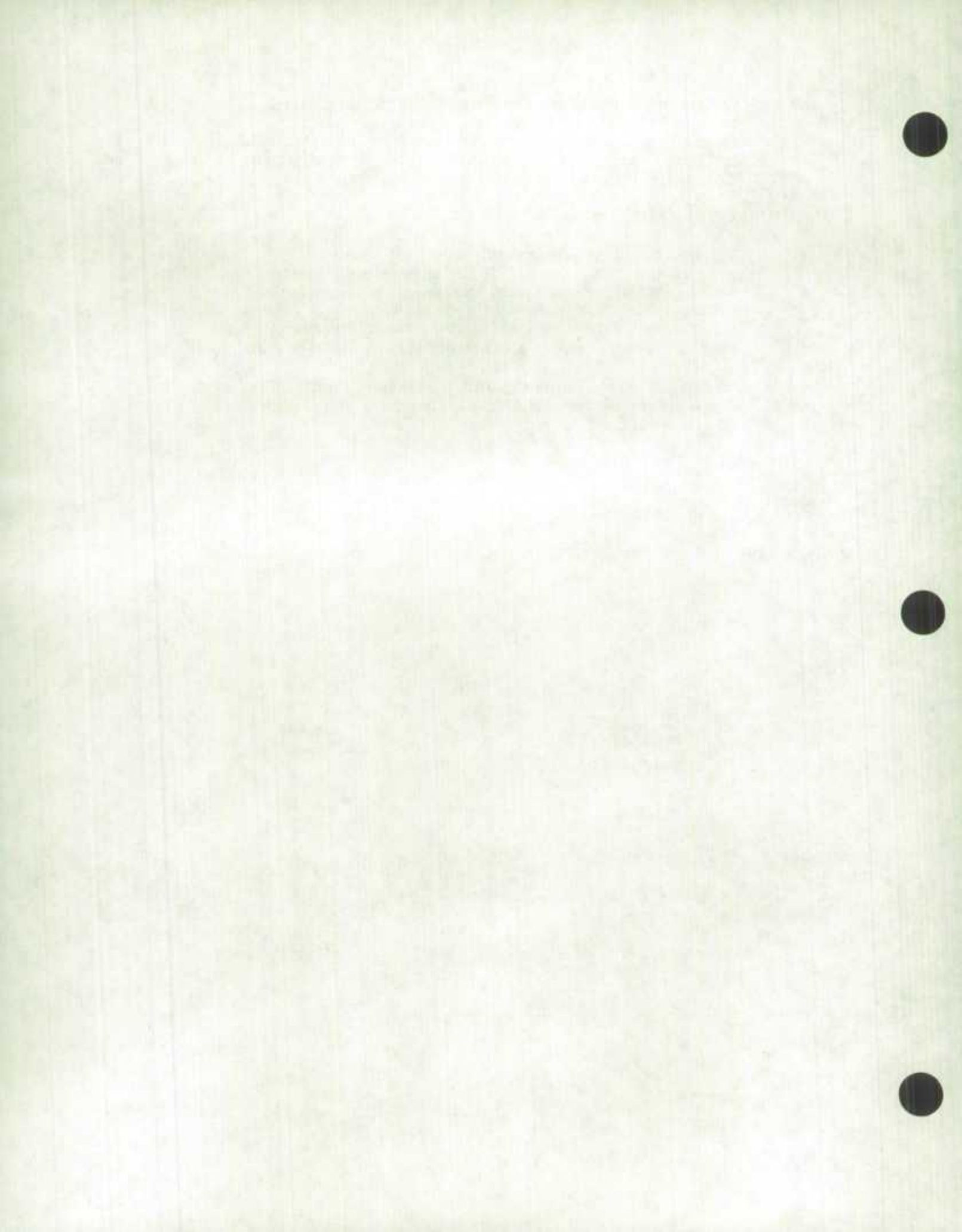


- d. the development and maintenance of appropriate channels of liaison with other bodies working in areas which impact on related statistical considerations (e.g., the Intergovernmental Conference on Local Government Information Development, the Public Sector Accounting and Auditing Committee of the Canadian Institute of Chartered Accountants, etc.).

**C. ADMINISTRATION**

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provision of the Secretariat staff, simultaneous interpretation equipment and interpreters. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of one delegate from each province or territory, for one meeting in each calendar year.
2. Minutes of each meeting should record major points of discussion, decisions and recommendations, and are to be prepared within one month of each meeting.

Revised: April 1985

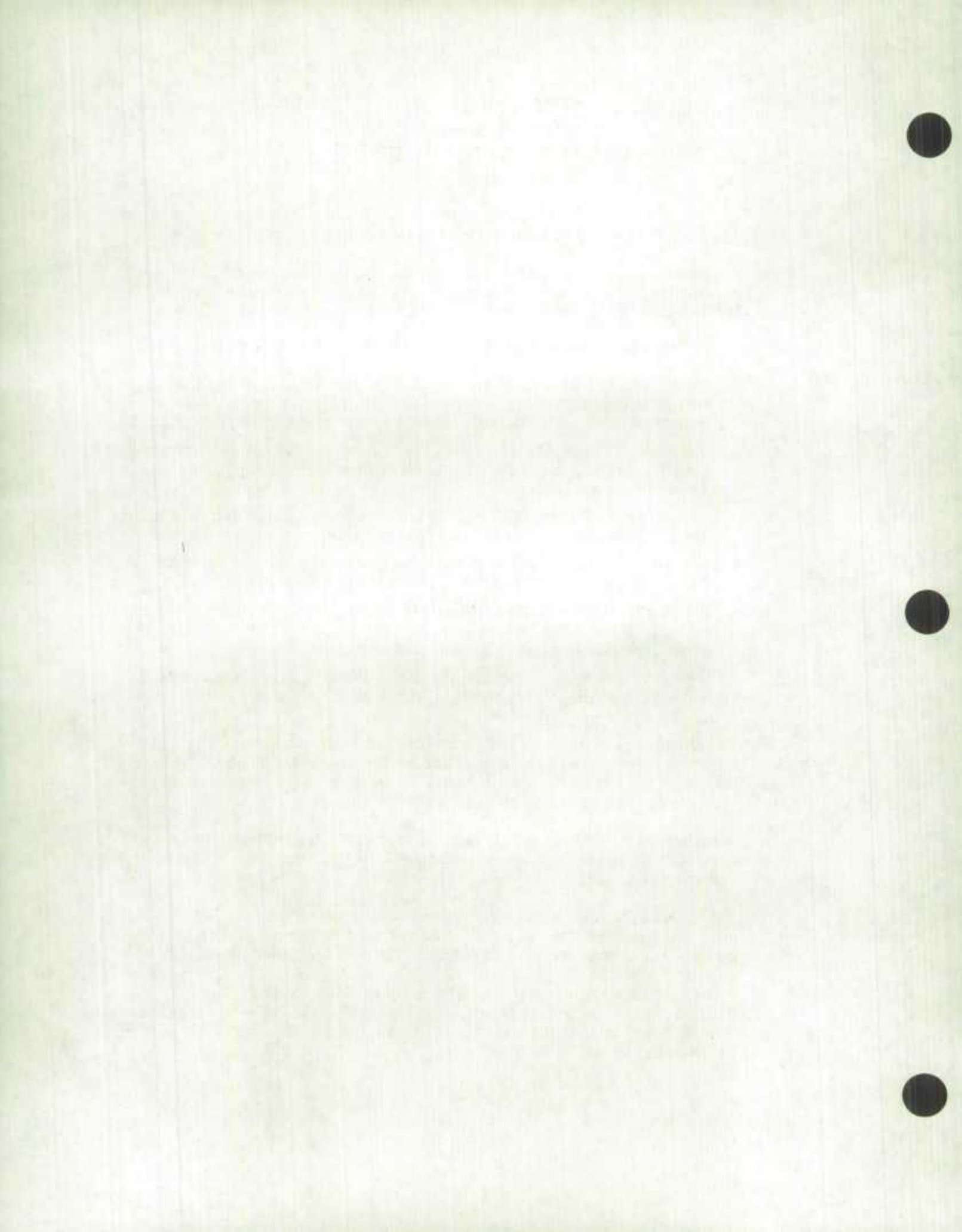


## FEDERAL-PROVINCIAL COMMITTEE ON SMALL AREA DATA TERMS OF REFERENCE

### A. SPECIFIC

There shall be a continuing Federal-Provincial Committee on Small Area Data.

1. Its object shall be to promote, facilitate and co-ordinate the development, production, evaluation and dissemination of small area data by and for the federal, provincial and territorial governments.
2. Activities that the Committee may concern itself with shall include:
  - a. the effective utilization of administrative records as sources of small area statistical information, including both federal, provincial and territorial government records, as well as non-governmental records;
  - b. the demand for small area data by the federal, provincial and territorial governments and the recommendation of priorities for small area data development activities;
  - c. improving the integration and accessibility of small area data within the federal, provincial and territorial governments and elsewhere;
  - d. the development and application of geographical reference systems that can be used to provide flexibility in the definition of small areas;
  - e. the development and application of standards, concepts, definitions and classifications that will facilitate the integration and comparability of small area data from different jurisdictions; and
  - f. the development and adaptation of methodologies to provide essential social, economic or environmental statistics for small geographic areas.
3. The Committee may set up sub-committees or work groups to study and report on issues related to the mandate of the Committee. The Committee may organize federal-provincial technical workshops on matters related to the development or dissemination of small area data.
4. The Committee shall be comprised of a representative from Statistics Canada as Chairperson, and one Principal Delegate from each Province and Territory in Canada.
5. The Committee shall normally meet once every year. The location and date of future meetings shall be determined at each meeting of the Committee or by the Chairperson and the Central Secretariat of the Council.
6. The Committee shall report annually on its activities to the Federal-Provincial Consultative Council on Statistical Policy through the Central Secretariat of the Council; the Council shall also report annually on its activities to the Committee.

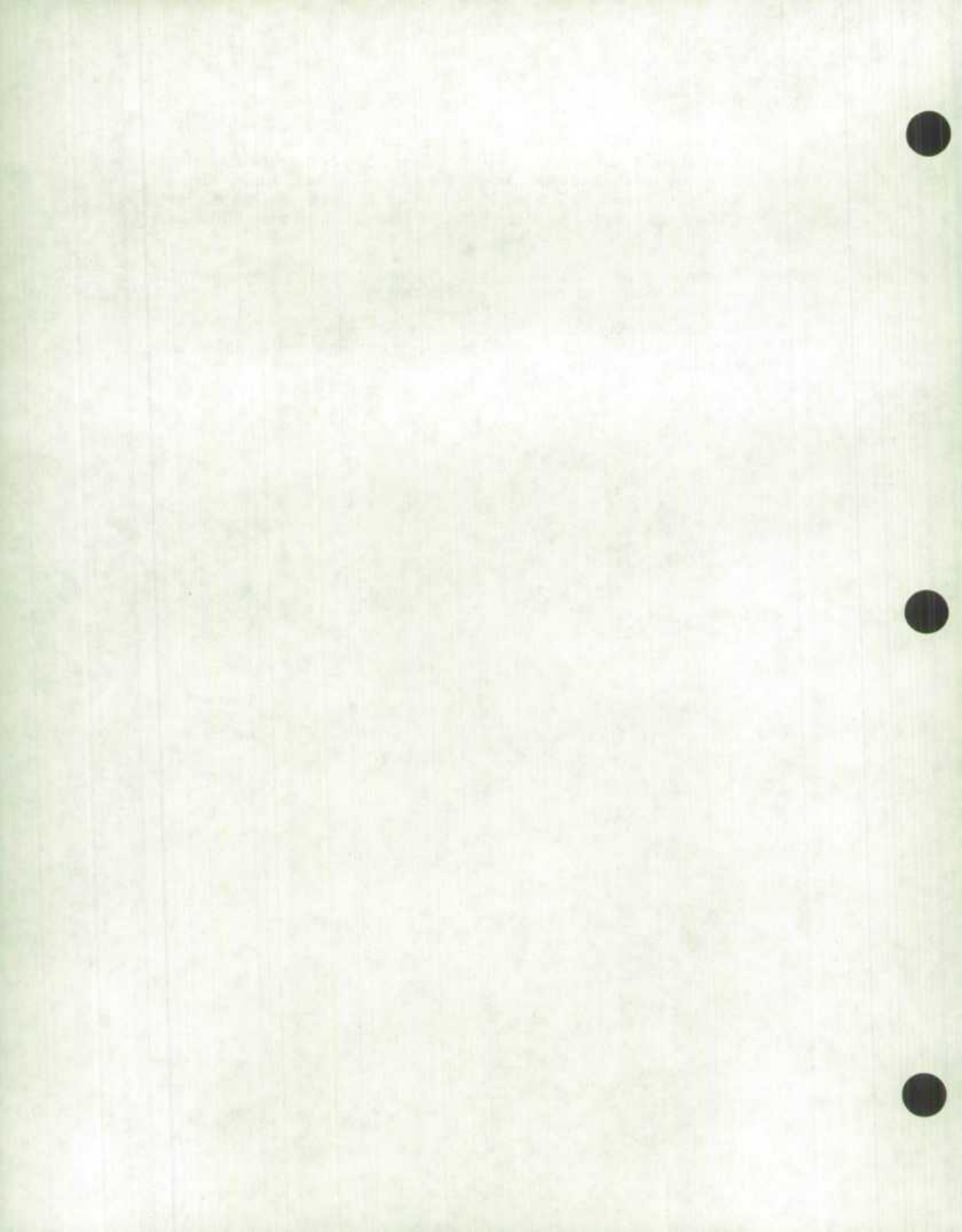




**B. GENERAL**

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provision of a Secretariat staff, and simultaneous interpretation. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of the Principal Delegate from each Province or Territory.
2. Members of the Committee may, at their own discretion, be accompanied to meetings by such support personnel as they deem necessary.
3. Minutes of each meeting should record major points of discussion, decisions and recommendations and are to be prepared within three months of each meeting.

Date of approval: May 24, 1989



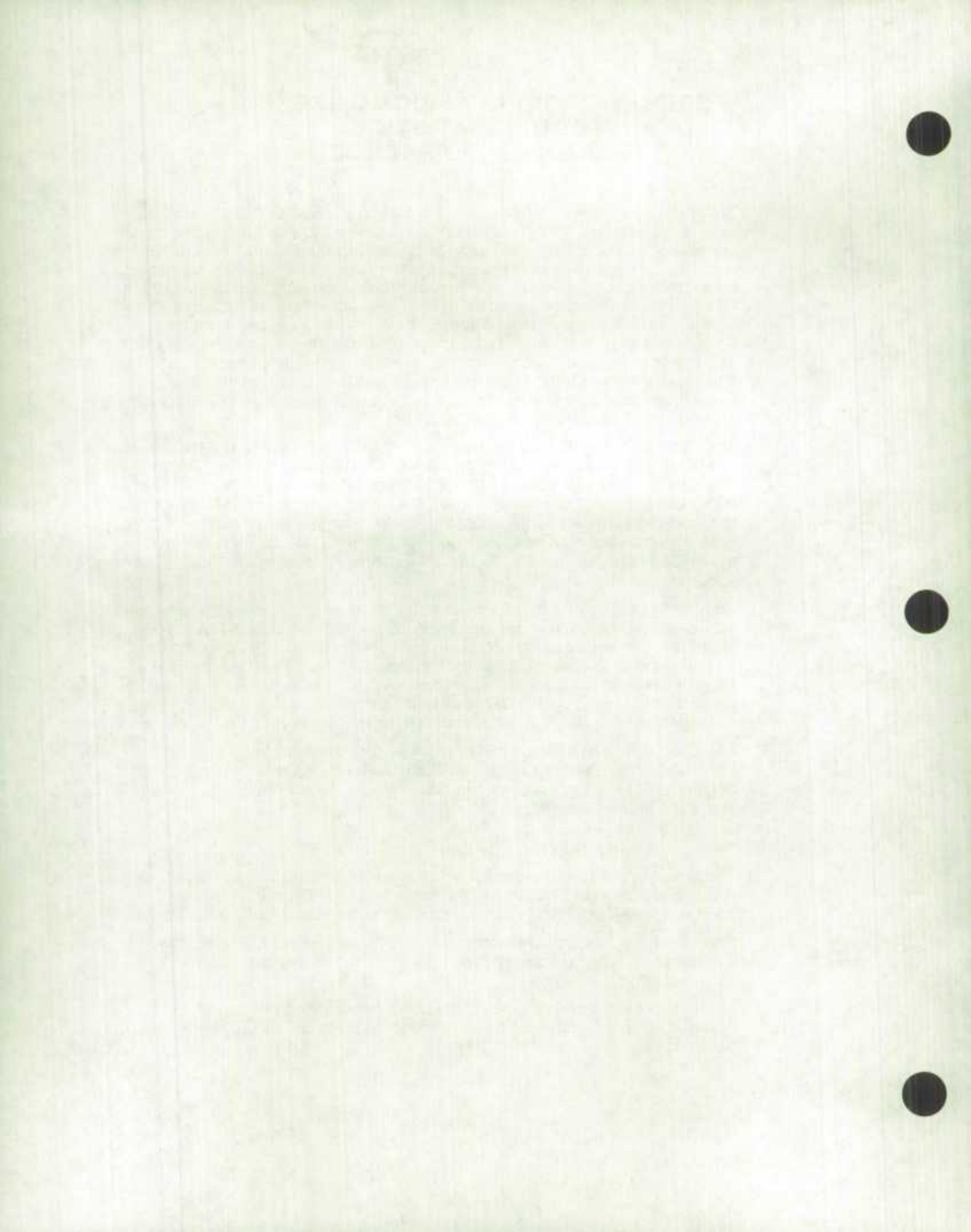
## FEDERAL-PROVINCIAL COMMITTEE ON SOCIAL STATISTICS TERMS OF REFERENCE

### A. SPECIFIC

1. There shall be a Federal-Provincial Committee on Social Statistics which will be responsible for federal-provincial consultation on all matters relating to the field of social statistics. In particular, the Committee will be regarded as the principal avenue for input on the part of the central statistical offices of each province and territory to the planning, development and integration of Statistics Canada's overall program of social statistics. The Committee shall also provide a forum for consultation between Statistics Canada and such provincial and territorial offices for subject areas where other formal consultative mechanisms do not exist. The Committee shall be free to establish and disband sectional components as it sees fit. The Committee shall co-ordinate its work with that of other federal-provincial committees in matters of common interest.
2. The Chairperson of the Committee shall be the Assistant Chief Statistician in Statistics Canada principally responsible for social statistics. The Chairperson may call upon other appropriate Statistics Canada officials, who shall normally be subject-matter division directors or directors-general in the social statistics field, according to the composition of the agency in each province and territory. Advice and/or representation shall be provided by the Standards Division of Statistics Canada, as appropriate to the topics under discussion.
3. The Committee shall normally meet once every year, but may, by agreement between the Chairperson and a majority of the Provincial and Territorial Members, meet more or less frequently. The location and date of future meetings shall be determined at each meeting of the Committee or by the Chairperson and the Central Secretariat. Agenda for such meetings shall be prepared and distributed as far in advance as possible, and in full consultation with the Provincial and Territorial Members.
4. The Committee shall report annually on its activities to the Federal-Provincial Consultative Council on Statistical Policy through the Central Secretariat of the Council; the Council shall also report annually on its activities to the Committee.

### B. GENERAL

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provision of Secretariat staff, simultaneous interpretation equipment and interpreters.
2. Provincial and Territorial Members of the Committee may, at their own discretion, be accompanied to meetings by such support personnel as they deem necessary.
3. Minutes of each meeting should record major points of discussion, decisions and recommendations and are to be prepared within one month of each meeting.

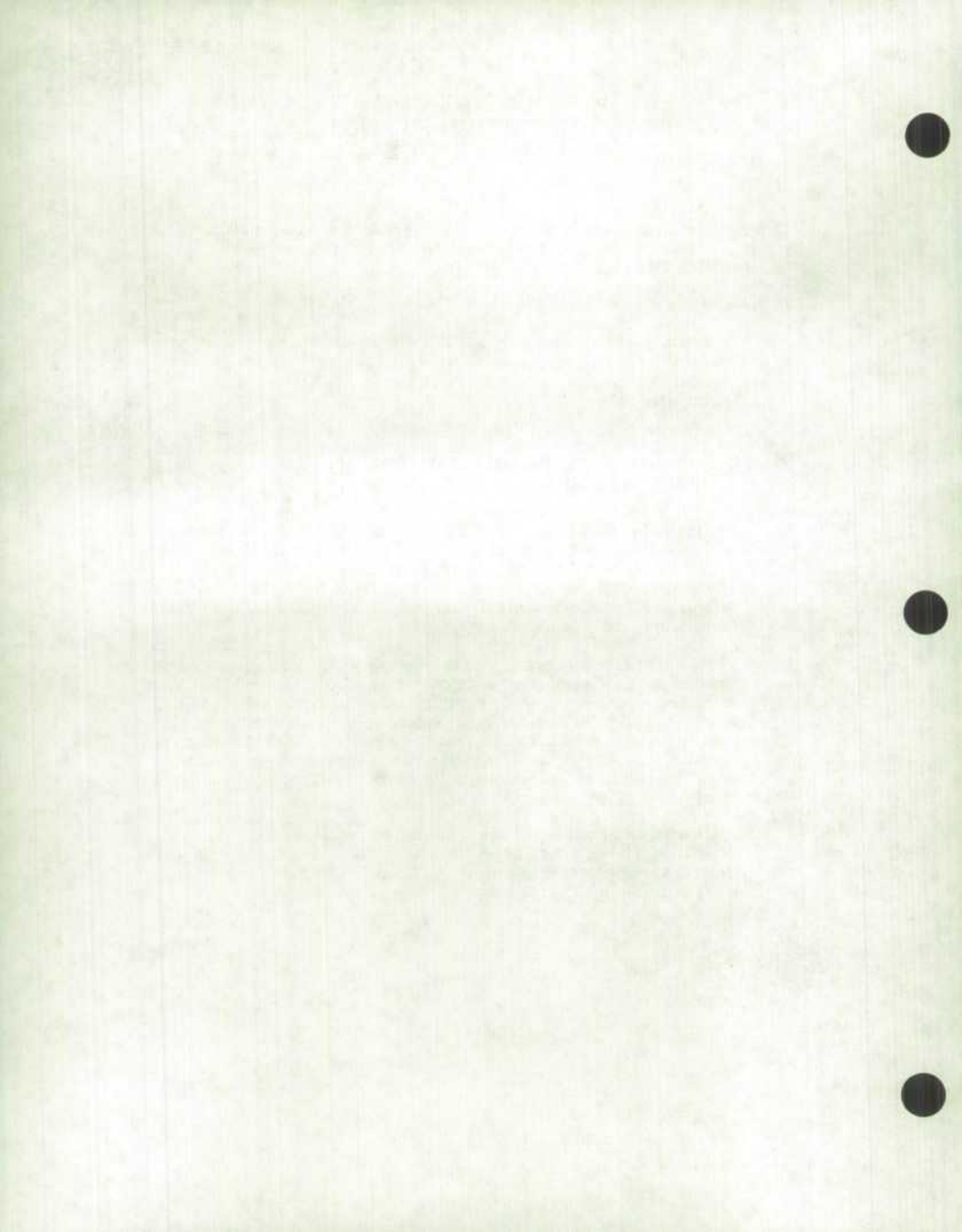


## FEDERAL-PROVINCIAL COMMITTEE ON TRANSPORTATION STATISTICS TERMS OF REFERENCE

### A. SPECIFIC

The Federal-Provincial Committee on Transportation and Communications Statistics shall be reconstituted as a Federal-Provincial Committee on Transportation Statistics.

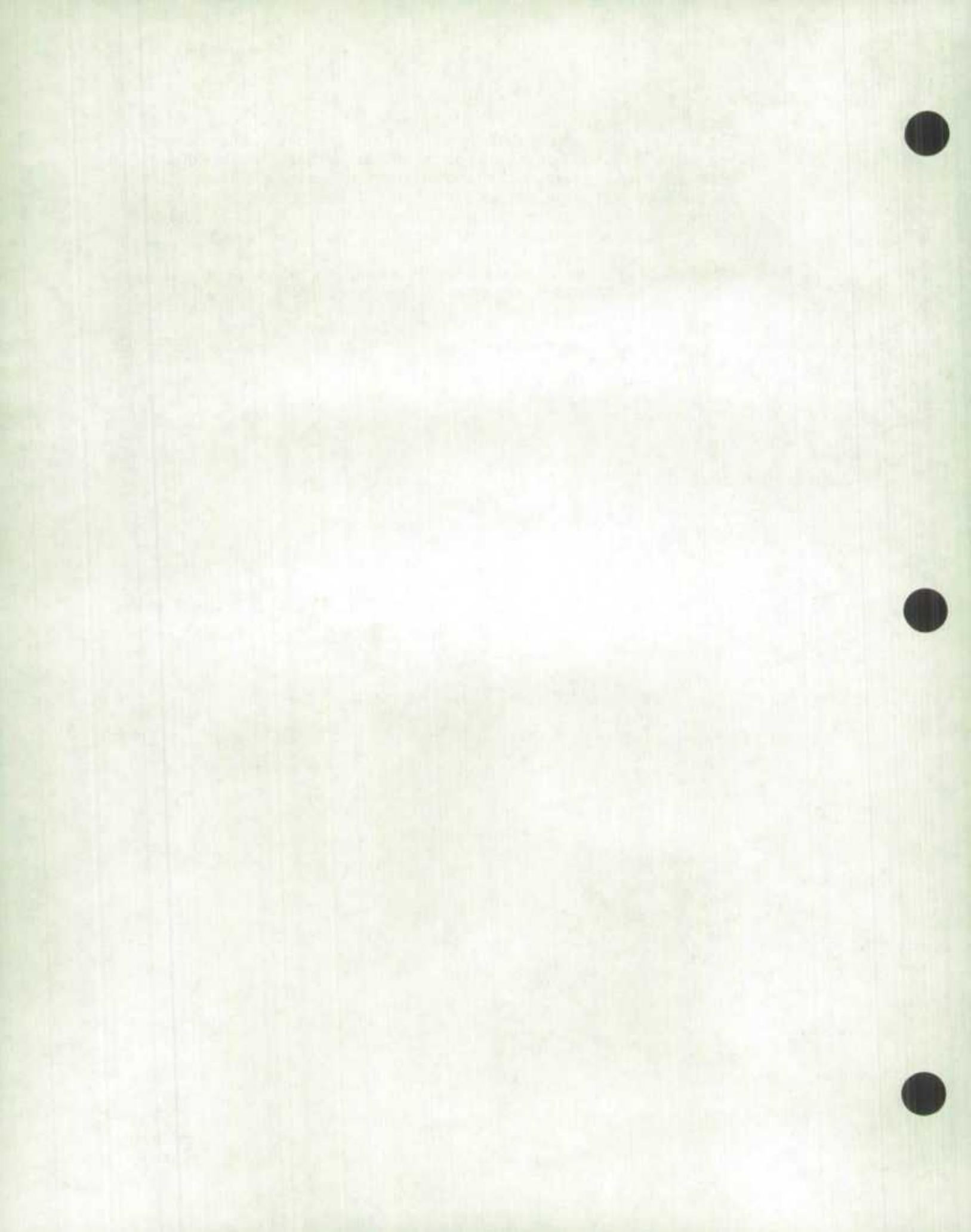
1. It shall concern itself with:
  - a. investigating federal, provincial, territorial and industry requirements for essential transportation statistics, reaching a consensus on the type of statistics required, and developing systems to fulfil these requirements.
  - b. reviewing survey objectives and concepts, making recommendations for new or modified surveys on the transportation of people and goods, and reviewing the effectiveness and efficiency of existing surveys and determining areas of possible co-operation.
2. The Committee shall be composed of the Director of the Transportation Division, Statistics Canada, as Chairperson, one Principal Delegate from each Province and Territory in Canada, the Canadian Transport Commission, and the Ministry of Transport. Advice or representation shall be provided by the Standards Division of Statistics Canada, as appropriate to the topics under consideration.
3. The Committee shall normally meet once every year, but may, by agreement between the Chairperson and a majority of the Provincial and Territorial delegates, meet more or less frequently. The location and date of future meetings shall be determined at each meeting of the Committee or by the Chairperson and the Central Secretariat. Agenda for such meetings shall be prepared and distributed as far as possible in advance of their planned dates, and in full consultation with the Provincial, Territorial and any other delegates.
4. The Committee shall report annually on its activities to the Federal-Provincial Consultative Council on Statistical Policy through the Central Secretariat of the Council; the Council shall also report annually on its activities to the Committee.



**B. GENERAL**

1. The host of each meeting shall provide suitable meeting accommodation. Normally, Statistics Canada will be responsible for the provision of a Secretariat staff, simultaneous interpretation equipment and interpreters. In addition, when meetings are held in Ottawa, Statistics Canada will be responsible for the transportation expenses of one Principal Delegate from each Province or Territory, for one meeting in each calendar year.
2. Members of the Committee may, at their own discretion, be accompanied to meetings by such support personnel as they deem necessary.
3. Minutes of each meeting should record major points of discussion, decisions and recommendations, and are to be prepared within one month of each meeting.

Revised: July 1978

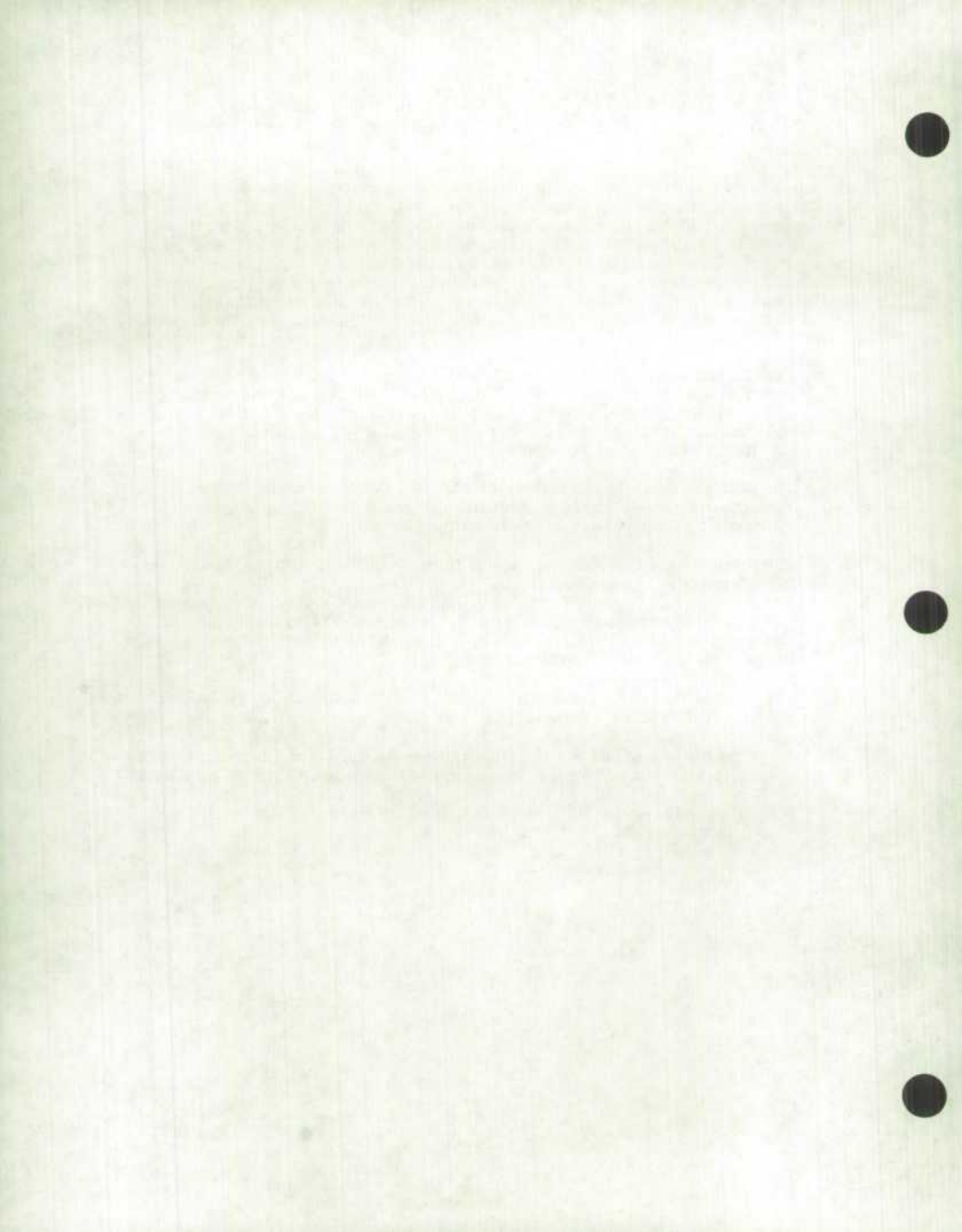




## VITAL STATISTICS COUNCIL FOR CANADA TERMS OF REFERENCE

For the purpose of carrying out and giving effect to the provisions of the Statistics Act of the Dominion, in connection with securing uniform methods of collecting, compiling and publishing the Vital Statistics of Canada and the provinces, and other matters related thereto, under an agreement with the Provinces and the Dominion, agreed to at a conference between officers of the Dominion Bureau of Statistics and the Dominion Treasury, the Dominion Council of Health and representatives of the Provincial Vital Statistics offices, held in Ottawa on September 28, 1944, the Minister of Trade and Commerce, pursuant to Section 9 of the said Act, does hereby constitute a Vital Statistics Council of Canada under the following terms:

1. The Council shall comprise one representative for each province (the officer actively in charge of the Provincial Vital Statistics office), one representative for Yukon and the Northwest Territories (to be designated by the Minister of Mines and Resources) and the Chiefs of the Vital Statistics and the Census Branches in the Dominion Bureau of Statistics.
2. The Chairperson of the Council shall be the Dominion Statistician and the Vice-Chairperson shall be elected annually from the representatives of the Provinces, and Yukon and the Northwest Territories.
3. The Secretary shall be a member of the Council and shall be appointed for a term to be determined by the Council.
4. The Vital Statistics Council shall meet at least once a year for the purpose of discussing and advising on problems arising out of the administration of the Vital Record system and relative statistics.
5. The expenses of the Vital Statistics Council shall be borne jointly by the Dominion and the Provinces on the following basis:
  - a. by the Dominion, transportation expenses of all Council members to and from the place of meeting and other expenses incidental to the meeting; and
  - b. by the Provinces, the living expenses of the respective Provincial Council members while at the place of meeting.



**Rules and Regulations of the Vital Statistics Council for Canada**

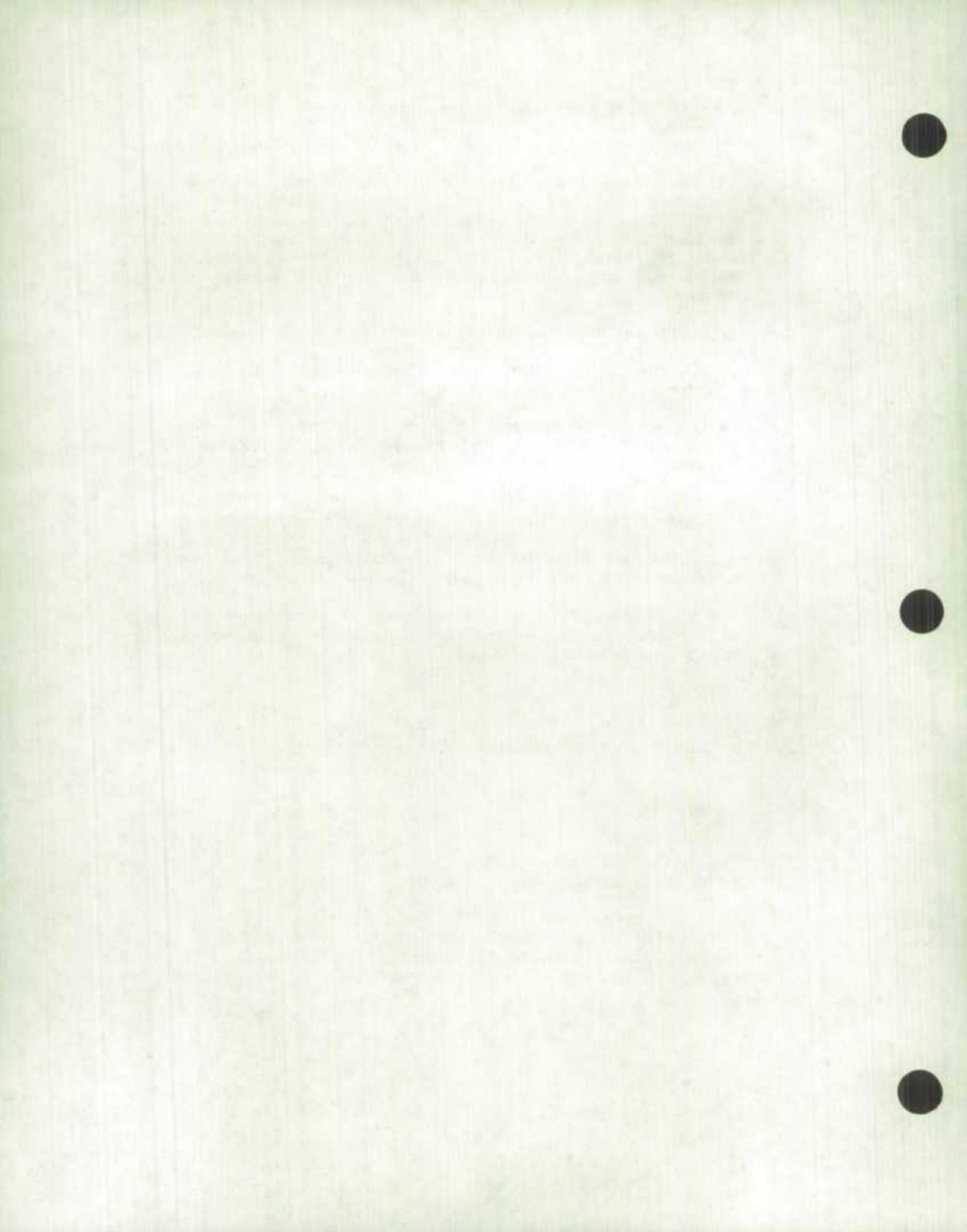
1. This organization shall be known as the Vital Statistics Council for Canada.
2. The Council shall meet at least once during each calendar year, and all meetings shall be at the call of the Chairperson, provided that upon request of a majority of the members of the Council, the Chairperson shall call a special meeting of the Council. Between Council meetings the Secretary shall submit to the members of the Council in writing any matters requiring consideration and approval. Such matters shall be decided upon by majority opinion.
3. A quorum shall consist of eight members of the Council.
4. Each member of the Council, including the officers, shall have the privilege of voting.
5. In the event that any provincial or Dominion member of the Council is unable to attend any meeting for any reason, he may designate a substitute by notifying the Chairperson in writing and such substitute shall have full voting powers.
6. The Secretary shall be elected annually from the membership of the Council, provided that should the Secretary cease to be a member of the Council, for any reason, the Chairperson shall appoint a person to act as Secretary until the next meeting of the Council.
7. The rules and regulations of the Council may be amended upon notice of motion given at a previous meeting of the Council and shall become effective by a two-thirds vote of Council.

APPROVED by Council this first day of June, A.D. 1945.

**Suggested Amendment to the Rules and Regulations of Council**

It was suggested by the Committee that the meetings of the Council might be held not only in the Dominion capital, but in provincial capitals, as might be determined from time to time. Decision was reserved for discussion at the next general meeting.

Revised: November 1974





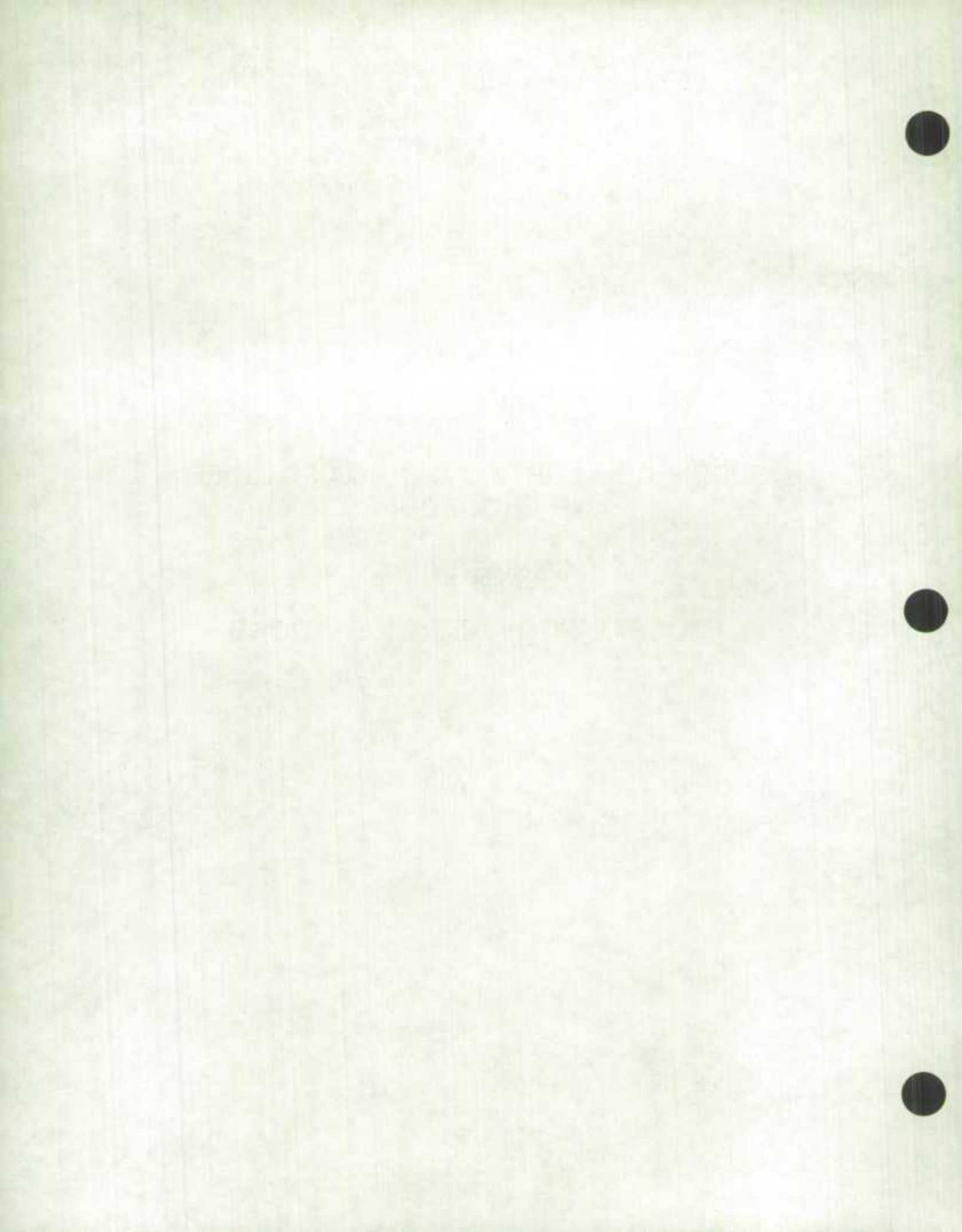


**SECTION 4**

**SPECIFIC STATISTICS CANADA POLICIES  
AND PROCEDURES**

**CONCERNING**

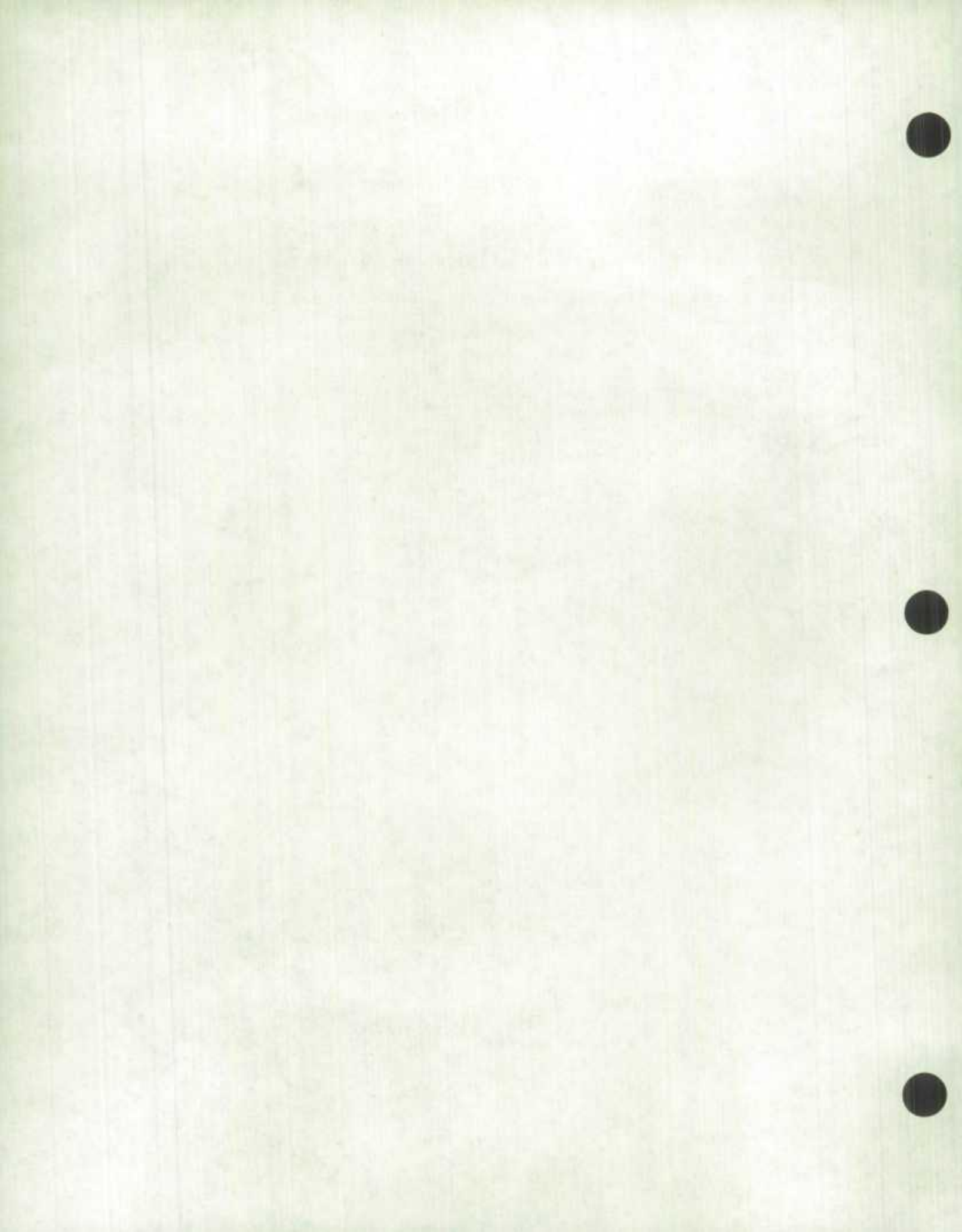
**FEDERAL-PROVINCIAL RELATIONS**





## CONTENTS

- 4- **Specific Statistics Canada Policies and Procedures concerning Federal-Provincial Relations**
- 4.1 Procedures for the Exchange of Staff (November 1985)
- 4.2 Policy on Provincial and Territorial Travel Subsidies (April 2, 1986)
- 4.3 Policy on the Distribution of Products to Provincial and Territorial Focal Points (May 14, 1986)
- 4.4 Policy on Informing Provincial and Territorial Statistical Representatives and Regional Directors (August 26, 1987)



November 1985

## EXCHANGE OF STAFF

### FEDERAL-PROVINCIAL CONSULTATIVE COUNCIL ON STATISTICAL POLICY

#### PROPOSAL

It has been proposed by the Federal-Provincial Consultative Council on Statistical Policy that staff exchanges between Statistics Canada and Provincial Governments could be mutually beneficial. This paper will outline how these exchanges can be accomplished.

#### ADVANTAGES OF STAFF EXCHANGES

Staff exchanges between Statistics Canada and other organizations have a number of benefits. They can help to:

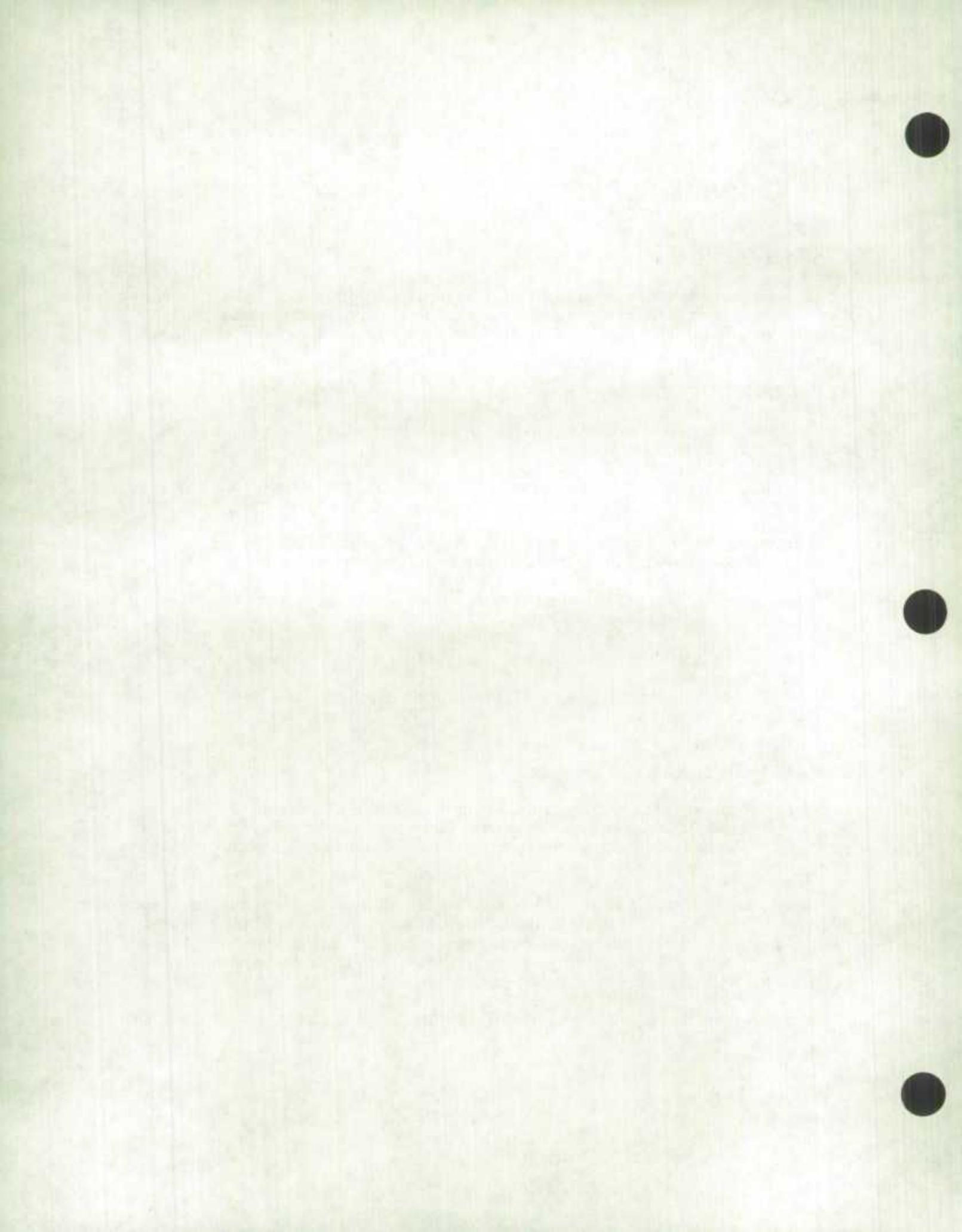
- foster understanding and co-operation between Statistics Canada and other governments and organizations;
- assist managers and employees in increasing their understanding of the problems, work methods and areas of interest common to different sectors;
- facilitate the diffusion of knowledge among professionals in specialized fields of interest;
- assist in the career development of employees; and
- provide high quality professional staff for assignment for critical or hard-to-fill vacancies.

#### EXCHANGE MECHANISM

In order to encourage staff exchanges, it is important to identify and utilize a program which is effective, but not overly cumbersome in lead time and red tape required. Also, the rights of the individual employees in terms of pay, benefits and job security must be safeguarded.

For these reasons, methods of exchange which would not protect these rights have been eliminated. An example is the use of leave without pay, a situation in which an employee has less job security, does not retain his/her pay and benefits, and must be placed on the staff or under contract to the employing organization. The use of personnel service contracts has been discarded for similar reasons.

However, an appropriate exchange mechanism, "Interchange Canada" has been identified.



## INTERCHANGE CANADA

This program has been designed to facilitate the temporary assignment of middle and senior levels of personnel between the Public Service and outside organizations including other levels of government. The primary objectives of these assignments are to encourage co-operation between organizations while gaining top quality professional staff support, and providing career development opportunities to staff members.

This program has been used by Statistics Canada for a number of years to achieve these objectives, and provides a good degree of flexibility and ease of use.

## ADMINISTRATION

The basis for the "Interchange Canada" exchange is a letter of agreement between the two organizations, outlining such aspects as the start and termination dates for the assignment, job title, financial responsibility, and conflict of interest guidelines.

An employee on assignment with the Interchange Canada program receives his/her salary payment directly from the home organization, which arranges financial recovery from the host organization. Regarding re-location expenses (if applicable), each organization normally pays for one move. Other expenses, such as training, would be borne by the host organization. If an individual on assignment to the Federal Government is performing duties at the EX or SM level, he or she must be counted against the appropriate management complement.

The Public Service Commission in Ottawa acts as the co-ordinating body in preparing the agreements. It should be noted that each sponsoring organization commits itself to guarantee re-employment within the organization to each employee at his/her current occupational group/level upon completion of the interchange assignment. As well, the agreements specifically state that the host organization will not offer continuing employment to the assignee at the end of the period.

Once the employee(s) and assignment(s) have been agreed to by the organizations, the Public Service Commission is contacted to prepare the letter of agreement. This normally requires two to three weeks.

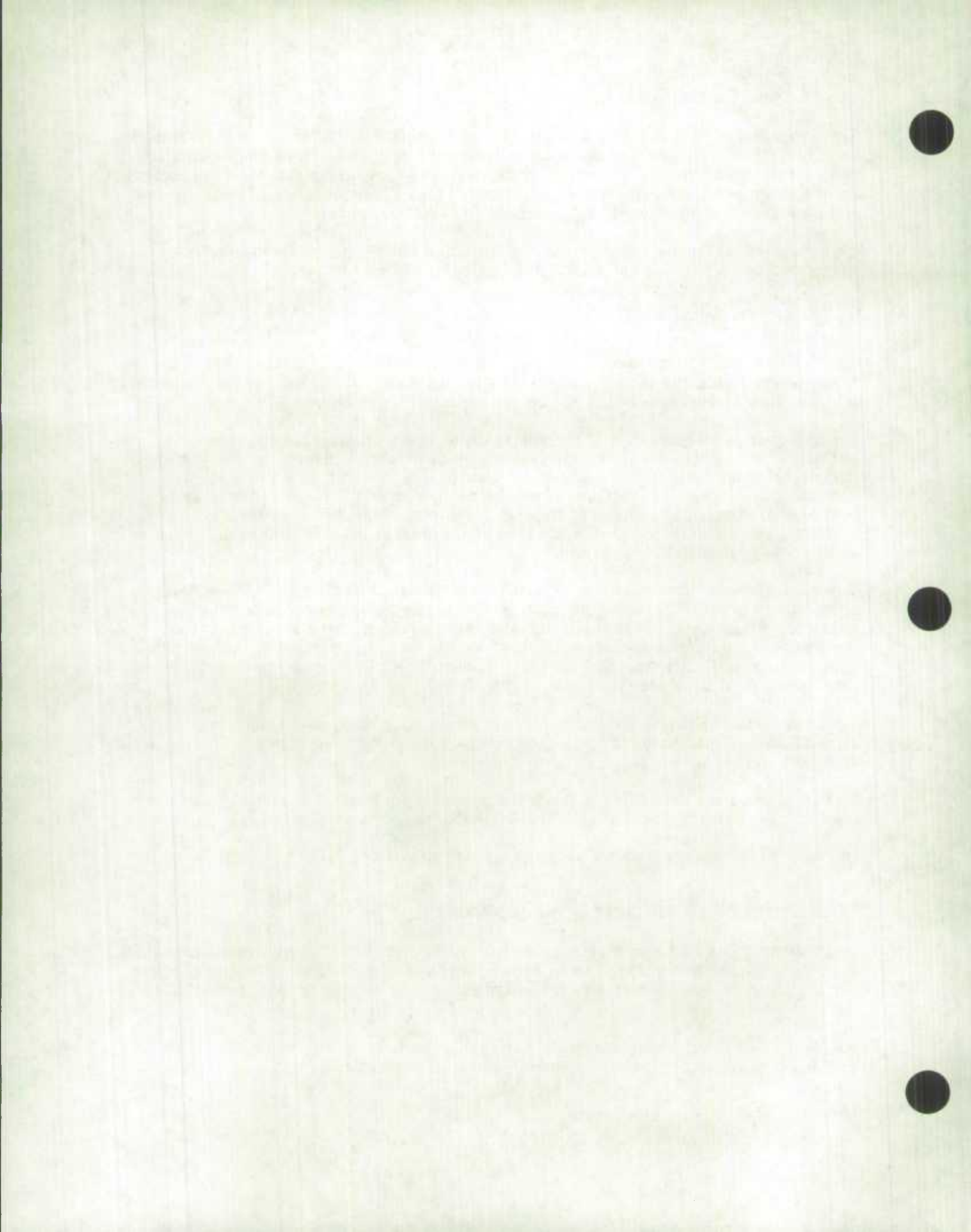
The agreements are signed by the Deputy Minister (or equivalent) of each organization, the employee and a representative of the Public Service Commission.

Interchange Canada assignments normally last one to three years.

## SELECTION OF CANDIDATES / ASSIGNMENTS

It is recommended that a co-ordinating body or focal point in each organization determine both the available candidates in terms of willingness to undertake an assignment, skills and expertise, as well as the identified assignments regarding the knowledge and skills base required.

It may occur that a two-way exchange is mutually beneficial at a given point in time, or that an employee is assigned to another organization without an immediate exchange.



April 2, 1986

## STATISTICS CANADA'S POLICY ON PROVINCIAL AND TERRITORIAL TRAVEL SUBSIDIES

### POLICY

Upon request, Statistics Canada shall pay transportation expenses for one delegate from each province and territory for every meeting of the Federal-Provincial Consultative Council on Statistical Policy and its constituent Committees.

### DEFINITIONS

- *Transportation expenses* are the cost of economy air fare and taxis according to Treasury Board regulations. Special arrangements may be made with the provinces in order to obtain reduced rates, in accordance with policies and procedures of the Operational Planning and Finance Branch.
- *Federal-Provincial Consultative Council on Statistical Policy and Constituent Committees:*

The Council is a consultative body chaired by the Chief Statistician of Canada and composed of senior officials appointed by the Premiers of each province and the Commissioners of the territories. The consultative system also includes a Program Committee and specific subject Committees, but does not include the Committee on Mineral Statistics since it is the administrative responsibility of the Department of Energy, Mines and Resources.

### RESPONSIBILITIES

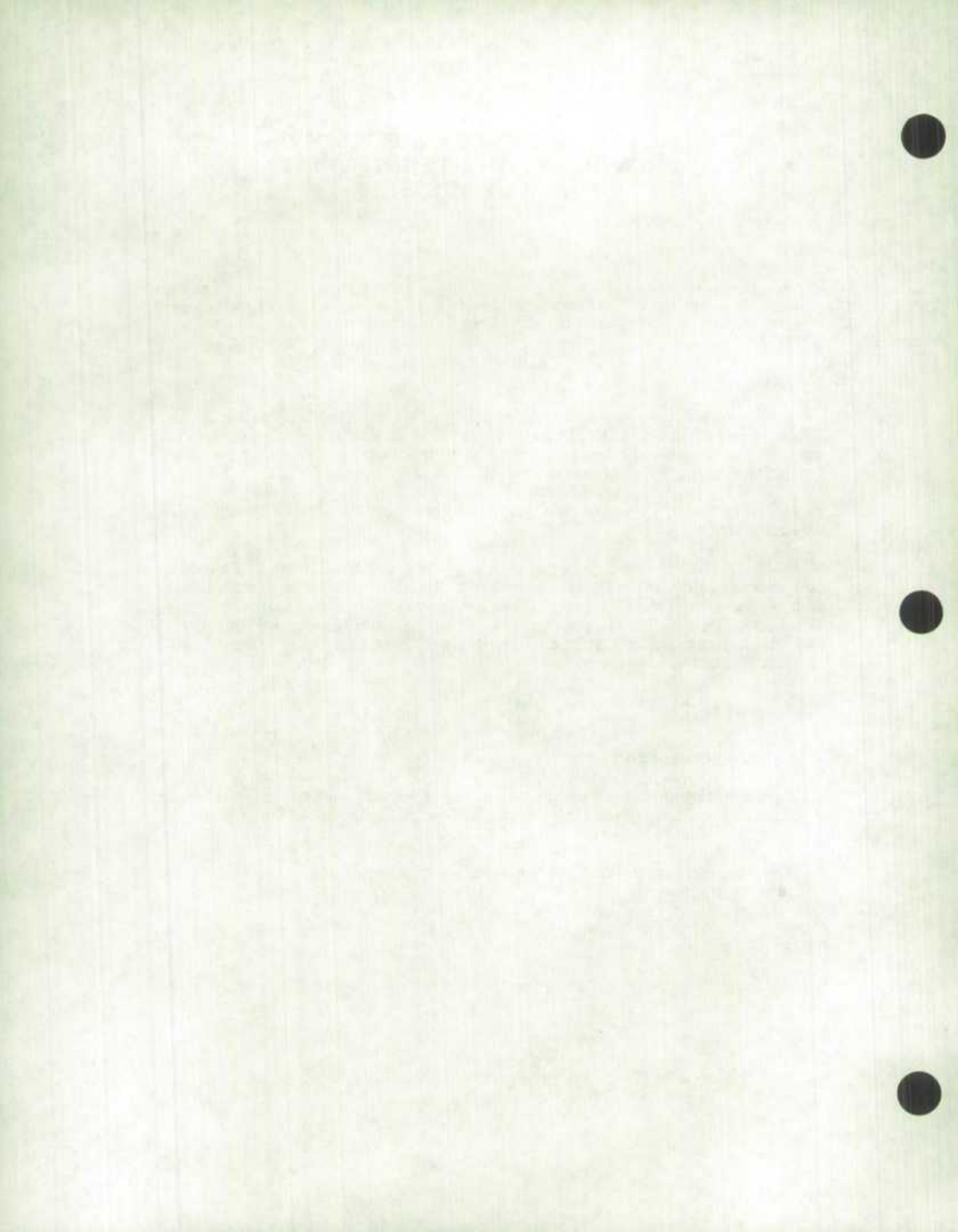
#### 1. Communications Division:

Pays for the transportation expenses of the provincial and territorial delegates through the Secretariat of the Federal-Provincial Consultative Council on Statistical Policy.

Monitors and reports annually to the Policy Committee on the costs of this travel subsidy program.

### INQUIRIES

Inquiries concerning this policy are to be directed to the Director, Communications Division at 951-2808.





May 14, 1986

## POLICY ON THE DISTRIBUTION OF PRODUCTS TO PROVINCIAL AND TERRITORIAL FOCAL POINTS

### POLICY STATEMENT

Statistics Canada has a long-standing tradition of co-operation with provinces and territories. In keeping with this tradition, Statistics Canada will provide through the Provincial and Territorial Focal Points:

- one set of all catalogued publications, on a complimentary basis;
- any other product or service negotiated as a result of contractual or *quid pro quo* agreement.

Provincial and Territorial Focal Points will be charged the standard rates for all other products and services.

### RESPONSIBILITIES

#### 1. Dissemination Committee

- Co-ordinates and monitors the application of this policy.

#### 2. Communications Division

- Arranges, and covers the costs of, distribution of all catalogued publications to each Focal Point.
- Monitors, and reports annually to the Policy Committee, on the costs of all complimentary distribution under this policy.
- Ensures that the policy is applied in a consistent manner throughout the Bureau.

#### 3. Other Divisions

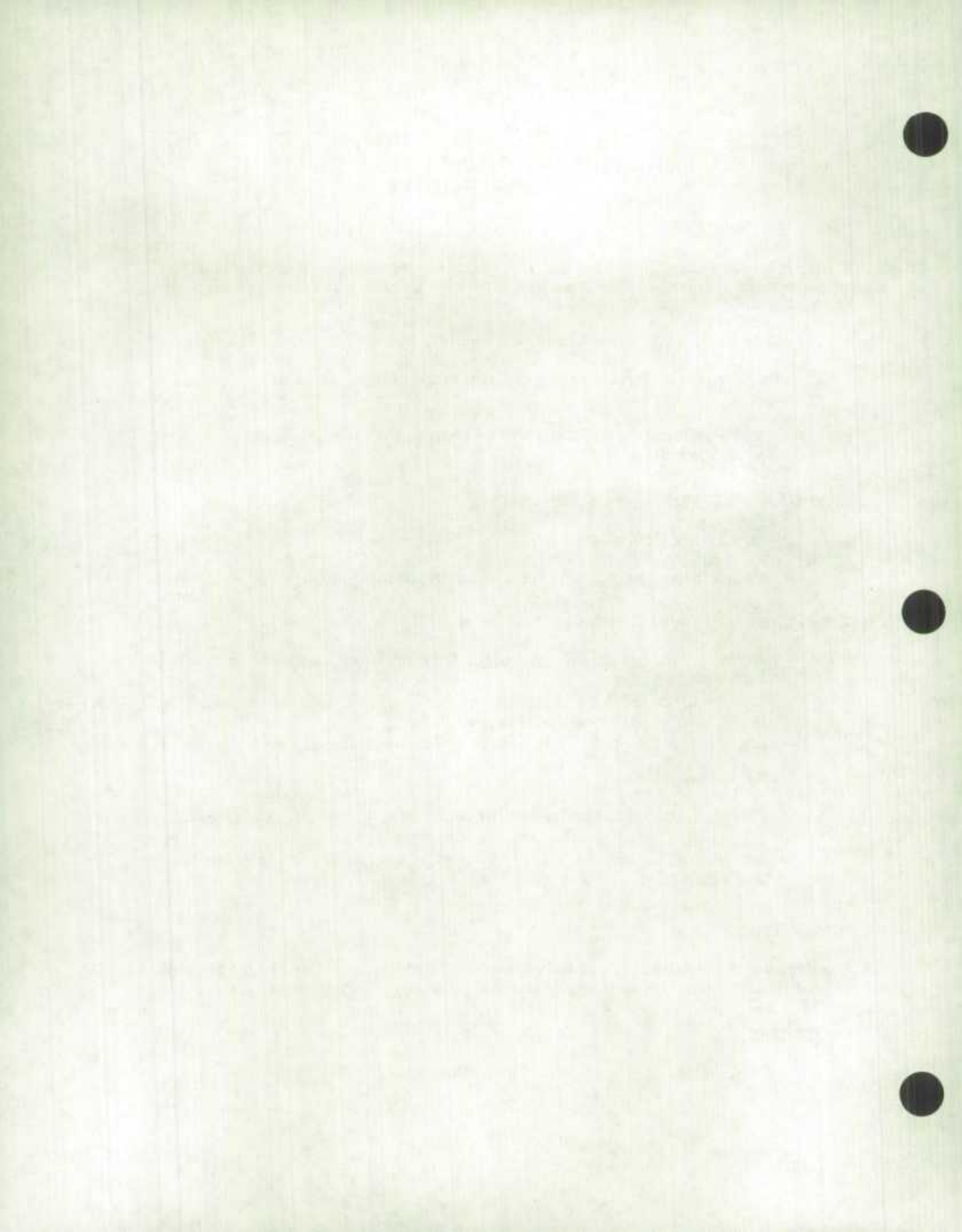
- Provide products or services as per contractual or *quid pro quo* agreements.
- Inform the Communications Division of the cost of any products and services provided to the provinces and territories as a result of contractual or *quid pro quo* agreements.

### DEFINITIONS

**Provincial and Territorial Focal Points** — Senior officials appointed to the Federal and Provincial Consultative Council on Statistical Policy by the Premier of each province.

### INQUIRIES

Director, Communications Division, at 951-2808.



August 26, 1987

## **POLICY ON INFORMING PROVINCIAL AND TERRITORIAL STATISTICAL REPRESENTATIVES AND REGIONAL DIRECTORS**

### **POLICY STATEMENT**

Statistics Canada will keep statistical representatives of the provinces and territories informed of developments with respect to the national statistical program. To this end, information on contacts with and visits to officials of the provinces and territories by Statistics Canada will be provided to the respective provincial and territorial statistical representatives and to regional directors.

### **RESPONSIBILITIES**

#### **1. All Divisions (including Regional Offices):**

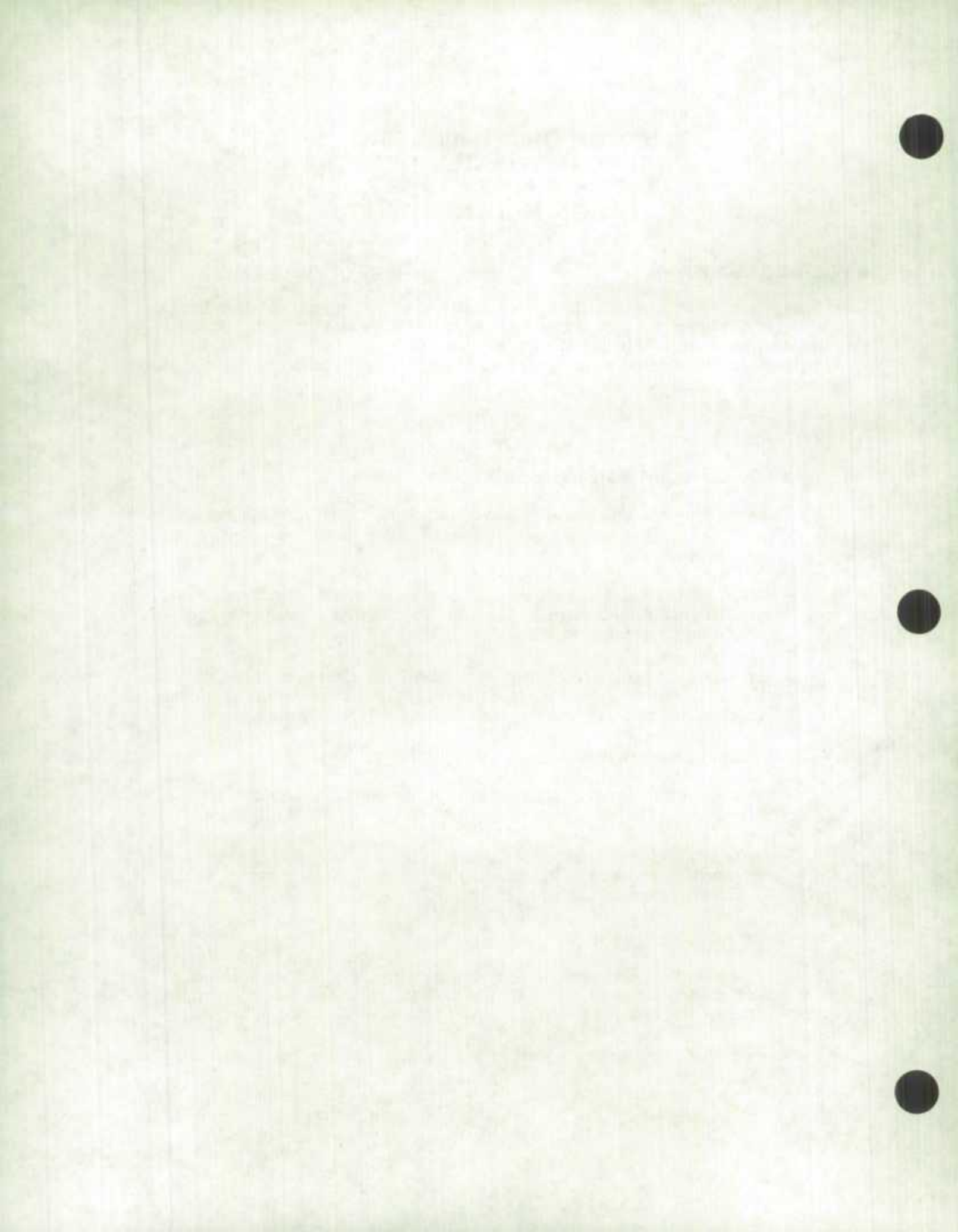
- identify routine contacts with provincial and territorial officials and report these to the Government Relations Section, Communications Division, on an annual basis;
- inform the appropriate provincial and territorial statistical representative, of planned, non-routine visits by Statistics Canada staff to provincial and territorial government offices;
- provide a copy of correspondence from Statistics Canada to provincial and territorial government officials, other than that of a routine nature, to the appropriate provincial and territorial statistical representative.

#### **2. All Headquarters Divisions**

- Inform the appropriate Regional Director of planned, non-routine visits by headquarters staff to provincial and territorial government offices.
- Provide a copy of correspondence from headquarters staff to provincial and territorial government officials, other than that of a routine nature, to the appropriate regional director.

#### **3. Communications Division**

- Compiles information on routine contacts with provincial and territorial departments and once a year distributes it to: (a) provincial and territorial statistical representatives; (b) regional directors; (c) senior managers.
- Ensures that the policy is applied in a consistent manner throughout the Agency.



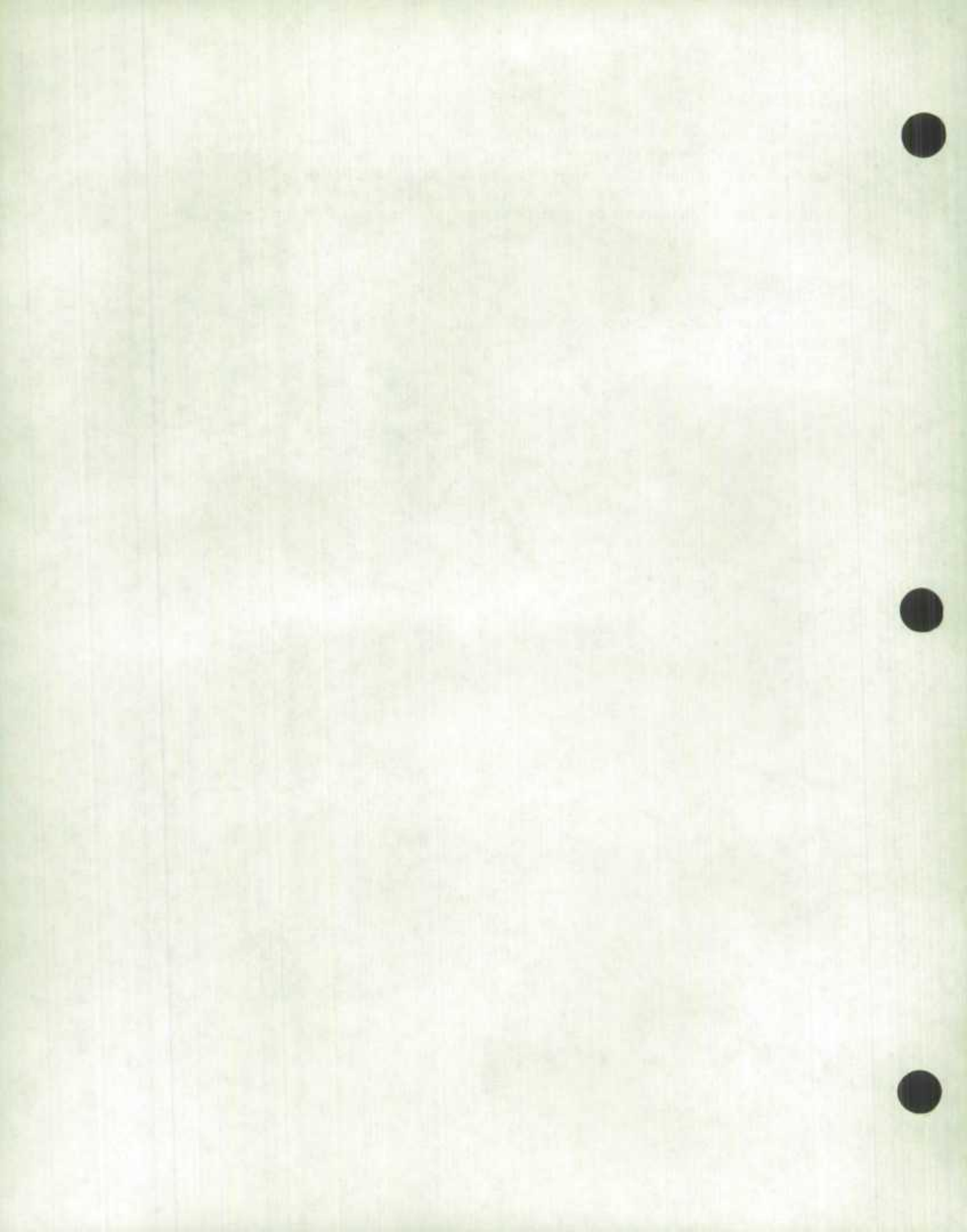
## **DEFINITIONS**

**Provincial and Territorial Statistical Representatives:** those persons named by the responsible Provincial Ministers and by Territorial governments as official representatives to the Federal-Provincial Consultative Council on Statistical Policy.

**Routine contacts:** encounters or correspondence that are part of established program operations.

## **INQUIRIES**

Director, Communications Division, at 951-2808.  
November 1985



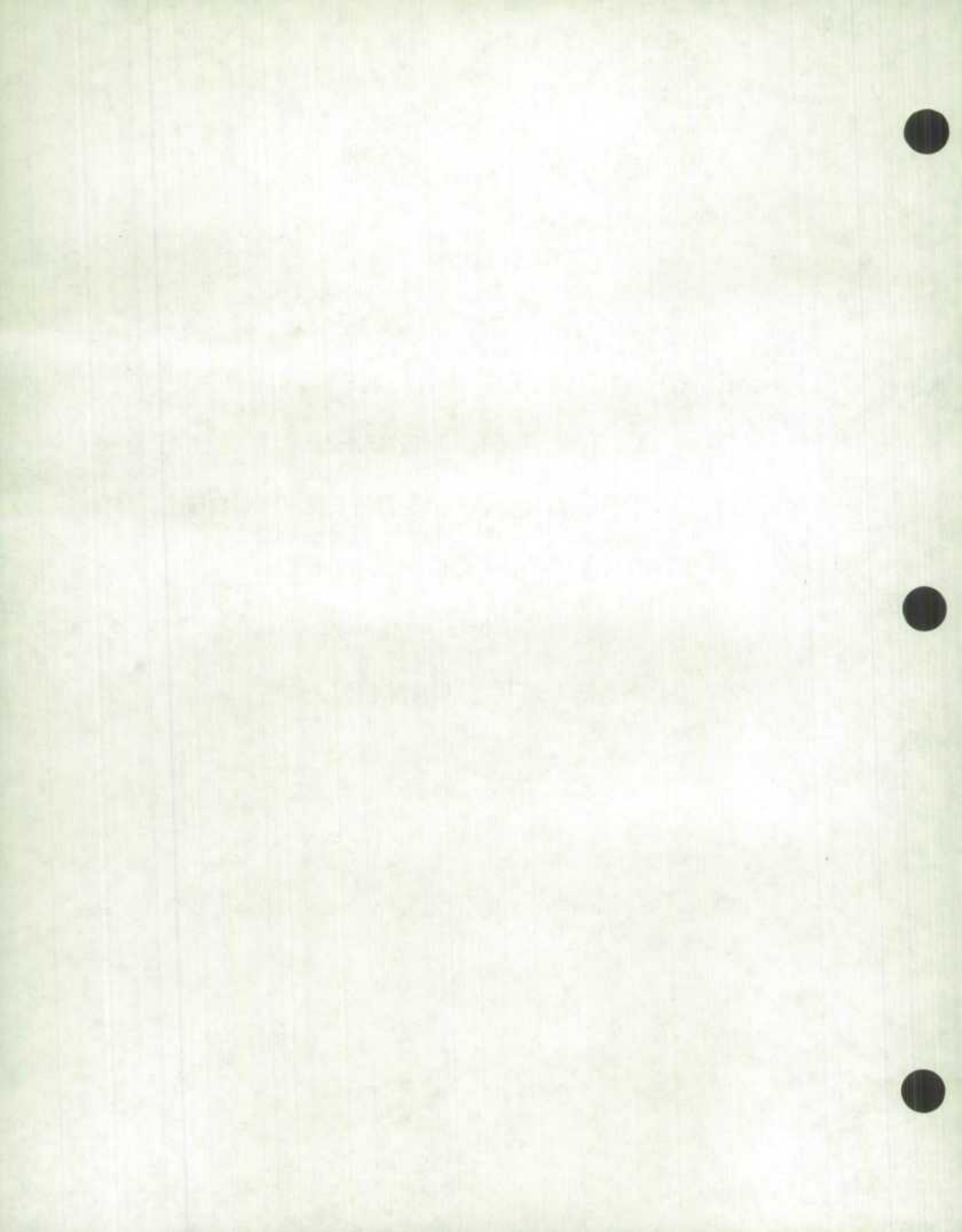






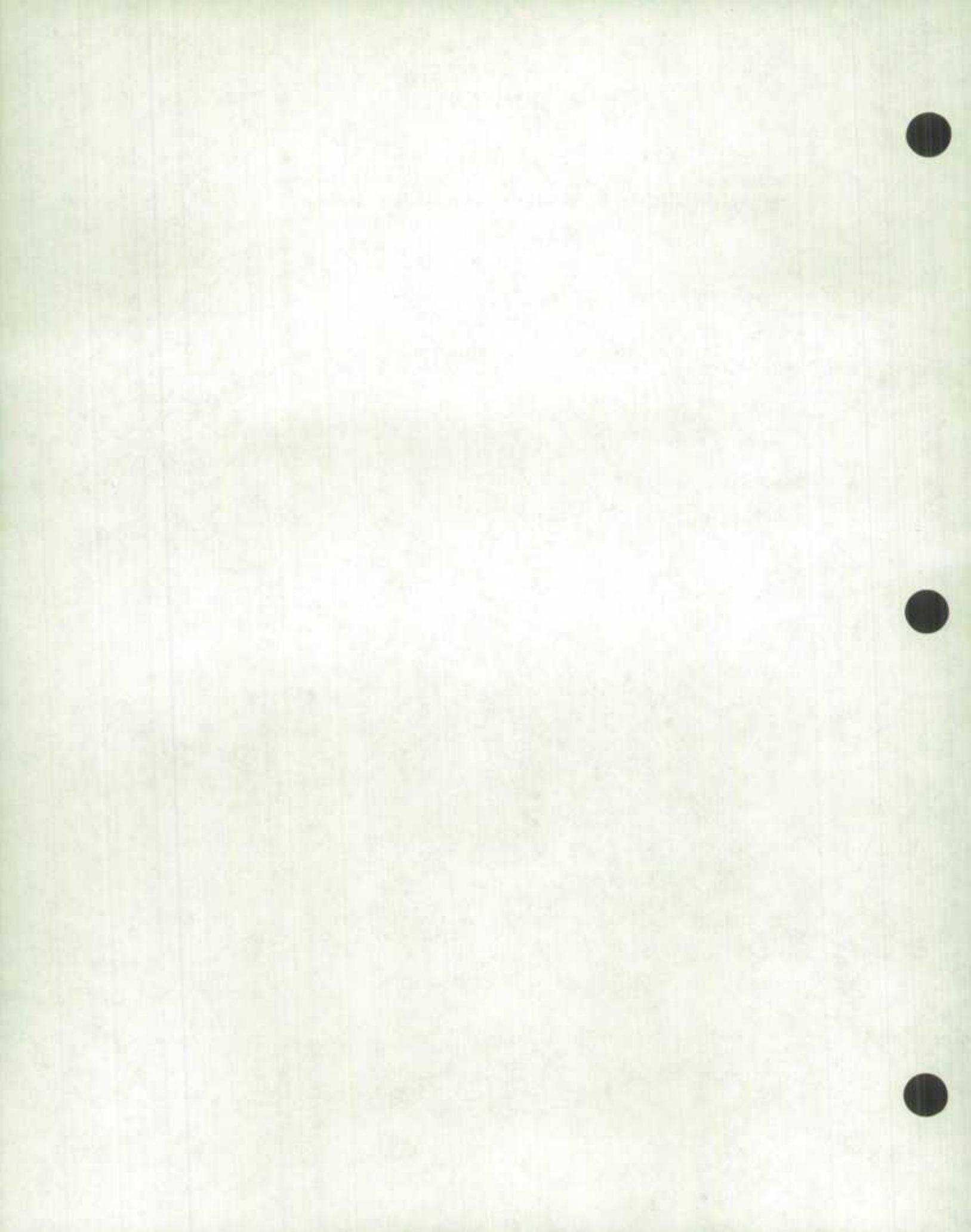
**SECTION 5**

**MEMORANDUM OF UNDERSTANDING  
ON THE RELATIONSHIP  
BETWEEN PROVINCIAL AND TERRITORIAL  
STATISTICAL FOCAL POINTS  
AND  
STATISTICS CANADA**



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- 5- **Memorandum of Understanding on the Relationship Between Provincial and Territorial Statistical Focal Points and Statistics Canada.**
  
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- 5.2 **Prince Edward Island**
- 5.3 **Nova Scotia**
- 5.4 **New Brunswick**
- 5.5 **Québec**
- 5.6 **Ontario**
- 5.7 **Manitoba**
- 5.8 **Saskatchewan**
- 5.9 **Alberta**
- 5.10 **British Columbia**
- 5.11 **Yukon**
- 5.12 **Northwest Territories**



# MEMORANDUM OF UNDERSTANDING ON THE RELATIONSHIP BETWEEN PROVINCIAL AND TERRITORIAL STATISTICAL FOCAL POINTS AND STATISTICS CANADA

---

## I. Introduction

The federal, provincial and territorial governments recognize that effective cooperation and coordination between and among statistical agencies in government is essential to a well-functioning national statistical system. Only through federal-provincial/territorial collaboration is it possible to develop a comprehensive, geographically comparable and relevant statistical data base at minimum cost, both in terms of public expenditure and the burden placed on respondents to statistical surveys. Such collaboration is undertaken while safeguarding the privacy and confidentiality of information provided by individuals and businesses for statistical purposes.

To facilitate this interaction, the governments have created a Federal-Provincial Consultative Council on Statistical Policy and have appointed an official to represent them in the coordination of statistical activities. This partnership among the federal, provincial and territorial statistical agencies benefits both levels of government.

## II. Roles of the Partners in the Statistical System

The Provincial and Territorial Statistical Focal Points, that is, the officials appointed by their government, are normally the heads of the statistical agency of their respective province or territory. These agencies vary greatly in their mandates, resources and activities. Nevertheless, they all have a basic role to play in the national statistical system.

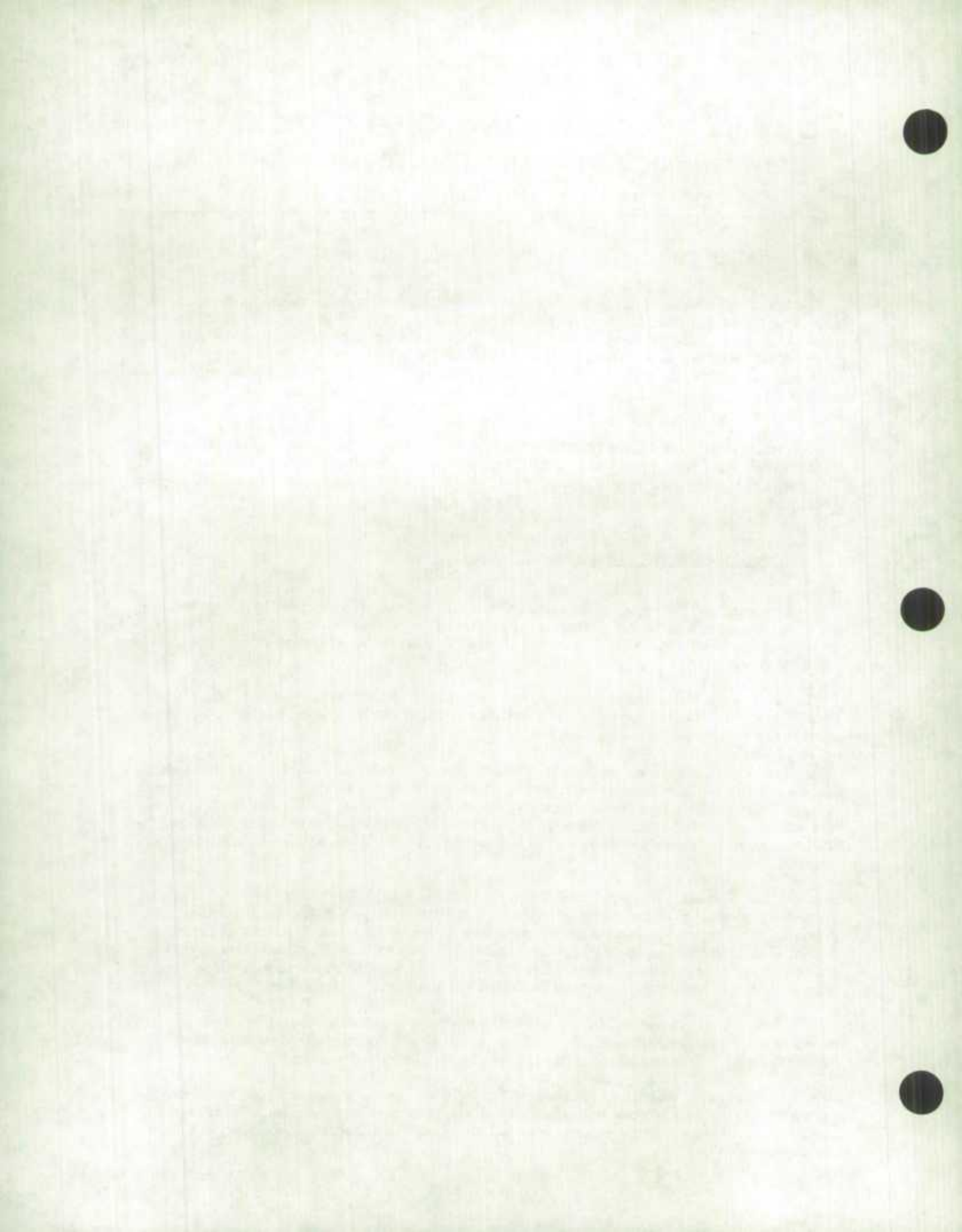
The items set out in this Memorandum of Understanding apply to all Provincial and Territorial Statistical Focal Points. Any items that are specific to a province or territory can be arranged in bilateral agreements between Statistics Canada and those agencies.

1. Statistics Canada recognizes the Provincial and Territorial Statistical Focal Points as the statistical coordinators for the governments they represent. The Focal Points will communicate their government's statistical needs to Statistics Canada and ensure the effective dissemination of Statistics Canada's information within their provinces and territories. To emphasize this role, Statistics Canada undertakes to keep the Statistical Focal Point informed of any dealings with government officials within their respective province or territory.

2. Statistics Canada and Provincial and Territorial Statistical Focal Points are members of the Federal-Provincial Consultative Council on Statistical Policy. Members of the Council determine the need for federal-provincial consultative committees in specific program areas, define their terms of reference and coordinate provincial and territorial representation on such committees. To encourage the participation of provinces and territories in the various committees, Statistics Canada subsidizes the travel expenses of one delegate per province or territory to the meetings of the Council and its subordinate committees.

3. Statistics Canada agrees to maintain an effective process of consultation with the Provincial and Territorial Statistical Focal Points on statistical matters, through the Federal-Provincial Consultative Council on Statistical Policy and through other less formal solicitation of opinions and comments.

4. Statistics Canada will continue to ensure that Provincial and Territorial Statistical Focal Points have the opportunity to review important documentation and to discuss significant issues with Agency officials. Statistics Canada is committed to ensure that the Statistical Focal Points have a full opportunity to influence Agency priorities.



5. Statistics Canada and the Provincial and Territorial Statistical Focal Points agree to assist one another and to work towards joint solutions to problems affecting their respective activities.

6. Statistics Canada recognizes that provincial and territorial statistical agencies are partners in many collection activities through agreements under their respective legislation. All parties will promote data sharing within the National Statistical System.

7. Statistics Canada and the Provincial and Territorial Statistical Focal Points agree to encourage the exchange of staff between agencies.

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### III. Bilateral Agreements

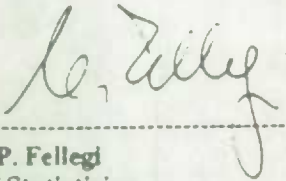
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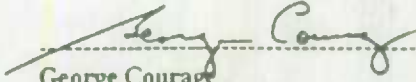
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### V. Modification

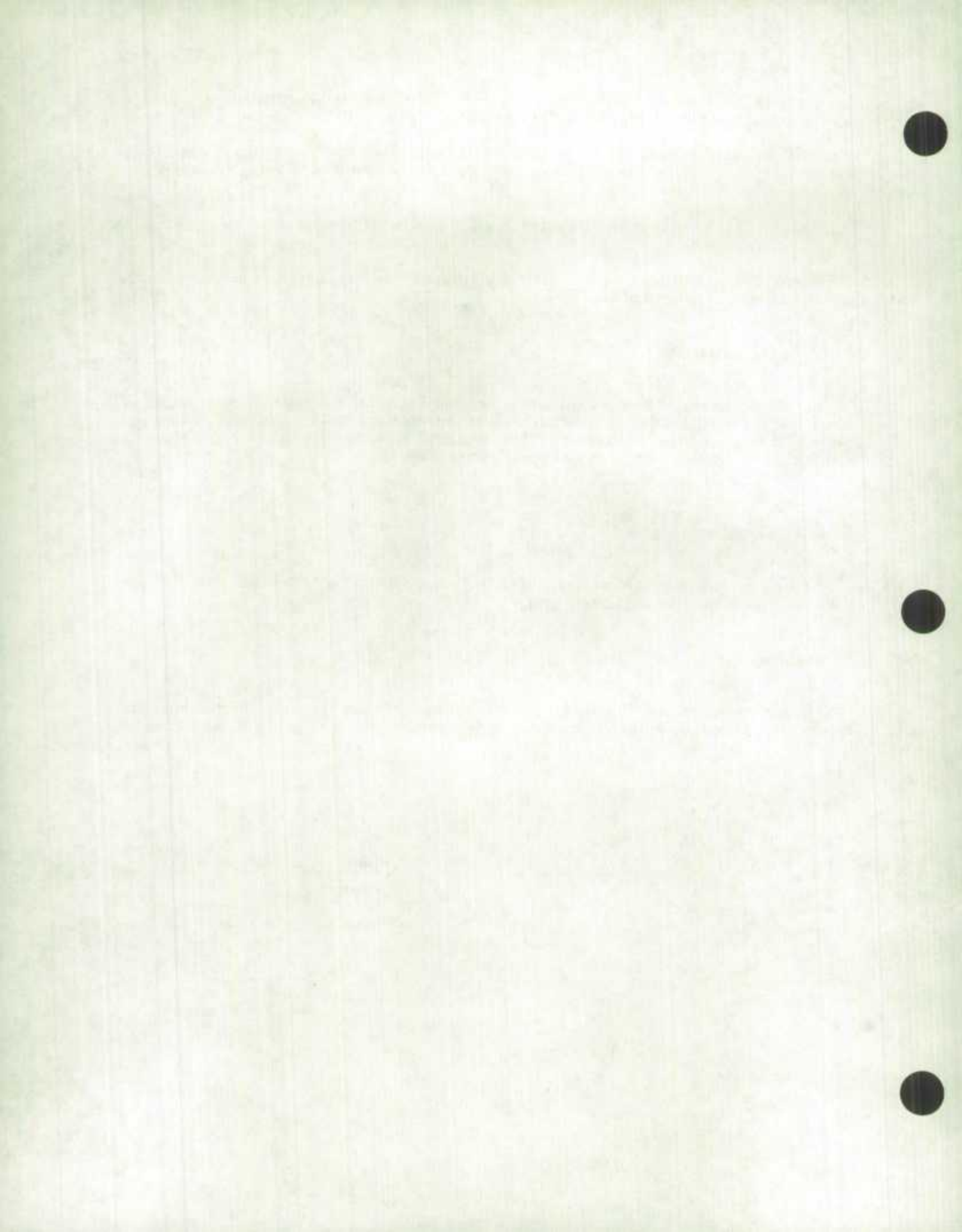
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Ivan P. Fellegi  
Chief Statistician  
Statistics Canada

March 29, 1989  
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Ottawa, Date

  
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George Courage  
Director  
Newfoundland Statistics Agency

May 17, 1989  
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St. John's, Date





# MEMORANDUM OF UNDERSTANDING ON THE RELATIONSHIP BETWEEN PROVINCIAL AND TERRITORIAL STATISTICAL FOCAL POINTS AND STATISTICS CANADA

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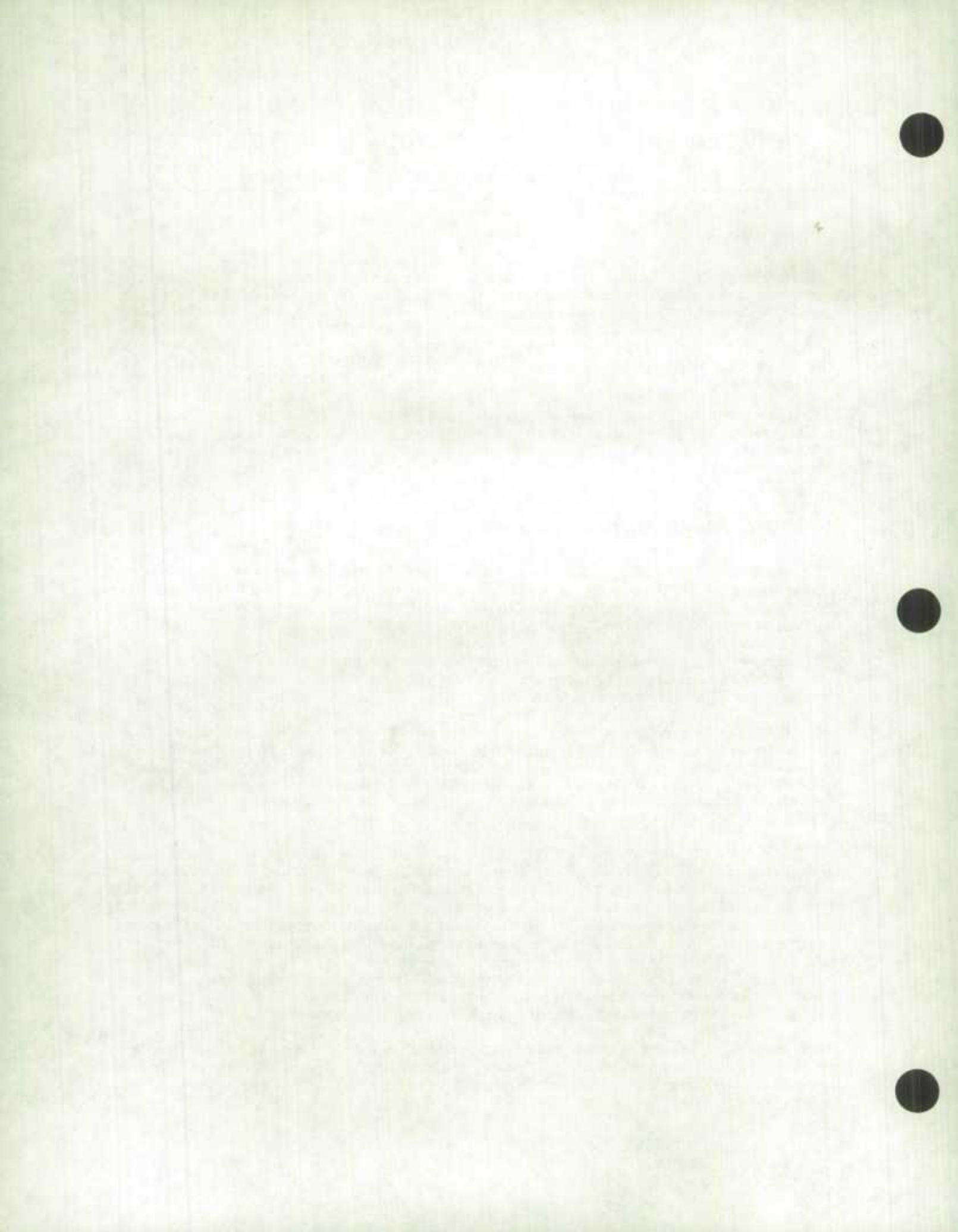
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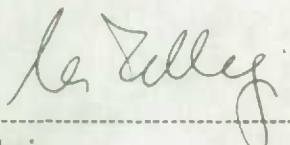
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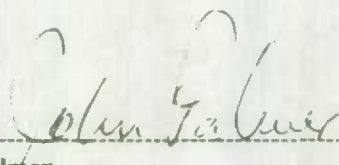
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March 29, 1989

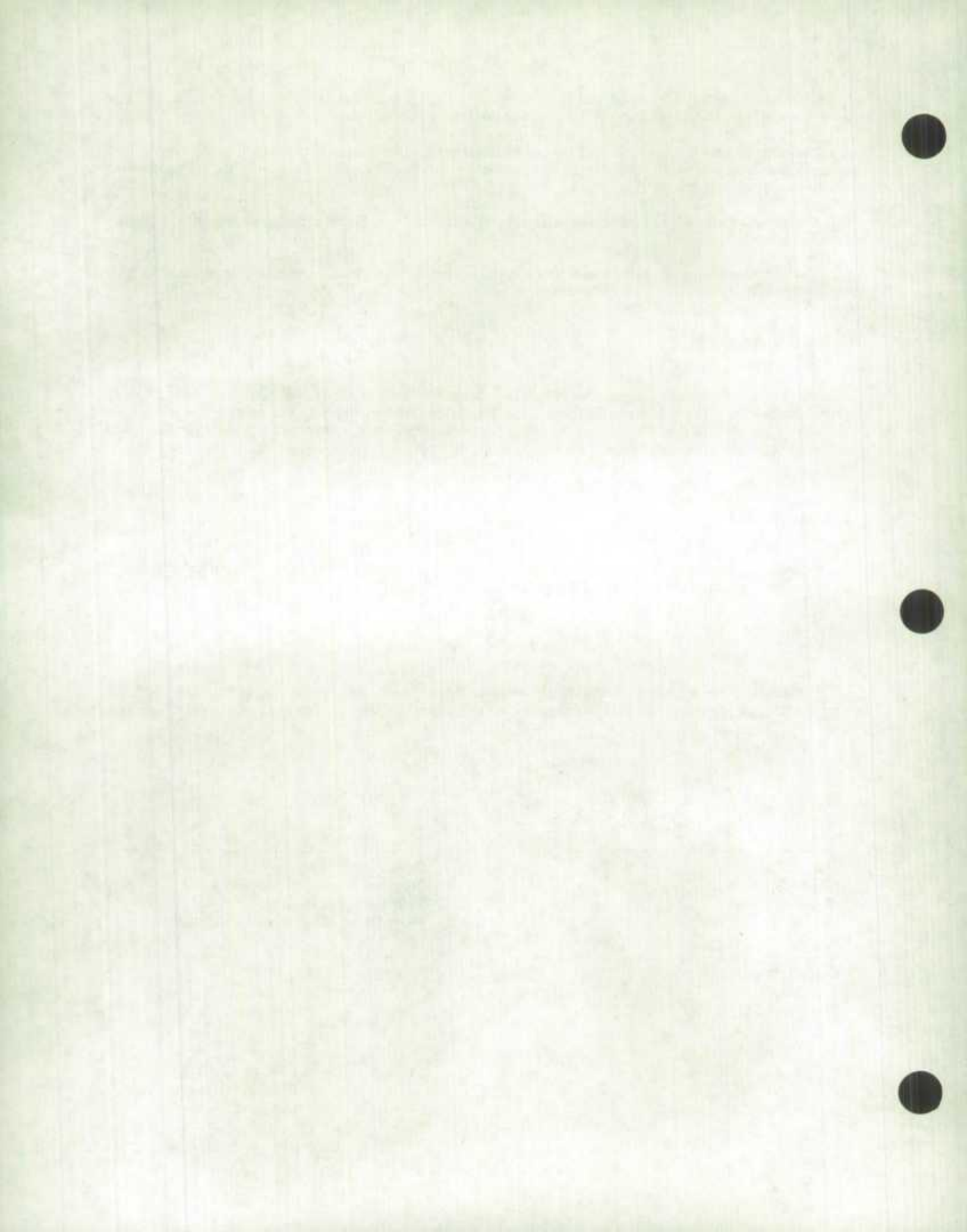
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Ottawa, Date



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John Palmer  
Director, Economics, Statistics and  
Fiscal Analysis Division  
Department of Finance

April 3, 1989

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Charlottetown, Date



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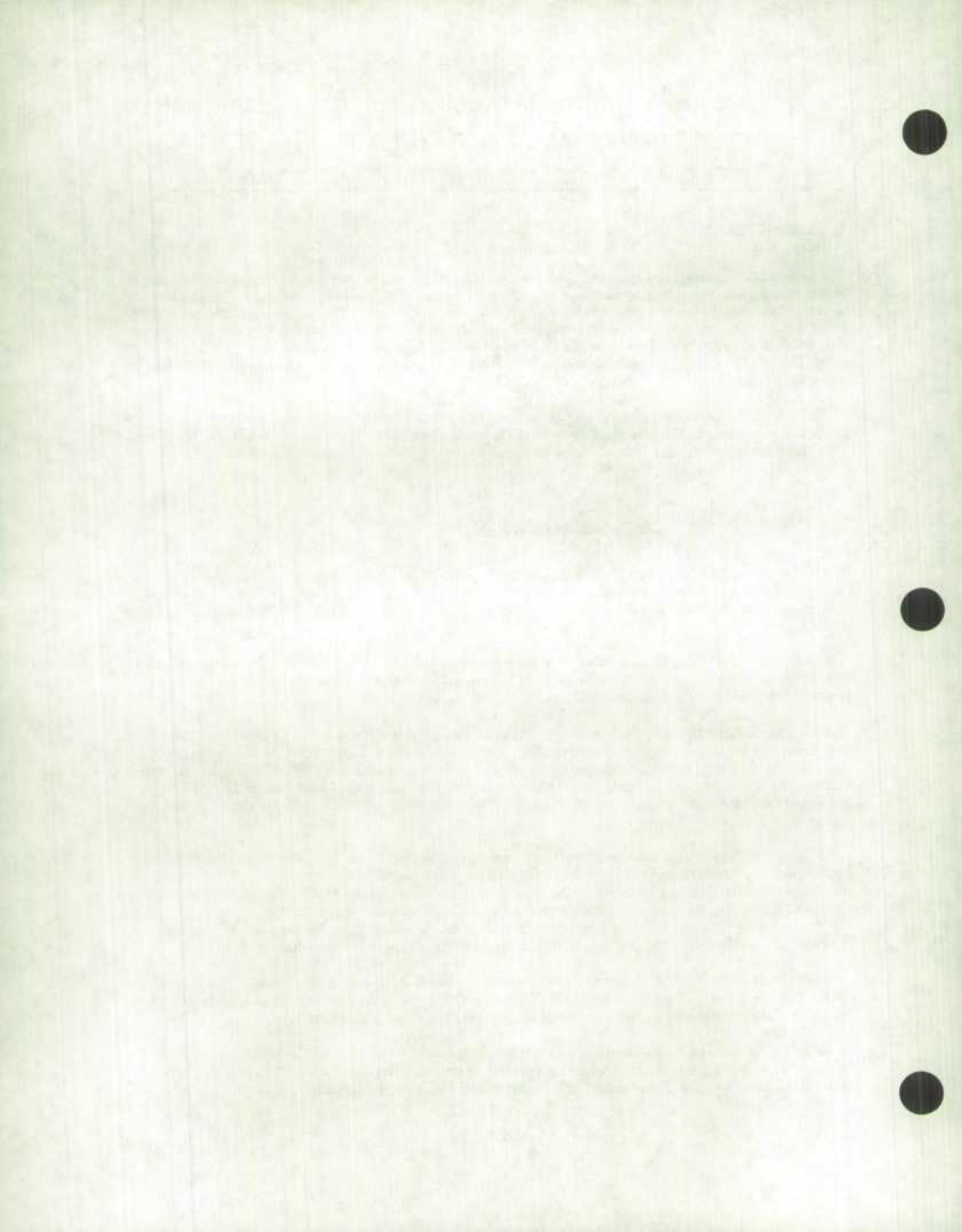
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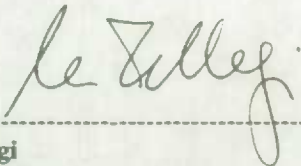
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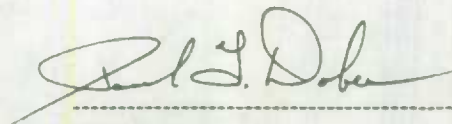
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**Ivan P. Fellegi**  
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Statistics Canada

March 29, 1989

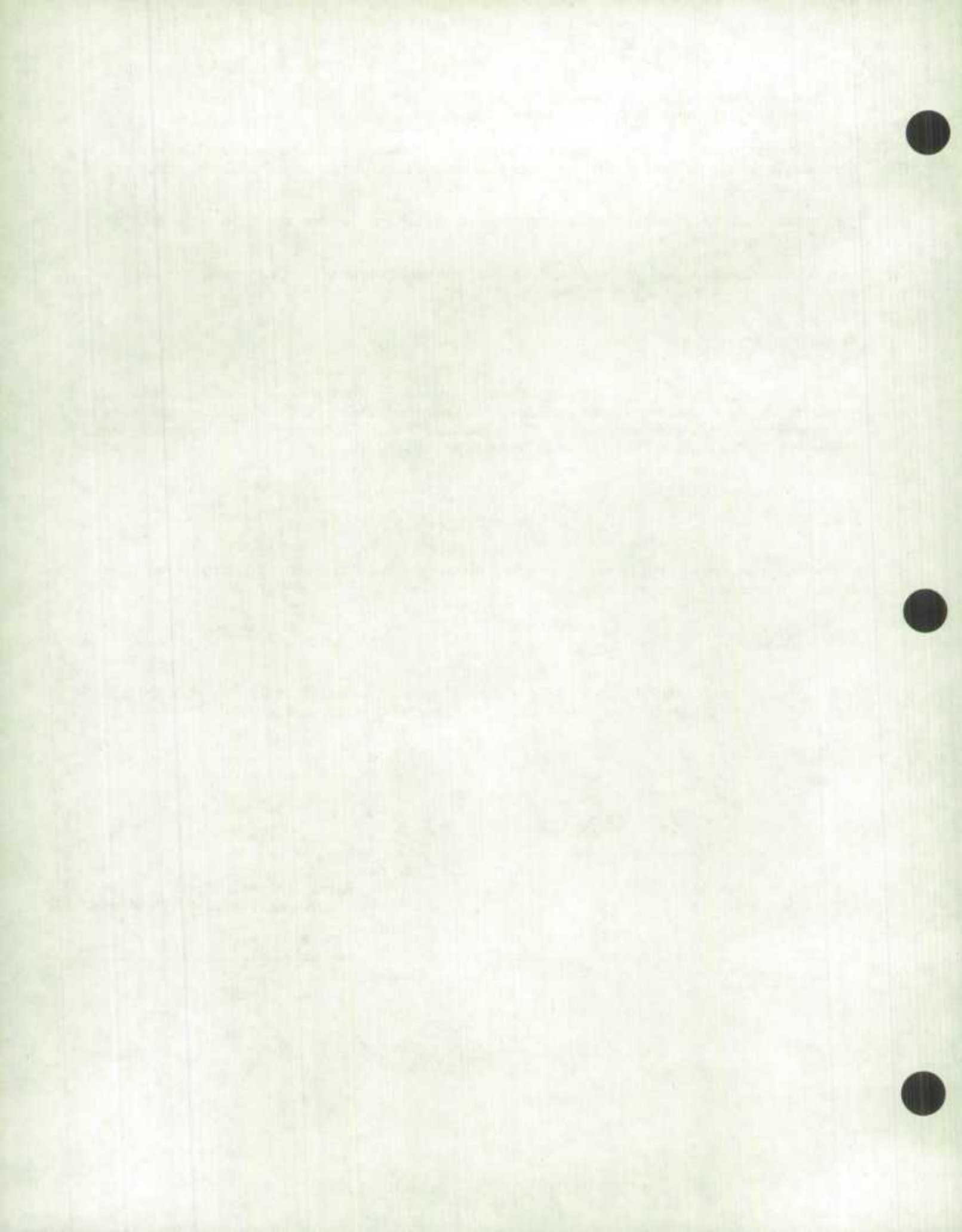
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Ottawa, Date



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**Paul Dober**  
Director, Statistical Services Branch  
Department of Industry, Trade and Technology

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APRIL 6, 1989

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Halifax, Date





# MEMORANDUM OF UNDERSTANDING ON THE RELATIONSHIP BETWEEN PROVINCIAL AND TERRITORIAL STATISTICAL FOCAL POINTS AND STATISTICS CANADA

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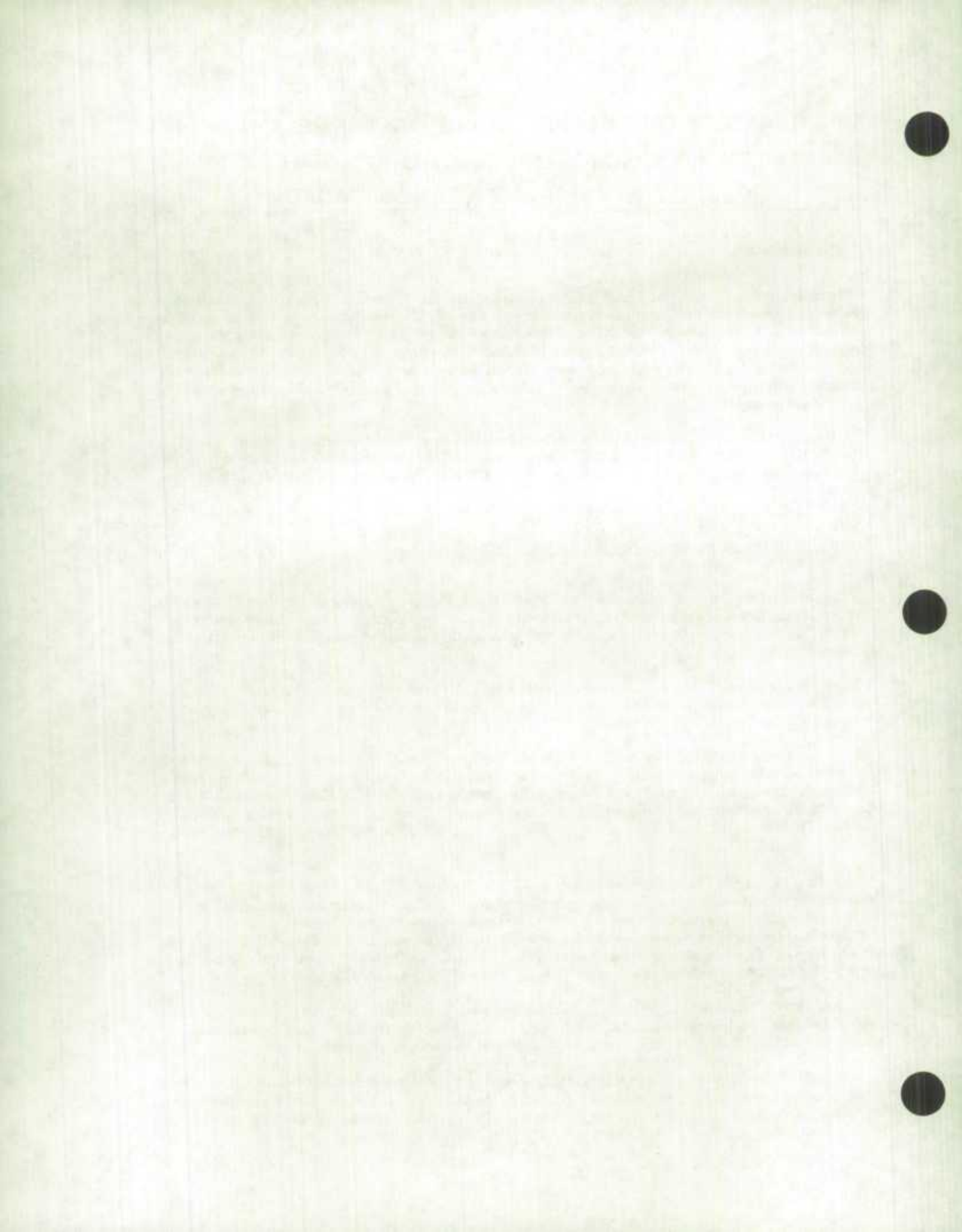
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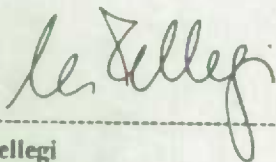
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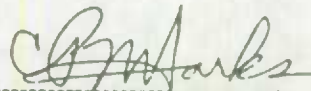
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Ivan P. Fellegi  
Chief Statistician  
Statistics Canada

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March 29, 1989

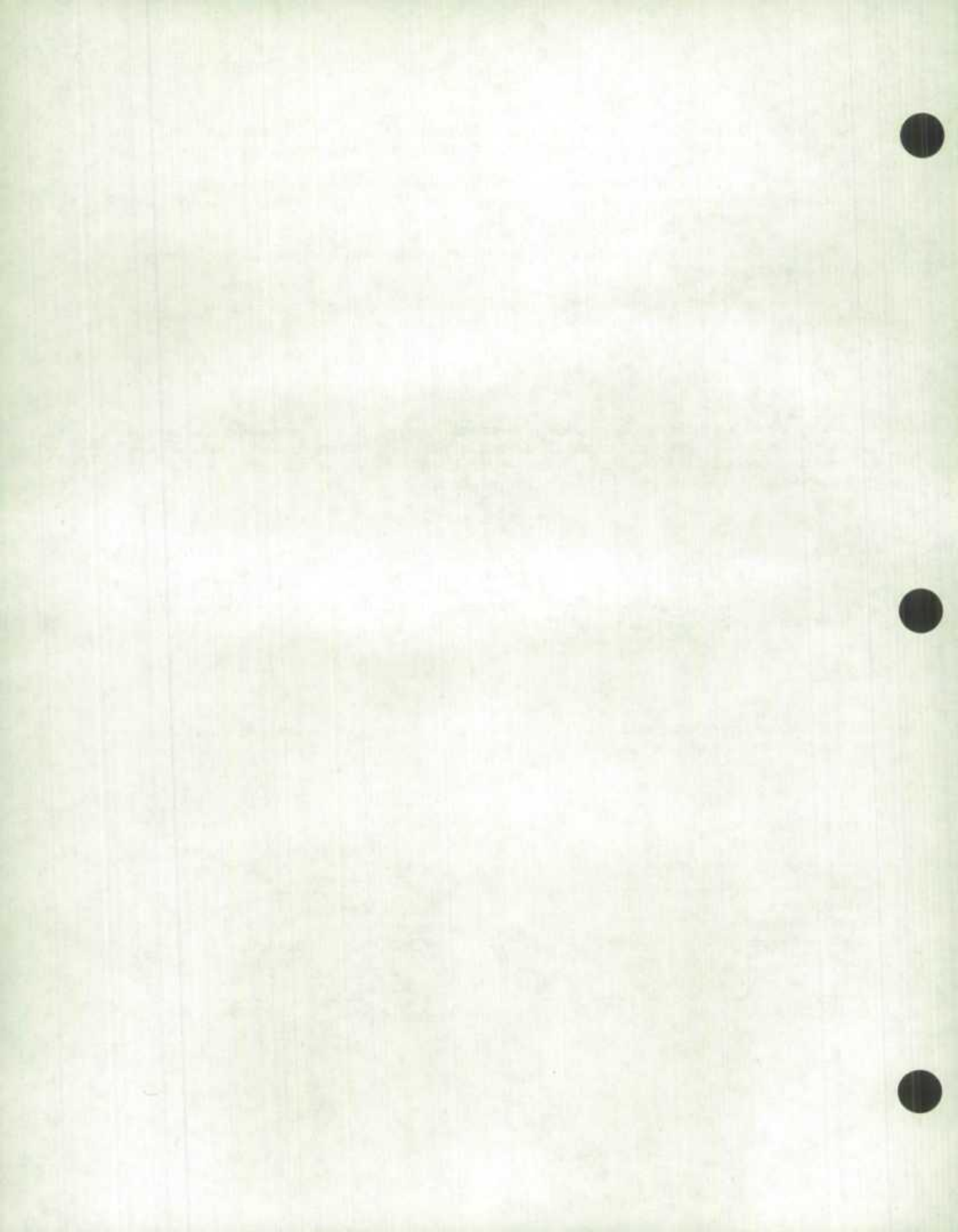
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Ottawa, Date



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Clifford R. Marks  
Director  
New Brunswick Statistics Agency

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May 12, 1989

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Fredericton, Date



# PROTOCOLE D'ENTENTE SUR LES RAPPORTS ENTRE LES COORDONNATEURS STATISTIQUES PROVINCIAUX ET TERRITORIAUX ET STATISTIQUE CANADA

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## I. Introduction

Les gouvernements fédéral, provinciaux et territoriaux reconnaissent qu'une coopération et qu'une coordination efficaces entre les différents organismes statistiques gouvernementaux et au sein de ces derniers sont essentielles au bon fonctionnement du système statistique national. Seule une collaboration entre les gouvernements fédéral, provinciaux et territoriaux rend possible la création d'une base de données détaillée et pertinente, permettant la comparaison entre les diverses unités géographiques et ce, à un coût minimum en termes de dépenses publiques et de fardeau de réponse aux enquêtes statistiques. Cette collaboration s'exerce dans le respect de la vie privée et en assurant le caractère confidentiel des renseignements fournis, à des fins statistiques, par les individus et les entreprises.

Pour faciliter cette collaboration, les gouvernements ont créé le Conseil consultatif fédéral-provincial de la politique statistique et ont nommé un représentant officiel de leur gouvernement respectif qui agit comme coordonnateur des activités statistiques. Les gouvernements fédéral, provinciaux et territoriaux ne peuvent que tirer avantage de cette coopération entre leurs organismes statistiques respectifs.

## II. Rôles des associés du système statistique

Les coordonnateurs statistiques provinciaux et territoriaux, c'est-à-dire les représentants nommés par leur gouvernement, sont habituellement les personnes responsables de l'organisme statistique de leur province ou territoire. Les mandats, les ressources et les activités de ces organismes varient considérablement. Néanmoins, ils ont tous un rôle de base à jouer dans le système statistique national.

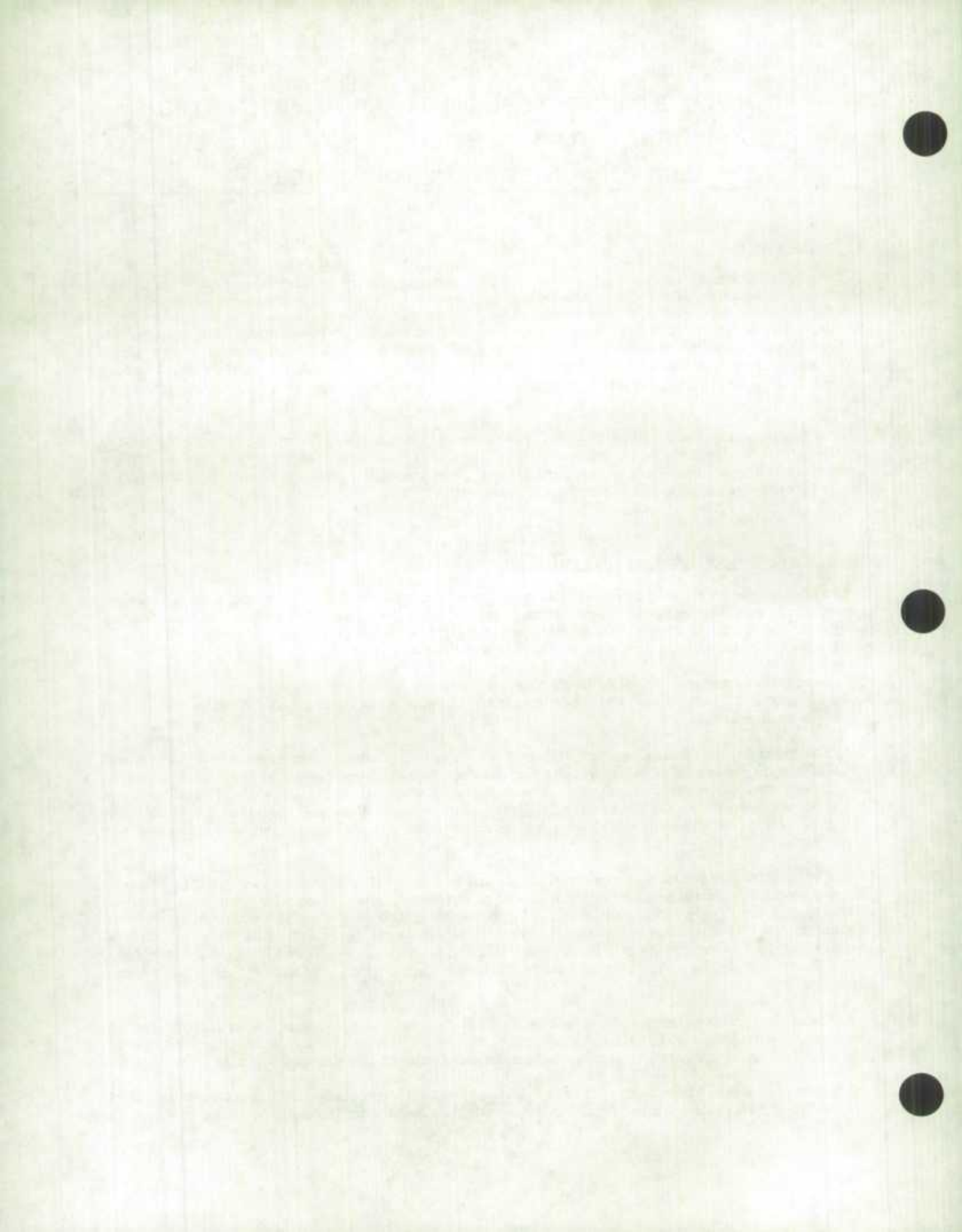
Les points énoncés dans le présent protocole d'entente s'adressent à tous les coordonnateurs statistiques provinciaux et territoriaux. Toutefois, une entente bilatérale particulière peut être convenue, si nécessaire, entre Statistique Canada et les organismes statistiques.

1. Statistique Canada reconnaît que le coordonnateur statistique de chaque province ou territoire est le porte-parole officiel du gouvernement qu'il représente. Ces coordonnateurs communiqueront les besoins statistiques de leur gouvernement à Statistique Canada et s'assureront que l'information de Statistique Canada est efficacement diffusée dans leur province ou territoire respectif. Pour accentuer ce rôle, Statistique Canada s'engage à informer les coordonnateurs statistiques de ses relations avec les représentants officiels du gouvernement de leur province ou territoire.

2. Statistique Canada et les coordonnateurs statistiques provinciaux et territoriaux sont membres du Conseil consultatif fédéral-provincial de la politique statistique. Les membres du Conseil déterminent les besoins en matière de comités consultatifs fédéraux-provinciaux dans des programmes précis d'activités, ils en définissent les mandats et coordonnent la représentation provinciale et territoriale au sein de ces comités. Pour inciter les provinces et territoires à participer aux travaux des différents comités, Statistique Canada subventionne les dépenses de déplacement d'un délégué de chaque province ou territoire à chacune des réunions du Conseil et des comités qui en dépendent.

3. Statistique Canada s'engage à maintenir avec les coordonnateurs statistiques provinciaux et territoriaux un mécanisme de consultation efficace sur les questions statistiques par l'intermédiaire du Conseil consultatif fédéral-provincial de la politique statistique, de même que par d'autres formes de consultation à caractère moins officiel.

4. Statistique Canada continue de s'assurer que les coordonnateurs statistiques provinciaux et territoriaux aient la possibilité de passer en revue la documentation importante et de discuter des grandes questions de fond avec ses



représentants. Statistique Canada s'engage à garantir aux coordonnateurs statistiques l'occasion d'influencer ses priorités.

5. Statistique Canada et les coordonnateurs statistiques provinciaux et territoriaux s'engagent à s'entraider et à s'efforcer de trouver des solutions communes aux problèmes rattachés à leurs activités respectives.

6. Statistique Canada reconnaît que les organismes statistiques provinciaux et territoriaux lui sont associés dans bon nombre d'activités de collecte en vertu d'ententes conformes à leurs lois respectives. Les parties conviennent de favoriser le partage des données statistiques au sein du système statistique national.

7. Statistique Canada et les coordonnateurs statistiques provinciaux et territoriaux s'engagent à favoriser l'échange de personnel entre les organismes statistiques.

8. Statistique Canada et les coordonnateurs statistiques provinciaux et territoriaux s'engagent à échanger, à charge de réciprocité, les produits et services statistiques qu'ils mettent au point.

### III. Ententes bilatérales

Compte tenu que les besoins de données et les moyens de diffusion varient beaucoup d'une province/territoire à l'autre actuellement, des ententes bilatérales peuvent être conclues entre Statistique Canada et les différentes provinces et territoires, en complément au présent protocole d'entente. Ces ententes seront distribuées aux autres provinces et territoires qui auront la possibilité de les adopter s'ils le désirent.

### IV. Désistement

Toute partie au présent protocole d'entente peut se désister, à la condition d'avoir préalablement indiqué par écrit son intention de le faire et les motifs de son désistement.

### V. Modifications

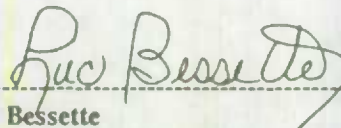
Le présent protocole d'entente peut être modifié à l'occasion par les membres du Conseil consultatif fédéral-provincial de la politique statistique qui ont signé ce protocole, ou par leurs successeurs.



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Ivan Fellegi  
Statisticien en chef  
Statistique Canada

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le 29 mars 1989

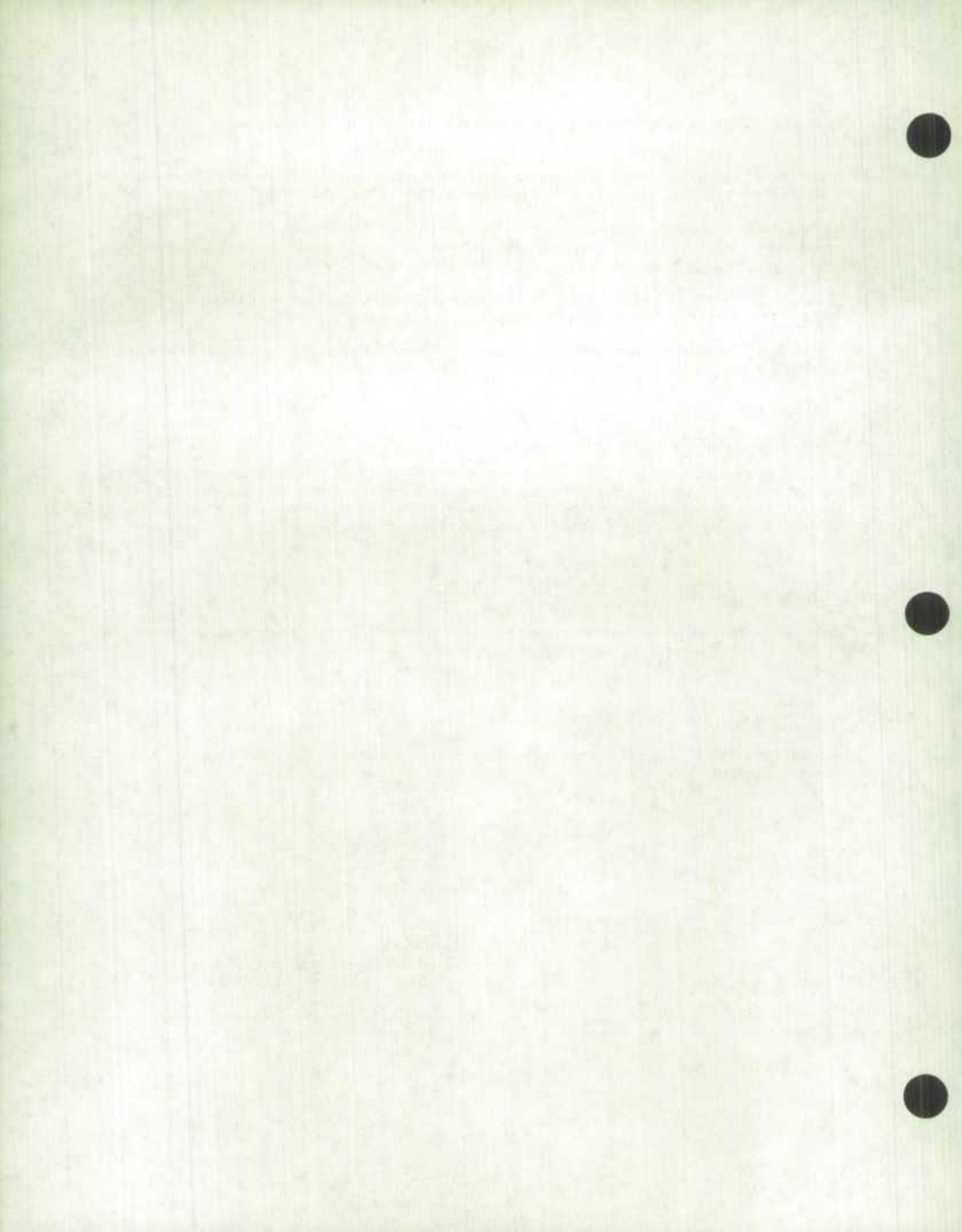
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Ottawa, date



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Luc Bessette  
Directeur général par intérim  
Bureau de la statistique du Québec

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le 18 avril 1989

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Québec, date





# MEMORANDUM OF UNDERSTANDING ON THE RELATIONSHIP BETWEEN PROVINCIAL AND TERRITORIAL STATISTICAL FOCAL POINTS AND STATISTICS CANADA

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## I. Introduction

The federal, provincial and territorial governments recognize that effective cooperation and coordination between and among statistical agencies in government is essential to a well-functioning national statistical system. Only through federal-provincial/territorial collaboration is it possible to develop a comprehensive, geographically comparable and relevant statistical data base at minimum cost, both in terms of public expenditure and the burden placed on respondents to statistical surveys. Such collaboration is undertaken while safeguarding the privacy and confidentiality of information provided by individuals and businesses for statistical purposes.

To facilitate this interaction, the governments have created a Federal-Provincial Consultative Council on Statistical Policy and have appointed an official to represent them in the coordination of statistical activities. This partnership among the federal, provincial and territorial statistical agencies benefits both levels of government.

## II. Roles of the Partners in the Statistical System

The Provincial and Territorial Statistical Focal Points, that is, the officials appointed by their government, are normally the heads of the statistical agency of their respective province or territory. These agencies vary greatly in their mandates, resources and activities. Nevertheless, they all have a basic role to play in the national statistical system.

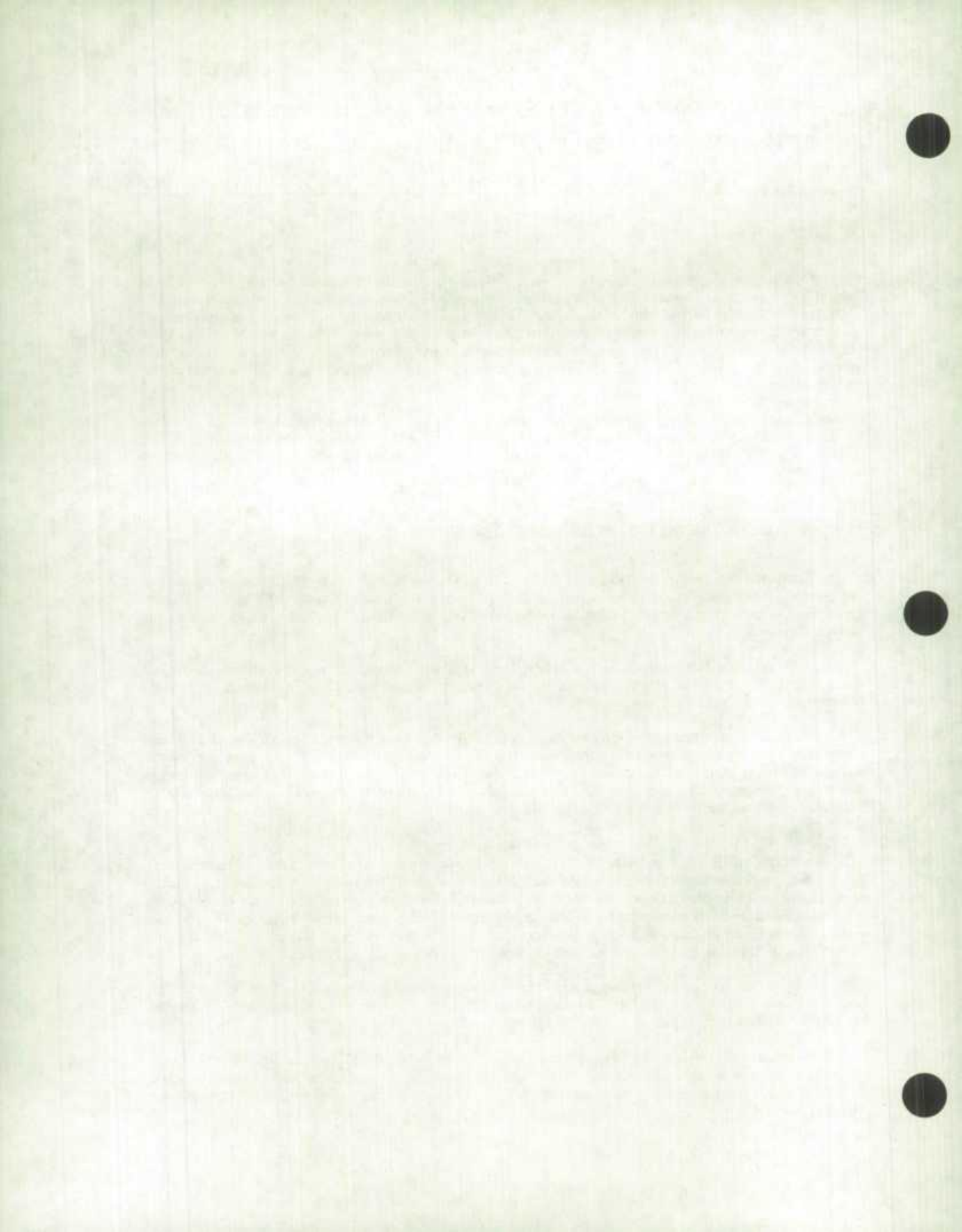
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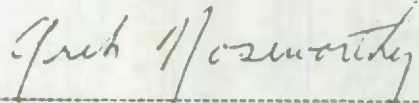
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Ivan P. Fellegi  
Chief Statistician  
Statistics Canada

March 29, 1989

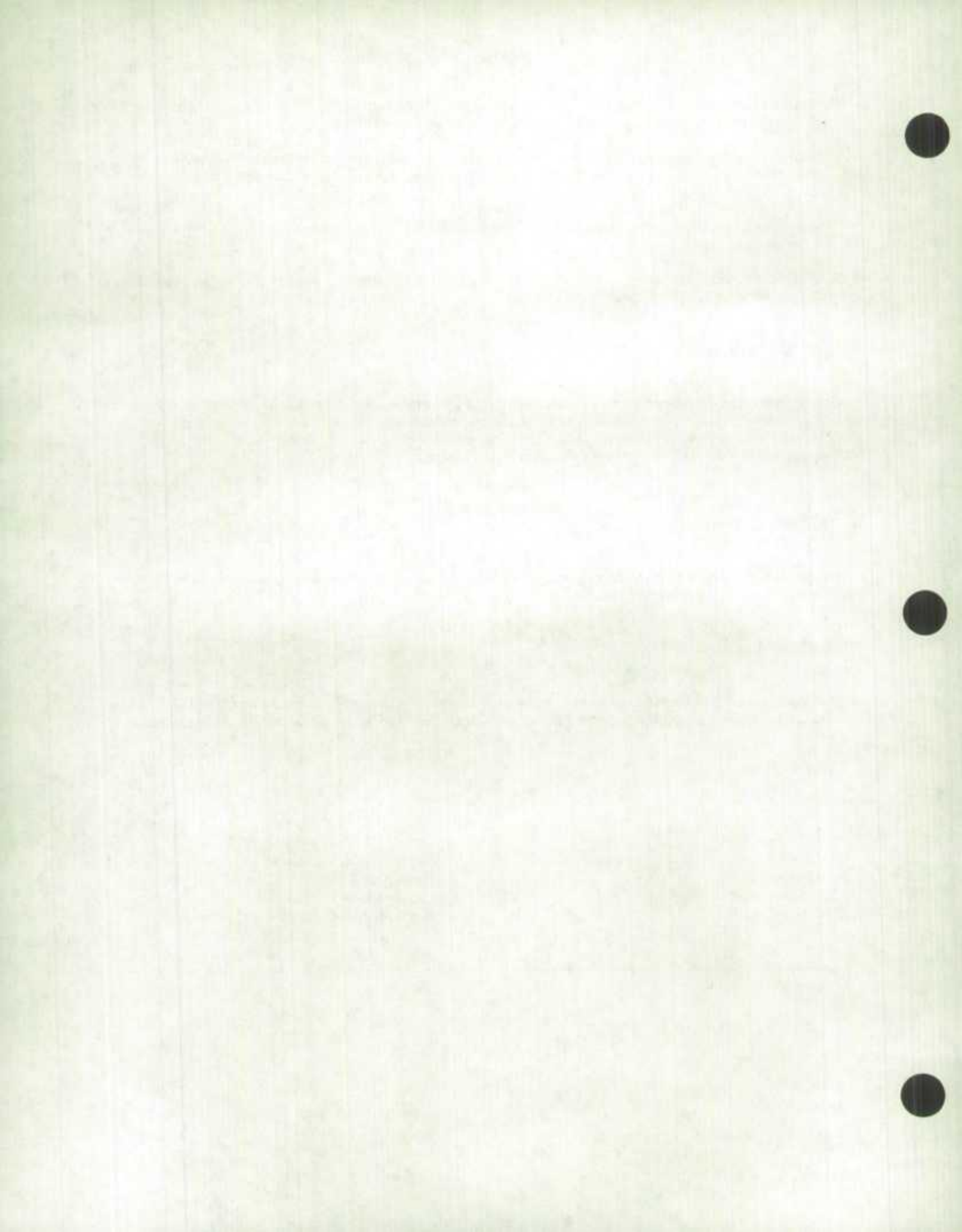
Ottawa, Date



Arch Noseworthy  
Acting Manager, Statistics Unit  
Sectoral and Regional Policy Branch  
Ministry of Treasury and Economics

April 25, 1989

Toronto, Date



# MEMORANDUM OF UNDERSTANDING ON THE RELATIONSHIP BETWEEN PROVINCIAL AND TERRITORIAL STATISTICAL FOCAL POINTS AND STATISTICS CANADA

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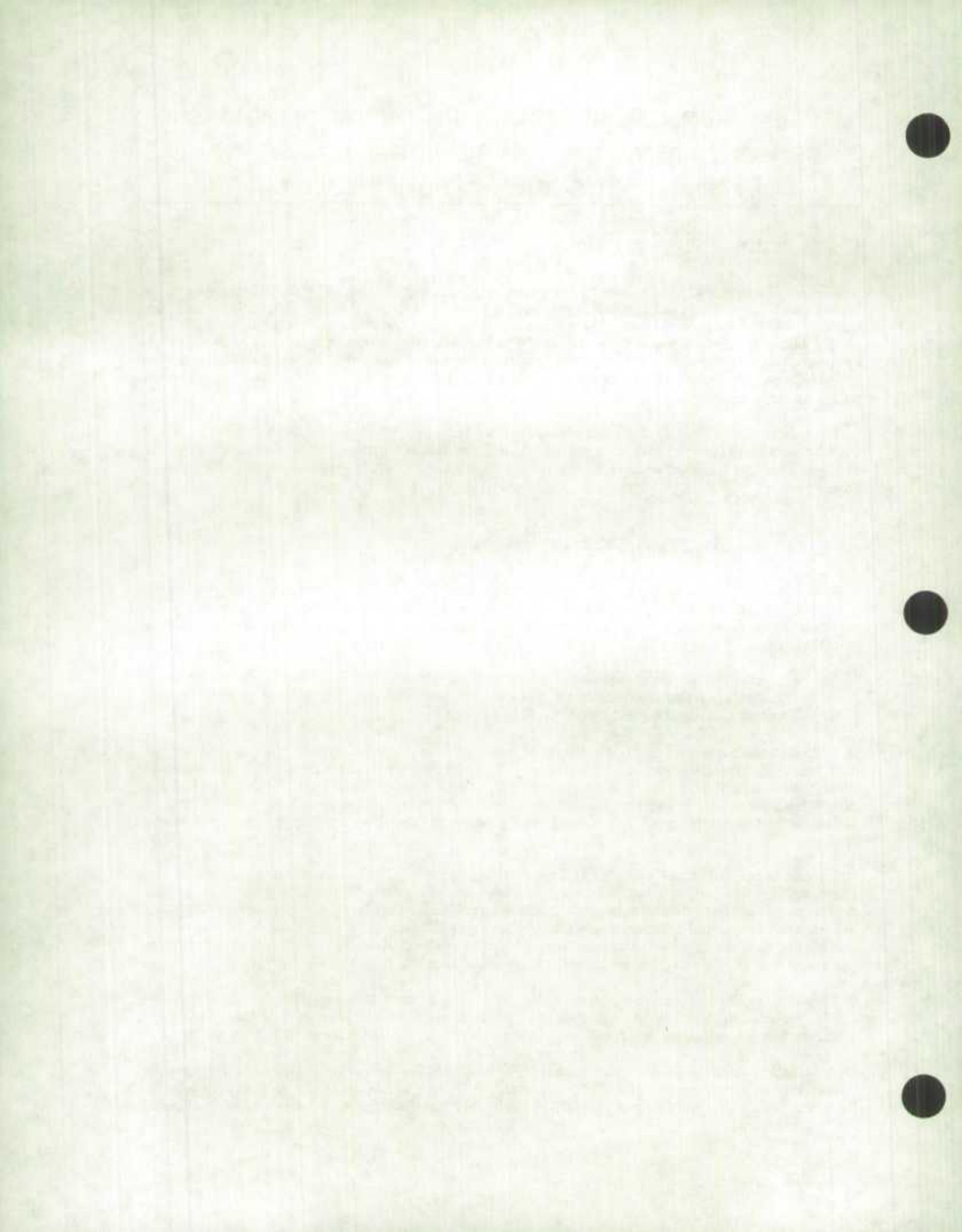
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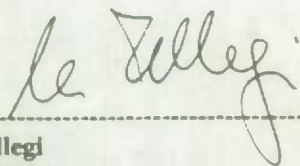
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**Ivan P. Fellegi**  
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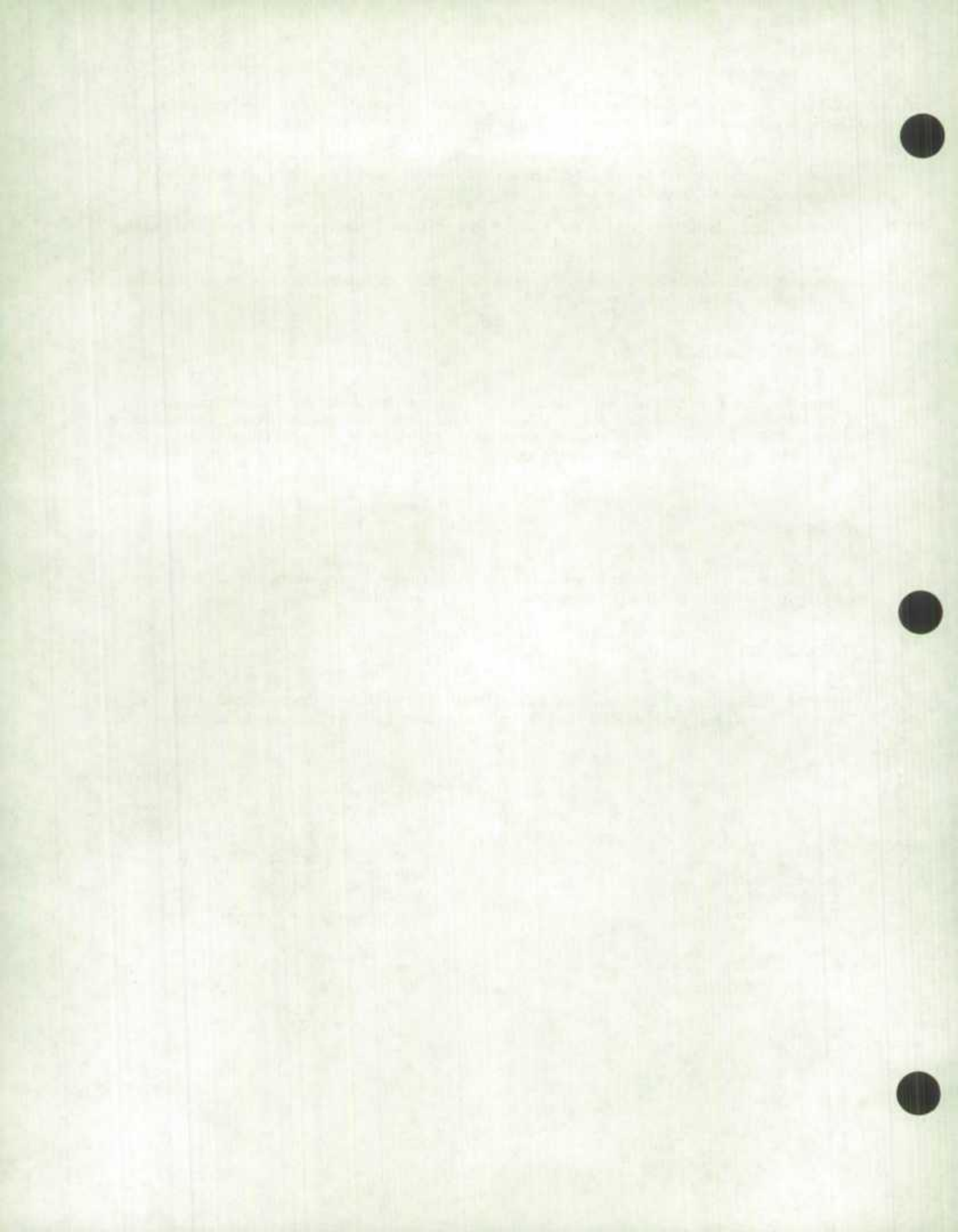
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Ottawa, Date



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**Wilf Falk**  
Director  
Manitoba Bureau of Statistics

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May 8, 1989

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Winnipeg, Date





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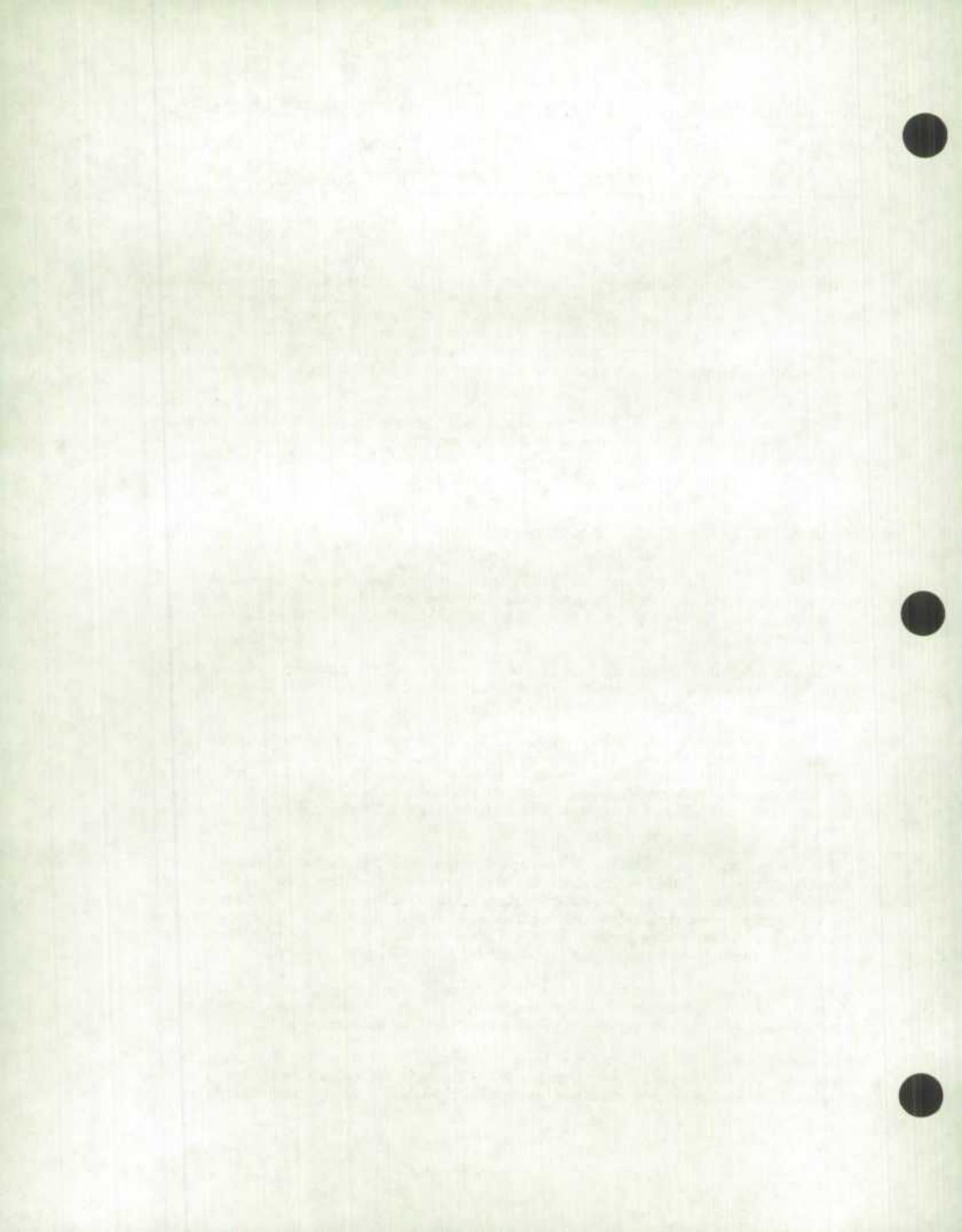
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Chief Statistician  
Statistics Canada

March 29, 1989

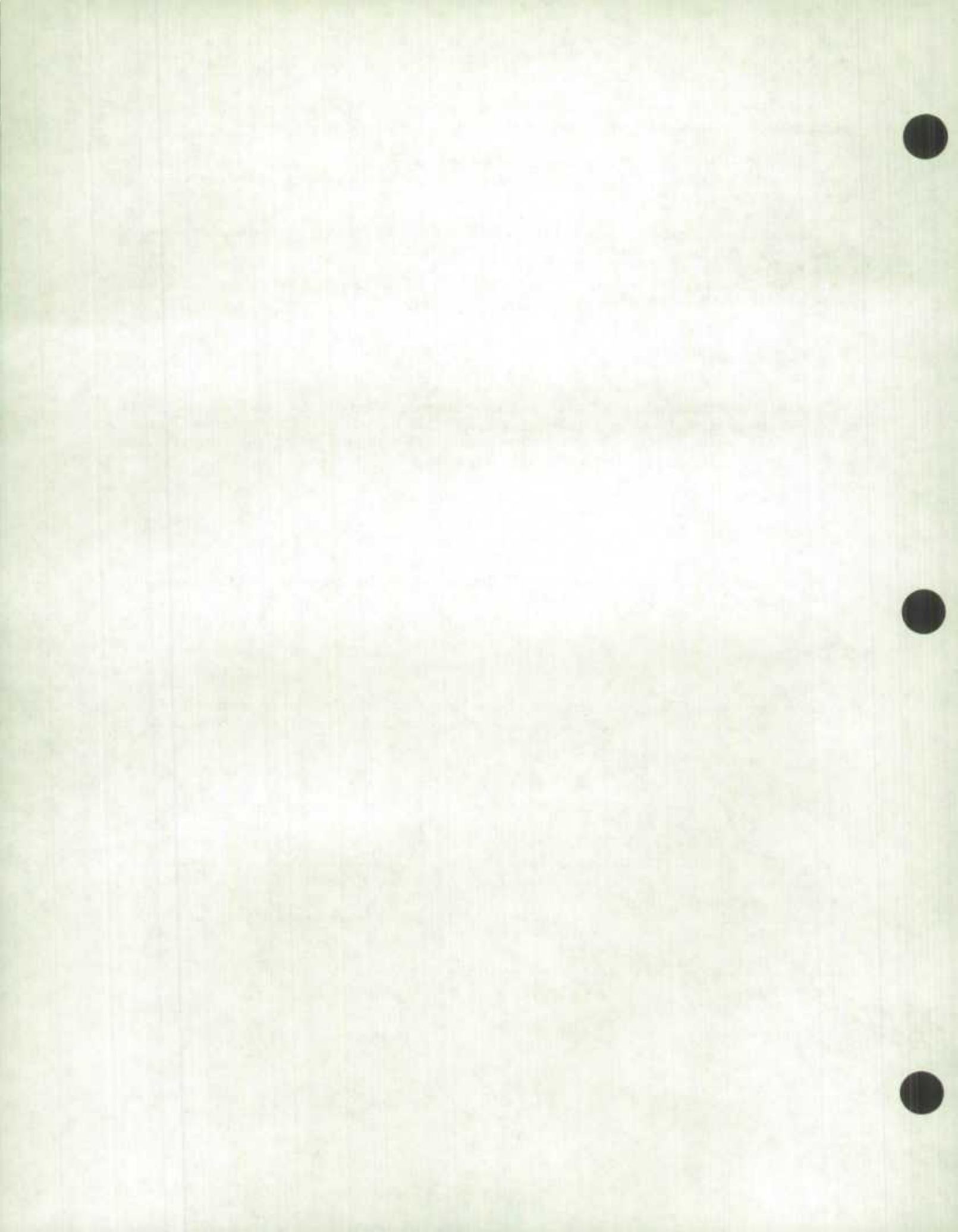
Ottawa, Date

*Ronald C. McMahon*

Ronald C. McMahon  
Director  
Saskatchewan Bureau of Statistics

19/04/89

Regina, Date



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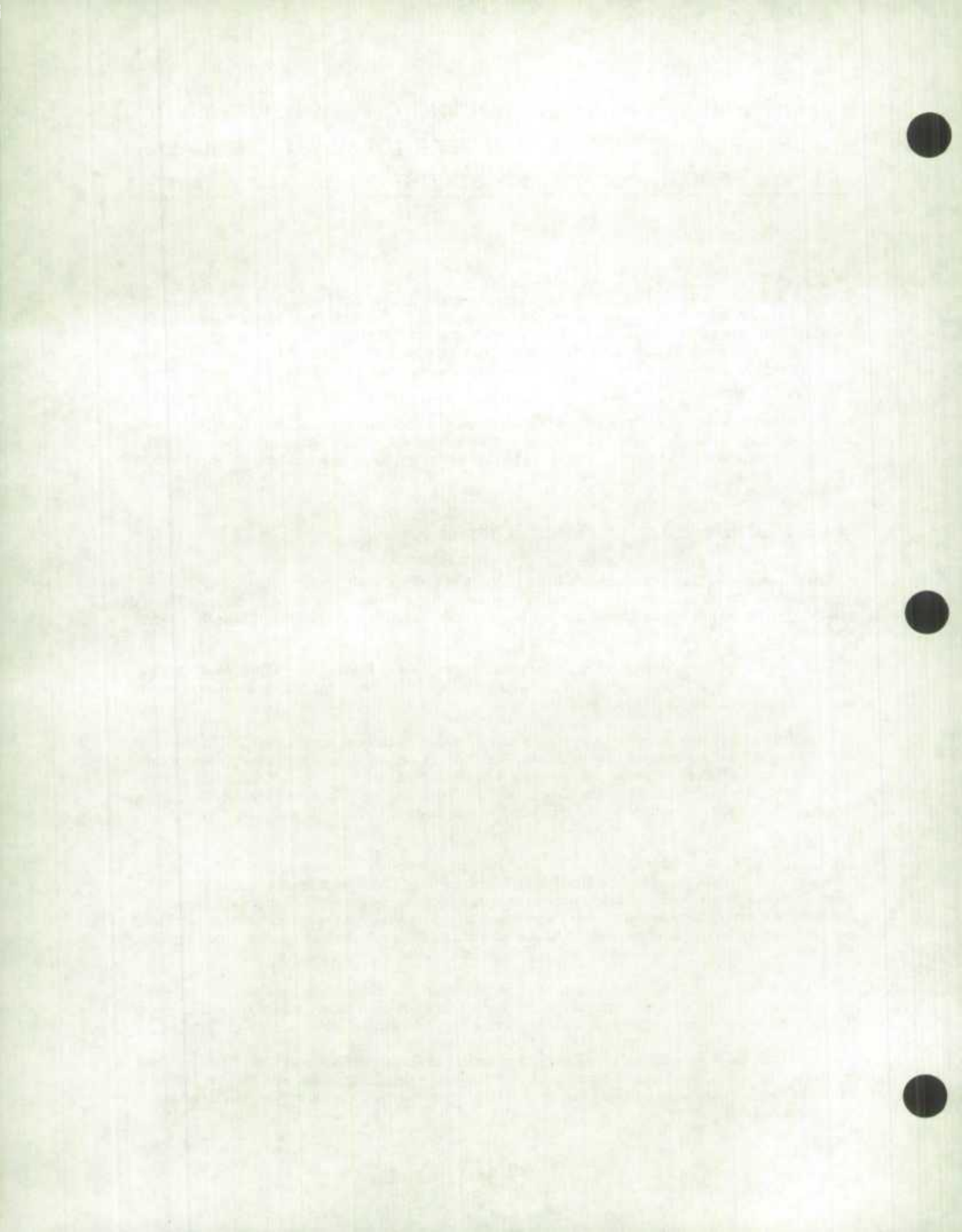
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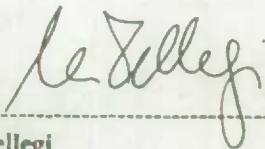
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Ivan P. Fellegi  
Chief Statistician  
Statistics Canada

March 29, 1989

Ottawa, Date



Harvey Ford  
Director  
Alberta Bureau of Statistics

APRIL 25, 1989

Edmonton, Date





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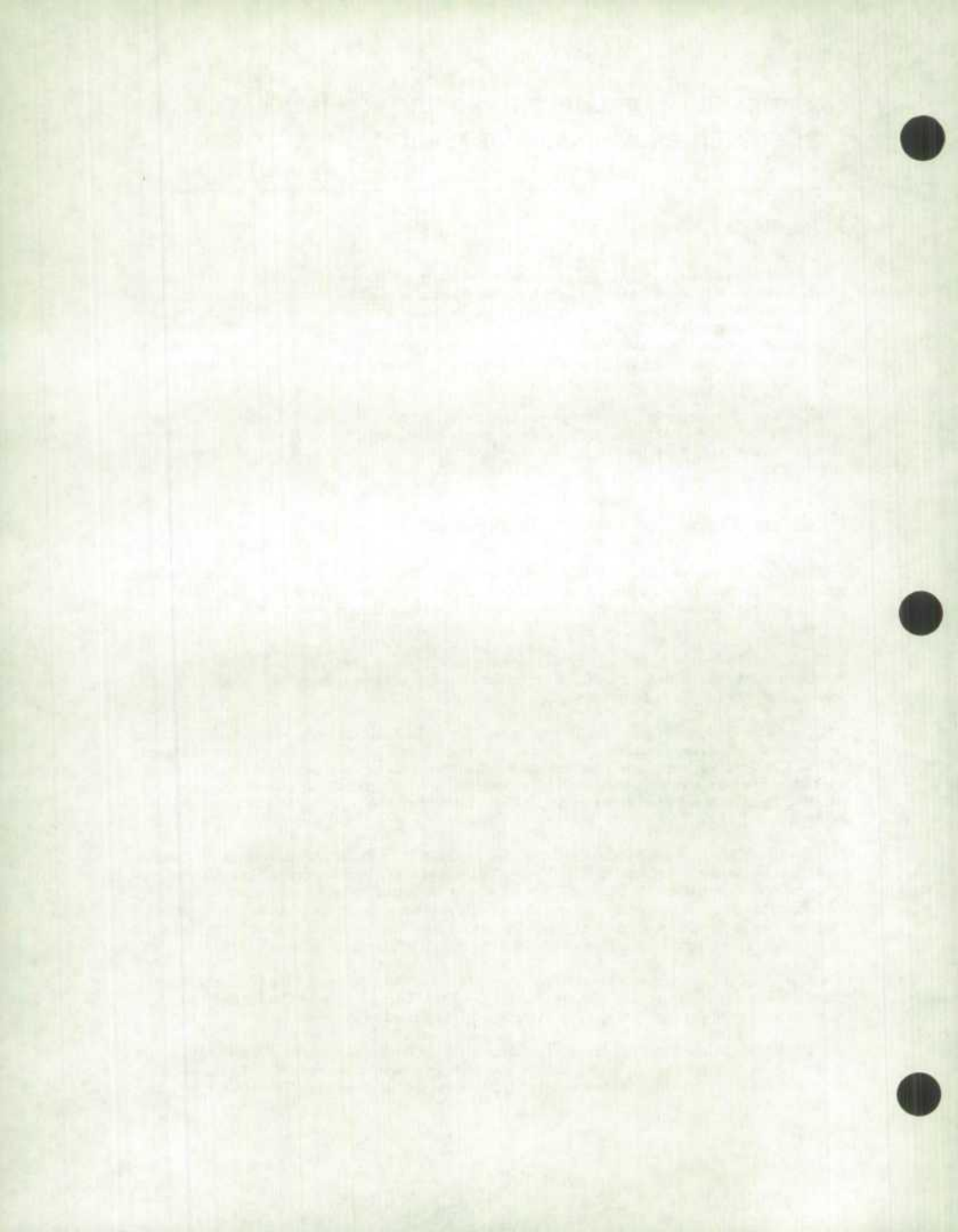
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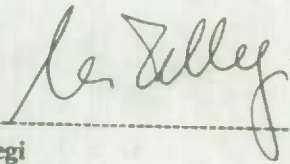
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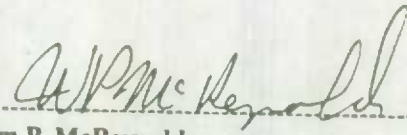
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Ivan P. Fellegi  
Chief Statistician  
Statistics Canada

March 29, 1989

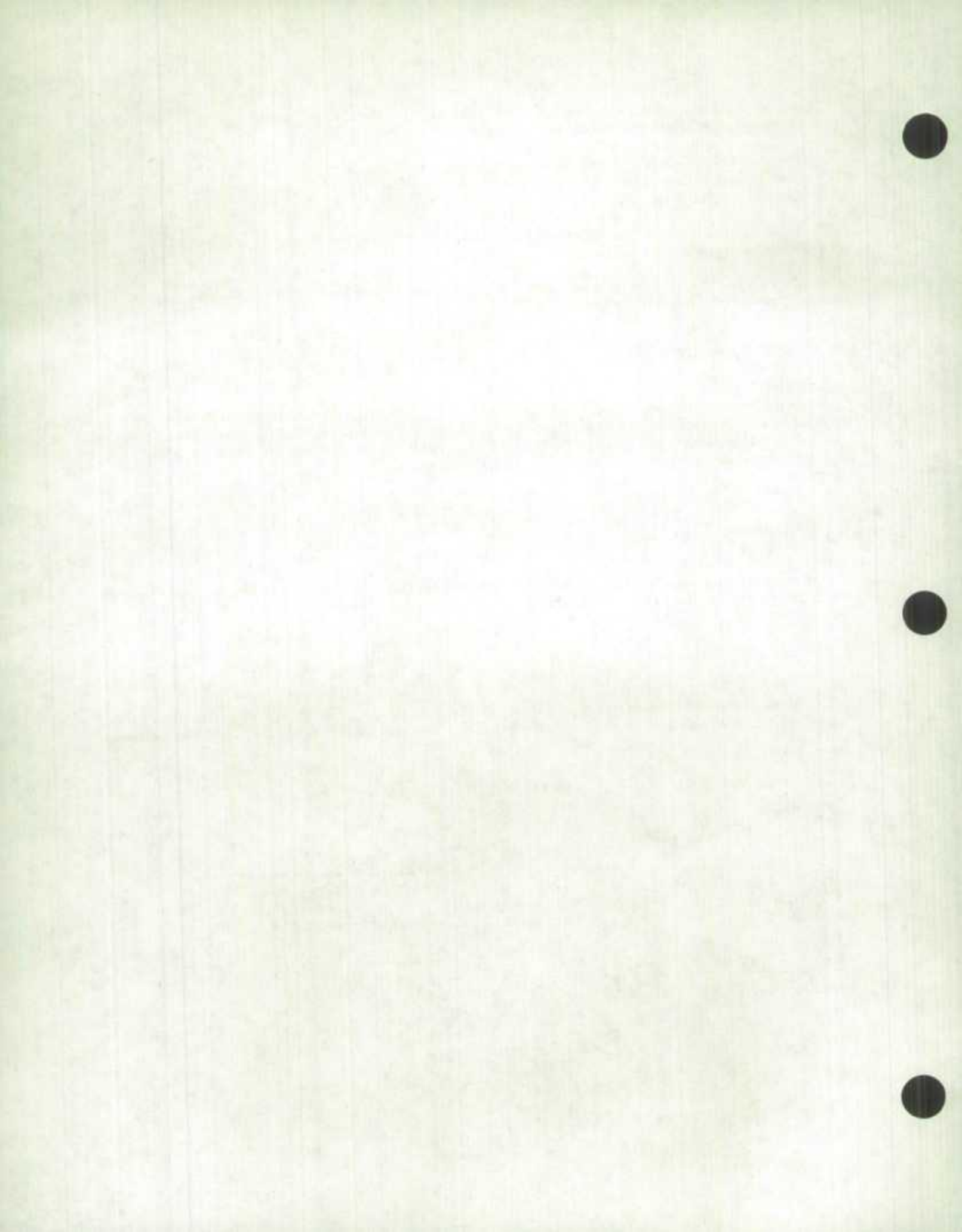
Ottawa, Date



William P. McReynolds  
Provincial Statistician  
Central Statistics Bureau

12 April 1989

Victoria, Date



# MEMORANDUM OF UNDERSTANDING ON THE RELATIONSHIP BETWEEN PROVINCIAL AND TERRITORIAL STATISTICAL FOCAL POINTS AND STATISTICS CANADA

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## I. Introduction

The federal, provincial and territorial governments recognize that effective cooperation and coordination between and among statistical agencies in government is essential to a well-functioning national statistical system. Only through federal-provincial/territorial collaboration is it possible to develop a comprehensive, geographically comparable and relevant statistical data base at minimum cost, both in terms of public expenditure and the burden placed on respondents to statistical surveys. Such collaboration is undertaken while safeguarding the privacy and confidentiality of information provided by individuals and businesses for statistical purposes.

To facilitate this interaction, the governments have created a Federal-Provincial Consultative Council on Statistical Policy and have appointed an official to represent them in the coordination of statistical activities. This partnership among the federal, provincial and territorial statistical agencies benefits both levels of government.

## II. Roles of the Partners in the Statistical System

The Provincial and Territorial Statistical Focal Points, that is, the officials appointed by their government, are normally the heads of the statistical agency of their respective province or territory. These agencies vary greatly in their mandates, resources and activities. Nevertheless, they all have a basic role to play in the national statistical system.

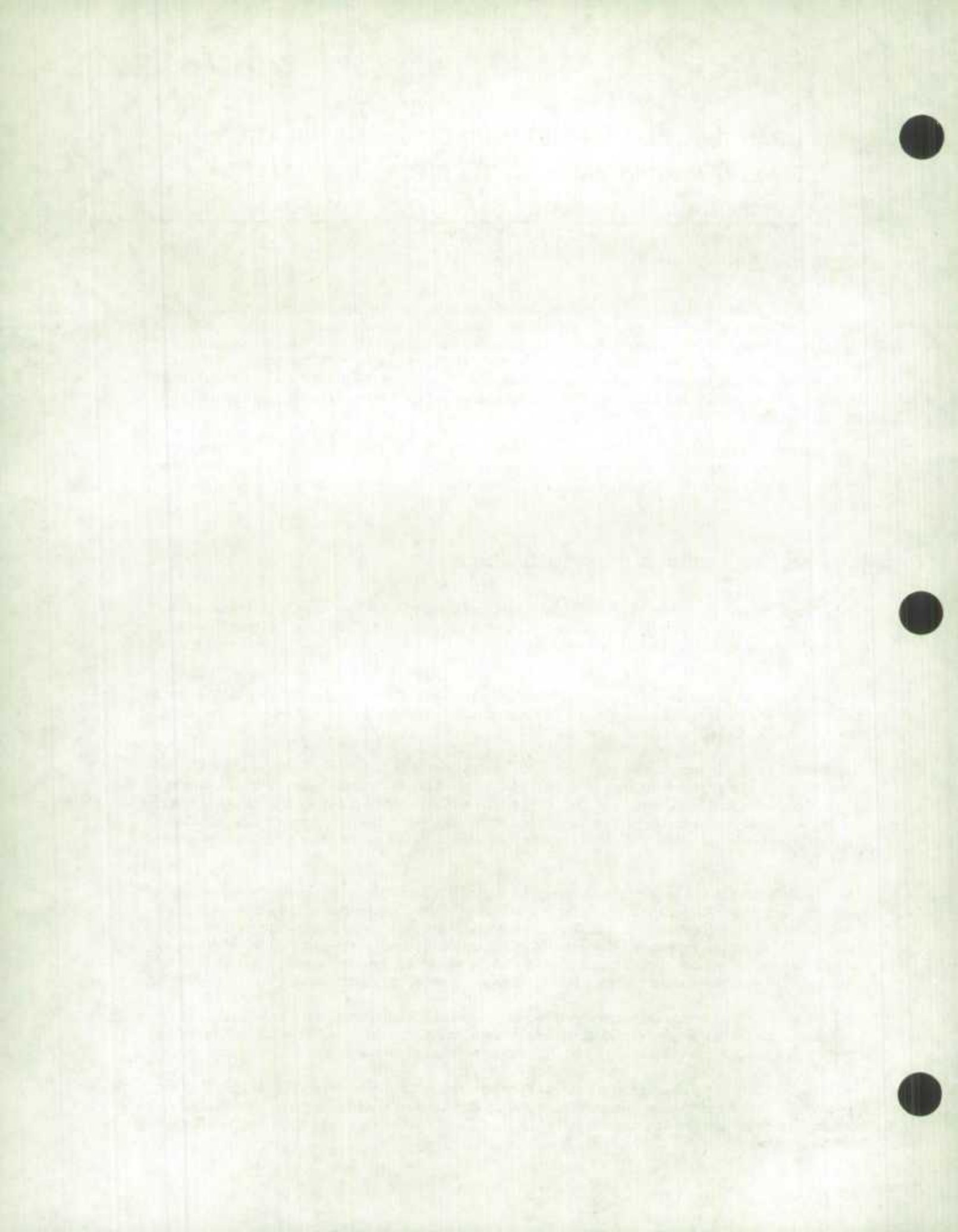
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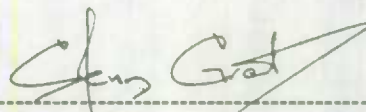
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Statistics Canada

March 29, 1989

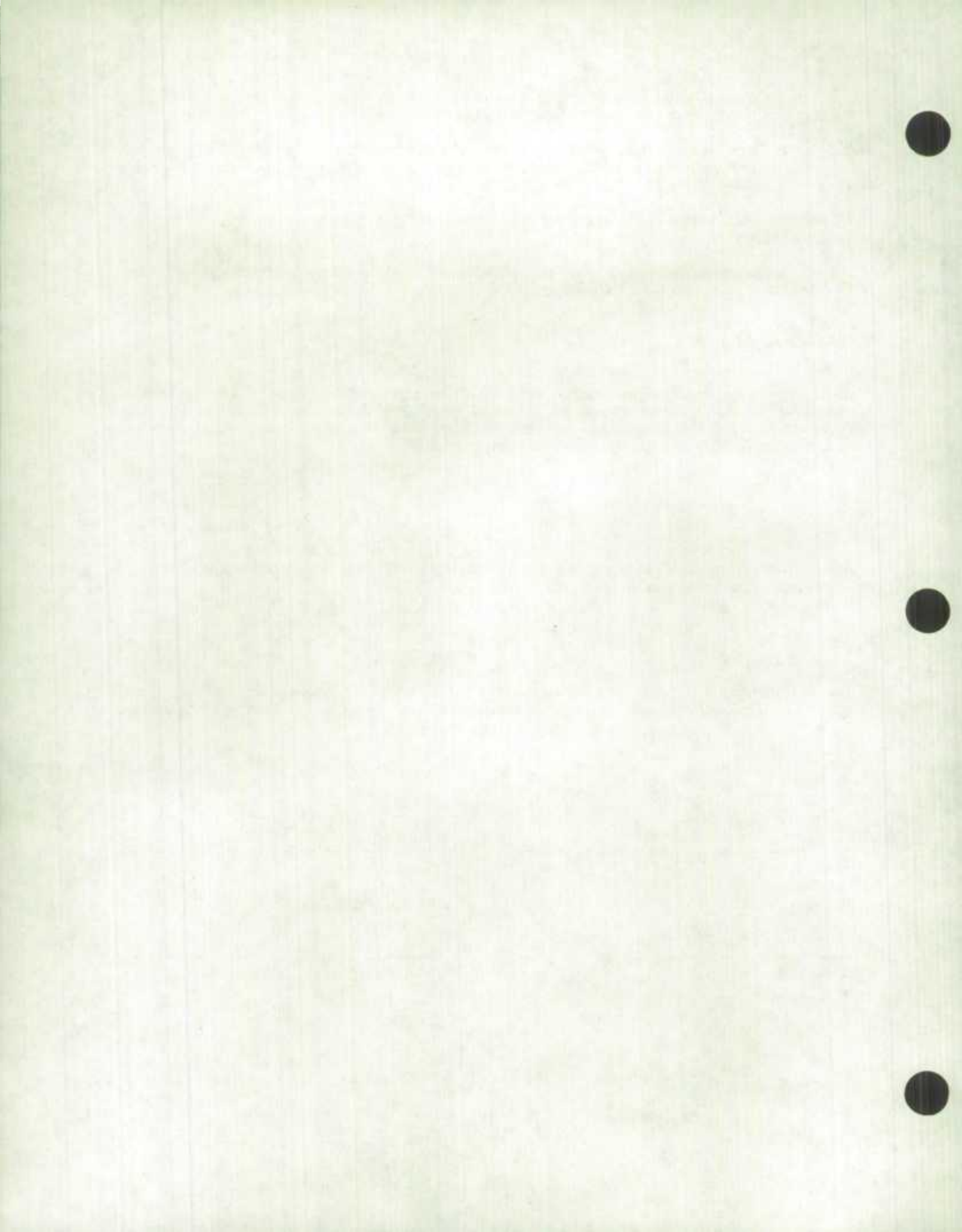
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Ottawa, Date



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**Glenn Grant**  
Director  
Bureau of Statistics

39/04/10

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Whitehorse, Date





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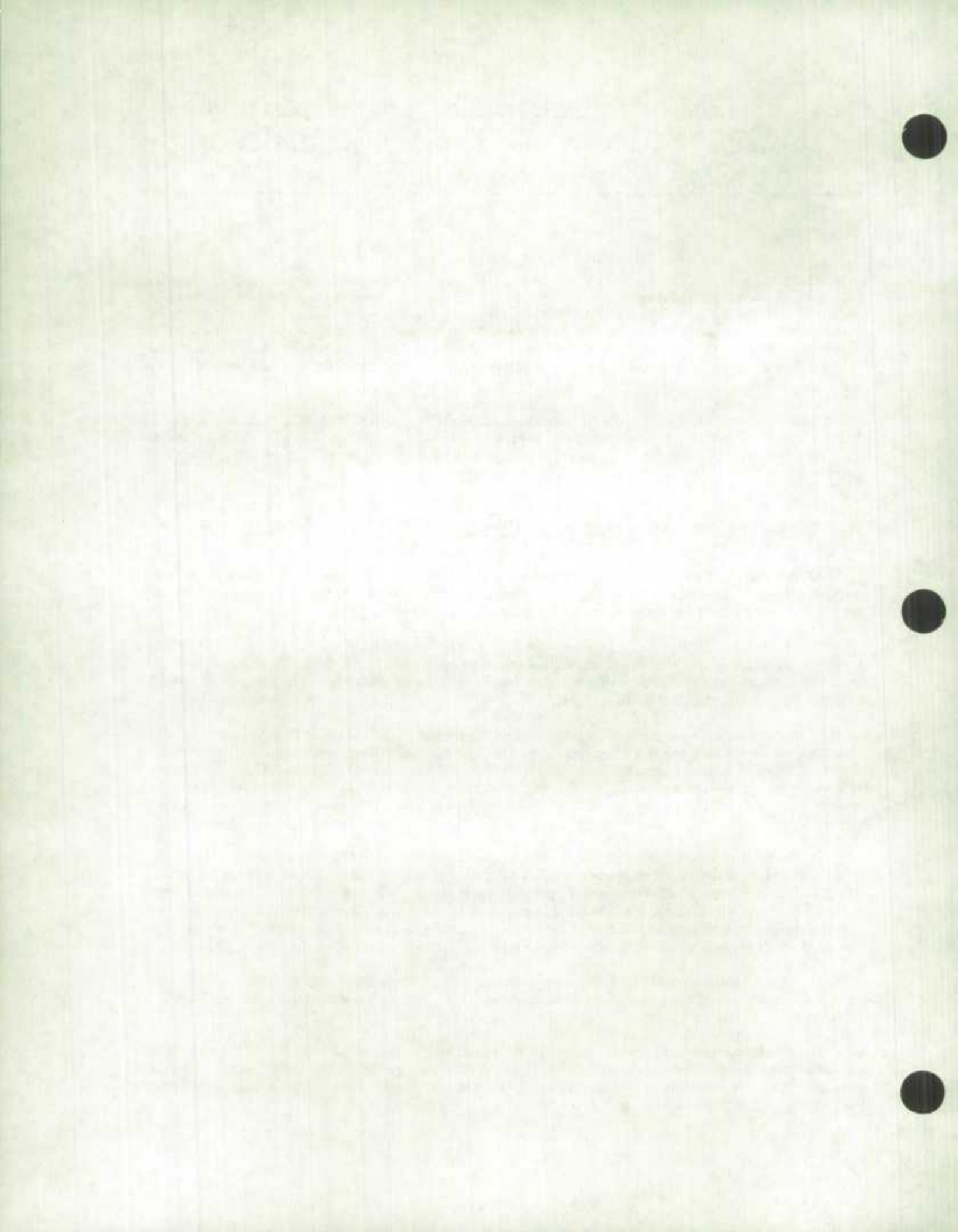
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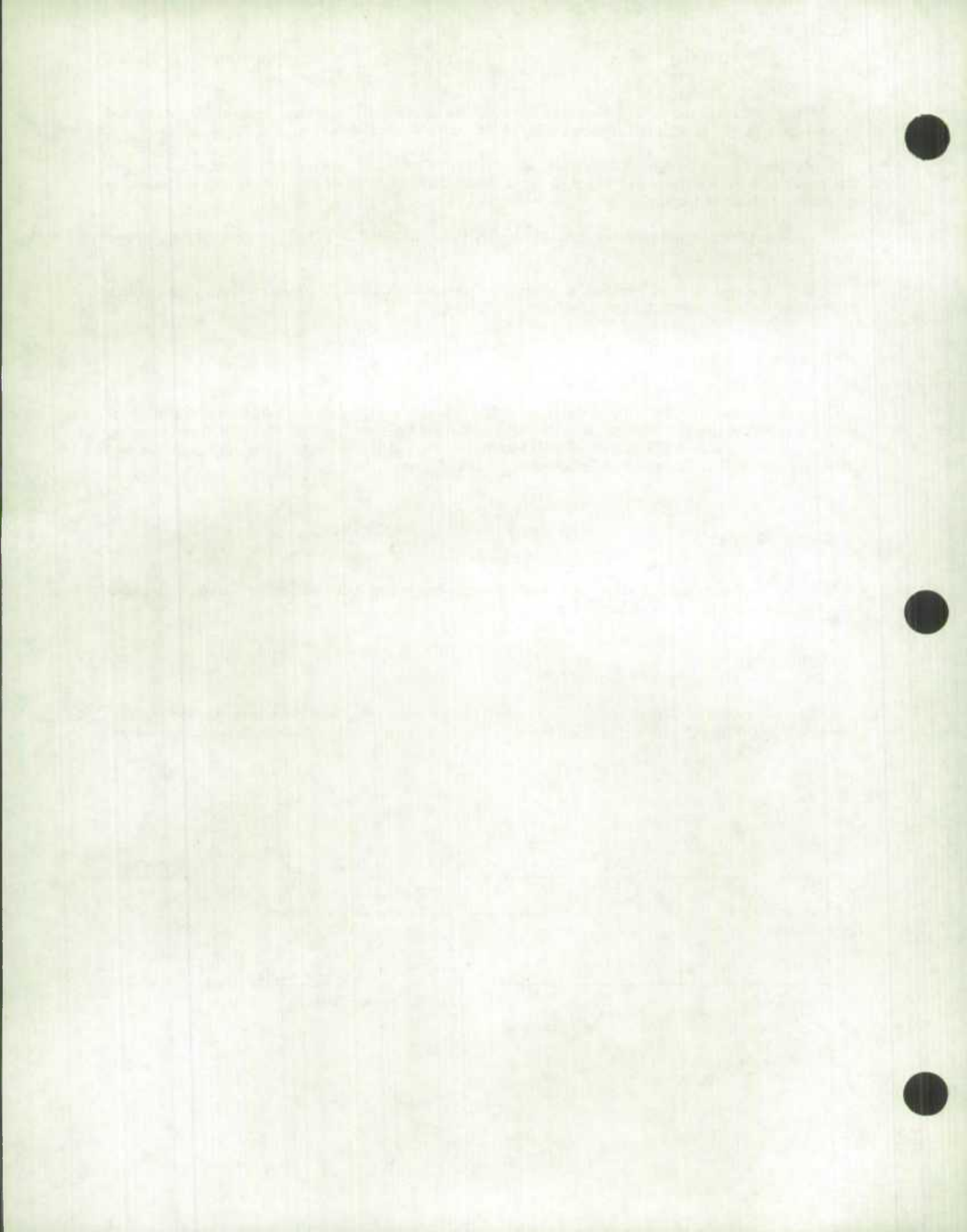
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Ottawa, Date



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Ralph Joyce  
Territorial Statistician  
Bureau of Statistics

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1989.03.31

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Yellowknife, Date



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