

Ministère de la Justice Canada

Guide to the Organization of the Department of Justice Canada Guide to the Organization of the Department of Justice Canada

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Introduction

This guide sets out basic information about the organization of the Department of Justice, its major organizational units, their main functions and activities, and the positions and names of the people responsible for them.

The Department is organized as follows:

· Headquarters:

Deputy Minister's Office

Civil Law Sector Litigation Sector Public Law Sector Legal Services Sector

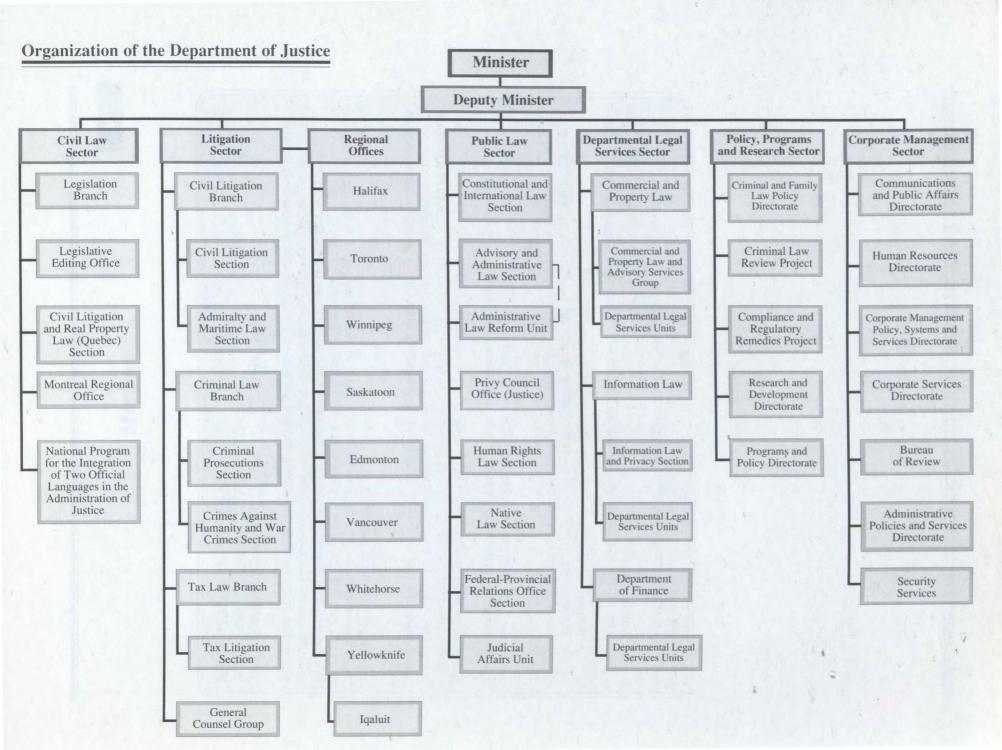
Policy, Programs and Research Sector

Corporate Management Sector

- over 40 Departmental Legal Services units (within the Legal Services Sector) attached to client departments and agencies
- 9 Regional Offices and one sub-office
- departmental committees which support corporate decision- making and the co-ordination of activities
- the Statute Revision Commission.

The following organization chart shows the major parts of the Department. The information following the chart further sets out the relationships among these parts, and describes their activities.

The Appendix lists the statutes for which the Minister is responsible in whole or in part.



Minister

MINISTER OF JUSTICE AND ATTORNEY GENERAL OF CANADA The Honourable Douglas G. Lewis, PC, FCA, QC, MP

The duties of the Minister of Justice and the Attorney General of Canada are distinct and separate but are traditionally carried out by the same person. The Minister is the legal advisor to the Governor General and the chief legal member of the Privy Council. The Attorney General is the chief law officer of the Crown, representing the Crown in all litigation of concern to the federal government, including that of all departments and agencies of the government.

The Minister of Justice, on the other hand, is concerned with policy considerations underlying the law. The Minister must ensure that our laws are fair and in compliance with constitutional principles. Proposed legislation and regulations must be examined to ensure that they do not infringe fundamental human rights and freedoms.

These two roles yield complex and diverse responsibilities. Under the *Department of Justice Act*, the Minister of Justice and Attorney General:

- * provides legal services to the Government of Canada and its departments and agencies, including the provision of legal advice, the conduct of litigation, the drafting of legislation and the preparation of legal documents;
- plans, develops and implements all government policies related to the administration of justice; and
- ensures that the affairs of government are administered in accordance with the law.

Deputy Minister

DEPUTY MINISTER OF JUSTICE AND DEPUTY ATTORNEY GENERAL OF CANADA John C. Tait, QC

The Deputy Minister of Justice is *ex officio* the Deputy Attorney General of Canada. The Deputy Minister is responsible for the operation and administration of the Department. The Deputy Minister chairs the Department's senior executive committees, as well as the federal-provincial meetings of deputy ministers. The Deputy also chairs the Justice Information Council.

DEPUTY MINISTER'S OFFICE

• Provides essential support services to the Deputy Minister

• Ensures effective liaison among the Deputy Minister's Office, the Minister's Office and other areas of the Department, and with government departments and agencies

Civil Law Sector

CIVIL LAW SECTOR LEGISLATION BRANCH LEGISLATIVE EDITING OFFICE CIVIL LITIGATION AND REAL PROPERTY LAW (QUEBEC) SECTION MONTREAL REGIONAL OFFICE NATIONAL PROGRAM FOR THE INTEGRATION OF THE TWO OFFICIAL LANGUAGES IN THE ADMINISTRATION OF JUSTICE

Civil Law Sector

The Civil Law Sector advises the Department on civil law matters and is responsible for federal litigation and commercial and notarial matters in Quebec. This sector also oversees the drafting of all federal government legislation. In addition, the Associate Deputy Minister co-ordinates all departmental activities related to international issues and chairs the National Program for the Integration of the Two Official Languages in the Administration of Justice.

CIVIL LAW SECTOR Associate Deputy Minister - Anne-Marie Trahan, QC

LEGISLATION BRANCH Chief Legislative Counsel - Peter Johnson, QC

- Prepares and drafts all government bills and motions to amend bills
- Examines all bills introduced for consistency with the Charter and the Bill of Rights

LEGISLATIVE EDITING OFFICE Chief Legislative Editor - Robert DuPerron

- Provides editing services to the Legislation and Privy Council Office (Justice) sections
- Prepares instruments issued under the Great Seal for review
- Maintains and oversees the printing of the Table of Public Statutes, Table of Acts and Responsible Ministers, Part III of the Canada Gazette and annual volumes of the Statutes of Canada

CIVIL LITIGATION AND REAL PROPERTY LAW (QUEBEC) SECTION Senior General Counsel - Paul Coderre, QC

- Responsible for federal litigation, and commercial and notarial matters in Quebec, except Montreal where these matters are dealt with by the Montreal Regional Office
- Involved in all public and private law except criminal litigation, litigation related to tax assessments and immigration

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CIVIL LAW SECTOR (continued)

MONTREAL REGIONAL OFFICE Senior General Counsel - Jacques Letellier, QC

 Covers all judicial districts under the jurisdiction of the Court of Appeal in Montreal

Responsible for criminal prosecutions

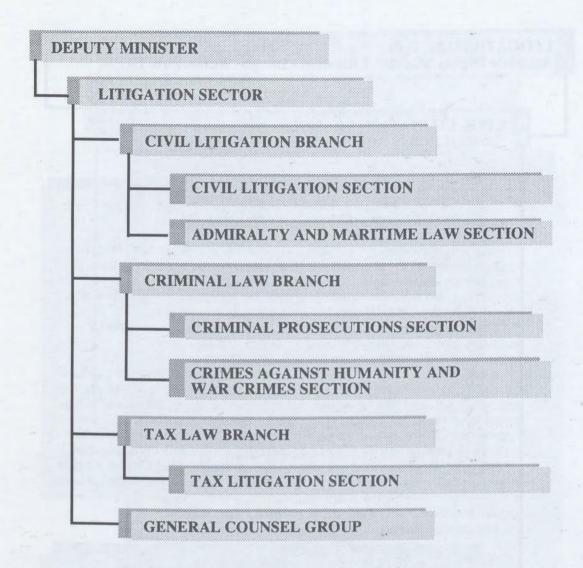
- Acts in civil proceedings in which the Crown is a party
- Represents the Minister of National Revenue in Quebec tax matters
- Provides legal advice and consultation to federal departments and agencies in Quebec

NATIONAL PROGRAM FOR THE INTEGRATION OF THE TWO OFFICIAL LANGUAGES IN THE ADMINISTRATION OF JUSTICE

National Program Co-ordinator - Réjean Patry

- Develops tools such as lexicons, standardized vocabularies and forms to promote the use of both official languages in the legal profession and before the courts
- Co-ordinates the standardization of French common-law terminology

Litigation Sector



Litigation Sector

Counsel in the Litigation Sector represent the Attorney General of Canada in all litigation undertaken by or against the federal government, its departments and agencies, and in all litigation where rights of a public nature come into question. The Attorney General upholds the law at all times, most particularly when exercising prosecutorial discretion.

Outside of the National Capital Region, litigation is undertaken by counsel in the Regional Offices or by agents retained in the private sector.

LITIGATION SECTOR Associate Deputy Minister, Litigation - Douglas Rutherford, QC

CIVIL LITIGATION BRANCH Assistant Deputy Attorney General - Eric Bowie, QC

CIVIL LITIGATION SECTION Senior General Counsel - Ed Sojonky, QC

 Represents the Attorney General of Canada in civil litigation, other than income tax matters, taken by or against the federal government

• Has overall responsibility for giving functional direction in

such civil litigation in all common-law provinces

 Provides legal advice and assistance on issues potentially involving litigation, and on policy and legislative development

 Cases range from contract and tort to those arising in public law, and involve all phases of litigation and all levels of provincial and federal courts, federal boards, commissions and tribunals, as well as provincial and international tribunals

 Civil litigation groups in Regional Offices generally conduct cases within their areas of responsibility, while civil litigation counsel in Ottawa conduct cases in the National Capital Region or in other areas more appropriately handled from Headquarters

ADMIRALTY AND MARITIME LAW SECTION Senior General Counsel - Alfred Popp, QC

 Co-ordinates admiralty litigation cases in which the federal government is a party, and represents the Crown as counsel in some admiralty matters

 Provides legal advice on maritime commercial law (documents and translations) and legislation (Canada Shipping Act and Regulations)

 Acts as counsel for the Crown in some marine casualty investigations

 Advises and participates in diplomatic conferences on international conventions on maritime law

CRIMINAL LAW BRANCH Assistant Deputy Attorney General, Criminal Law-Bruce MacFarlane, QC

CRIMINAL PROSECUTIONS SECTION Senior General Counsel - William Corbett, QC

- Discharges the obligations, duties and responsibilities of the Attorney General of Canada in criminal law matters
- Has functional responsibility for criminal litigation throughout Department
- Prosecutes offenses and conspiracies to commit offenses under most federal legislation, such as those involving narcotics, food and drugs, and income tax in the National Capital and Ottawa Valley. (The provinces prosecute most offenses under the *Criminal Code*.)
- Reviews applications for mercy of the Crown on behalf of persons convicted of a crime or sentenced to a prison term
- Deals with extradition and rendition requests including extradition policy and negotiation of extradition treaties
- Reviews applications and grants prior consent to certain proceedings under the *Criminal Code* and other federal legislation, as well as the transfer of charges and probation orders from one jurisdiction to another
- Provides advice on amendments to the Criminal Code and other statutes, new legislation of a criminal nature, and criminal law policy and programs
- Provides functional direction and advice in relation to matters arising under the *Canadian Security Intelligence Service Act*, the *Official Secrets Act*, and security and intelligence matters generally
- Responsible for the development of policy to implement the proceeds of crime legislation in federal drug prosecutions
- Discharges the Minister's responsibilities under the Mutual Legal Assistance in Criminal Matters Act and treaties

Criminal Law Branch (continued)

CRIMES AGAINST HUMANITY AND WAR CRIMES SECTION Senior General Counsel - William Hobson, QC

• Prosecutes under the Criminal Code war crimes and crimes against humanity committed outside of Canada

 Litigates cases involving allegations that citizenship was obtained through fraud when allegations relate to war time activities or pertain to crimes against humanity committed abroad

 Provides advice to Immigration officials in cases where allegations of war crimes or crimes against humanity are made

 Provides advice and functional guidance to the Royal Canadian Mounted Police in their investigations pertaining to war crimes and crimes against humanity

TAX LAW BRANCH Assistant Deputy Attorney General - Denis Lefebvre, QC

 Has functional responsibility for all civil tax law matters in the Department

• Discharges this responsibility through four sections: the Tax Litigation Section located in Ottawa and in five of the Regional Offices, and three legal services sections which are assigned to Revenue Canada, Taxation; Revenue Canada, Customs and Excise; and the Department of Finance

TAX LITIGATION SECTION Senior General Counsel - Ian MacGregor

- Represents the Attorney General of Canada in all appeals and other proceedings relating to assessments of tax under the *Income Tax Act*
- Representation is also provided concerning certain matters arising under the *Unemployment Insurance Act* and *Canada Pension Plan*

GENERAL COUNSEL GROUP Chief General Counsel - Ivan Whitehall, QC

 Conducts complex and high-profile litigation that requires senior counsel with broad general experience

 The Chief General Counsel has senior functional responsibility for native litigation issues

Regional Offices

DEPUTY MINISTER

LITIGATION SECTOR

REGIONAL OFFICES

HALIFAX

TORONTO

WINNIPEG

SASKATOON

EDMONTON

VANCOUVER

WHITEHORSE

YELLOWKNIFE

--- IQALUIT

CIVIL LAW SECTOR

MONTREAL REGIONAL OFFICE

Regional Offices

Located in ten centres across the country, the Regional Offices handle much of the Department's criminal, civil and tax litigation, conducting all forms of litigation on behalf of the Attorney General of Canada, whether undertaken by or against the federal government, its departments or agencies. In addition, these offices provide legal advisory services to regional offices of federal departments and agencies.

Most Regional Offices are not staffed to provide all the litigation or advisory services within their assigned region. Agents in the private bar are instructed and supervised by the Regional Offices to augment the work of the departmental counsel in centres where no regional office exists.

The Regional Offices provide career opportunities for lawyers in all regions of Canada and are also the single most important source of fully developed legal personnel for Headquarters legal functions throughout the government in the National Capital Region.

LITIGATION SECTOR

Associate Deputy Minister - Douglas Rutherford, QC

REGIONAL OFFICES

HALIFAX General Counsel - Jim Bissell, OC

Sometimes referred to as the Atlantic Regional Office, this office, established in 1969, is responsible for the Department's legal work in Nova Scotia, New Brunswick, Newfoundland and Prince Edward Island. Much of the legal work undertaken beyond the Halifax/Dartmouth area necessarily involves agents.

TORONTO Senior General Counsel - Ted Thompson

Opened in 1966 in response to the pressure of litigation in this area, the Toronto office provides a full range of services in the Golden Horseshoe around western Lake Ontario. It also instructs agents throughout central and southwestern Ontario.

WINNIPEG General Counsel - David Frayer, QC

This regional office has, since its inception in 1968, provided for the government's legal needs in Manitoba with its full-time staff. Moreover, the office provides legal services and instructs agents in the large districts of Ontario, west and north of Thunder Bay.

SASKATOON General Counsel - Pat MacLean, QC

Established in 1974, this office conducts federal litigation and provides legal advisory services throughout Saskatchewan. The significant federal presence in Regina requires staff counsel to travel frequently between the two major provincial centres.

EDMONTON General Counsel - David Gates

This office, opened in 1968, serves the whole of Alberta. Counsel are generally fully occupied by the demands for legal services in the Edmonton area, and rely on agents instructed in Calgary and other urban centres throughout the province.

Regional Offices (continued)

VANCOUVER Senior General Counsel - Gerald Donegan, QC

Established in 1967, this office on the West Coast provides a full range of legal services in the Vancouver and lower mainland area. For most of the Crown's litigation in the B.C. interior, agents are instructed by staff counsel. This office also provides civil litigation support in the Yukon Territory.

WHITEHORSE General Counsel - Tony Dohm

The emphasis in this office is on criminal litigation in that the Attorney General of Canada is also the Territorial Chief Crown Law Officer. Staff counsel appear in courts throughout the Territory. Civil litigation and advisory services are also provided to federal departments in the Yukon.

YELLOWKNIFE General Counsel - Don Avison

This office was established in 1965 when Orval Troy (later the first resident territorial judge in the Baffin region) was sent to Yellowknife as full-time counsel for the Attorney General of Canada. Staff counsel travel throughout the N.W.T. as prosecutors with circuit courts. Civil litigation and advisory services are also provided to federal offices in the Territories, primarily in Yellowknife.

IQALUIT Counsel - Pierre Rousseau

This district office was established in 1988 as part of the Yellow-knife regional operation in order to provide full-time prosecution support for the circuit court in the Baffin region.

Regional Offices (continued)

CIVIL LAW SECTOR Assistant Deputy Minister - Anne-Marie Trahan, QC

MONTREAL REGIONAL OFFICE Senior General Counsel - Jacques Letellier, QC

This regional office covers all judicial districts under the Court of Appeal in Montreal. Counsel here are responsible for criminal prosecutions and act in civil proceedings in which the Crown is a party. In addition, this office represents the Minister of National Revenue in Quebec tax matters, and provides legal advice and consultation to federal departments and agencies in Quebec.

Public Law Sector

DEPUTY MINISTER PUBLIC LAW SECTOR CONSTITUTIONAL AND INTERNATIONAL LAW SECTION ADVISORY AND ADMINISTRATIVE LAW SECTION ADMINISTRATIVE LAW REFORM UNIT PRIVY COUNCIL OFFICE (JUSTICE) HUMAN RIGHTS LAW SECTION NATIVE LAW SECTION FEDERAL-PROVINCIAL RELATIONS OFFICE SECTION JUDICIAL AFFAIRS UNIT

Public Law Sector

The Public Law Sector gives advice on legal and policy issues in the public law field in areas such as constitutional, international, native, human rights, and administrative law. This sector also advises on matters related to the judiciary and official languages. In addition, proposed regulations are examined here to ensure they comply with the *Statutory Instruments Act*.

PUBLIC LAW SECTOR Associate Deputy Minister - Mary Dawson, QC

CONSTITUTIONAL AND INTERNATIONAL LAW SECTION General Counsel - Christiane Verdon, QC

- Advises Department and government on law and policy affecting issues of constitutional and international law
- · Assists in the negotiation of federal-provincial accords
- Develops and co-ordinates the implementation of instruments in private international law
- · Involved in constitutional and international litigation
- Represents Canada in various international law organizations

ADVISORY AND ADMINISTRATIVE LAW SECTION Senior General Counsel - Henry Molot, QC

- · Develops proposals for administrative law reform
- Assists the Department in tasks such as amending the Federal Court Act
- Provides legal and policy advice on legislative and other proposals to departments and agencies

ADMINISTRATIVE LAW REFORM UNIT General Counsel - Paul Lordon, QC

 Working in close co-operation with the Advisory and Administrative Law Section, the Administrative Law Reform Unit is responsible for the development and co-ordination of administrative law reform initiatives within the Department

PUBLIC LAW SECTOR (continued)

PRIVY COUNCIL OFFICE (JUSTICE) Senior General Counsel - Ginette Williams

- Examines all proposed regulations to ensure that they fall within their legislative authority, are drafted in accordance with established standards, and do not contravene the Canadian Charter of Rights and Freedoms, the Canadian Bill of Rights or the International Convention on Human Rights
- Examines all statutory instruments to be published in Part II of the Canada Gazette
- · Serves as legal advisor to the Privy Council Office
- Prepares proclamations, commissions and other instruments issued under the Great Seal, including those for the appointment of judges
- Provides legal and policy advice to the Office of Privatization and Regulatory Affairs
- Provides legal advice to the Economic Council of Canada
- Certifies regulations that have been registered but not previously examined for consistency with the Bill of Rights and the Charter

HUMAN RIGHTS LAW SECTION Senior General Counsel - Martin Low, QC

- Provides advice on legal and policy issues concerning human rights, especially in relation to the Charter and the Canadian Human Rights Act
- Advises government on international human rights issues, and responds to international complaints against Canada

OFFICIAL LANGUAGES GROUP Counsel - Warren Newman

• Part of the Human Rights Law Section, this group is responsible for the development and co-ordination of legal advice and policy on the official languages provisions of the Charter and the *Official Languages* Act, as well as the government's position in litigation under the Charter or the Act

PUBLIC LAW SECTOR (continued)

NATIVE LAW SECTION General Counsel - Martin Freeman

- Provides legal and policy advice on native matters, especially on the development of aboriginal self-government and on native litigation issues
- Advises on constitutional and international issues affecting natives
- Carries out legal and policy research on native issues

FEDERAL-PROVINCIAL RELATIONS OFFICE SECTION General Counsel - Fred Caron

- Provides legal and policy advice to Federal-Provincial Relations Office, primarily on constitutional and native affairs
- Involved in discussions of constitutional reform with provinces, constitutional discussions with aboriginal peoples, and tripartite discussions on Metis self-government

JUDICIAL AFFAIRS UNIT General Counsel - Paul Lordon, OC

• Responsible for administrative support and policy development with respect to federal aspects of the judiciary and the court system

Departmental Legal Services Sector

DEPUTY MINISTER DEPARTMENTAL LEGAL SERVICES, COMMERCIAL AND PROPERTY LAW COMMERCIAL AND PROPERTY LAW AND ADVISORY SERVICES GROUP DEPARTMENTAL LEGAL SERVICES UNITS DEPARTMENTAL LEGAL SERVICES AND INFORMATION LAW INFORMATION LAW AND PRIVACY SECTION DEPARTMENTAL LEGAL SERVICES UNITS DEPARTMENTAL LEGAL SERVICES, DEPARTMENT OF FINANCE DEPARTMENTAL LEGAL SERVICES UNITS

Legal Services Sector

The Legal Services Sector is divided into three parts, each giving specialized legal advice in one of the following areas of law: commercial and property, access to information and privacy, and finance. This sector also has functional responsibility for advisory services provided by the Department's Regional Offices. In addition, the Departmental Legal Services Units (DLSU's) provide a wide variety of in-house legal services to federal departments and agencies.

DEPARTMENTAL LEGAL SERVICES, COMMERCIAL AND PROPERTY LAW Senior Assistant Deputy Minister - Reg Evans, OC

- Responsible for the overall management, direction and coordination of the Legal Services Sector
- Acts as centre of expertise in Department in commercial and property law, providing functional direction on matters in this area
- Co-ordinates departmental responsibilities in environmental matters

COMMERCIAL AND PROPERTY LAW AND ADVISORY SERVICES GROUP

General Counsel, Commercial Law - (acting) Doug Sleeman General Counsel, Property Law - Tom Marsh

- Provides legal advisory services in commercial and property law
- Acts as a resource pool for commercial and property law for the Department

DEPARTMENTAL LEGAL SERVICES UNITS

ATLANTIC CANADA OPPORTUNITIES AGENCY Counsel - Thomas Khattar

CANADIAN COMMERCIAL CORPORATION General Counsel - Jean-Pierre Cloutier

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY General Counsel - Anthony Foster, QC

COMMERCIAL AND PROPERTY LAW AND ADVISORY SERVICES

Vancouver Regional Office General Counsel - Denis de Keruzec

ENERGY, MINES AND RESOURCES General Counsel - Peter Sorokan, QC

ENTERPRISE CAPE BRETON CORPORATION Counsel - Suzanne Belliveau

DEPARTMENTAL LEGAL SERVICES, COMMERCIAL AND PROPERTY LAW (continued)

Depai	tmental Legal Services Units (continued)
	ENVIRONMENT General Counsel - John Milligan
	EXTERNAL AFFAIRS Senior Counsel - Nora O'Brien
-	FORESTRY CANADA Counsel - Norman Bayne
	INDIAN AND NORTHERN AFFAIRS Senior General Counsel - Donna McGillis
	INDUSTRY, SCIENCE AND TECHNOLOGY General Counsel - Ellen Fry
	INTERNATIONAL TRADE Senior General Counsel - Morris Rosenberg
	NATIONAL CAPITAL COMMISSION Senior Counsel - Pierre Legault
	NATIONAL DEFENCE Senior Counsel - Jean-Paul Fortin
	NATIONAL RESEARCH COUNCIL Counsel - John Leman
	PATENTED MEDICINE PRICES REVIEW BOARD Senior Counsel - Bernie Shaffer
2	PRIVATIZATION OFFICE (Treasury Board) Counsel - Clare Scullion

DEPARTMENTAL LEGAL SERVICES, COMMERCIAL AND PROPERTY LAW (continued)

Departmental Legal Services Units (continued)

PUBLIC WORKS

General Counsel - Douglas Lewis

ROYAL CANADIAN MINT

Senior Counsel - Marguerite Nadeau

SUPPLY AND SERVICES

Senior General Counsel - Frank Brodie, QC

TRANSPORT

Senior General Counsel - Bob Green

VETERANS AFFAIRS

Senior Counsel - Gordon Davidson, QC

WESTERN DIVERSIFICATION OFFICE

Senior Counsel - Romanus J. Curran, QC

DEPARTMENTAL LEGAL SERVICES AND INFORMATION LAW Assistant Deputy Minister - Jean-Claude Demers, QC

· Has functional responsibility for information and privacy law

INFORMATION LAW AND PRIVACY SECTION Senior Counsel - Mark Zazulak

- Handles legal policy in areas of access to information and privacy
- Responsible for planning, developing and implementing legal policies in this area

DEPARTMENTAL LEGAL SERVICES UNITS

AGRICULTURE

General Counsel - Jacques Gauthier

ATOMIC ENERGY CONTROL BOARD

General Counsel - Paul Barker

CANADIAN DAIRY COMMISSION

Counsel - Richard King

CANADIAN SECURITY INTELLIGENCE SERVICE

General Counsel - Paul Kennedy

COMMUNICATIONS

Senior Counsel - Philip Palmer

COMMUNICATIONS SECURITY ESTABLISHMENT

(National Defence)

Senior Counsel - François Côté

CONSUMER AND CORPORATE AFFAIRS

Senior General Counsel - Michael Dambrot, QC

DEPARTMENTAL LEGAL SERVICES AND INFORMATION LAW (continued)

	ECTIONAL SER Counsel - Ted Tax	RVICE OF CANADA
	OYMENT AND I Counsel - Warrer	IMMIGRATION COM n Black, QC
	RIES AND OCE Counsel - Kathie M	
	TH AND WELFA General Counsel -	ARE Shirley Tucker-Parks, Q
LABO Senior	U R Counsel - Pierre H	lamel
	ONAL PAROLE I Counsel - Lloyd Y	
	C SERVICE CO Counsel - Mary Ai	
REVE! Genera	NUE CANADA (l Counsel - Beverl	Customs and Excise) y Wilton
	NUE CANADA (* General Counsel -	
866494486688686866668	L CANADIAN N l Counsel - Clare I	MOUNTED POLICE Beckton
	ETARY OF STA l Counsel - Alain I	
SOLIC Senior	CITOR GENERA General Counsel -	L Daniel A. Bellemare

DEPARTMENTAL LEGAL SERVICES, DEPARTMENT OF FINANCE Assistant Deputy Minister - Hy Calof, QC

- Chief counsel to:
 - · Department of Finance
 - Office of Inspector General of Banks
 - Department of Insurance

DEPARTMENTAL LEGAL SERVICES UNITS

FINANCE (General) Senior Counsel - Jean-Marc Raymond

FINANCE (Tax) Senior General Counsel - Mark Jewett

FINANCIAL INSTITUTIONS
General Counsel - William Sommerville, QC

VIII-1

Policy, Programs and Research Sector

DEPUTY MINISTER

POLICY, PROGRAMS AND RESEARCH SECTOR

CRIMINAL AND FAMILY LAW POLICY DIRECTORATE

CRIMINAL LAW REVIEW PROJECT

COMPLIANCE AND REGULATORY REMEDIES PROJECT

PROGRAMS AND POLICY DIRECTORATE

RESEARCH AND DEVELOPMENT DIRECTORATE

Policy, Programs and Research Sector

This sector plans, develops and implements government policy and research pertaining to justice. It also administers the Department's grants and contributions programs.

POLICY, PROGRAMS AND RESEARCH SECTOR Assistant Deputy Minister - Daniel Préfontaine, QC

CRIMINAL AND FAMILY LAW POLICY DIRECTORATE Senior General Counsel - Richard Mosley

CRIMINAL LAW POLICY SECTION General Counsel (acting) - Don K. Piragoff

- Develops and implements policies related to the *Criminal Code* and other federal statutes involving criminal law
- · Provides advice on criminal law issues

FAMILY LAW POLICY SECTION Senior Counsel - Glenn Rivard

- Develops and implements policies related to the Divorce Act and other federal statutes concerning family law
- Provides advice on matters related to family law

CRIMINAL LAW REVIEW PROJECT Senior General Counsel - Ed Tollefson, QC

- · Conducts fundamental review of criminal law
- Examines all proposals of the Law Reform Commission related to criminal law, evidence, and the protection of life; and makes recommendations on their implementation

COMPLIANCE AND REGULATORY REMEDIES PROJECT General Counsel - Lyle Fairbairn

- · Concerned with:
 - improving approaches to implementation of regulatory legislation
 - decriminalization of regulatory offenses
 - · application of Citizen's Code of Regulatory Fairness
 - · consequential amendments in administrative law reform area

POLICY, PROGRAMS AND RESEARCH SECTOR (continued)

PROGRAMS AND POLICY DIRECTORATE Director General (acting) - Tom Sterritt

POLICY DEVELOPMENT SECTION Director (acting) - Louise Paquin

 Develops policies to address issues involving the interaction of the administration of criminal justice and the priorities of social policy

THE PROGRAMS (ACCESS TO JUSTICE) SECTION Director (acting) - Susan Campbell

• Responsible for programs to promote public access to, and informed participation in, the justice process: e.g., legal aid, native courtworkers, victims of crime, and public legal education and information

THE PROGRAMS (YOUNG OFFENDERS) SECTION Director - Andrew Lumsden

 Responsible for Young Offenders Cost-Sharing Agreements and other programs

LAW INFORMATION SECTION Director - Vicki Schmolka

• Develops law information initiatives and public legal information components of communication plans for law reforms and other justice policy initiatives

 Responsible for long-range planning and development of legal information policies, strategies and packages

POLICY, PROGRAMS AND RESEARCH SECTOR (continued)

RESEARCH AND DEVELOPMENT DIRECTORATE Director General (acting) - James Moore

RESEARCH SECTION Director - Dorothy Hepworth

• Conducts research in support of policy development and implementation, demonstration-type research, e.g., socio-legal research and impact assessements

 Conducts empirical research and impact assessments in support of departmental cost-sharing programs

PROJECT DEVELOPMENT AND DISCRETIONARY FUNDS SECTION Director - Michel Vallée

• Manages program and project development activities to promote and implement reforms of justice system

 Administers contribution funds in justice areas such as criminal, family, civil and administrative law reform, legal aid, access to legal information, child sexual abuse, victims of crime, family violence, impaired driving, natives, and young offenders program development

THE SYSTEMS DEVELOPMENT AND STATISTICS SECTION Director - Aaron Caplan

- · Provides advice on and services in:
 - funding and technical assistance to support provincial information systems development

· providing statistics to support information needs

• statistics consultation, including liaison with Statistics Canada

 Administers program funds in Young Offenders Systems Development and Family Provisions Enforcement Assistance

Corporate Management Sector

DEPUTY MINISTER

CORPORATE MANAGEMENT SECTOR

COMMUNICATIONS AND PUBLIC AFFAIRS DIRECTORATE

HUMAN RESOURCES DIRECTORATE

CORPORATE MANAGEMENT POLICY, SYSTEMS AND SERVICES DIRECTORATE

CORPORATE SERVICES DIRECTORATE

BUREAU OF REVIEW

ADMINISTRATIVE POLICIES AND SERVICES DIRECTORATE

SECURITY SERVICES

CO-ORDINATION UNIT FOR INTERNATIONAL PROJECTS

Corporate Management Sector

The Corporate Management Sector supports the Department by providing administrative and management support services. This sector is involved in developing policy, coordinating programs and activities, and assisting in the management of resources in the Department. The Sector also provides legal, policy and support services to the Minister, Deputy Minister and departmental officials. Moreover, the Sector ensures that the Department's administrative policies and management practices are in keeping with government policy and central agency directives. Substantive legal work in specialized areas is also carried out in this sector.

CORPORATE MANAGEMENT SECTOR Assistant Deputy Minister - Normand LaBarre

COMMUNICATIONS AND PUBLIC AFFAIRS DIRECTORATE Director General (acting) - Dawn Nicholson-O'Brien

PLANNING, ADVICE AND PROGRAM COMMUNICATIONS DIVISION Director (acting) - Courtney Garneau

- Provides communications advice to the Minister and Branches
- · Manages communications planning, research and evaluation
- Prepares communications plans and programs for Cabinet submissions, strategies for special initiatives and operational plans
- Develops environmental analyses
- · Liaises with central agencies and other departments

OPERATIONS AND MINISTERIAL SERVICES DIVISION Director - Wendy Sailman

- Manages communication with media and general public
- Manages special events, audio-visuals, films and exhibits
- Provides daily press clipping services and monthly media analyses
- Manages public information and education programs and projects
- Provides direct support to the Minister's Office
- Manages the regional communications function

PUBLISHING AND CORPORATE COMMUNICATIONS DIVISION Director - Marie-Claire Wallace

- Manages publishing activities
- Publishes Inter Pares and companion vehicles
- Manages internal communications
- Responsible for corporate communications, including preparation of Annual Report

HUMAN RESOURCES DIRECTORATE Director General - Sandra Stoddart

COMPENSATION AND STAFF RELATIONS SECTION Director (acting) - Lucie Savage

- Provides services and advice on staff relations, compensation, and pay and benefits
- Manages programs in staff relations, employee assistance, and occupational safety and health
- Assists in handling of grievances, discipline, and separation cases, as well as the interpretation of legislation, regulations, policies, procedures, and collective agreements

ORGANIZATION AND CLASSIFICATION SECTION Chief - Linda Dabros

- · Administers classification system
- Evaluates and classifies positions
- Advises managers and employees
- · Liaises with Treasury Board

PERSONNEL OPERATIONS Director - Marian Cumming

- · Provides centralized staffing services
- Advises and assists in hiring, transfer, promotion, probation, acting assignments, articling programs, summer employment, and special assignments
- Maintains an inventory of lawyers seeking government positions
- Formulates policy and procedures relating to staffing
- Helps other organizations to hire legal officers and determine their salary upon appointment

Human Resources Directorate (continued)

HUMAN RESOURCES PLANNING, AND TRAINING AND DEVELOPMENT Director - Suzanne Rho

 Informs and helps managers with human resources planning, training and development, and employment equity

 Co-ordinates and administers programs such as career planning and counselling; Performance Review and Employee Appraisal; and employee development through transfers, secondments and special programs

 Involved in the preparation of the Multi-Year Human Resources Plan and other reports on the use of human resources

• Develops and implements the Department's Employment Equity plan, and administers special programs

 Administers and advises managers on training and development policies and programs

Administers the Personnel Management Information System (PMIS)

OFFICIAL LANGUAGES PROGRAM Director - Alexandre Taschereau

- Develops and implements the Official Languages Plan
- Determines the linguistic profile of positions
 Administrate language training and testing
- Administers language training and testing
- Provides information to Treasury Board
- · Co-ordinates translations

CORPORATE MANAGEMENT POLICY, SYSTEMS AND SERVICES DIRECTORATE Director General - Barbara Wynne-Edwards

FINANCIAL POLICY, SYSTEMS & ACCOUNTING SERVICES Senior Director - Denys Le Moullec

 Advises on the financial aspects of resource management and allocation; planning, programming and budgeting activities; and financial policy implications of project and program proposals

 Consolidates financial information for Multi-Year Operational Plan; prepares Main and Supplementary Estimates; allocates and controls

budgets

 Responsible for developing and implementing financial policy and systems, accounting for and controlling financial resources, administering cost-recovery operations and providing financial advisory services

CORPORATE PLANNING Director - Frances Taylor

 Develops and implements planning processes related to strategic planning, budgeting and operational planning

Assists in preparation and oversees development of corporate planning documents such as Mission and Mandate, Environmental Assessment, Strategic Plan, Operational Plan Framework, Program Expenditure Plan, Multi-Year Human Resources Plan

INFORMATICS AND TELECOMMUNICATIONS Director - Walter Cholowski

- Plans, organizes, implements and maintains approved projects to support user information requirements and computer automation
- Advises on appropriate use of technology and systems development
 Trains and supports users of information systems and computers

• Provides and supports telecommunication services

STRATEGIC RESOURCING Director - Elaine Jackson

- Develops Strategic Resourcing Plans which incorporate the Budgetary Planning Process
- Co-ordinates the preparation of the Multi-Year Operational Plan
- Analyses and provides advice on departmental resourcing issues

Develops resourcing alternatives

· Liaises with central agencies and client departments on resourcing issues

CORPORATE SERVICES DIRECTORATE General Counsel - David Stephens

EXECUTIVE SERVICES SECRETARIAT Director General - Guy Mc Kenzie

- Prepares and distributes information such as briefing notes for the Deputy Minister and Minister in relation to Cabinet and Cabinet Committee meetings
- Provides services in the preparation of Cabinet submissions
- Liaises with Privy Council Office and other departments on scheduling of items at meetings of Cabinet and Cabinet Committees
- Prepares and co-ordinates the preparation of materials required by the Minister for meetings, conferences, and other events
- Co-ordinates support services and policy advice for the Minister relating to Parliamentary activities such as Question Period and Parliamentary Committees
- Prepares and co-ordinates speeches for the Minister and Deputy Minister
- Processes correspondence addressed to Minister (from registration to final presentation for signature)
- Arranges for and edits draft responses
- Prepares responses on topical issues

ACCESS TO INFORMATION AND PRIVACY OFFICE Counsel - Hélène Goulet

- Processes requests under Access to Information Act and Privacy Act
- Monitors compliance with these acts and maintains related records

DEPARTMENTAL LIBRARY Director - Mireille McCullough

 Provides comprehensive library services including legal research, on-line information systems, and access to legal opinions and precedents

Corporate Services (continued)

EXTERNAL LIAISON Chief - Serge Lortie

• Co-ordinates and directs interactions with national and international organizations in the justice area

FEDERAL-PROVINCIAL RELATIONS UNIT Chief - Sheila Arthurs

• Develops and implements policies and procedures related to federal-provincial relations

 Plans, co-ordinates and oversees interactions with provincial and territorial officials, including meetings of Ministers, Deputy Ministers and senior officials

DEPARTMENTAL SECRETARIAT Corporate Secretary - David Stephens

• Co-ordinates the activities of Executive Committee and Management Committee, as well as the activities of other departmental committees

BUREAU OF REVIEW Director General - Robert Wilson

PROGRAMME EVALUATION Director - Catherine Bragg

 Evaluates departmental services and initiatives, departmental programs which provide grants and contributions, new legislation and amendments to existing legislation

 Undertakes review studies of matters referred to the Bureau by managers

INTERNAL AUDIT Director - Steve Samuels

- Examines departmental operations by assessing and expressing opinions on:
 - adequacy of systems, procedures, processes and controls
 - reliability of information on which decisions are made
 - extent of protection afforded public funds and assets
 - extent of compliance with legislative, central agency and departmental objectives

CONTRIBUTION AUDIT Director - (Vacant)

 Undertakes, in conformity with departmental policy and plans, audits of contributions provided by the Department to recipients

ADMINISTRATIVE POLICIES AND SERVICES DIRECTORATE Executive Director - Marc Gervais

ADMINISTRATIVE SERVICES DIRECTORATE Director - Sandi Link

• Provides a range of administrative support services in the areas of contracting, material, records, mail, forms design, and accommodation

LEGAL CONTRACTS SUPPORT UNIT Manager - Martine Krzan

- In consultation with legal officers, addresses policy and procedural issues relating to contracting of legal services
- Obtains ministerial approval for appointment of Crown agents
- Provides comprehensive information on activities of Crown agents
- Taxes all criminal prosecutions accounts

FAMILY LAW ASSISTANCE SYSTEMS SECTION Director - Ken Duford

• Implements administrative services required to trace information and enforce the FOAEA Act

CENTRAL REGISTRY OF DIVORCE PROCEEDINGS Registrar - Connie Perrin

- Resolves jurisdictional issues posed under the Divorce
 Act
- Receives, processes and communicates data relating to Registration of Divorce applications

SECURITY SERVICES Director - Philippe Aubry

- Implements corporate security program (including physical, personnel and information security, and security awareness) in compliance with security policies and standards of government
- Represents Department on interdepartmental committees for national emergency preparedness

CO-ORDINATION UNIT FOR INTERNATIONAL PROJECTS Co-ordinator - Marcel Laniel

- Responsible for co-ordinating the Canadian participation in two international events:
 - the 8th United Nations Congress for the Prevention of Crime and the Treatment of Offenders to be held in Havana, Cuba; August 27 - September 7, 1990;
 - the Meeting of the Ministers of Justice of the Council of Europe to be held in Ottawa in June 1991

Statute Revision Commission

MINISTER

STATUTE REVISION COMMISSION Chairperson - Mary Dawson, QC

Revises and consolidates the Statutes of Canada for publication
Maintains data bases for all federal statutes and regulations of general public interest

Departmental Committees

Departmental Committees ensure that the combined expertise of members of the Department is used to co-ordinate the Department's resources and activities. These committees represent important elements in the management and communications of the Department and, as such, promote co-operation and consultation.

The Directory of Departmental Committees, which provides an overview of the Department's committee structure, can be obtained from the Corporate Management Sector, Corporate Services Directorate, Headquarters.

EXECUTIVE COMMITTEE Chairperson - John C. Tait, OC

• Provides, as the Department's senior management committee, a forum for discussion and direction on policies, administrative issues and management

 Advises Deputy Minister on Department's priorities, operational plans and strategic issues

HUMAN RESOURCES COMMITTEE Chairperson - John C. Tait, QC

 The Human Resources Committee is responsible for considering and approving all departmental policies and procedures relating to human resource management, including classification and staffing, appointments and promotions, training and development, compensation, and resource requirements

DEPUTY MINISTER'S ADVISORY COMMITTEE Chairperson - John C. Tait, QC

 Advises Deputy Minister on specific policy, operational and substantive legal matters

PERSONNEL MANAGEMENT COMMITTEE Chairperson - John C. Tait, QC

- · Addresses personnel issues, e.g., redeployment and appointment of legal officers
- Oversees application of personnel policies

MANAGEMENT COMMITTEE Chairperson - John C. Tait, QC

Includes all senior and middle managers

 Meets periodically to discuss current management issues, policies, practices and legal matters with broad implications throughout Department

CHARTER COMMITTEE Chairperson - John C. Tait, QC

- * Oversees the conduct of litigation and other matters concerning the Charter
- Advises on interventions by the Attorney General
- Makes policy recommendations to the Minister

LITIGATION COMMITTEE Chairperson - Douglas Rutherford, QC

Supervises litigation work

Advises Deputy Minister on litigation and prosecution matters

LEGAL OFFICERS ADVISORY COMMITTEE

Chairperson - Douglas Rutherford, QC

EVALUATION AND AUDIT COMMITTEE

Chairperson - Reg Evans, QC

EMPLOYMENT EQUITY STEERING COMMITTEE

Chairperson - Mary Dawson, QC

ADVISORY COMMITTEE ON EQUAL OPPORTUNITIES FOR WOMEN

Chairperson - Barbara Wynne-Edwards

ADVISORY COMMITTEE ON DISABLED PERSONS

Chairperson - Clare Scullion

ADVISORY COMMITTEE ON ABORIGINAL PEOPLE

Chairperson - Paul Lordon, QC

ADVISORY COMMITTEE ON INTERNAL COMMUNICATIONS

Chairperson - Dawn Nicholson-O'Brien

OFFICIAL LANGUAGES COMMITTEE

Chairperson - Peter Johnson, QC

INFORMATION POLICY AND SYSTEMS COMMITTEE

Chairperson - Reg Evans, QC

LA COMPENSATION COMMITTEE

Chairperson - Normand LaBarre

TRAINING AND DEVELOPMENT COMMITTEE

Chairperson - Denis Lefebvre, OC

RECRUITING AND ARTICLING STUDENT COMMITTEE

Chairperson - Eric Bowie, QC

ADMINISTRATIVE MANAGERS FORUM

Chairperson - Marc Gervais

LIBRARY SERVICES COMMITTEE

Chairperson - Henry Molot, QC

CONTRACT REVIEW COMMITTEE

Chairperson - Normand LaBarre

JOINT OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

Chairperson - Normand LaBarre

Appendix

Statutes for Which the Minister Is Responsible in Whole or in Part

Access to Information Act Annulment of Marriages (Ontario) Act

Anti-Inflation Act Bills of Lading Act

Canada Evidence Act

Canada Prize Act

Canada-United Kingdom Civil & Commercial Judgments Convention Act

Canadian Bill of Rights

Canadian Human Rights Act

Commercial Arbitration Act

Criminal Code

Crown Liability Act

Department of Justice Act

Divorce Act

Escheats Act

Extradition Act

Family Orders and Agreements Enforcement Assistance Act

Federal Court Act

Food and Drugs Act

Foreign Enlistment Act

Foreign Extraterritorial Measures Act

Fugitive Offenders Act

Garnishment, Attachment and Pension Diversion Act

Identification of Criminals Act

Interpretation Act

Judges Act

Law Reform Commission Act

Marriage Act

Narcotic Control Act

Official Secrets Act

Permanent Court of International Justice Act

Postal Services Interruption Relief Act

Privacy Act

Revised Statutes of Canada, 1985 Act

State Immunity Act

Statute Revision Act

Statutory Instruments Act

Supreme Court Act

Tax Court of Canada Act

Tobacco Restraint Act

United Nations Foreign Arbitral Awards Convention Act

War Measures Act

Young Offenders Act