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DEPARTMENT
OF INDUSTRY
OTTAWA
CANADA

**FEDERAL
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FEDERAL SERVICES FOR BUSINESS

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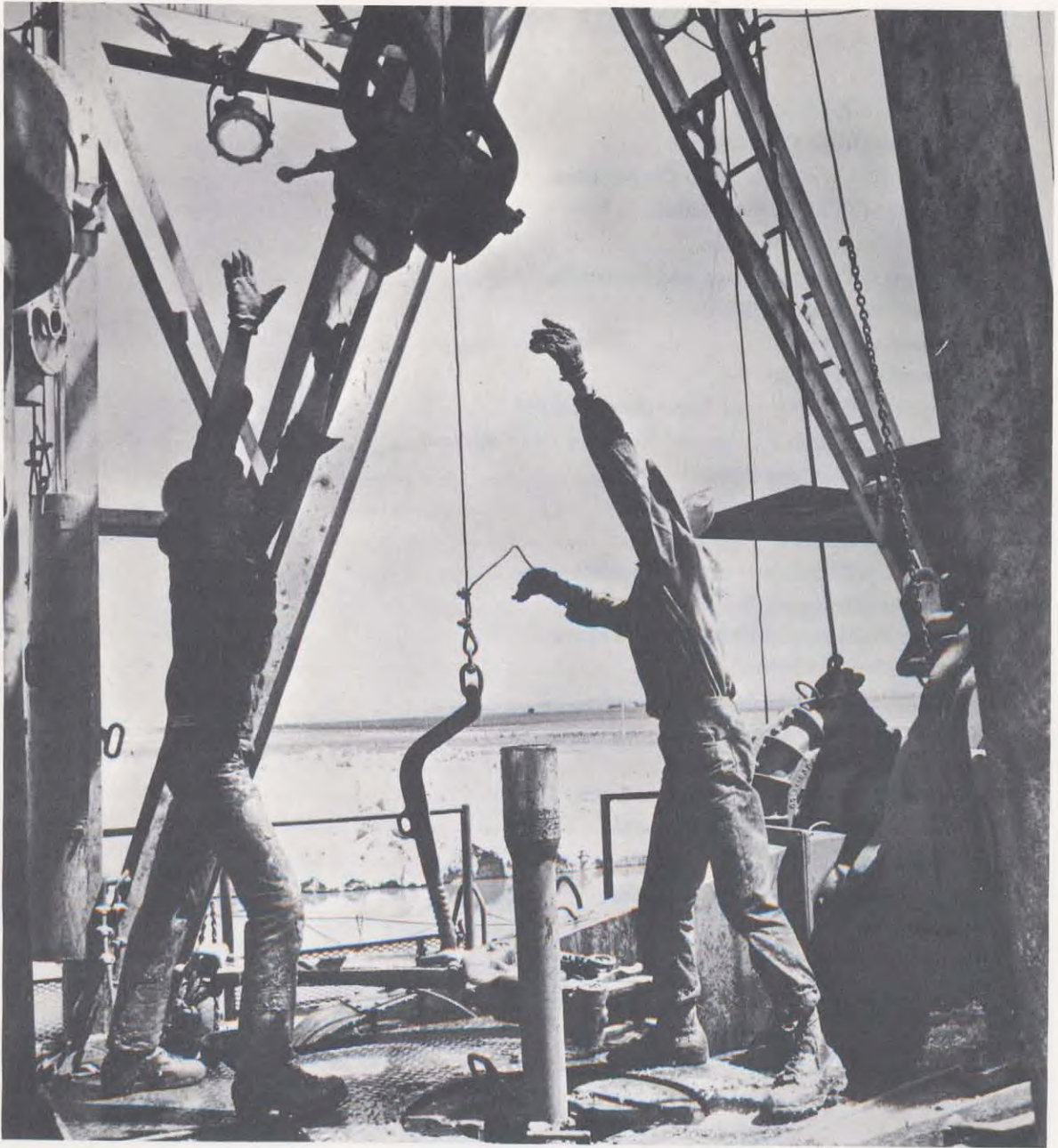
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INFORMATION DIVISION • DEPARTMENT OF INDUSTRY
OTTAWA, CANADA

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Greater productivity depends on more drilling capacity in the dynamic petroleum industry.

FOREWORD

This publication, a revised and updated version of the original *Federal Services for Business*, published in 1962, outlines a wide range of services and information available from 25 government departments and agencies. The principal objective of the booklet is to help Canadian business make maximum use of the assistance that can be obtained from Federal Government sources.

The revision of this publication has been made necessary by the various changes in legislation and government operation in the past few years and the creation of new government departments.

The need for this publication has been demonstrated by the numerous requests for information received by the government, par-

ticularly inquiries which cut across several fields of activity. It will enable those interested in Federal services for business to obtain information on a wide range of subjects with a minimum of time and effort. The booklet will also assist Federal departments and agencies in providing comprehensive information to businessmen and others interested in business matters.

This booklet was prepared by the Information Division of the Department of Industry in co-operation with the departments and agencies whose services it describes.

Comprehensive descriptions of the organization and activities of these departments and agencies may be found in the *Canada Year Book*.



DEPARTMENT OF AGRICULTURE

The Department of Agriculture is engaged in a wide range of activities relating to all aspects of the agricultural industry in Canada. These activities include: continuing research into the physical and economic problems of agriculture; grading and inspection of farm products; prevention and control of diseases and pests of crops and livestock; conservation of soil and water resources; provision of farm credit; assistance in crop insurance; administration of price support programs to alleviate the effects of market fluctuations; and administration of ad hoc emergency agricultural assistance programs.

The Department is composed of: Administration Branch; Production and Marketing Branch; Research Branch; Health of Animals Branch; Economics Branch; and special act administrations, including: Crop Insurance; the Agricultural Stabilization Board; Agricultural Products Board; the Prairie Farm Rehabilitation Administration; and the Prairie Farm Assistance Administration. The Minister of Agriculture also reports to Parliament on the Farm Credit and Farm Machinery Syndicates Credit Acts which are administered by the Farm Credit Corporation, a Crown corporation. The minister also reports to Parliament for the Board of Grain Commissioners.

INQUIRIES

Requests for publications of the Department of Agriculture and for general information on agricultural subjects should be addressed to:

INFORMATION DIVISION,
CANADA DEPARTMENT OF AGRICULTURE,
OTTAWA, CANADA.

Specific inquiries may be directed as follows:

ECONOMIC INFORMATION —

The Director-General,
Economics Branch,
Canada Department of Agriculture,
Ottawa, Canada.

ANIMALS DISEASE CONTROL AND MEAT INSPECTION —

The Veterinary Director-General,
Health of Animals Branch,
Canada Department of Agriculture,
Ottawa, Canada.

LEGISLATION AND POLICIES IN AGRICULTURAL PRODUCTION, MARKETING AND PLANT DISEASE CONTROL —

The Director-General,
Production and Marketing Branch,
Canada Department of Agriculture,
Ottawa, Canada.

BASIC AND APPLIED RESEARCH —

Scientific Information Section,
Research Branch,
Canada Department of Agriculture,
Ottawa, Canada.

GRAIN INSPECTION AND GRADING —

Board of Grain Commissioners for Canada,
Winnipeg, Man.

WATER RESOURCES DEVELOPMENT ON PRAIRIES —

The Director,
Prairie Farm Rehabilitation Administration,
Motherwell Building,
Regina, Sask.

PRAIRIE FARM ASSISTANCE —

The Director,
Prairie Farm Assistance Administration,
Motherwell Building,
Regina, Sask.

CROP INSURANCE —

Crop Insurance Director,
Canada Department of Agriculture,
Ottawa, Canada.

PRICE SUPPORT PROGRAMS —

The Chairman,
Agricultural Stabilization Board,
Canada Department of Agriculture,
Ottawa, Canada.

PRICE SUPPORT COMMODITY OPERATIONS —

The Chairman,
Agricultural Products Board,
Canada Department of Agriculture,
Ottawa, Canada.

BORROWING FOR FARM IMPROVEMENT AND FOR JOINT USE OF FARM EQUIPMENT —

The Director,
Farm Credit Corporation,
Kent-Albert Building,
Ottawa, Canada.

SERVICES IN THE CANADA DEPARTMENT OF AGRICULTURE

ECONOMICS BRANCH

The Economics Branch prepares forecasts for public information of farm prices and market outlook and of consumer food prices. Its research covers all economic aspects of agriculture.

HEALTH OF ANIMALS BRANCH

The Health of Animals Branch administers the Animals Contagious Diseases Act, the Meat Inspection Act and the Humane Slaughter of Food Animals Act; operates laboratories for animal disease research, investigation and diagnosis; and provides veterinary services for livestock exports.

PRODUCTION AND MARKETING BRANCH

The Production and Marketing Branch is mainly concerned with administration and regulations pertaining to legislation and policies of production, marketing, and plant disease control, and it assists businessmen affected

by such legislation. Branch Divisions and their responsibilities are as follows:

GENERAL SERVICE DIVISION units inspect fresh and processed fruit, vegetables, honey, maple products, eggs, poultry and dairy products at retail level to ensure conformity with prescribed standards and regulations; cargoes are inspected at main Canadian ports to check the handling of Canadian produce moving to export markets; inspection is provided at British ports and markets to check the condition on arrival and the handling of Canadian goods.

CONSUMER SECTION interprets agricultural product standards to consumers and assists in developing the consumer market for Canada's agricultural food products.

MARKETS INFORMATION SECTION compiles, publishes, and distributes to producers and marketing organizations information concerning livestock, meats, wool, fruit and vegetables, dairy products, poultry and eggs.

DAIRY PRODUCTS DIVISION enforces requirements of the Canada Dairy Products Act and Regulations dealing with manufacture, sale and grading of dairy products; keeps in touch with developments of the dairy industry throughout the world.

FRUIT AND VEGETABLE DIVISION is mainly concerned with inspection of fresh and processed fruits and vegetables, honey and maple products; assisting growers and growers' associations and distributors in finding new markets and advising as to market conditions.

LIVESTOCK DIVISION is responsible for activities under particular acts pertaining to grading of meat carcasses, wool and export bacon; grading and promotion of ranch-produced furs; bonding of commission men and dealers on stockyards; administration of the Grants to Fairs regulations; supervision of racetrack betting in Canada.

PLANT PRODUCTS DIVISION functions include administering acts and regulations respecting seeds, feeding stuffs, fertilizers, pest control products, flue-cured tobacco; hay and straw, flax fibre and binder twine, and financial assistance for agricultural lime used on farms. Seeds, feeds, fertilizers and pest control products must be sold under prescribed standards or grades or specific chemical or potency guarantees. Registration with the Department must precede sales, except in the case of seeds.

PLANT PROTECTION DIVISION is responsible for enforcement of regulations under the Destructive Insect and Pest Act in respect to import and export shipments of plants and plant products; certification of all seed potatoes and of flower bulbs produced in British Columbia; inspection of ocean vessels at seaboard and other ports prior to the loading of cargoes of grain and cereal products for export.

POULTRY DIVISION work covers the National Poultry Breeding Program, administration of regulations relating to poultry products and various activities pertaining to the merchandising of these products.

AGRICULTURAL RESEARCH

The Research Branch implements a broad program of basic and applied research. It has nine Research Institutes, seven of them in Ottawa; three Research Services; 14 Regional Research Stations; 26 Experimental Farms; one laboratory and seven substations.

The Institutes are organized on a scientific rather than a problem basis and are engaged primarily on basic research of wide application. Work performed by these Institutes of immediate interest to businessmen includes identification of plants, insects and pathogens; fruit and vegetable processing; processing of dairy products; apiculture; studies on chemicals used or intended for use in agriculture for

insect, disease or weed control; research into improved methods of processing and packaging foods.

The organization and work of establishments other than Research Institutes is related to the primary agricultural problems in Canada's various agricultural regions.

AGRICULTURAL STABILIZATION BOARD

The Board administers the Agricultural Stabilization Act to help farmers obtain a fair share of the national income. It takes action to stabilize the prices of farm products, when so authorized, by one of three ways: buying the product, granting a deficiency payment, or making a fixed payment to the producer.

AGRICULTURAL PRODUCTS BOARD

The Board administers food contracts and is authorized to buy, sell and import agricultural products.

CROP INSURANCE

The Crop Insurance Act enables the Federal Government to assist provincial schemes for insuring the crops of farmers in their jurisdiction.

PRAIRIE FARM REHABILITATION ADMINISTRATION

The PFRA, from headquarters in Regina, assists farmers in the agricultural areas of the Prairie Provinces in rehabilitation, land use adjustment and resettlement, and is most active in the development of water resources and the creation and operation of community pastures.

PRAIRIE FARM ASSISTANCE ADMINISTRATION

The PFAA assists farmers in the spring wheat area to continue farm operations after crop failures.



Federal research makes an important contribution to flourishing Canadian grain exports.

BOARD OF GRAIN COMMISSIONERS

Under the Canada Grain Act, the Board certifies shipments of western grains, issues negotiable warehouse grain receipts, inspects and grades grains, licenses elevators and operators in the grain trade and similar duties in connection with western grains.

FARM CREDIT CORPORATION

The Farm Credit Corporation, with offices throughout Canada, administers the Farm Credit Act by making long term mortgage loans to assist competent farmers to establish profitable family farms. The Corporation also administers the Farm Machinery and Syndicates Credit Act which authorizes loans to farmers who form syndicates of three or more members for the purpose of joint purchase and use of farm machinery.

SELECTED LIST OF DEPARTMENTAL PUBLICATIONS

The following publications are available without cost from or through:

INFORMATION DIVISION,
CANADA DEPARTMENT OF AGRICULTURE,
OTTAWA, CANADA.

GENERAL

Organization of the Canada Department of Agriculture
Guide to Federal Agricultural Services
List of Publications of the Department of Agriculture — *Annual*
List of Published Material of Economics Branch
Starting Farming in Canada
Farming in Canada
Canada Agriculture — *Quarterly*
Canadian Farm Economics — *Bi-monthly*
This Month with CDA

CO-OPERATIVES

Directory of Co-operative Associations in Canada
Co-operation in Canada — *Annual*
Credit Unions in Canada — *Annual*

FARM ORGANIZATIONS

Directory of Farmers' Organizations and Marketing Boards in Canada

DAIRY PRODUCTS

List of Cheese Factories and Creameries in Canada
Dairy Produce Market Report — *Weekly*

FRUITS AND VEGETABLES

Crop and Market Report for fruit, vegetables and honey — *Weekly*
Potato Market Service — *Daily*
Annual Unload Reports on Fruit and Vegetables for 12 principal cities in Canada

LIVESTOCK AND POULTRY

Hog Carcass Grading
Beef and Veal Grading
Lamb and Mutton Grading
Livestock Market and Meat Review — *Annual*
Origin of Livestock Marketed — *Monthly*
Canadian Standard Egg Grades (illustrated chart)
Standards of Quality for Dressed Poultry (folder)
Poultry Products Market Report — *Weekly*

TOBACCO

The Lighter — *Quarterly*

MARKETING BOARDS

Marketing Boards and Provincial Legislation, Canada

TRADE

Canada — Trade in Agricultural Products with the United Kingdom, the United States, and all countries — *Annual*

Exports, Imports and Domestic Disappearance of Agricultural Products as a Percentage of Production, Canada, since 1935
Canada Production, Trade and Prices for Principal Agricultural Products since 1925
Canada and the United States Tariffs on Selected Agricultural Products

TRANSPORTATION AND STORAGE

Directory of Cold Storage Warehouses in Canada

LEGISLATION

Copies of most of the Acts and Regulations administered by the Department below, are available.

Agricultural Products Board Act
Agricultural Products Co-operative Marketing Act
Agricultural Products Marketing Act
Agricultural Stabilization Act
Animal Contagious Diseases Act
Canada Agricultural Products Standards Act
Canada Dairy Products Act
Canada Grain Act
Cheese and Cheese Factory Improvement Act
Cold Storage Act
Crop Insurance Act
Department of Agriculture Act
Destructive Insect and Pest Act
Experimental Farm Stations Act
Feeds Act
Fertilizers Act

Fruit, Vegetables and Honey Act
Hay and Straw Inspection Act
Humane Slaughter of Food Animals Act
Inspection and Sale Act
Live Stock and Live Stock Products Act
Live Stock Pedigree Act
Maple Products Industry Act
Meat Inspection Act
Milk Test Act
Pest Control Products Act
Prairie Farm Assistance Act
Prairie Farm Rehabilitation Act
Seeds Act
Wheat Co-operative Marketing Act
Criminal Code, Sect. 178, Race Track Betting

Administered by the Farm Credit Corporation:

Farm Credit Act
Farm Machinery Syndicates Credit Act

REVIEWS OF LEGISLATION

Federal Agricultural Legislation in Canada
Chronology of Canadian Agricultural Policies
Provincial Agricultural Legislation in Western Canada
Provincial Agricultural Legislation in Quebec and Ontario
Provincial Agricultural Legislation in the Atlantic Provinces
Federal Agricultural Assistance Programs

CANADIAN MARITIME COMMISSION

The Canadian Maritime Commission is a permanent agency of the Government established to foster the maintenance and development of a Canadian merchant marine.

INQUIRIES

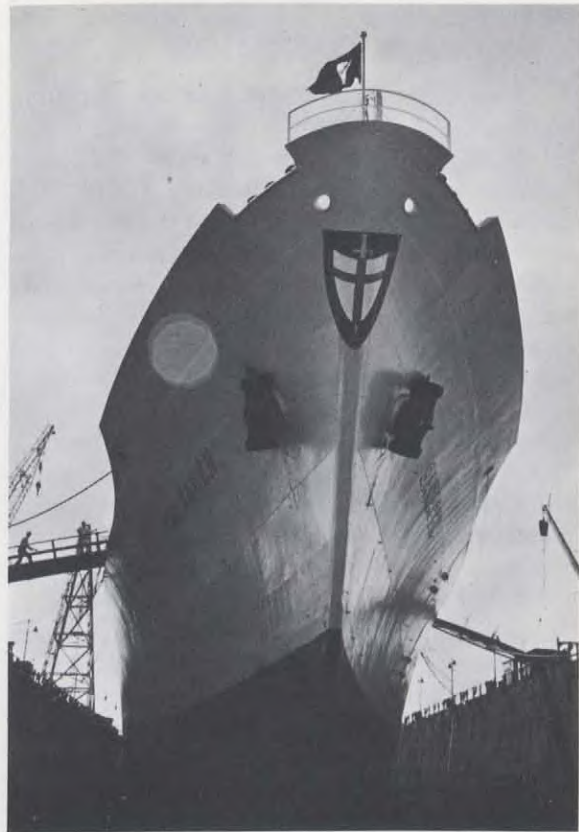
Inquiries may be directed to:
CANADIAN MARITIME COMMISSION,
OTTAWA, CANADA.

SHIPPING INDUSTRY

The Commission deals with a variety of matters connected with the shipping industry in Canada. Records are maintained with respect to the inland, coastal and seagoing fleets and with respect to the shipping services operating in domestic and overseas trades. Information on these subjects is made available to other Government departments and to the public at large as required.

COASTAL SUBSIDIES

The Commission administers operating subsidies voted by Parliament for the maintenance of various essential coastal shipping services which, in the main, provide regular water transport service to areas where otherwise the service would likely be sporadic or non-existent.



A British freighter is overhauled in a West Coast drydock.

CENTRAL MORTGAGE AND HOUSING CORPORATION

The major function of Central Mortgage and Housing Corporation, which was established as a Crown corporation in 1946, is to administer the National Housing Act of 1954, and earlier Housing Acts. Under the provisions of the National Housing Act of 1954, the Corporation is empowered to insure loans made by approved lenders for new residential construction and for existing housing in designated urban renewal areas. It also makes direct loans on its own account to borrowers unable to obtain insured loans from approved lenders. The Corporation also insures home improvement loans made by banks, and makes special direct loans for low-rental housing, university student residences and municipal sewage treatment projects.

An important phase of the Corporation's activities is its joint participation with provincial governments in the development of public housing projects for low-income families and individuals. A similar cost-sharing arrangement is also authorized for the assembly of land for residential purposes. As an alternative method of producing public housing, the NHA provides for high-ratio, direct loans for this purpose to provinces, municipalities and their agencies.

Broad forms of assistance are available under the NHA for urban renewal activities in Canada, including grants for renewal studies and the preparation of schemes, as well as contributions and loans for the actual implementation of renewal projects. Lands cleared under these arrangements are used for a variety of purposes including new industrial development.

CMHC makes grants for studies and research in housing and community planning,

offers university fellowships and other awards for work in residential architecture and community planning, and sponsors or undertakes research in other aspects of housing and living conditions in Canada. The Corporation is also empowered to purchase and sell insured mortgages, owns and manages rental projects and constructs dwellings on behalf of federal government departments and agencies.

INQUIRIES

Inquiries should be addressed to:
CENTRAL MORTGAGE AND HOUSING CORPORATION,
HEAD OFFICE,
OTTAWA, CANADA.

Regional offices are located in Halifax, Montreal, Toronto, Winnipeg and Vancouver. Local offices are established in cities and towns where the operation of the National Housing Act requires an administration centre.

SERVICES AND INFORMATION

Central Mortgage and Housing Corporation works in co-operation with consumers of housing, builders, developers, planners, landscapers, investors in rental housing, sponsors of low-rental housing, lending institutions, provincial and municipal governments, and members of the legal, architectural and engineering professions. CMHC also works with producers, manufacturers, suppliers, and distributors involved in the production and marketing of the great variety of materials, products, equipment and furnishings required for residential construction.

CMHC ACCEPTANCE AND STANDARD REQUIREMENTS

Since its inception, CMHC has promoted and assisted the development of standard specifications for building materials and methods. Wherever possible, Canadian standards

published by the Canadian Standards Association (CSA), the Canadian Government Specifications Board (CGSB) or the American Society for Testing Materials (ASTM) are used. The minimum requirements for plans, construction and materials for housing assisted under the National Housing Act are prescribed in the book "Residential Standards 1965", issued by the Associate Committee on the National Building Code, National Research Council. Although CMHC usually requires conformity to standard specifications, it is prepared to consider substitution of any building material or method where it can be demonstrated that the proposed substitute is at least equal to what is normally or conventionally used. Prefabricated and other non-traditional building systems are assessed on the basis of information supplied by the sponsor. In the absence of performance standards, experience with traditional building methods is used as a guide to establish anticipated performance.

In this field, CMHC provides a primary aid to the building industry through formal acceptance of building materials, systems and equipment for NHA-financed housing. Acceptance of materials pertaining to health or safety and those items which would be costly to replace if inadequate are listed in a manual entitled *Acceptable Building Materials, Systems and Equipment*. Copies are available at any CMHC office for public reference.

Requests for acceptance are initiated by sponsors, both producers and distributors, to the Supervisor, Building Materials Department, at CMHC's head office in Ottawa. Sponsors are expected to support requests with evidence of suitability and, where a standard specification exists, proof of compliance in the form of test reports from a recognized testing laboratory or agency is usually sufficient. Where no standard exists, CMHC requires complete descrip-

tions including field performance knowledge. CMHC has no laboratory facilities but consults either the Division of Building Research of National Research Council, the Forest Products Research Laboratory of the Department of Forestry and Rural Development, the Department of Public Works or the Mines and Geosciences Group of the Department of Energy, Mines and Resources, as required.

When materials, systems or equipment are accepted by CMHC, a letter of eligibility is sent to the proponent and items referred to above are listed in an amendment to the book, *Acceptable Building Materials, Systems and Equipment*. Acceptance by CMHC does not imply endorsement or recommendation nor does it imply that the item is the only type suitable for the purpose.

Hundreds of new items are accepted by CMHC each year. By being accepted, these new products and materials may be used readily in housing financed under NHA. CMHC's inspection forces across Canada need only check to see that the item is installed or used in accordance with the manufacturer's instructions, an essential part of CMHC acceptance unless specifically excepted. In many instances, items not meeting required standards on initial submission have been modified by the proponent, through technical assistance provided by CMHC, and thus made available to the house-building industry.

FINANCING

Under the terms of the National Housing Act, financing for new house construction is available to individuals, to co-operatives, to builders undertaking houses for sale and to investors in rental housing. Generally, these loans are made by approved lending institutions—life insurance companies, trust and loan companies and banks—and insured by

CMHC. The insurance fee, ranging from 1¾ to 2½ per cent of the amount of the loan, depending on whether the loan is advanced on completion of construction or in instalments as construction progresses, is payable by the borrower.

Loans are based on lending values established by CMHC for land and building, and may be as high as 95 per cent of lending value for homeowner housing and 85 per cent of lending value for rental housing, subject to maximum amounts prescribed by regulation. For both home ownership and rental houses the maximum is \$18,000 plus the insurance fee. For apartment buildings the maximum is \$12,000 per dwelling unit plus the insurance fee. Loans for existing housing in designated urban renewal areas may be up to 85 per cent of the lending value subject to a maximum of \$18,000 for a house and \$12,000 for each unit of an apartment multiple-family dwelling.

Applications for NHA insured loans are submitted to local offices or representatives of approved lenders. A list of lenders may be obtained from CMHC. Borrowers must satisfy lenders they are capable of carrying out proposed projects and have sufficient financial resources, when added to the mortgage funds, to ensure their completion.

DIRECT LOANS BY CMHC

If financing for homeowner housing is not available from approved lenders because of a lack of mortgage funds, CMHC may make direct loans. Builders applying to CMHC for financing are generally required to provide evidence that proposed houses have been pre-sold.

Direct loans for speculative rental housing construction are usually made only in the smaller communities. Direct loans for home ownership and rental housing have assisted in

meeting the housing needs of numerous new industrial townsites.

Long term mortgage loans may be obtained by limited-dividend companies and non-profit corporations formed to provide rental housing for families and elderly persons of low income. These loans may be as high as 90 per cent of lending value and projects undertaken by non-profit corporations may include hostel accommodation as well as self-contained units.

MARKETING INFORMATION

Through its Economics and Statistics Division at head office, CMHC collects and interprets data which has proved useful to business in the marketing of products. Many of the statistical series are published in the free report, *Canadian Housing Statistics*, which is issued annually. Current housing and mortgage statistics are published in a monthly supplement mailed to those who receive *Canadian Housing Statistics*.

GENERAL INFORMATION

Through local offices, the Architectural and Planning Division offers assistance to builders and developers by reviewing proposed subdivision plans and advising on modifications required to ensure maximum acceptance of individual lots for NHA construction. Reviews made prior to registration of plans for subdivision have, in many instances, resulted in advice leading to cost savings for the subdivider as well as design improvements. Local office architects are available for consultation on design and planning problems.

SELECTED LIST OF PUBLICATIONS

The following is a list of publications available from CMHC, Ottawa. Unless otherwise noted, the publications are free and may be

obtained in English or French editions. For those publications incorporating a charge, cheque or money order should be made payable to Central Mortgage and Housing Corporation.

FINANCING

NHA Loans for Homes — Explains the home-ownership provisions of the National Housing Act and the procedure to follow in obtaining a NHA loan.

NHA Insured Loans for Rental Housing

NHA Loans to Non-Profit Corporations

NHA Home Improvement Loans

NHA Loans for Existing Homes in Urban Renewal Areas

NHA Loans for Municipal Sewage Treatment Projects

NHA Urban Renewal

NHA Grants for Research and Education in Housing and Community Planning

DESIGN OF HOUSING

Small House Designs — A catalogue of house designs for which working drawings may be purchased from Central Mortgage and Housing Corporation local offices for \$15.00 per set of four copies. These designs are made available through the co-operation of Canadian architects and Central Mortgage and Housing Corporation.

Principles of Small House Grouping

Choosing a House Design

The National Housing Act — A Minimum House — A folder outlining the minimum

requirements in planning, construction and materials for houses financed under the National Housing Act, including an example of a house designed for outlying areas where municipal services are not available.

CONSTRUCTION

Residential Standards — A booklet stating minimum building standards issued by the Associate Committee on the National Building Code, National Research Council and prescribed by Central Mortgage and Housing Corporation for housing built under the National Housing Act.

Glossary of House-Building Terms

What You Should Know About The Inspection Of Your House

Acceptable Building Materials, Systems and Equipment — A loose-leaf manual available from CMHC Head Office on the basis of free issue of the book and payment of an annual subscription of \$5.00 for the supplement service. Reference copies are available at all CMHC offices.

REPORTS

Canadian Housing Statistics

Canadian Housing Statistics — Monthly Supplement

CMHC Annual Report

Habitat — A Central Mortgage and Housing Corporation magazine published every two months. **Urban Renewal and Public Housing in Canada** — published quarterly.

DEPARTMENT OF DEFENCE PRODUCTION

The Department of Defence Production (DDP) is the exclusive authority for the procurement of goods and services required by The Department of National Defence. DDP also has the responsibility for ensuring that necessary production capacity and materials are available in Canada to support the defence production program.

The Department of National Defence (DND) establishes the needs, quantities, specifications, delivery and consignment requirements, and carries out inspection while Defence Production determines the method of procurement, select suppliers, manages the contract and ensures performance.

The Department is being restructured to act as the procurement authority on behalf of all civilian departments and agencies other than the commercially-oriented Crown corporations. To meet this latter responsibility there have been established within the Department a Canadian Government Purchasing Service and a Canadian Government Supply Service, the latter including a Canadian Government Repair Service. These elements are being developed to form a future Department of Supply. General inquiries should be addressed to:

**THE SECRETARY,
DEPARTMENT OF DEFENCE PRODUCTION,
OTTAWA, CANADA.**

REGIONAL PURCHASING OFFICES

The Department maintains Regional Purchasing Offices across Canada. Their main function is to purchase items such as food, hardware, building supplies, electrical equipment, barrack stores and other defence supplies or services of a local or urgent nature which are required by Canadian Armed Forces

units, civil departments and agencies located in their vicinity.

These local offices maintain their own lists of suppliers and do not use those of Head Office in Ottawa. Suppliers wishing to tender in a specific area should contact the nearest Regional Purchasing Office. The locations are: —

OFFICES IN CANADA

**P.O. Box 487, Room 401
Main Post Office Building
Water Street
St. John's, Newfoundland.**

**P.O. Box 1655
Sir John Thompson Building
Second Floor
Barrington Street
Halifax, Nova Scotia.**

**Room 408, Sadim Building
Canterbury & Duke Streets
St. John, New Brunswick.**

**Gare Maritime Champlain,
Chemin des Foulons
Quebec 2, Quebec.**

**685 Cathcart Street
Montreal 2, Quebec.**

**1010 Somerset Street West
Ottawa 4, Ontario.**

**Room 1214, Mackenzie Building
36 Adelaide Street East
Toronto 1, Ontario.**

**P.O. Box 2275, Terminal "A"
388 Dundas Street
London, Ontario.**

**Room 326E
344 Edmonton Street
Winnipeg 2, Manitoba**

Room 302
New Post Office Building
Cornwall & S. Railway Streets
Regina, Saskatchewan.

Room 725, Public Building
8th Avenue & 1st Street East
Calgary, Alberta.

Harry Stevens Building
125E, 10th Avenue
Vancouver, British Columbia.

Room 318
Canada Customs House
816 Government Street
Victoria, British Columbia.

CANADA - UNITED STATES DEFENCE PRODUCTION SHARING PROGRAM

The Department of Defence Production is responsible in Canada for the co-ordination and administration of the Canada - United States Defence Production Sharing Program. This program, which began in 1959, is aimed at co-ordinating the defence development and production programs of Canada with those of the United States in order to make the best use of the defence industrial resources of both countries for the benefit of the common defence.

The program provides Canadian manufacturers with the opportunity to supply a wide range of defence supplies and services purchased by the United States Armed Forces in free competition with U.S. industry.

Canadian manufacturers interested in the United States defence market, which is the largest tariff-free foreign market open to Canadian industry, may obtain information and advice by directing inquiries to:

THE DIRECTOR,
INTERNATIONAL PROGRAMS BRANCH,
DEPARTMENT OF DEFENCE PRODUCTION,
OTTAWA, CANADA.

DEFENCE EXPORTS TO ALLIED AND FRIENDLY COUNTRIES OTHER THAN THE UNITED STATES

The Department of Defence Production, with the assistance of the Departments of External Affairs, Trade and Commerce and National Defence also pursues an active program of generating defence exports to allied and friendly overseas countries. The objectives of the Department embrace not only the sale of finished products of Canadian manufacture, but also the promotion of joint development and production with other countries of defence equipment which may meet Canadian and foreign military requirements.

The Department maintains DDP attachés at the Canadian Diplomatic Missions in London, Paris, Bonn and Rome, as well as at NATO Headquarters. In other overseas countries the Department is represented by the resident Canadian Government Trade Commissioner.

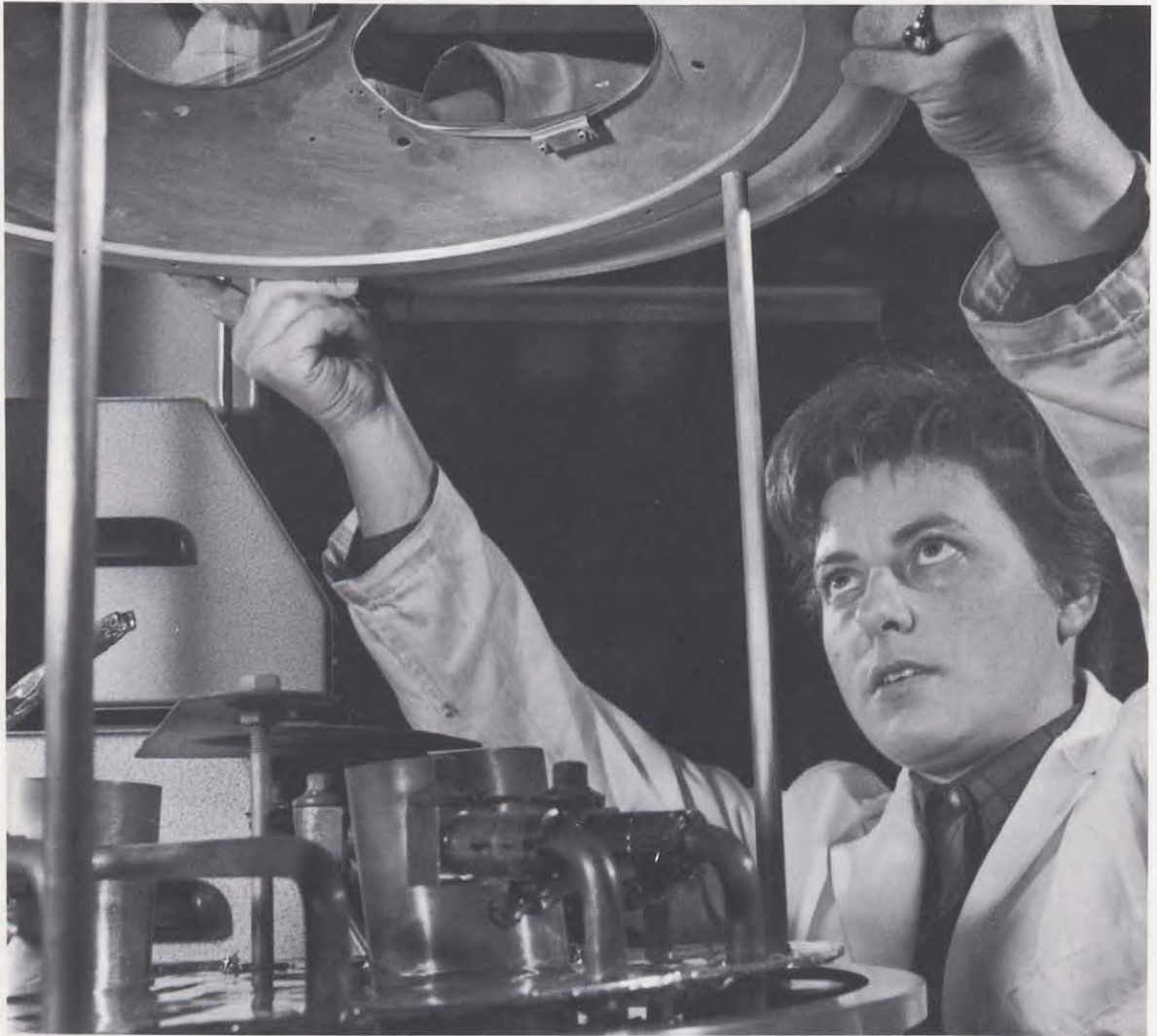
Inquiries should be made to:
THE DIRECTOR,
INTERNATIONAL PROGRAMS BRANCH,
DEPARTMENT OF DEFENCE PRODUCTION,
OTTAWA, CANADA.

CANADIAN COMMERCIAL CORPORATION

As outlined above, the procurement of defence supplies and services for the Canadian armed forces is carried out in Canada by the Department of Defence Production, which is also prepared to procure for other allied and friendly governments any defence requirements they may have in Canada. For this purpose, the Canadian Commercial Corporation, which is operated by the Department of Defence Production, was established to act as the contracting and procurement agency when other countries wish to purchase defence or other supplies and services from Canada on a government-to-government basis. (Cont'd)

Specific inquiries relating to price and availability as well as requests for general information on Canadian defence products may be directed to:

REQUIREMENTS DIVISION,
CANADIAN COMMERCIAL CORPORATION,
MacDONALD BUILDING,
123 SLATER STREET,
OTTAWA 4, CANADA.



An Ontario firm turns out precision optical equipment of the highest quality.

DOMINION BUREAU OF STATISTICS

As Canada's central statistical agency, the Dominion Bureau of Statistics (DBS) is responsible for the compilation and publication of facts on the economic and social life of Canada. Its objective is to produce statistical information which government, business, industry, labour, and Canadians in general can use in reaching decisions. In the case of business, DBS statistics are a source of useful information on subjects such as production, trade, markets, sales, costs, and prices.

In today's economy, the businessman's personal knowledge of his industry and markets is limited by their size and complexity. Statistics can be used to extend his range of knowledge about them and answer, or help answer, such questions as: What is manufactured in Canada? How much and by whom? Who uses it? What is the size of a particular market? What is its scatter? Can it be served more effectively?

All businessmen take the facts available from their accounting records into consideration when making decisions. Statistical facts can be looked upon as an extension of business accounts, designed to provide information about the economy similar to that which account books provide for an individual firm. Accounts look inward to describe the operations of the firm, and statistics look outward to illuminate the economic environment within which the firm operates.

DBS releases approximately 500 publications each year, ranging from single-page bulletins to the Canada Year Book of 1,300 pages. An indication of the wide range of statistical information thus made available is provided by the Selected List Of DBS publications which follows this chapter. The applications which businessmen make of the

information provided by DBS are extremely varied but, in general, are used for three principal purposes: To measure a firm's individual performance against that of others performing similar functions; to improve knowledge about markets for products sold by a firm; to determine the market potential for a product which a firm could, but does not manufacture.

INQUIRIES

General inquiries and those covering several subjects should be addressed to:

INFORMATION DIVISION,
DOMINION BUREAU OF STATISTICS,
OTTAWA 3, CANADA.

Inquiries for statistics about specific subjects — prices, wages, manufacturing, imports — should be addressed to the DBS division responsible for their calculation. For a list of Divisions see "Current Publications of DBS" mentioned at the end of this chapter. DBS cannot supply all the statistics requested in all cases. The demand exceeds the supply, particularly for detail, and information of a more general nature than requested is often all that can be provided. However, when specific data of the kind requested is not collected, related information can often be supplied.

The majority of the many thousands of enquiries which DBS receives can be answered satisfactorily but many are so worded that it is impossible to be certain as to what information is required. Written enquiries should be as precise and complete as possible, indicating specific periods (year, month) for which the information is required. If enquiries include an outline of the purpose for which the information is sought, it may be possible for DBS to provide additional useful information beyond that specifically requested.

Statistics are not always as up to date or available in as much detail as users would like. Up to date statistics are frequently not detailed, because detail takes time to compile, collect, tabulate, and publish. In the case of the Census, detail takes precedence over timeliness. Thus, detailed facts about population, agriculture, housing, and merchandising derived from the Census are published only every five or 10 years, and there is a considerable time lapse between census dates and publication. On the other hand, figures of monthly shipments of several hundred commodities are available, on average, five weeks after the month's close. These current statistics are an important complement to annual industry statistics which are not available, for the most part, until at least twelve months after the close of the year.

More current information on a particular industry than contained in the annual industry report is often available. Later information can sometimes be supplied on request, and sometimes there is information relating to the industry in other reports published earlier.

Not all information in DBS files is published. Some is too limited in interest to warrant publication, but is available on request, either free or at cost of compilation. Some is not published because it would reveal an aspect of the operations of an individual firm. Information of this nature, of course, may not be supplied to anyone.

DBS REGIONAL OFFICES

DBS has eight Regional Offices, listed below. These offices maintain a file of publications available for reference, and their staffs will supply information whenever possible, or forward the inquiry to the Ottawa office. When writing, address correspondence to Dominion Bureau of Statistics at the following addresses:

P.O. BOX 5785.
5th FLOOR, SIR HUMPHREY GILBERT BLDG.,
DUCKWORTH STREET,
ST. JOHN'S, NFLD.

ROOM 830,
1165 BLEURY STREET,
MONTREAL 1, P.Q.

412 FEDERAL BUILDING,
269 MAIN STREET,
WINNIPEG, MAN.

ROOM 404,
326 HOWE STREET,
VANCOUVER, B.C.

P.O. BOX 244,
514 SIR JOHN THOMPSON BLDG.,
1256 BARRINGTON STREET,
HALIFAX, N.S.

7th FLOOR,
60 ADELAIDE STREET EAST,
TORONTO, ONT.

ROOM 533,
FEDERAL PUBLIC BUILDING,
107th STREET,
EDMONTON, ALTA.

TUNNEY'S PASTURE,
OTTAWA, CANADA.

INFORMATION AND SERVICE

The following examples, taken from DBS files, have been selected to indicate the varied application of statistics in solving business problems.

STARTING A NEW ENTERPRISE

The formation of a company was being considered to sell an imported consumer item, and later organize production in Canada. For purposes of a preliminary market survey, DBS was asked for figures, by province, of the age and sex of the population, the average number of persons per family and the personal income per capita for the most recent year.

Up to date figures on the requested population classifications were supplied, as well as

estimates of average per capita personal income by provinces and a percentage distribution of individuals and families by various income ranges. For further information on income, the inquirer was referred to "Taxation Statistics", published by the Department of National Revenue, containing statistics compiled from income tax returns.

EXPANDING AN ESTABLISHED BUSINESS

Partners in a small tool and die company decided to explore the possibilities of enlarging their range of products when their regular business slackened after several good years. They obtained from DBS all available detail on imports of metal commodities of a type they were equipped to make and felt capable of handling. Selecting several items which were imported in substantial quantities, mainly from the United States, they tracked down and approached the American companies who were exporting them to Canada regarding the possibilities for producing the items in Canada under licence. An arrangement was made which raised total plant production to a higher level than in previous years.

PLANNING MARKETING AND SALES PROGRAMS

The manager of a steel firm was seeking the following information on the market for ten small steel components which are used in certain electrical appliances and machinery: present consumption by manufacturers in Canada, how much of the market was supplied by production in Canada, if any, and how much was supplied by imports.

From its published reports, DBS was able to supply all the figures requested for three of the components and figures on imports for two others. For the remaining items, separately recorded imports or Canadian production figures were not available. However, by check-

ing through a number of annual reports covering industries making the kinds of equipment and consumer goods in which the parts would be used — in consultation with the appropriate statistician — the inquirer was able to select additional helpful information. This case illustrates the advantages of a personal visit to DBS, especially by those seeking information of a highly specialized nature. As a result of the visitor's discussions with statisticians working in the field of his concern, a number of useful publications were selected for his examination which might otherwise have been overlooked. However, it is appreciated that personal visits are possible for only a small proportion of those seeking information from DBS.

ASSESSING BUSINESS RESULTS

The proprietor of a retail hardware and sporting goods store wrote for "any pertinent statistics" that would enable him to determine how his store's operating expenses compared with general experience in the same type of retail merchandising.

In this case, DBS supplied a report on a study of the financial structure and operating results of retail hardware stores. This is one of a series of studies, made every second year, covering a number of the larger retail trades and based on a sample of stores in each. The reports present ratios of each of the following as a per cent of net sales: gross profits, operating expenses and net profit. They provide breakdowns for owned and rented stores, sales sizes, and incorporated and unincorporated stores, as well as data on assets, liabilities, and net worth.

SELECTED LIST OF DBS PUBLICATIONS

DBS publications are available from:
PUBLICATIONS DISTRIBUTION,
DOMINION BUREAU OF STATISTICS,
OTTAWA, CANADA.

Cheque or Money Order should be made payable to the Receiver General of Canada. Unless otherwise indicated, the titles listed are annual publications.

CURRENT PUBLICATIONS OF THE BUREAU OF STATISTICS

The most useful document for those who wish to scan the full range of information available from DBS and order that which is of interest to them. It is available free. It contains a complete list of titles and a subject index which enables the reader to determine what publications contain facts on each of several thousand commodities and many subjects — from acids to zinc, from advertising to unemployment. The catalogue requires some 288 pages to list all DBS publications and provides a few words explaining the contents of each.

Daily Bulletin

For those who wish to keep in touch with DBS statistics as they are released. It lists and summarizes all information published each day. The subscription price is \$1.00 per year.

Weekly Bulletin

Covers the statistics published each week. The subscription price is \$1.00 per year.

Canadian Statistical Review

Published monthly, it keeps readers abreast of current economic trends and brings together several thousand statistics in the field of trade, manufacturing, finance, labour, transportation, and prices. For most of the series shown, additional detail is available in other publications. The subscription price is \$5.00 per year.

Manufacturing Industries of Canada:

Summary for Canada — Bilingual, 42 pp. Textual analysis of trends in manufacturing: summary of principal statistics for 40 leading industries \$.75

Separately published summaries for Atlantic Provinces, Quebec, Ontario, Prairie Provinces, British Columbia, and the Territories. Each \$.50

Manufacturing Industries of Canada:

Geographical Distribution — 122 pp. Historical summary of principal statistics; by province, county or census division, city, town and selected metropolitan areas \$1.50

Veneer and Plywood Mills — Bilingual, 18 pp. \$.50

Miscellaneous Wood-Using Industries — Bilingual, 12 pp. \$.50

Separate compilations containing principal statistics and lists of firms of individual industries covered by this report. Each \$.25

Paper Bag Manufacturers — Bilingual, 22 pp. \$.50

Printing, Publishing and Allied Industries — Bilingual, 36 pp. \$1.00

Asphalt Roofing Manufacturers — Bilingual, 10 pp. \$.50

Miscellaneous Paper Goods Industry — Bilingual, 18 pp. \$.50

Stoves and Furnaces — Monthly, 4 pp. Production and shipments of stoves and furnaces by types \$.10 a copy, \$1.00 a year

Steel Wire and Specified Wire Products — Monthly, 3 pp. Production, shipments, imports and exports \$.10 a copy, \$1.00 a year

Non-Ferrous Scrap Metal and Secondary Non-Ferrous Ingot — Quarterly, 4 pp. Stocks, purchases and sales \$.25 a copy, \$1.00 a year

Wire and Wire Products Manufacturers — 16 pp. \$.50

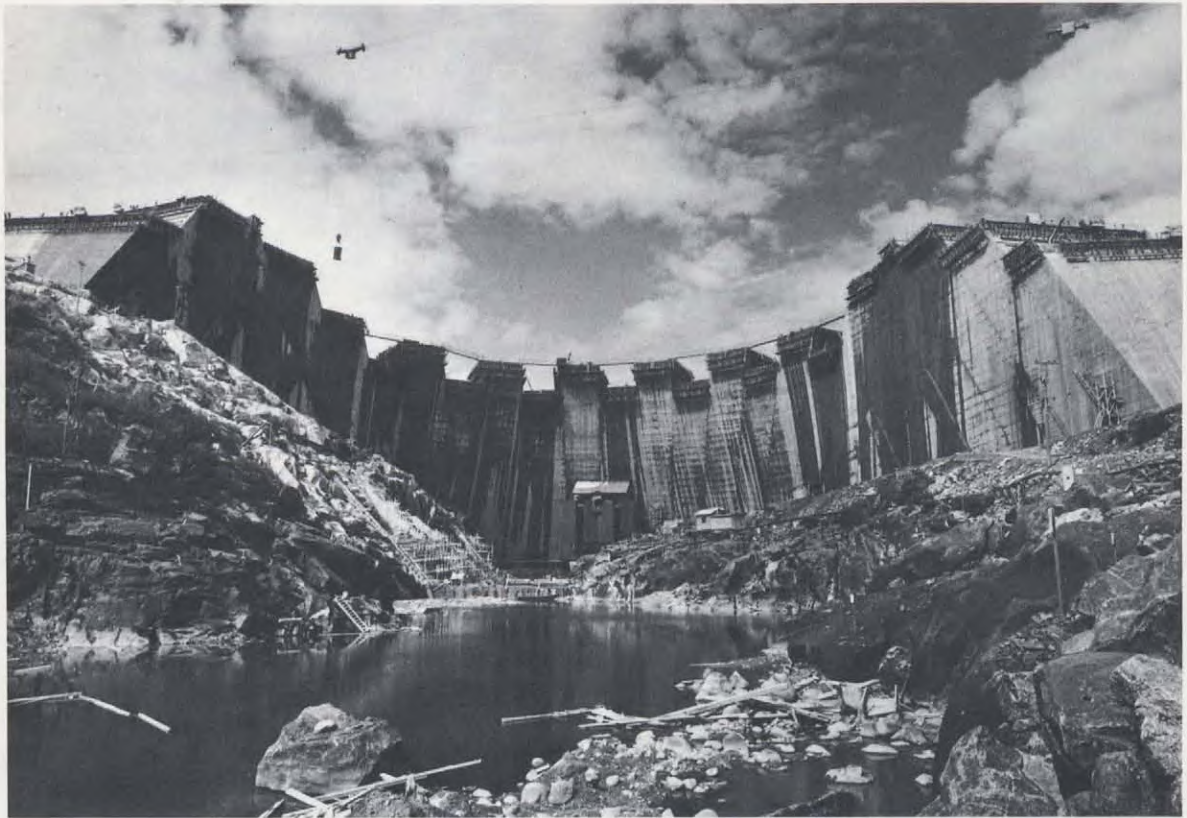
Miscellaneous Metal Fabricating Industry — 14 pp. Architectural work, fireplace furnishings, steel forgings, machine- ry, safes and vaults, sanitaryware, etc.	\$.50	and urban areas; number of em- ployees at mines	\$.20 a copy, \$2.00 a year
Boat Building Industry — 12 pp.	\$.50	Sales of Paints, Varnishes and Lacquers — Monthly. 1 pp. Sales classified by outlets, monthly and cumulative	\$.10 a copy, \$1.00 a year
Shipbuilding Industry — 8 pp.	\$.25	Soaps and Synthetic Detergents — Monthly. 3 pp. Production and ship- ments, monthly and cumulative	\$.10 a copy, \$1.00 a year
Machine Shops Industry — 16 pp.	\$.50	Fertilizer Trade — 14 pp. Sales and distri- bution for the year ending June 30	\$.50
Miscellaneous Machinery and Equipment Manufacturers — 19 pp.	\$.50	Paint and Varnish Manufacturers—16 pp.	\$.50
Commercial Refrigeration and Air Condi- tioning Equipment — 11 pp.	\$.50	Sales of Pest Control Products by Cana- dian Registrants — 5 pp. Sales of agricultural dusts and sprays. Names and addresses of firms not included	\$.25
Office and Store Machinery Industry — 11 pp.	\$.50	Manufacturers of Soap and Cleaning Compounds — 14 pp.	\$.50
Motor Vehicle Manufacturers — 14 pp.	\$.50	Miscellaneous Industries — 28 pp. Arti- ficial flowers and feathers; candles; clocks and watches; fountain pens and pencils; hair goods; ice; instru- ments; models and patterns; lamps; orthopaedic and surgical appliances; smokers' supplies; plastic products; signs; stamps and stencils; statuary and art goods; toys and games; type- writer supplies; umbrellas. Names and addresses of firms not included	\$.75
Motor Vehicle Parts and Accessories Manufacturers	\$.50	Inventories, Shipments and Orders in Manufacturing Industries — Monthly. 52 pp. Values of shipments, new and unfilled orders and month-end inven- tories by months in all manufacturing industries	\$.30 a copy, \$3.00 a year
Railway Rolling Stock Industry — 10 pp.	\$.50	New Manufacturing Establishments in Canada: Semi-annual — 75 pp.	
Specified Domestic Electrical Appliances — Monthly. 2 pp. Production and shipments of specified electric ap- pliances	\$.10 a copy, \$1.00 a year		
Manufacturers of Small Electrical Ap- pliances — 13 pp.	\$.50		
Manufacturers of Major Appliances (Elec- tric and Non-Electric) — 14 pp.	\$.50		
Manufacturers of Household Radio and Television Receivers — 11 pp.	\$.50		
Communications Equipment Manufac- turers — 15 pp.	\$.50		
Manufacturers of Electrical Industrial Equipment — 20 pp.	\$.50		
Battery Manufacturers — 11 pp.	\$.50		
Manufacturers of Electric Wire and Cable — 12 pp.	\$.50		
Manufacturers of Miscellaneous Electri- cal Products — 16 pp.	\$.50		
Coal and Coke Statistics — Monthly. 14 pp. Production, imports and exports; sales and consumption by provinces			

- Names, addresses and principal products of new manufacturing plants
\$.50 June; \$1.50 December
- Corporation Profits — Quarterly, 12 pp. Financial statistics of estimated total sales, profits, depreciation and income taxes by major industry groups
\$.50 a copy, \$2.00 a year
- Credit Statistics — Monthly, 4 pp. Value of personal loans and instalment credit held by licensees, instalment credit held by sales finance companies on consumer and commercial goods, and department store accounts \$.20 a copy, \$2.00 a year
- Price & Price Indexes — Monthly, 34 pp. Monthly indexes of retail prices for Canada and regional cities and data on average retail prices of selected food items; indexes of wholesale prices with component detail
\$.40 a copy, \$4.00 a year
- Chain Store Sales and Stocks — Bilingual Monthly, 1 pp. Total sales and inventories for 11 trades and total all trades \$.10 a copy, \$1.00 a year
- Department Store Sales and Stocks — Bilingual Monthly, 4 pp. Total retail sales by provinces and kinds of business for chain and independent stores \$.10 a copy, \$1.00 a year
- Retail Trade — Monthly, 10 pp. Total retail sales by provinces and kinds of business \$.20 a copy, \$2.00 a year
- Market Research Handbook — Bilingual, 136 pp. Marketing factors for Canada, the provinces, metropolitan areas, counties or census divisions and incorporated places of 10,000 population and over. Based chiefly on the 1961 Census \$1.50
- Wholesale Trade — Monthly, 2 pp. Indexes of sales by region and kinds of business \$.10 a copy, \$1.00 a year
- Farm Implement and Equipment Sales — Monthly page. Total sales of all new machines and repair parts; sales of selected major machines, by economic region .. \$.10 a copy, \$1.00 a year
- Hotels — 16 pp. Statistics on hotels, including number, receipts, employment, expenses, and occupancy \$.50
- Power Laundries, Dry Cleaning and Dyeing Plants — 18 pp. Number, receipts, employment, and operating expenses \$.50
- Warehousing General Merchandise and Refrigerated Goods — 12 pp. Value of property, revenues and expenses, employees, salaries and wages, equipment and storage space occupied, by provinces \$.50
- New Residential Construction — Bilingual Monthly, 30 pp. Construction of dwelling units in Canada, showing starts, completions and units under construction; figures for provinces and urban centres of 5,000 or more population \$.30 a copy, \$3.00 a year
- Construction in Canada — Issued before mid-summer each year, 50 pp. Principal statistics on construction for two preceding years and estimates for current year \$.75
- Household Facilities and Equipment — 20 pp. Special survey of household facilities taken in May of each year .. \$.50
- Exports By Commodities, Bilingual — Monthly, 160 pp. Detailed figures for exports, showing countries to which each commodity was exported; monthly figures and cumulative totals from beginning of calendar year \$.75 a copy, \$7.50 a year

- Summary of Imports — Monthly, 8 pp.
Summary figures of imports into Canada by groups and major commodities and by countries and trading areas \$.20 a copy, \$2.00 a year
- Imports By Countries — Quarterly, 130 pp.
Detailed figures for imports, showing commodities imported from each country; cumulative totals for current and preceding year \$1.00 a copy, \$4.00 a year
- Imports By Commodities — Monthly, 180 pp.
Detailed figures for imports showing countries from which each commodity was imported; monthly figures and cumulative totals from beginning of calendar year \$.75 a copy, \$7.50 a year
- Trade of Canada, Volume II: Exports — Bilingual, 425 pp. Detailed statistics of exports of domestic produce and re-export of foreign produce of each commodity by country for the last three calendar years \$3.00
- Employment and Average Weekly Wages and Salaries — Monthly, 30 pp.
Industry and area data on industrial employment, payrolls, and average weekly wages and salaries \$.30 a copy, \$3.00 a year
- Man-Hours and Hourly Earnings with Average Weekly Wages — Monthly, 20 pp.
Industry and area averages of hours worked per week, hourly earnings and weekly wages \$.30 a copy, \$3.00 a year
- Earnings and Hours of Work in Manufacturing — 50 pp.
An analysis of the earnings and hours of men and women wage-earners and salaried employees in one week in the autumn \$.75
- Urban Family Food Expenditure 1962 — Bilingual, 80 pp.
Report of the 1962 family food expenditure survey in seven cities \$.75
- Incomes, Liquid Assets and Indebtedness of Non-Farm Families in Canada, 1963 — 70 pp.
Contains estimates of the distribution of family incomes for the year 1963 by size of income, major source, age, sex, and tenure \$1.00
- Coarse Grains — Quarterly, 32 pp.
Production, marketing and exports of feed grains and oil-seed crops \$.50 a copy, \$2.00 a year
- Grain Trade of Canada — 114 pp.
Complete summary of acreage, production of grains, marketing, inspections, receipts and shipments, movement within Canada, exports and flour-milling statistics \$1.50
- Greenhouse Industry — Bilingual, 18 pp.
Number of establishments, area under glass, value of sales by types of crops; Canada and the provinces \$.50
- Shipments of Fruit and Ornamental Nursery Stock — 32 pp.
Acreages and shipments of fruit and ornamental nursery stock, Canada and the provinces \$.75
- Fluid Milk Sales — Monthly, 44 pp.
Sales of milk and cream and chocolate drink by regions and in leading urban markets, with percentage changes and other analyses \$.10 a copy, \$1.00 a year
- Passenger Bus Statistics — Bilingual, Monthly, 4 pp.
Number of intercity and rural companies, number of passengers carried, vehicle miles run, fuel consumed, revenue by provinces \$.10 a copy, \$1.00 a year
- Road and Street Mileage and Expenditure — 12 pp.
Road and street mileages, construction, maintenance and

- administration expenditures on highways, bridges, ferries, and urban streets, by provinces \$.50
- Motor Transport Traffic Statistics: National Estimates — 30 pp. \$.75
- Series of separate publications for Atlantic Provinces, Quebec, Ontario, Manitoba, Saskatchewan, Alberta and British Columbia. Each \$.50
- List of Canadian Hospitals and Related Institutions and Facilities — 50 pp.

- List of hospitals operating during the year in each province by category of hospital, type of service, ownership, and capacity \$.75
- 1966 Census of Canada
- Publications of the 1966 Census, which include statistics on population, agriculture, housing and merchandising, are too numerous to list here. A special brochure on the complete program of 1966 Census reports may be obtained on request.



Quebec's massive Manicouagan Dam project ranks with the world's greatest.

DEPARTMENT OF ENERGY, MINES AND RESOURCES

The Department of Energy, Mines and Resources co-ordinates, promotes and recommends national policies and programs with respect to energy, mines and minerals, water and other resources. It conducts applied and basic research programs and investigations, and economic studies in relation to such resources and, for that purpose, maintains and operates research institutes, laboratories, observatories and other facilities for exploration and research related to the source, origin, properties, development or use of such resources. It carries out geodetic, topographic, legal, hydrographic, oceanographic, limnological, geological, geophysical and other surveys and publishes the results in the form of maps and charts for use in the development of the Canadian economy.

The Department is composed of four groups: Mines and Geosciences; Mineral Development; Water; Energy Development.

MINES AND GEOSCIENCES GROUP

The Mines and Geosciences Group carries out a broad range of scientific research pertaining to the earth sciences and is made up of the Surveys and Mapping Branch, the Geological Survey of Canada, the Mines Branch, the Geographical Branch, the Observatories Branch and the Polar Continental Shelf Project — all of the former Department of Mines and Technical Surveys.

MINERAL DEVELOPMENT GROUP

This group carries out broad economic and mineral commodity studies and gathers comprehensive domestic and world data on all minerals, including energy minerals, for the use of government and industry. These studies assist in formulating policies for the development, processing and use of minerals. The

responsibilities of the Assistant Deputy Minister include licensing and leasing for mineral exploration in off-shore areas.

WATER GROUP

The new Department of Energy, Mines and Resources has the prime responsibility for advising on federal water policies and for co-ordinating the work of federal agencies in water resource management and water pollution. In addition to broad programs of hydro-metric, oceanographic and hydrographic work, the department's water group undertakes and co-ordinates water studies at regional levels, conducts research on the relationships of water and renewable resources and maintains a continuing review of national and regional water policies and programs.

This group includes the Marine Sciences and Water Research branches of the former Department of Mines and Technical Surveys and the Water Resources Branch of the former Department of Northern Affairs and National Resources.

ENERGY DEVELOPMENT GROUP

This group studies Canada's total energy situation and requirements. Among the administrative agencies that report to the Minister, four are concerned with some aspect of energy development. These are National Energy Board, the Dominion Coal Board, Atomic Energy of Canada Limited and Eldorado Mining and Refining Limited. The Assistant Deputy Minister serves as adviser on over all plans and policies relating to energy sources and requirements.

INQUIRIES

Inquiries concerning the activities of the Department should be addressed to:

**THE DIRECTOR,
PUBLIC RELATIONS AND INFORMATION
SERVICES,
DEPARTMENT OF ENERGY, MINES
AND RESOURCES,
OTTAWA, CANADA.**

DEPARTMENT OF EXTERNAL AFFAIRS

The Department of External Affairs has as its main function the conduct of official relations between Canada and other countries, including Canadian participation in international organizations and the protection of Canadian interests abroad. Canada maintains formal relations with some 104 countries and international organizations, and is represented at some 120 consular and diplomatic posts abroad.

Through these posts abroad the Department of External Affairs provides the following services to Canadian business in collaboration with the Department of Trade and Commerce:

Canadian businessmen are welcome to call on the Department of External Affairs and especially on posts abroad to obtain general information on political and economic conditions in foreign countries.

Advice may be obtained on commercial matters in countries in which there is no resident commercial officer.

Advice may be sought by Canadian businessmen whose interests have been or may be adversely affected as a result of seem-

ingly unfair or discriminatory actions or decisions by foreign governments or their courts. Generally speaking, the Canadian Government cannot render assistance in such matters until all available legal recourses have been exhausted.

General consular services are provided, including the issuing and renewing of passports, the protection of Canadian interests in matters of estates, and the performance of notarial acts such as the authentication of legal and other documents.

Names of lawyers in foreign countries may be obtained from the Department of External Affairs when such information is not readily available in the international law lists.

INQUIRIES

Inquiries may be addressed either to the:
UNDER-SECRETARY OF STATE FOR
EXTERNAL AFFAIRS,
DEPARTMENT OF EXTERNAL AFFAIRS,
OTTAWA, CANADA.

or to any of the posts of the Canadian Government abroad.

DEPARTMENT OF FINANCE

The Department of Finance is primarily concerned in the formulation of fiscal and economic policy. One of its responsibilities is to advise the Minister of Finance on proposed changes in taxation and commercial policy, chiefly involving income tax, customs tariff and excise tax.

Representations from individual and corporate taxpayers seeking changes in the taxation and tariff statutes are received by the Minister of Finance and his Department for consideration. Proposed changes are usually announced in the annual Budget Speech.

The administration of tax and tariff laws is the responsibility of the Department of National Revenue. Thus, businessmen who have inquiries about the application of existing taxes and tariffs should contact the appropriate division of the Department of National Revenue.

LOW COST IMPORTS

Arrangements between the Government of Canada and certain other countries on low cost imports, under which those countries apply quotas on exports of certain manufactured goods to Canada, are of particular interest to some Canadian businesses. Inquiries concerning these quotas may be directed to:

INTERNATIONAL ECONOMIC RELATIONS
DIVISION,
DEPARTMENT OF FINANCE,
OTTAWA, CANADA.

BUSINESS FINANCE

The Government of Canada has several programs under which loans made by banks to small businesses, farmers and fishermen may be guaranteed. In the case of fishermen the program also applies in respect of loans made by certain credit unions. The Acts which authorize these guarantees are administered by the Guaranteed Loans Administration in the Department of Finance. See Appendix for details of the Small Businesses Loans Act. Loans to businesses are also made by the Industrial Development Bank (see Page 39).

PUBLICATIONS

The Department publishes the annual Budget Speech of the Minister of Finance together with the Budget Papers which contain detailed studies of the economic situation in Canada and a review of Government accounts. This publication is available on request, without charge, from:

INFORMATION OFFICE,
DEPARTMENT OF FINANCE,
OTTAWA, CANADA.



Canadian salmon for the food markets of the world are unloaded at a British Columbia cannery.

DEPARTMENT OF FISHERIES

The Federal Department of Fisheries is responsible for the conservation, development and general regulation of primary fishery resources of Canada. Administering the laws governing the coastal fisheries, and the fresh-water fisheries of the Atlantic Provinces and Northern Territories, the department has its headquarters in Ottawa, with regional offices in Vancouver, Winnipeg, Quebec, Halifax and St. John's.

SERVICES

Services of particular importance to industry, in addition to the conservation and development of fishery resources, include the inspection of fishery products, programs of technological and development assistance, economic studies, and the maintenance of a flow of information on fisheries matters to industry and to the public.

FINANCIAL ASSISTANCE

Programs of financial assistance are available, through subsidy, to facilitate the construction of fishing vessels, bait freezing and storage facilities in the Atlantic region. Vessel construction subsidy applications should be addressed in the first instance to the provincial Fisherman's Loan Board in the applicant's home province. Applications for grants to assist in the construction of bait freezing and holding facilities should be made direct to the Department of Fisheries, Ottawa, Canada.

INDUSTRIAL DEVELOPMENT

Technological assistance to the fishing industry is provided by the Department's Industrial Development Service, which develops and demonstrates equipment and techniques for catching and processing fish. The service

also conducts exploratory fishing and advises on the design of vessels and land-based facilities. Many of these activities are undertaken in co-operation with the provinces.

INSPECTION

The Inspection Service of the department is responsible for the development of quality control standards and for inspection of fish and fish products to ensure that quality standards are maintained. Close contact is maintained with fish processing plants and fishing vessel operators to encourage the observance of adequate handling and processing methods.

ECONOMICS

Statistical data on various aspects of the fisheries are compiled and made available to the fishing industry by the Economics Service of the department. The service also carries out economics studies and investigations in the primary fisheries and in the processing and distribution of fishery products.

INFORMATION

Industry's efforts to promote increased consumption of fishery products are supplemented by publicity programs conducted by the department's Information and Consumer Service, which also distributes material on specific fishery subjects as well as those of a general nature. Inquiries should be addressed to this service. Technical information may be obtained by contacting the Industrial Development Service.

PUBLICATIONS

Annual Report—available from the Queen's Printer, Ottawa. Price \$.75. Cheque or money order should be made payable to the Receiver General of Canada.

The following publications are distributed from:

INFORMATION AND CONSUMER SERVICE,
DEPARTMENT OF FISHERIES,
OTTAWA, CANADA.

Fisheries of Canada (formerly Trade News) — A monthly magazine containing articles on the commercial fisheries, current pro-

duction and marketing conditions, development projects, and other news of interest to the fishing industry.

Canadian Fisheries Reports — A technical journal issued periodically as a vehicle for specialized information of interest to the fishing industry.

DEPARTMENT OF FORESTRY AND RURAL DEVELOPMENT

The Forestry Branch of the Department of Forestry and Rural Development is concerned with promoting improved management and conservation of Canada's forest resources, more effective utilization of wood coupled with a reduction in waste, and improvement of the competitive position of Canadian forest industries. To these ends, the Department is responsible for conducting comprehensive programs of research related to forestry and the utilization of forest products.

INQUIRIES

Inquiries of a technical nature and visits to Departmental Laboratories and Field Research Stations across Canada are welcome. Research studies conducted on Canada's forests and forest products have resulted in the accumulation of extensive technical and specific data which is available on request.

Technical information on the properties and utilization of wood products can be obtained from:

PROGRAM CO-ORDINATOR,

FOREST PRODUCTS,
DEPARTMENT OF FORESTRY
AND RURAL DEVELOPMENT,
OTTAWA, CANADA.

FOREST PRODUCTS LABORATORY,
DEPARTMENT OF FORESTRY
AND RURAL DEVELOPMENT,
MONTREAL ROAD,
OTTAWA, CANADA.

FOREST PRODUCTS LABORATORY,
DEPARTMENT OF FORESTRY
AND RURAL DEVELOPMENT,
6620 N.W. MARITIME DRIVE,
VANCOUVER, B.C.

Regional Industrial Liaison Officers of the Department of Forestry and Rural Development, at the following addresses:

MARITIME REGION:

DEPARTMENT OF FORESTRY
AND RURAL DEVELOPMENT,
P.O. BOX 4000,
FREDERICTON, N.B.

QUEBEC REGION:

DEPARTMENT OF FORESTRY
AND RURAL DEVELOPMENT,
P.O. BOX 35,
SILLERY, P.Q.

ONTARIO REGION:

REGIONAL DIRECTOR,
DEPARTMENT OF FORESTRY
AND RURAL DEVELOPMENT,
P.O. BOX 490,
SAULT STE. MARIE, ONT.

MANITOBA-SASKATCHEWAN:

DEPARTMENT OF FORESTRY
AND RURAL DEVELOPMENT,
25 DAFOE ROAD,
FORT GARRY,
WINNIPEG 19, MAN.

ALBERTA-YUKON-N.W.T.:

DEPARTMENT OF FORESTRY
AND RURAL DEVELOPMENT,
721 PUBLIC BLDG.,
CALGARY, ALTA.

Other information regarding forestry and rural development may be obtained from:

INFORMATION AND TECHNICAL SERVICES
DIVISION,
DEPARTMENT OF FORESTRY
AND RURAL DEVELOPMENT,
161 LAURIER STREET WEST,
OTTAWA, CANADA.

FOREST PRODUCTS RESEARCH

Forest Products Research is concerned with more efficient utilization of wood and the reduction of waste, thereby aiding in the continued advancement of Canada's forest industries. Laboratories at Ottawa and Vancouver undertake research studies covering the mechanical, physical, chemical and anatomical properties of Canadian woods; the development of new and better uses for wood products and wood residues; the development of improved manufacturing techniques.

The results of this research are available

to industry through publications, technical courses, technical assistance, as well as through departmental industrial liaison officers.

The Department is directly concerned with studies relating to manufacturing and other aspects in the following areas:

- Timber Harvesting
- Lumber Manufacture
- Wood Seasoning
- Wood Preservation
- Paints and Coatings
- Veneer and Plywood
- Engineered Wood Products
- Containers and Packaging
- Chemical Products from Wood
- Fibre and Particleboard

Secondary wood-using industries are given attention in the following additional fields:

- Dimension stock
- Construction
- Furniture
- Sash and Door
- Utilization of low-grade wood

TECHNICAL ASSISTANCE

The Department welcomes inquiries requesting advice and information on technical problems associated with the use of wood.

The laboratories supply extensive technical data for national and international specifications. They are represented on the Associate and Technical Committees of the National Building Code, and the Sectional Specification Committees of the Canadian Standards Association for items such as engineered design in timber, laminated construction, plywood, shingles, millwork, poles and piling, preservative treatments, protective packaging and containers. International Committees on which they are represented include those of the American Wood Preservers' Association, Amer-

ican Society for Testing Materials, and the Food and Agriculture Organizations of the United Nations. Staff members are also active on technical committees of various trade and research associations.

As a result of the above work, the Department is in a position to supply information on the source, interpretation and application of specifications, and standards related to forest products.

TECHNICAL COURSES

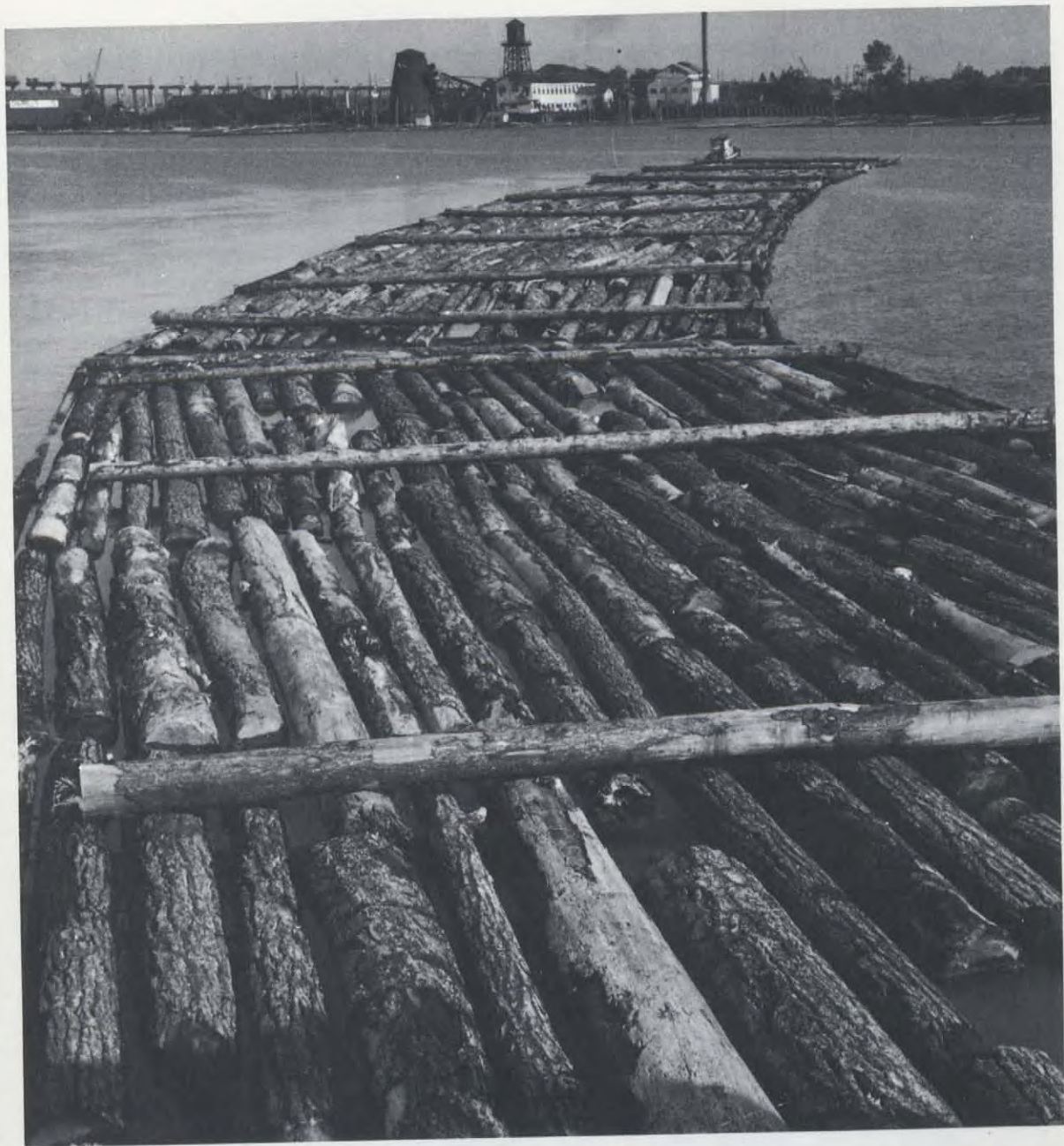
Periodically the Department conducts courses in lumber seasoning and improved sawmill techniques in various centres across the country. These courses have proved to be an effective medium for informing key industrial personnel of research results which are applicable to industry and have led to improvements in industrial practices. Applications for courses should be directed to one of the laboratories, to the Forest Products program co-ordinator or to the regional industrial liaison officer.

INDUSTRIAL LIAISON

Industrial Liaison Officers of the Department assist industry by making plant visits for consultation and for supplying information related to technical problems. The service has proven to be a useful aid in disseminating the results of forest products research. In addition, this close relationship with industry assists in determining laboratory research programs which will take specific regional and industrial problems into account.

FOREST RESEARCH

The Forest Research Services and Institutes provide basic information to industrial firms, associations and others concerned with management of forests, woodlots and plantations.



A log boom is towed to a West Coast sawmill.

They conduct research studies into the occurrence, growth and development of trees; forest surveys; and development of new or improved methods for forest management and forest fire control. Information is made available to industry through publications, instruction and demonstrations.

FOREST ENTOMOLOGY AND PATHOLOGY

The Department provides technical advisory services to industrial firms and associations, and others concerned with control of insects and diseases affecting forests, woodlots and shade trees.

PUBLICATIONS

Lists of Departmental publications may be obtained, generally free of charge, from any of the named inquiry points and from:

**PUBLIC INFORMATION SECTION,
DEPARTMENT OF FORESTRY
AND RURAL DEVELOPMENT,
OTTAWA, CANADA.**

Also the Department issues, bi-monthly, "Forest Research News", distributed free of charge by direct mail to industrial addresses interested in current highlights and news in forest products and related research areas. Requests to be placed on this mailing list should be directed to the Public Information Section in Ottawa.

*Publications of direct interest to Canadian industry are available free in the following general areas based on research studies conducted by the Department:

**Strength and Related Properties of Wood
and Wood Products
Containers and Packaging for a Wide
Variety of Products**

**Design and Evaluation of Roof Trusses
and Wall Components for General
Construction**

Veneer, Plywood and Adhesive

**Devices for Non-Destructive Testing of
Wood and General Quality Control**

**Protective Coatings such as Paints and
Fire Retardant Treatments**

**Wood Preservatives, their Evaluation, and
Development of Treating Schedules**

**Factors Influencing the Harvesting of
Sawlogs**

**Factors Influencing the Manufacture of
Sawlogs into Lumber**

**Performance of Cutting Tools, particularly
in Sawmilling**

**Seasoning of Lumber and Recommended
Practices**

**Utilization of Lumber Manufacturing
Residues**

Christmas Tree Industry in Canada

**Improved and New Methods of Forest
Management**

**Developments of Detection, Suppression
and Control Techniques for Forest Fires**

**Control of Insects and Diseases Affecting
Forests, Woodlots and Shade Trees**

Land Use and Renewable Resources

Agricultural Resources for Tomorrow

**The ARDA Program in Relation to
Recreation and Tourism**

The Canada Land Inventory

**Manpower Adaptability and Economic
Growth**

*The foregoing are not titles of the publications concerned, but describe in brief the subject matter dealt with.

DEPARTMENT OF INDIAN AFFAIRS AND NORTHERN DEVELOPMENT

The Minister of Indian Affairs and Northern Development is entrusted by statute with broad responsibilities covering such varied matters as northern industrial and tourist development, National Parks, National Historic Sites and the development of both, and renewable and non-renewable resources in the Yukon and Northwest Territories.

One of the major responsibilities is stimulating the economic development of the Northwest Territories, the administrative work in this field being carried out by the Northern Administration Branch of this Department. Industrial promotion is implemented through the Industrial Division of that Branch.

INQUIRIES

Advice regarding information and services available to small businesses, secondary industry and renewable resources developers may be obtained from:

THE DIRECTOR,
NORTHERN ADMINISTRATION BRANCH,
DEPARTMENT OF INDIAN AFFAIRS AND
NORTHERN DEVELOPMENT,
400 LAURIER AVE. WEST,
OTTAWA, CANADA.

Inquiries for financial assistance under the Northern Roads and Airports assistance programs should also be directed to this office.

RESOURCE AND ECONOMIC DEVELOPMENT GROUP

This separate organization within the Department provides policy advice and develops specific programs for furthering resource and economic development in the Yukon and Northwest Territories. The group is also responsible for the management and administration of

non-renewable resources such as gas, oil and minerals. Information about the development of non-renewable resources, economic development in general or on any of the existing assistance programs such as the Northern Mineral Exploration and the Prospectors' Assistance programs, is available from:

THE DIRECTOR,
RESOURCE AND ECONOMIC DEVELOPMENT
GROUP,
DEPARTMENT OF INDIAN AFFAIRS AND
NORTHERN DEVELOPMENT,
400 LAURIER AVE. WEST,
OTTAWA, CANADA.

INDUSTRIAL PROMOTION

There are opportunities for small business enterprises in the Northwest Territories, mainly in the service industry field. There are also opportunities for financial investment in resource-based industries. Information on these matters can be obtained on request.

The Northern Administration Branch will advise existing or prospective business or industry on the availability of suitable personnel within the Territories. It also acts as a contact point for business and industry regarding the availability of special government assistance and the laws and regulations with which business and industry must comply.

For example, the Industrial Division undertakes market assessment and promotion of products processed in the Territories. This Division also provides assistance in locating sources of processing techniques to manufacturers located within the Northwest Territories.

The Northern Administration Branch can provide information regarding forest inventories, stumpage rates and availability of timber berths, extent and condition of the highway system, geological data and possibilities for development for those interested in resource explorations for hardrock minerals or oil and gas.

FINANCIAL ASSISTANCE

Incentives for resource development include liberal rental rates and assistance under a number of programs, as well as construction of roads, airfields, docks and harbours during exploration and production stages.

Financing is available to Eskimo groups

who wish to organize co-operatives for the production of northern products.

NATIONAL PARKS

Business within National Parks is controlled by ordinance and inquiries regarding commercial possibilities should be directed to the Superintendent of the park concerned.

INDUSTRIAL DEVELOPMENT BANK

The Industrial Development Bank (IDB) was established by Parliament in 1944 to help finance small and medium-size Canadian businesses which are unable to obtain the financing they require from other sources on reasonable terms and conditions. IDB financing helps establish, expand and modernize Canadian businesses, and usually takes the form of a term loan secured by mortgage on the fixed assets of the borrower. In appropriate cases, the Bank may also participate in equity financing.

GENERAL REQUIREMENTS

IDB will consider applications for financing under these terms of reference:

The financing is required for a business in Canada. Almost every type of business can be considered for IDB financing. IDB gives particular consideration to the financial needs of small businesses, and most loans approved by the Bank are for amounts of less than \$100,000.

IDB's function is to supplement the services of other lenders by helping to finance businesses for which the required financing is not available elsewhere on reasonable terms and conditions.

There is a reasonable amount invested (or to be invested) in the business by persons other than IDB.

The future earnings of the business are expected to be sufficient to repay IDB and to provide for other needs of the business. The Bank must be satisfied that the proposal for which financial assistance is required is sound, and that management is capable. Appropriate security is available to the Bank.

PURPOSES FOR WHICH IDB LENDS

Most IDB loans are used to purchase land and buildings, alter or extend existing buildings, construct new buildings, or buy machinery and equipment. In certain circumstances, IDB may consider a loan to improve the working capital position of a business or to finance a change of ownership. IDB is interested in participating in the initial financing of soundly conceived new businesses.

INFORMATION ON IDB

A descriptive booklet or further information concerning IDB services may be obtained from the following IDB offices:

85 ELIZABETH AVENUE,
ST. JOHN'S, NFLD.

1583 HOLLIS STREET,
HALIFAX, N.S.

75 PRINCE WILLIAM STREET,
SAINT JOHN, N.B.

236 ST. GEORGE STREET,
MONCTON, N.B.

133 ST. GERMAIN STREET,
RIMOUSKI, P.Q.

925 CHEMIN ST. LOUIS,
QUEBEC, P.Q.

550 BONAVENTURE STREET,
TROIS-RIVIERES, P.Q.

901 VICTORIA SQUARE,
MONTREAL, P.Q.

31 KING STREET WEST,
SHERBROOKE, P.Q.

350 KING EDWARD AVENUE,
OTTAWA, ONT.

291 DUNDAS STREET,
LONDON, ONT.

267 PELLISSIER STREET,
WINDSOR, ONT.

96 LARCH STREET,
SUDBURY, ONT.

106 CENTENNIAL SQUARE,
FORT WILLIAM, ONT.

360 BROADWAY,
WINNIPEG, MAN.

2220 - 12th AVENUE,
REGINA, SASK.

406 - 21st STREET EAST,
SASKATOON, SASK.

320 SEVENTH AVENUE S.W.,
CALGARY, ALTA.

10010 - 105th STREET,
EDMONTON, ALTA.

22A THE MALL, SHOPS CAPRI,
KELOWNA, B.C.

250 UNIVERSITY AVENUE,
TORONTO, ONT.

36 JAMES STREET SOUTH,
HAMILTON, ONT.

WATERLOO SQUARE BUILDING,
WATERLOO, ONT.

1320 FIFTH AVENUE,
PRINCE GEORGE, B.C.

900 WEST HASTINGS STREET,
VANCOUVER, B.C.

702 FORT STREET,
VICTORIA, B.C.

DEPARTMENT OF INDUSTRY

The Department of Industry was established in July, 1963 to promote the growth, efficiency and improvement of manufacturing industries in Canada. The Department assists Canadian industries to adapt to technological changes and variations in domestic and export markets, aids potentially sound industries to overcome problems of growth and development and promotes industrial research and development activity.

In addition it creates and administers programs to strengthen economic development in areas of high unemployment and slow growth. It also performs a liaison function by keeping other government departments aware of the effects of legislative programs on Canadian industrial growth.

The Department has 10 operational branches, each concerned with an industry grouping: Aerospace; Chemicals; Apparel and Textiles; Electrical and Electronics; Food Products; Machinery; Materials; Mechanical Transport; Marine and Rail; and Wood Products.

The National Design Branch is responsible for promoting and encouraging good design in Canadian industry.

The Area Development Agency is responsible for administering the incentives program which provides for grants to industries in "Designated Areas".

Each of these branches is prepared to help companies with their industrial development problems. Inquiries regarding the department's operations or requests for details of the programs outlined hereunder should be addressed to the director of the appropriate branch, Department of Industry, Ottawa, Canada. Information of a general nature not related to a

particular industry or program may be obtained by writing to:

INFORMATION DIVISION,
DEPARTMENT OF INDUSTRY,
OTTAWA, CANADA.

AREA DEVELOPMENT PROGRAM

Area Development incentives are presently granted to manufacturing or processing enterprises locating or located in a "Designated Area" under two different programs: 1) special income tax deductions, 2) capital grants. Formerly companies qualified under both programs could choose their form of benefit. However, after March 31, 1967, the tax exemption incentive terminated and the program was converted exclusively to one of cash grants or credits against income tax liabilities.

The grants or credits will apply only to new or expanded manufacturing or processing enterprises located in a Designated Area and will be confined to machinery, equipment and buildings on a formula basis.

Inquiries should be made to:
THE COMMISSIONER,
AREA DEVELOPMENT AGENCY,
DEPARTMENT OF INDUSTRY,
OTTAWA, CANADA.

AUTOMOTIVE ADJUSTMENT ASSISTANCE

The Automotive Adjustment Assistance Program for the automotive parts industry was introduced by the Federal Government on June 28, 1965.

This program grew out of the Canada-United States Automotive Agreement which provides for limited tariff-free trade in automobiles and automobile parts between the two countries. The Automotive Adjustment Assistance Program is designed to give assistance to firms desirous of taking advantage of the new opportunities provided by the Agreement, but which are unable to do so for lack of sufficient capital for expansion.

The Automotive Adjustment Assistance Program is administered by the Adjustment Assistance Board.

Loans

The Board is authorized to make loans at six per cent to enable eligible manufacturers of automotive parts, tooling manufacturers and suppliers of materials to expand or modernize existing facilities or to acquire new plant and equipment, and for working capital. Loans for lands and buildings are repayable over a 20-year period, while those for machinery and equipment are made for a period not to exceed 10 years.

Tariff Remissions

Firms engaged in the manufacture of automotive parts may apply for tariff remissions on imported machinery and equipment used in the production of original equipment automotive parts, accessories and tooling when such machinery and equipment are not available from Canadian manufacturers in time to meet production schedules. They may also apply for remission of sales tax levied against such duty.

In order to obtain remissions of duties and sales tax, a firm must make an application to the Adjustment Assistance Board, which will examine each application to determine whether the machinery or equipment could have been obtained from Canadian producers within a reasonable time.

Applications will be considered for machinery and equipment imported on or after August 1, 1965. Machinery or equipment imported before that date are eligible for consideration if they were for use initially in the production of 1967 model year requirements.

Inquiries regarding the Adjustment Assistance and Tariff Remission Programs should be made to:

THE SECRETARY,
ADJUSTMENT ASSISTANCE BOARD,
DEPARTMENT OF INDUSTRY,
OTTAWA, CANADA.

PROGRAM FOR THE ADVANCEMENT OF INDUSTRIAL TECHNOLOGY (PAIT)

This program was established by the Department of Industry in July, 1965. Its basic aim is to help industry upgrade its technology and expand its innovation activity by underwriting specific development projects which involve a significant advance in technology and which, if successful, offer good prospects for commercial exploitation. Assistance under the program is available to individual Canadian companies for development projects to be carried out and exploited in Canada. The assistance takes the form of loans up to 50 per cent of the cost of approved projects. In the event the project is successful and the results are put into commercial use, the company is required to repay the Department's contribution over a period of time.

INDUSTRIAL RESEARCH AND DEVELOPMENT INCENTIVES PROGRAM

Section 72 of the Federal Income Tax Act allows a taxpayer to deduct from income all expenditures of a current nature for scientific research and all expenditures of a capital nature (for the acquisition of property other than land) for scientific research in the year in which they are incurred. In 1962, a special incentive was introduced under Section 72A of the Act, which permitted a corporation to deduct an additional allowance equal to 50 per cent of the increase in such expenditures in Canada over those in the last taxation year of the corporation ending before April 11, 1962.

This incentive was applicable in each taxation year from 1962 to 1966 inclusive. It was administered by the Department of National Revenue, and was discontinued at the end of the 1966 fiscal year.

However, the Government is continuing to provide an incentive for scientific research and development. The new incentive for industrial research and development is administered by the Department of Industry. It replaces income tax credits with statutory cash grants of 25 per cent of all capital expenditures on research and development and 25 per cent of the increase in such current expenditures over those of the preceding five years.

Inquiries concerning PAIT and the Industrial Research and Development Incentives program should be addressed to the director of the appropriate branch referred to on Page 41. If an inquiry does not relate to a specific industry it should be addressed to:

THE INDUSTRIAL RESEARCH ADVISER,
DEPARTMENT OF INDUSTRY,
OTTAWA, CANADA.

DEFENCE DEVELOPMENT ASSISTANCE PROGRAM

The purpose of the Program is to sustain technological capability in Canadian industry by providing financial assistance for the development of military equipment for export.

Under the Program, costs of selected development projects are shared by the Department and the Canadian firm concerned and in many instances by the Government of the United States or one of our other allies.

Inquiries should be made to the director of the appropriate operational branch.

ASSISTANCE TO THE SHIPBUILDING INDUSTRY

On January 1, 1966, a new schedule of subsidy payments on ship construction was inaugurated at a level of 25 per cent for a

period of three years. Starting in the fourth year this rate will be reduced by two per cent each year until a subsidy level of 17 per cent is reached in 1972. The new subsidy rate will not apply to vessels or floating structures which are not considered to be vessels in the orthodox sense. The current 50 per cent rate of subsidy still applies for steel fishing trawlers.

Coincident with the introduction of the new subsidy rate, the Canadian content requirement in the administration of the subsidy has been withdrawn to enable the industry to take full advantage of the free entry provided under the Canadian tariff for various items used in ship construction. The accelerated depreciation of 33 per cent straight line for ships built in Canada has been continued.

NATIONAL DESIGN PROGRAM

The National Design Branch is the operational arm of the National Design Council, whose object is to promote the improvement of design of Canadian products and to assist industry and business in the following ways:

Design Promotion in Industry

A series of industry-government co-operative programs is initiated annually consisting of: the selection of well-designed products manufactured in Canada; design clinics for achieving design improvement; and the promotion of well designed products through awards, publicity, publications and displays.

Research and Development of Design

Important sectors of the Canadian economy are studied to determine significant product categories in which design improvement could be of benefit to the industries concerned. Design criteria are prepared in close co-operation with industry, business, the professions and consumers, and can be used as a guide to industry in the design of new products.



A new plant in Nova Scotia makes automobiles for an expanding domestic and export market.

Professional Development

Scholarships and grants are offered annually to encourage advanced training in industrial design, to assist research in design subjects and support the promotion of industrial design in Canada.

Canadian Register of Designers

A record of design services is maintained for the convenience of manufacturers and others seeking information on designers and design services available in Canada. The Register also helps them to locate designers with qualifications suited to their needs.

Design Library

A library of reference books and periodicals is available. Films, film strips, slides, and posters on design subjects are also made available to educational institutions, professional and other groups.

Exhibitions and Displays

The Department operates a Design Centre in Toronto at 131 Bloor Street West, whose purpose is to encourage and support new and improved product design, and to focus the attention of manufacturers, distributors, domestic and foreign buyers, and the public, on the merits of good design. The Centre contains a large display area and also features the Canadian Design Index, a design library and conference room furnished with audio-visual equipment. A second Design Centre will be established in Montreal in 1967.

BEAM PROGRAM

The BEAM Program has been formulated by the Department in conjunction with the building equipment industry for the purpose of increasing productivity and efficiency in the manufacture and use of Building Equipment,

Accessories and Materials — four words of the preceding five have been capitalized to show how the program derives its name. These are its main provisions:

- The establishment of building materials information centres.
- The adoption of the concept of modular co-ordination in the manufacture and use of building materials.
- The increased use of industrialization in the building process.
- The universal adoption of uniform building codes by users, the establishment of better standards for manufacturers and the creation of a national building agency to assess new building materials and systems.
- The improvement in design, manufacture and use of building equipment, accessories and materials.

Inquiries concerning the BEAM Program should be forwarded to:

THE DIRECTOR,
MATERIALS BRANCH,
DEPARTMENT OF INDUSTRY,
OTTAWA, CANADA.

LIST OF DOI PUBLICATIONS:

DOING BUSINESS IN CANADA:— A series of 10 publications covering a wide range of subjects of interest to the businessman.

The Canadian Environment
Forms of Business Organization
Canadian Customs Duties
Taxation - Income
Taxation - Sales - Excise - Commodity
Labour Legislation
Construction and Equipment Standards
Federal Incentives to Industry

**Patents — Copyrights and Trade Marks
Tariff Preferences for Canadian Goods
Abroad**

Area Development Incentives Act — Explains the Area Development Incentives legislation.

Area Development Agency Booklet — Outlines Area Development Program.

Area Development Program Maps — Shows Designated Areas where government grants may be obtained for the establishing of new industry and the expansion of existing industry.

Industrial Research and Development — An outline of research and development incentives for industry.

Pait — An outline of the Program for the Advancement of Industrial Technology.

Beam — An outline of the Department of Industry program to assist the building equipment, accessories and materials segment of Canadian industry.

Financing Canadian Industry — Sources of government loans.

Department of Industry Annual Review — A review of Departmental activities and programs.

All the above-listed publications may be obtained free on request from:

**INFORMATION DIVISION,
DEPARTMENT OF INDUSTRY,
OTTAWA, CANADA.**

DEPARTMENT OF LABOUR

Of direct interest to Canadian business is this Department's provision of conciliation services in industrial disputes which fall within federal jurisdiction; its assistance in organizing labour-management joint consultation committees in business enterprises, both large and small, and its provision of a wide range of information, useful to the businessman and to organized labour, arising out of extensive research and statistical programs in the fields of labour-management relations. In addition, the Department of Labour is responsible for the sale of Canadian Government Annuities, including group pension plans.

INQUIRIES

Inquiries should be addressed to:
INFORMATION BRANCH,
DEPARTMENT OF LABOUR,
OTTAWA, CANADA.

INFORMATION ON LABOUR

Each month the "Labour Gazette", the official journal of the Department of Labour, publishes an Employment Review and Collective Bargaining Review, presenting current information on the manpower and employment situation, as well as major collective bargaining activities.

Information is available from the Economics and Research Branch on working conditions, occupational wage rates, and analyses of collective bargaining. Annual reports entitled Working Conditions in Canadian Industry, and Wage Rates, Salaries And Hours of Labour, are published from extensive surveys of employers in all Canadian Industry groups. Data on labour market conditions, wages and working conditions on a local area basis are also available.

LABOUR LENDING LIBRARY

An extensive library of publications, covering labour-management relations, training, industrial safety, and other matters of interest to management, is available to the public. Books can be obtained on loan without cost.

FILM LIBRARY

A comprehensive library of industrial films, covering labour-management relations, industrial safety, supervisory training, trades training, salesmanship, office practices, and other subjects has been assembled by the Department. A catalogue of the films contained in the Library is available on request.

CANADIAN GOVERNMENT ANNUITIES

The Department is responsible for the sale of Canadian Government Annuities, which can be purchased by individuals or by groups in industry. The Department can advise employers contemplating the introduction of company pension plans.

LABOUR-MANAGEMENT CONSULTATION COMMITTEES

Labour-management joint consultation committees are promoted and serviced by the Department at the plant level. Composed of representatives of management and of the union representing the employees, these committees are designed to improve labour-management relations, production and efficiency, and to deal with a wide variety of problems including those arising out of technological changes. These committees do not have anything to do with collective bargaining, but provide a continuing channel of communication on all subjects of mutual concern to management and unions. The Labour-Management consultation Branch has 12 field officers located across Canada who are available to manage-

ment, to assist in the organization of labour-management committees and to help these committees in their activities. Discussion guides, a variety of posters, pamphlets, envelope stuffers, and a monthly newspaper are supplied to all committees established in accordance with the objectives of the Labour-Management Consultation Branch of the Department.

PUBLICATIONS

The following publications are available free of charge from:

INFORMATION BRANCH,
DEPARTMENT OF LABOUR,
OTTAWA 4, CANADA.

CANADIAN GOVERNMENT ANNUITIES —

Save on Income Tax while You Save for Retirement

Is a Pension Plan In Your Plans

LABOUR-MANAGEMENT JOINT CONSULTATION —

Teamwork in Industry — Monthly newspaper describing the activities of joint consultation committees and general news of labour-management relations.

Today's Need For Joint Consultation — An in-depth study of the various aspects of joint consultation.

Working Together — A descriptive pamphlet outlining the philosophies of union-management joint consultation, and how such committees function.

SALARIES AND WAGES —

Special Report (1965) — "A study of collective agreements in Canada" — a series of five papers by Felix Quinet based on analysis and research in recent years (also in French).

The following publications are available from the Queen's Printer, Ottawa. Cheque or money order should be made payable to the Receiver General of Canada:—

Labour Gazette — The official monthly journal of the Department of Labour. Subscription — \$3.00 per year.

Labour Standards in Canada, December 31, 1965 — \$.50. Cat. No. L2-7/1965.

Provincial Hours of Work Legislation — \$.25. Reprint from Labour Gazette, January, 1965.

Working and Living Conditions in Canada, 1965 — Prepared in co-operation with the Dept. of Citizenship and Immigration — \$.35 Cat. No. L2-914.

"Impact and Implication of Office Automation" — Occasional Paper No. 1 — by J. C. McDonald, May, 1964 — \$.50. Cat. No. L2-26-1.

Wage Rates, Salaries and Hours of Labour, 1965 — bilingual — Looseleaf tables — by subscription — \$9.50 with binder, \$7.00 without. Paperbound, 1964 — \$2.00. Cat. No. L2-547.

Working Conditions in Canadian Industry, 1964 — \$.50. Cat. No. L2-15/1964.

Labour Organizations in Canada, 1965 — \$.50. Cat. No. L2-2/1965 (also in French).

Report No. 5 (1964) — "Collective Agreement Provisions in Major Manufacturing Establishments" — \$.35. Cat. No. 62-22/5.

WOMEN'S BUREAU

The purpose of the Women's Bureau is to bring about a wider understanding of the role of women in the labour force and to promote standards and conditions of work conducive to the well-being of women workers and improvement of their status.

The work of the Women's Bureau includes studies of the trends in women's employment and the problems of women workers, including the effective social and economic factors, and the establishing of contacts with employers, unions and other organizations in relation to

women's participation in the labour force. Reports of these studies are published for general distribution and are of value to any industry employing women.

PUBLICATIONS OF THE WOMEN'S BUREAU

Obtainable from the Queen's Printer —

Women at Work in Canada — a fact book on the female labour force, 1964. Cat. No. L-38-664 — \$.60.

Married Women Working for Pay in Eight Canadian Cities — 1958. Report of a survey. Cat. No. L38-258 — \$.35.

Occupational Histories of Married Women Working for Pay in Eight Canadian Cities — A companion report — 1959. Cat. No. L38-1060 — \$.35.

If I go to University — 1966. Describes some of the factors to be considered in career decisions. Cat. No. L38-2266 — \$.25.

Collective Action by Nurses to Improve their Salaries and Working Conditions — Reprint from May 1964 issue of The Labour Gazette. Cat. No. L38-2064 — \$.15.

Fields of Work for Women — Physical Sciences, Earth Sciences, Mathematics — 1964. — \$.25.

Available on request from the Women's Bureau —

Job Training for the Mature Woman Entering or Re-entering the Labour Force — 1964. Booklet listing 18 categories of jobs mature women could fill.

Implications of Traditional Divisions between Men's Work and Women's Work in our Society. Report of a round-table conference, March 1964.

Report of a Consultation on the Employment of Women with Family Responsibilities, held February 17, 1965.

Changing Patterns in Women's Employment — Report of a Consultation, March 18, 1966.

Facts and Figures about Women in the Labour Force, 1965.

Directory of National Women's Organizations in Canada, annual, bilingual.

DEPARTMENT OF MANPOWER AND IMMIGRATION

The responsibility of the Department of Manpower and Immigration is expressed in the counselling and placing of people in employment and the attraction of suitable immigrants to Canada. The newly organized Department has assumed functions formerly carried out by the Department of Labour, The National Employment Service, and the Department of Citizenship and Immigration, as well as a number of new activities. At the time of writing the process of organization is still under way; therefore, it is possible to give only the broadest outline of the service which will be offered. To carry out its functions, the Department has two major operating divisions. The operating sectors are supported by four other services.

INQUIRIES

Further information regarding the Department of Manpower and Immigration may be obtained at any Canada Manpower Centre of the Department. These are located in every city and large town and in many smaller communities as well. Inquiries or requests for publications related to manpower utilization should be addressed to:

DIRECTOR OF INFORMATION,
DEPARTMENT OF MANPOWER
AND IMMIGRATION,
OTTAWA, CANADA.

or to the Canada Manpower Centre in your area.

THE CANADA MANPOWER DIVISION

The primary purpose of the Canada Manpower Division of the Department is the utilization and development of Canada's manpower resources. Headquarters are in Ottawa, but the essential activity is carried out in Canada

Manpower Centres, co-ordinated by five regional offices located in Halifax, Montreal, Toronto, Winnipeg and Vancouver.

The chief function of field officers is counselling. This includes 1) the most effective placement of people in employment 2) services to employers in helping them to get workers suited to their needs and 3) support in the promotion of the working interests of businessmen, regardless of the size of the business. In this latter respect, a considerable body of information concerning small business operation and training facilities for small businessmen is at the disposal of field officers.

In order to assure the best possible utilization of Canada's manpower resources, the Department will co-operate with the provinces in vocational training of adults.

In co-operation with federal and provincial agencies, the Manpower Division will continue to bring vocational rehabilitation services to as many disabled persons as possible. Previous work in this field, under the auspices of the Department of Labour, has demonstrated the economic benefits of investing public funds to help handicapped persons to become productive members of society.

Other activities of the Manpower Division will include stabilization of employment—a service primarily designed to reduce winter unemployment. A Manpower Consultative Service has been established to assist management and labour in their efforts to meet the challenge of manpower adjustment resulting from technological and economic change.

A Manpower Mobility Program has been set up to help relocate workers when adequate re-employment opportunities cannot be found in the local area. The Canada Manpower Division will also assist in the placement of immigrants in employment in Canada.

THE CANADA IMMIGRATION DIVISION

The Canada Immigration Division is responsible for the selection, admission and control of immigrants in accordance with federal regulations and requirements. Its purpose

is to direct the immigration flow in a way which will contribute most to the national economy as well as to the social and cultural development of the country.



Productivity in the Canadian steel industry is on a par with that of any nation in the world.

DEPARTMENT OF NATIONAL DEFENCE

CANADIAN MILITARY ELECTRONICS STANDARDS AGENCY

The Canadian Military Electronics Standards Agency co-ordinates the standardization of those electronic parts comprising integral circuit elements, and related electrical items and materials, which are commonly used in defence electronic equipment. It assists the Armed Services individually in their work in the field of standardization on electronic components, and acts on behalf of the Services in maintaining liaison with Canadian industry on standardization matters.

INQUIRIES

All inquiries and requests for publications should be addressed to:

THE DIRECTOR,
CANADIAN MILITARY ELECTRONICS
STANDARDS AGENCY,
DEPARTMENT OF NATIONAL DEFENCE,
72 QUEEN STREET,
OTTAWA, CANADA.

SERVICES

On request, CAMESA will test electronic parts and materials according to the military specifications for those components. If these tests are successful, the manufacturer is provided with a certificate of Qualification Approval and thereby becomes eligible to sell those electronic parts and materials to the Government when their particular specifications are called up as part of an equipment retirement. If he wishes, the manufacturer may also have his product listed in the U.S. Qualified Products List.

The manufacturers of electronic parts and materials, and prime contractors, may apply to CAMESA for advice on the types of environ-

mental and electrical test equipment required for "in-plant" testing of electronic parts and materials.

PUBLICATIONS

The following are a few of the CAMESA publications available without charge to Canadian electronics manufacturers:

Information Bulletin No. 1 — CAMESA Directory

Standardization Bulletin No. 1 — Procedure for Obtaining Qualification Approval for electronic Parts and Materials

Standardization Bulletin No. 3 — List of Approved CAMESA Specifications and Related Documents

Standardization Bulletin No. 5 — Approved Products List for Electronic Parts and Materials

Standardization Bulletin No. 6 — Procedure for Obtaining Joint Canadian Navy-Army-Air Force Qualification Approval for Electronic Devices

DEFENCE RESEARCH BOARD

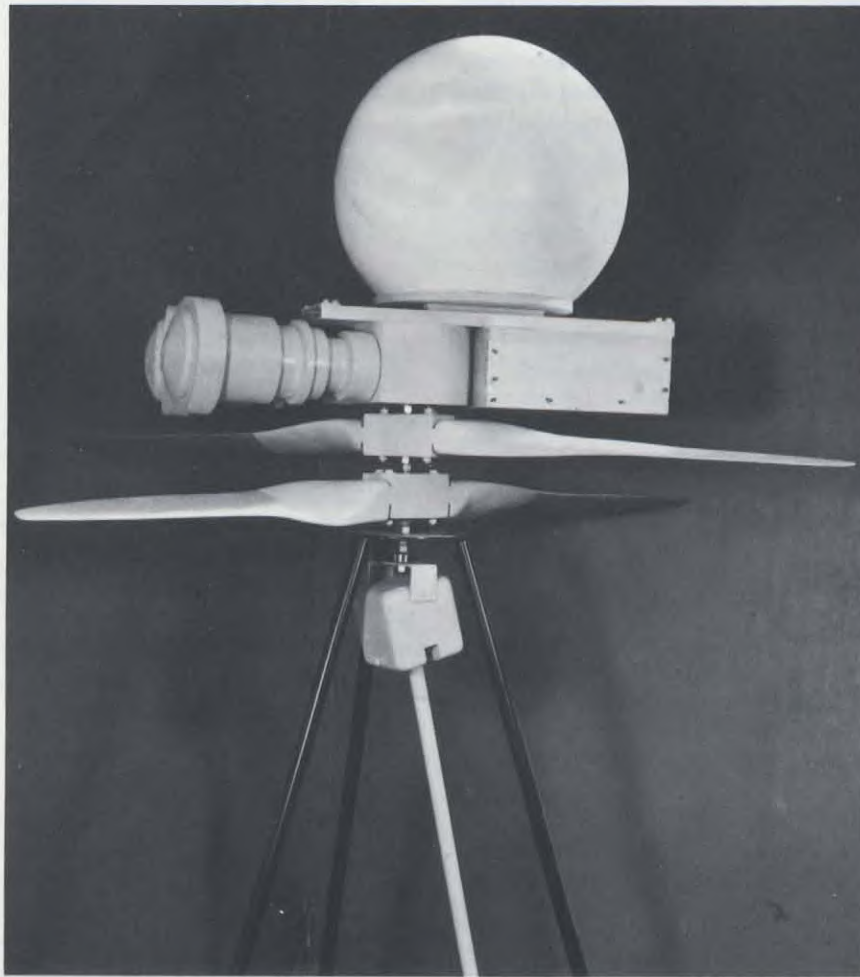
The Defence Research Board (DRB) does not provide a general service directly to the public in the same way as the scientific services of other government departments. Its purpose is to provide the scientific advice and services required by the Minister of National Defence and the Armed Forces in pursuit of the objectives of defence policy. As a part of the Department of National Defence, DRB material and equipment requirements are procured by the Department of Defence Production.

DEFENCE INDUSTRIAL RESEARCH PROGRAM

In conjunction with the Departments of Defence Production and Finance, DRB is spon-

soring a program of applied research enterprise in defence industry. This assistance is limited to projects of defence significance and to firms showing willingness to share the cost of acceptable projects. Defence industries have been advised in general that project proposals may be submitted to:

CHAIRMAN,
DEFENCE RESEARCH BOARD,
DEPARTMENT OF NATIONAL DEFENCE,
OTTAWA, CANADA.
ATTENTION: DIRECTOR OF INDUSTRIAL
RESEARCH.



Prototype of an "eye-in-the-sky" TV camera developed by the Defence Research Board.

DEPARTMENT OF NATIONAL HEALTH AND WELFARE

The Department of National Health and Welfare is engaged in a wide range of activities relating to the "health, social security and social welfare of the people of Canada". Although ultimately of benefit to Canadian business and industry, the goals of the Department do not allow a general service directly to business. However, various divisions of the Department often provide consultative and advisory services to the business community. The following is a list of those services of the Department which are related most directly to the purpose of this publication.

INQUIRIES

Inquiries may be addressed to:
THE DEPARTMENT OF NATIONAL HEALTH
AND WELFARE,
BROOKE CLAXTON BUILDING,
TUNNEY'S PASTURE,
OTTAWA 3, CANADA.

or to any of the various Divisions at the addresses contained on the following pages.

THE HEALTH BRANCH

FOOD AND DRUG

The Food and Drug Directorate is responsible for the enforcement of the Food and Drug Act, the Narcotic Control Act and the Proprietary or Patent Medicine Act. The offices of the Directorate are willing at any time to explain the requirements of this legislation to businessmen concerned.

Inquiries of a general nature may be addressed to the following Food and Drug offices:

TUNNEY'S PASTURE,
OTTAWA 3, ONTARIO.
P.O. BOX 1311,
CONFEDERATION BLDG.,
CHARLOTTETOWN, P.E.I.

P.O. BOX 324,
FEDERAL BUILDING,
SYDNEY, NOVA SCOTIA.

GARE MARITIME CHAMPLAIN,
ROOM 398, ANSE AU FOULON,
QUEBEC, P.Q.

ROOM 206,
FEDERAL BUILDING,
RUE PRINCIPALE,
HULL, P.Q.

ROOM 800,
400 YOUVILLE SQUARE,
MONTREAL, P.Q.

P.O. BOX 93,
NEW FEDERAL BUILDING,
PINNACLE STREET,
BELLEVILLE, ONTARIO.

P.O. BOX 33,
DOMINION PUBLIC BLDG.,
KITCHENER, ONTARIO.

P.O. BOX 605, RALSTON BLDG.,
105 HOLLIS STREET,
HALIFAX, NOVA SCOTIA.

P.O. BOX 396, ROOM 517
NEW CUSTOMS BLDG.,
SAINT JOHN, NEW BRUNSWICK.

P.O. BOX 596,
SIR HUMPHREY GILBERT BLDG.,
ST. JOHN'S, NEWFOUNDLAND.

P.O. BOX 1146,
POST OFFICE BUILDING,
TROIS-RIVIERES, P.Q.

P.O. BOX 1120,
315 KING STREET WEST,
SHERBROOKE, P.Q.

55 ST. CLAIR AVENUE EAST,
TORONTO, ONTARIO.

NATIONAL REVENUE BUILDING,
150 MAIN ST. WEST AT CAROLINE,
HAMILTON, ONTARIO.

P.O. BOX 504,
DOMINION PUBLIC BUILDING,
457 RICHMOND STREET,
LONDON, ONTARIO.

DOMINION PUBLIC BUILDING,
WINDSOR, ONTARIO.

ROOM 313, PUBLIC BUILDING,
33 COURT STREET SOUTH,
PORT ARTHUR, ONTARIO.

FEDERAL BUILDING,
BRANDON, MANITOBA.
ROOM 312, MOTHERWELL BLDG.,
REGINA, SASKATCHEWAN.

ROOM 541, FEDERAL BUILDING,
EDMONTON, ALBERTA.

FEDERAL BUILDING,
325 GRANVILLE STREET,
VANCOUVER, B.C.

3rd FLOOR, NEW FEDERAL BLDG.,
SUDBURY, ONTARIO.

FEDERAL BUILDING,
WINNIPEG, MANITOBA.

307 LONDON BUILDING,
20th ST. EAST & 3rd AVENUE,
SASKATOON, SASKATCHEWAN.

CUSTOMS BUILDING,
CALGARY, ALBERTA.

ROOM 235, 317 SEYMOUR STREET,
KAMLOOPS, BRITISH COLUMBIA.

ROOM 408, BELMONT BUILDING,
805 GOVERNMENT STREET,
VICTORIA, BRITISH COLUMBIA.

Inquiries of a technical nature may be directed to the following Food and Drug Laboratories:

TUNNEY'S PASTURE,
OTTAWA, ONTARIO.

ROOM 800,
400 YOUVILLE SQUARE,
MONTREAL, P.Q.

ROOM 310, FEDERAL BLDG.,
MAIN AND WATER STREETS,
WINNIPEG, MANITOBA.

P.O. BOX 605, RALSTON BUILDING,
105 HOLLIS STREET,
HALIFAX, NOVA SCOTIA.

55 ST. CLAIR AVENUE EAST,
TORONTO, ONTARIO.

ROOM 504,
325 GRANVILLE STREET,
VANCOUVER, BRITISH COLUMBIA.

OCCUPATIONAL HEALTH

One of the primary functions of the Occupational Health Division is to protect and improve the health of Canada's employed population. In carrying out this function the Division is often of indirect aid in the establishment of beneficial employer-employee relationships.

INVESTIGATIONS

Upon request, the Division will conduct surveys and investigate conditions suspected of causing, or actually causing, hazardous occupational environments. In addition, the Division will supply analytical services related to these surveys for industries which do not have such services.

EMPLOYEE HEALTH SERVICES

The Division will provide consultant services to industry and other large employers for the organization and operation of employee health services. This includes consultant and advisory services to nurses in industries throughout Canada.

AIR POLLUTION

In order to eliminate air pollution affecting industries and the general public, the Division will carry out surveys and related activities in close co-operation with provincial and municipal governments and with industry.

PUBLICATIONS

Publications of interest to the business or industrial community are:

Acids and Alkalis

Alcoholism in Industry

Carbon Tetrachloride

Cyanides

Engineering Aspects of Smoke Control

Guide for the Preparation of a Manual of Policies and Procedure

Hazards of Grain Dust

Health Services and the Small Plant

Health Teaching in Industry

Industrial Dermatitis

Industrial Dust

Industrial Noise

Ladders

Methyl Alcohol and Ethylene Glycol

Nickel and its Compounds

Occupational Health Nurse Specialist

Ozone

Phenol (Carbolic Acid) and Cresol

Regulation of Shoe Fitting Fluoroscopes

Respiratory Protection

Solvents

Static Electricity

T.N.T. and Tetryl

These may be obtained by writing:
INFORMATION SERVICES,
THE DEPARTMENT OF NATIONAL HEALTH
AND WELFARE,
TUNNEY'S PASTURE,
OTTAWA 3, CANADA.

The Division also publishes a monthly periodical, the Occupational Health Bulletin. For sample copies or to have your name added to the permanent list for this periodical, contact the above address.

RADIATION PROTECTION DIVISION

Radiation protection services have been provided by the Department of National Health and Welfare since 1950. The Division's programs are intended to ensure the health and safety of radiation workers in establishments using X-rays or nuclear energy, and to assess and make recommendations concerning the radiation exposure of members of the public.

The Division provides extensive advisory and laboratory services to meet these commitments.

Advisory services include:

- advice to prospective radiation users on health and safety aspects
- recommendations concerning medical supervision of radiation workers
- health and safety assessment of new uses of radioactivity and radiation sources.

Laboratory services include:

- provision of personnel monitoring services for radiation workers and maintenance of cumulative radiation exposure records for each radiation worker
- provision of special services for measuring the amount of radioactivity in the bodies of radiation workers
- provision of environmental monitoring programs to assess the degree of radio-

active contamination resulting from the use of radioactive sources.

In addition, the Radiation Protection Division provides:

- safety codes giving in detail the requirements for safe handling of radioisotopes used in specific applications
- information bulletins describing in lay language various aspects of radiation safety and of the Division's work and responsibilities
- lectures on radiation protection
- short-term training courses in radiation protection for radiation workers.

REGULATIONS

The Division welcomes inquiries concerning health and safety regulations and guides for all radiation sources.

PUBLICATIONS

The Division issues a regular monthly report, Data from Radiation Protection Programs which is largely a technical publication summarizing results of the various programs. From time to time the report contains interpretive articles which would be useful to those engaged in businesses making use of radioactive materials.

Copies of the report may be obtained by writing to:

RADIATION PROTECTION DIVISION,
DEPARTMENT OF NATIONAL HEALTH AND
WELFARE,
OTTAWA, CANADA.

Further information on any aspect of the work of the Radiation Protection Division may also be obtained by writing to the above address.

THE WELFARE BRANCH

THE CANADA PENSION PLAN

The Canada Pension Plan is a universal, contributory plan providing retirement pen-

sions related to pensionable earnings during a person's years of employment. It also provides disability pensions and survivors' benefits. Through its provisions, many self-employed people and employees of businesses which do not have pension plans, are able to provide for their retirement and to protect their families financially in cases of disability or death.

INQUIRIES

Information about contributions and coverage may be obtained from the local offices of the Department of National Revenue, Taxation Division. These offices are as follows:

SIR HUMPHREY GILBERT BLDG.,
165 DUCKWORTH STREET,
ST. JOHN'S, NEWFOUNDLAND.

FEDERAL BUILDING,
DORCHESTER STREET,
SYDNEY, NOVA SCOTIA.

NEW POST OFFICE BLDG.,
CANTERBURY STREET,
SAINT JOHN, NEW BRUNSWICK.

FEDERAL BUILDING,
CLARENCE STREET,
KINGSTON, ONTARIO.

MACKENZIE BUILDING,
36 ADELAIDE STREET EAST,
TORONTO, ONTARIO.

DOMINION BUILDING,
QUEEN AND RICHMOND STREETS,
CHARLOTTETOWN, P.E.I.

RALSTON BUILDING,
105 HOLLIS STREET,
HALIFAX, NOVA SCOTIA.

JACKSON BUILDING,
122 BANK STREET,
OTTAWA, ONTARIO.

NEW FEDERAL BUILDING,
11 STATION STREET,
BELLEVILLE, ONTARIO.

NATIONAL REVENUE BUILDING,
150 MAIN STREET WEST,
HAMILTON, ONTARIO.

FEDERAL BUILDING,
32-46 CHURCH STREET,
ST. CATHARINES, ONTARIO.

388 DUNDAS STREET,
LONDON, ONTARIO.

FEDERAL BUILDING,
19 LISGAR STREET SOUTH,
SUDBURY, ONTARIO.

INCOME TAX BUILDING,
391 YORK AVENUE,
WINNIPEG, MANITOBA.

LONDON BUILDING,
306 - 20th STREET EAST,
SASKATOON, SASKATCHEWAN.

FEDERAL BUILDING,
107th STREET,
EDMONTON, ALBERTA.

110 WEST GEORGIA STREET,
VANCOUVER, B.C.

DEPARTMENT OF NATIONAL REVENUE,
TAXATION DIVISION,
FEDERAL BUILDING,
WHITEHORSE, YUKON TERRITORY.

DEPARTMENT OF NATIONAL REVENUE,
TAXATION DIVISION,
FEDERAL BUILDING,
107th STREET,
EDMONTON, ALBERTA.

NATIONAL REVENUE BUILDING,
166 FREDERICK STREET,
KITCHENER, ONTARIO.

1100 UNIVERSITY AVENUE WEST,
WINDSOR, ONTARIO.

CUSTOMS BUILDING,
201 NORTH MAY STREET,
FORT WILLIAM, ONTARIO.

INCOME TAX BUILDING,
1955 SMITH STREET,
REGINA, SASKATCHEWAN.

CALGARY PUBLIC BUILDING,
205 - 8th AVENUE SOUTH EAST,
CALGARY, ALBERTA.

FEDERAL BUILDING,
251 NANAIMO AVENUE WEST,
PENTICTON, B.C.

BELMONT BUILDING,
614 HUMBOLDT STREET,
VICTORIA, B.C.

Inquiries about benefits may be directed to:

THE CANADA PENSION PLAN,
DEPARTMENT OF NATIONAL HEALTH
AND WELFARE,
255 ARGYLE AVENUE,
OTTAWA, CANADA.

or the district offices of the Canada Pension Plan as they are set up across the country.

RESEARCH AND STATISTICS

The Research and Statistics Division is responsible for the collection, interpretation, and analysis of basic information on the socio-economic aspects of health and welfare. Periodically, the Division publishes reports and monographs, which are available to businessmen upon request. These periodic reports are included in the Queen's Printer's check list which may be obtained from:

THE QUEEN'S PRINTER,
OTTAWA, CANADA.

Businessmen may be included in the Division's mailing list by sending a request to:

RESEARCH AND STATISTICS DIVISION,
DEPARTMENT OF NATIONAL HEALTH
AND WELFARE,
BROOKE CLAXTON BUILDING,
TUNNEY'S PASTURE,
OTTAWA 3, CANADA.

NATIONAL RESEARCH COUNCIL

The National Research Council's main functions are to stimulate all phases of applied and fundamental research in Canada, and to link science with industry. Much of its work is beyond the scope of any one university or industry.

In addition, the Council does long-term applied work in general areas, work on specific industrial problems, short-term industrial problems (i.e. ad hoc investigations), investigations for the Armed Forces, consulting and testing. Most of the work of National Research Council immediately concerned with business operations is done by the Technical Information Service, which provides assistance over a wide range of subjects.

The National Research Council operates Laboratory Divisions in biosciences, radiation biology, applied chemistry, pure chemistry, applied physics and pure physics. Almost all laboratories are doing work of interest to some phase of Canadian industry or business. Workers in the laboratories are pleased to discuss technical or scientific problems of interest to business, if the problems are related to their work or experience.

The Council also operates Engineering Divisions in the fields of building research, mechanical engineering, national aeronautical establishment and radio and electrical engineering. The Division of Building Research provides a research service to the entire construction industry of Canada and, in addition, performs two service functions as the research wing for technical matters to Central Mortgage and Housing Corporation, and in providing the technical and secretarial support to the Associate Committee on the National Building Code.

Two Regional Laboratories are operated by the Council — Atlantic Regional Labora-

tory, Halifax, and the Prairie Regional Laboratory, Saskatoon.

INQUIRIES

Inquiries relating specifically to activities of the various divisions or branches should be directed to the appropriate body, e.g., the Division of Building Research. Inquiries of a general nature, or those concerned with technical or engineering problems, management, etc., may be directed to:

TECHNICAL INFORMATION SERVICE,
NATIONAL RESEARCH COUNCIL,
SUSSEX DRIVE,
OTTAWA, CANADA.

In addition to its central office in Ottawa, the Technical Information Service maintains field offices, or is represented by provincial organizations, in the following cities:

B.C. RESEARCH COUNCIL,
UNIVERSITY OF BRITISH COLUMBIA,
VANCOUVER, B.C.

RESEARCH COUNCIL OF ALBERTA,
134 - 8th AVENUE S.E.,
CALGARY, ALTA.

NATIONAL RESEARCH COUNCIL,
701 GENERAL POST OFFICE BLDG.,
266 GRAHAM AVENUE,
WINNIPEG, MAN.

NATIONAL RESEARCH COUNCIL,
3420 WILSON AVENUE,
MONTREAL, P.Q.

DEPARTMENT OF INDUSTRY & DEVELOPMENT,
P.O. BOX 1150,
FREDERICTON, N.B.

RESEARCH COUNCIL OF ALBERTA,
87th AVENUE AND 114th STREET,
EDMONTON, ALTA.

RESEARCH COUNCIL OF SASKATCHEWAN,
UNIVERSITY OF SASKATCHEWAN,
SASKATOON, SASK.

ONTARIO RESEARCH FOUNDATION,
43 QUEENS PARK CRESCENT E.,
TORONTO, ONT.

P.O. BOX 39, H.V.,
QUEBEC CITY, P.Q.

NOVA SCOTIA RESEARCH FOUNDATION,
P.O. BOX 1027,
HALIFAX, N.S.



Aggressive and research-oriented, the Canadian electronics industry is making great strides ahead.

PATENTS

Canadian Patents and Development Limited, a subsidiary of the National Research Council, publishes a patent handbook listing all inventions by government departments and universities available for licensing to Canadian businesses. Copies of the handbook, which is revised semi-annually, and additional information on the patents available may be obtained from Canadian Patents and Development Limited, National Research Building M-58, Ottawa 7.

The various Divisions of the National Research Council are associated with other groups in establishing and maintaining standards relating to their specialized fields. Most of the Divisions do work in connection with testing and calibrating standard instruments and equipment, and several do work on materials to determine whether they meet the required specifications or standards. Generally, tests are carried out for outside organizations only when the equipment required is not available elsewhere in Canada.

TECHNICAL INFORMATION SERVICE

The Technical Information Service (TIS) was formed in 1945 to aid secondary manufacturing industries, especially small and medium-sized firms. By providing free technical assistance it helps business solve immediate problems and move into new fields.

TIS FIELD OFFICES

Engineers, located in the field offices listed in the foregoing, visit factories to help solve technical difficulties and problems. The main subjects with which they deal are the properties of materials that factories are using, or wish to use; manufacturing methods for processing materials; design, layout and operation of equipment; new techniques; ideas and

scientific discoveries which may apply to production.

The field engineers may suggest a solution to a problem from their own knowledge or experience, enlist the aid of colleagues in the provincial research laboratories, or submit the problem to TIS, Ottawa.

TIS, OTTAWA

TIS, Ottawa, which is composed of a group of engineers and scientists at the National Research Council, usually answers inquiries by a letter which suggests possible solutions, and which is supplemented by copies of pertinent articles or references to additional literature. An attempt is made to interpret the technical or scientific information in terms likely to be understood by non-technical persons.

INDUSTRIAL ENGINEERING AND MANAGEMENT

TIS provides information on cost accounting techniques, with particular reference to systems adapted to specific types of business; production planning and control; inventory control; materials handling; method study and work measurement; office systems and procedures.

Information on these subjects generally consists of pertinent articles and literature references.

PERSONNEL MANAGEMENT

General information on methods of selecting, training, and managing personnel; wage incentive schemes, and profit sharing is provided. In some cases specific references to a particular type of business or industry can be furnished.

LIBRARY

The NRC Library, the National Science Library of Canada, collects and makes avail-

able the world's output of scientific and technical literature through loans, provision of photocopies and microfilms, or by direct consultation in the Library. An information staff answers requests for scientific and technical information, compiles scientific bibliographies and carries out literary searches. The Library also acts as a clearing house for information regarding the existence and location of translations of foreign scientific and technical papers.

SELECTED LIST OF NATIONAL RESEARCH COUNCIL'S PUBLICATIONS

Results of most of the laboratory investigations are published in scientific journals, such as NRC publications, or as special divisional publications. In addition, two Divisions—Mechanical Engineering and Radio and Electrical Engineering—publish quarterly reports or reviews of their activities. These are available to interested organizations or individuals who are likely to make use of them. Detailed reports of work currently in hand in all Divisions may be found in the Annual Review of the National Research Council.

A general list of NRC publications may be obtained from:

NATIONAL RESEARCH COUNCIL,
SUSSEX DRIVE,
OTTAWA, CANADA.

Requests for information on publications issued or distributed by various Divisions should be directed to:

PUBLICATIONS SECTION,
DIVISION OF BUILDING RESEARCH,
NATIONAL RESEARCH COUNCIL,
OTTAWA, CANADA.

REPORTS SECTION,
DIVISION OF MECHANICAL ENGINEERING,
NATIONAL RESEARCH COUNCIL,
OTTAWA, CANADA.

DOCUMENT CONTROL SECTION,
DIVISION OF RADIO AND ELECTRICAL
ENGINEERING,
NATIONAL RESEARCH COUNCIL,
OTTAWA, CANADA.

Information on TIS Reports may be obtained from:

TECHNICAL INFORMATION SERVICE,
NATIONAL RESEARCH COUNCIL,
SUSSEX DRIVE,
OTTAWA, CANADA.

NATIONAL RESEARCH COUNCIL INDUSTRIAL RESEARCH ASSISTANCE PROGRAM

The National Research Council Industrial Research Assistance Program was established to stimulate industrial research and development in Canada and assist business and industry in these areas.

INQUIRIES

Inquiries may be directed to:

SECRETARY,
COMMITTEE ON INDUSTRIAL RESEARCH
ASSISTANCE,
NATIONAL RESEARCH COUNCIL,
OTTAWA 2, CANADA.

The purpose of the program is to help establish new industrial research facilities in Canada as well as expand existing ones. Generally, support is given to relatively long-term research projects. Quality control, testing, minor product development, and fields such as research in the social sciences, psychology and market research are excluded from consideration. The choice of the project is the responsibility of the company.

Criteria used for the selection of companies to receive financial assistance include: company background, competence and quality of past performance, capabilities of scientific staff and continuity of interest in research. Small businesses having suitable qualifications are given every consideration. Costs are shared by the government and the company concerned on an approximately equal basis. All rights to research results are retained by the company and the money advanced by the government does not have to be repaid.

DEPARTMENT OF NATIONAL REVENUE

The Department of National Revenue consists of the Customs and Excise Division and the Taxation Division. The Customs and Excise Division administers the Customs Act, the Customs Tariff Act, the Excise Tax Act and the Excise Act. Under the terms of reference of the first two Acts, the Division is responsible for the control and management of the collection of customs duties; under the Excise Tax Act and the Excise Act, it collects the federal sales tax, excise taxes and excise duties.

The Taxation Division administers the Income Tax Act and the Estate Tax Act; its duties, generally, involve the assessment and collection of taxes levied under these Acts.

CUSTOMS

All persons and business houses are required to enter goods imported into Canada at Customs, and to pay customs duties as imposed under the terms of the schedules set forth in the Customs Tariff. The schedules of the Customs Tariff comprise more than 2,000 tariff items. While the majority of the provisions refer to specific commodities, others refer solely to the use made of the articles and some have, as a basis of distinction, whether or not the goods are of a class or kind made in Canada. Prospective importers find it useful to familiarize themselves with customs requirements, particularly with respect to valuation, tariff classification and drawback.

TARIFFS

The rates of duty imposed are according to:

- British Preferential Tariff, applying to goods which are the produce or manufacture of specified British Commonwealth countries, entering Canada without trans-

shipment from a country enjoying the benefits of this tariff.

- Most-Favoured-Nation Tariff, applying to direct imports of goods which are the produce or manufacture of any foreign country to which the benefits of the Most-Favoured-Nation Tariff are extended.
- General Tariff, applying to goods not entitled to admission under the two tariffs outlined above.

There also are special rates under Trade Agreements with certain countries. The United States, which is normally Canada's largest source of imported goods, receives Most-Favoured-Nation Tariff treatment. In general, the duty rates on raw materials and basic goods are lower than on articles made therefrom.

VALUE FOR DUTY

In determining the valuation on which duty is assessed, various factors are taken into consideration, including the trade status of the importer in relationship to the seller, and whether the equipment is new or used.

DRAWBACK

Generally speaking, all goods that are imported into Canada and are further manufactured and exported or are for ships' stores are entitled to a drawback of 99 per cent of the duty and taxes paid. Schedule "B" of the Customs Tariff lists certain goods which are entitled to special treatment in that they are granted a drawback varying from 50 to 99 per cent when used in the manufacture in Canada of goods for certain specific purposes.

INQUIRIES

Inquiries pertaining to customs matters should be forwarded to:

DEPUTY MINISTER OF NATIONAL REVENUE,
CUSTOMS AND EXCISE,
OTTAWA, CANADA.

If not involving drawback, inquiries may also be directed to local Collectors of Customs and Excise. The Customs Drawback Investigation Service has offices in Amherst, Montreal, Quebec City, Oshawa, Toronto, Hamilton, London, Windsor, Winnipeg, Calgary and Vancouver, to which questions concerning drawback may be directed.

SALES AND EXCISE TAXES

All persons carrying on business in Canada are required to meet the levies for which they may be liable under the Excise Tax Act. It is important to ascertain precisely what these liabilities might be. Sales tax, at 11 per cent, applies to most manufactured products. In addition, excise taxes, at 10 per cent or 15 per cent, apply on specific items. Essentially, both of these taxes are payable by manufacturers at time of sale but, under certain circumstances they can become the unforeseen and retroactive liability of the purchaser as well. The basic texts on this subject are the Excise Tax Act and the Regulations under that Act. No business is legally exempt from the taxes established by the Excise Tax Act merely by reason of size. On the other hand, circumstances may permit exemption from the imposts. It is recommended that all businesses, whether new or old, large or small, whose status under the Excise Tax Act has not been clearly defined by the Department of National Revenue, should approach the Department on the subject either directly or through one of the many district offices.

EXCISE DUTIES

The Excise Duty Branch of the Department administers the Excise Act, which imposes a duty on domestic tobacco products, beer and spirits. These must be manufactured under supervision by persons or firms licensed to do so by the Department.

In addition, it controls the formulae, manufacture and sale of denatured and specially denatured alcohols, the registration or licensing of chemical stills, and the licensing and supervision of several hundred factories bonded to use excisable goods in the manufacture of pharmaceuticals, perfumes, vinegar and other articles of commerce.

INQUIRIES

Inquiries regarding sales and excise taxes and excise duties may be directed to:

DEPUTY MINISTER OF NATIONAL REVENUE,
CUSTOMS AND EXCISE,
OTTAWA, CANADA.

or the nearest Collector of Customs and Excise.

Inquiries regarding sales and excise taxes may also be addressed to the District Director of Excise Tax Collections at Halifax, Quebec, Montreal, Ottawa, Toronto, London, Winnipeg, Regina, Calgary or Vancouver or to the Divisional Director of Excise Audit at Montreal, Toronto, Calgary or Vancouver or to Excise Audit offices at St. John's (Newfoundland), Halifax, Amherst, Saint John (N.B.), Quebec, Trois Rivières, Sherbrooke, Montreal, Ottawa, Belleville, Toronto, Kitchener, Hamilton, St. Catharines, London, Windsor, North Bay, Port Arthur, Winnipeg, Regina, Saskatoon, Calgary, Edmonton, Vancouver, or Victoria.

Inquiries regarding excise duties may also be addressed to the Regional Director of Excise Duty at Montreal, Toronto, and Vancouver.

TAXATION DIVISION

The Taxation Division deals each year with more than 7,000,000 individuals, corporations, employers, co-operatives, executors, and others in the complex field of financial collection and enforcement.

The laws now administered in whole or in part by the Division, and the particular taxes or contributions collected, are as follows:

INCOME TAX ACT

- Individual Income Tax
- Corporation Income Tax
- Gift Tax
- Non-Resident Tax

ESTATE TAX ACT

- Estate Tax

OLD AGE SECURITY TAX ACT

- Old Age Security Tax on Individuals and Corporations

CANADA PENSION PLAN

- Contributions from Individuals and Employers

PROVINCIAL INCOME TAX ACTS

- Individual Income Tax for all provinces except Quebec
- Corporation Income Tax for all provinces except Ontario and Quebec

To carry out this work, the Taxation Division maintains 29 district offices throughout Canada. Taxation records are for the most part kept on magnetic tape at the Taxation Data Center in Ottawa where modern electronic computers record and verify the necessary information. All these offices are supervised by a head office, also in Ottawa.

In spite of an increase in workload which has seen a doubling (to 6.7 million) of the number of individual and corporation income tax returns in the past 15 years, the cost to collect \$100, over the same period, has been reduced from \$2.16 to 86 cents.

Information on any aspect of the taxation laws and regulations is available at district taxation offices. Employers, especially, find this service helpful and can discuss with local officials problems of payroll deductions, Canada Pension Plan contributions and the like.

To assist businessmen, several free publications are available.

TAXATION STATISTICS

- Part 1, Individuals
- Part 2, Corporations
- (Information Service, Head Office, Ottawa)

CANADA PENSION PLAN

- Information for Employers
- Contribution Tables
- (District Taxation Offices)

INCOME TAX

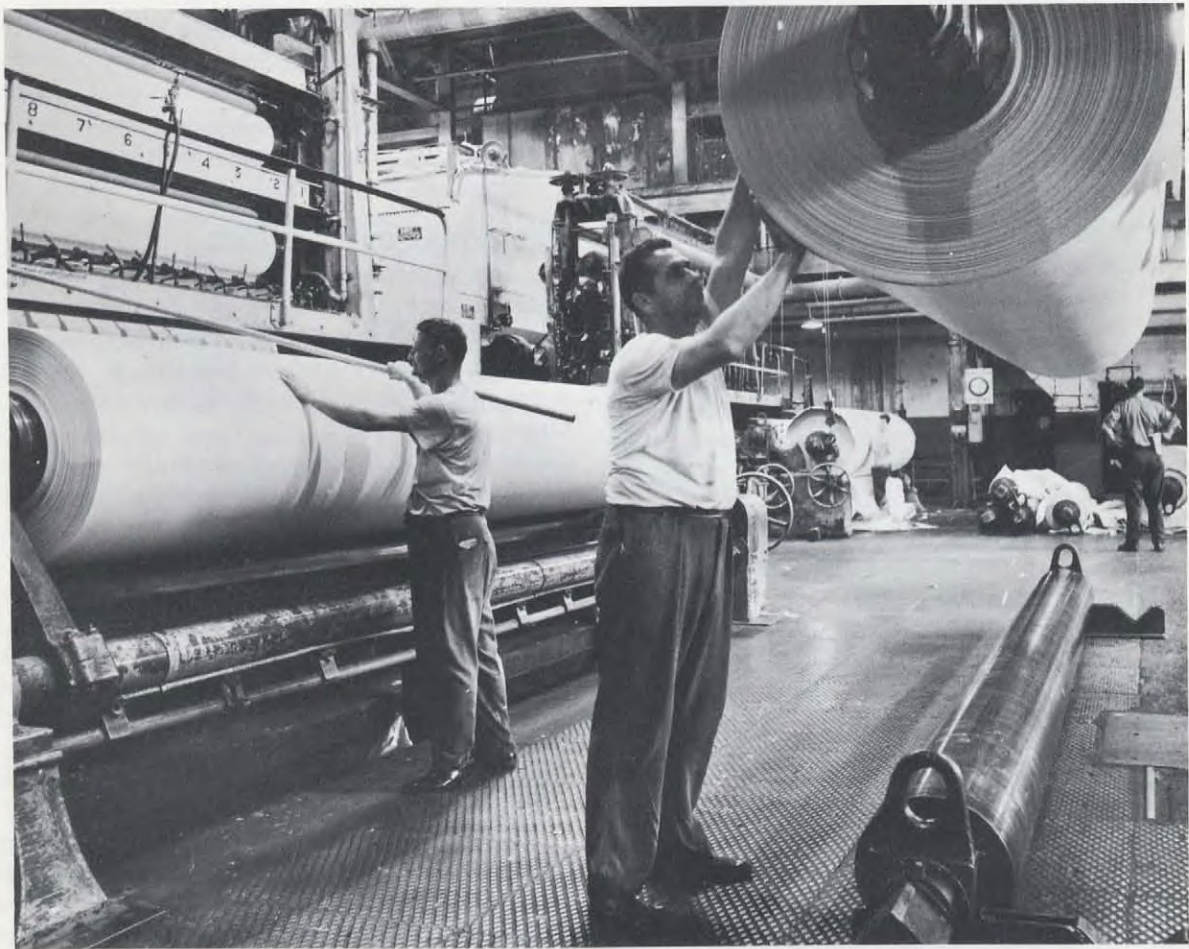
- Contribution Tables
- (District Taxation Offices)
- Income Tax Act
- (Queen's Printer, Ottawa)

ADDITIONAL PUBLICATIONS

The following is a list of publications of the Customs and Excise Division, Department of National Revenue, which are available from the Queen's Printer, Ottawa. Cheque or money order should be made payable to the Receiver General of Canada.

- Customs Tariff Volume — loose-leaf — contains Customs Tariff, including schedules of tariff items, index to commodities and index to regulations \$12.00 per copy
- Customs Tariff Revision Service — periodical issue of amending sheets for inserting in the Customs Tariff volume to keep it up to date \$15.00 per year
- Customs Tariff Information Service-Memos D-47 to D-51 — D-47's are tariff changes; D-48's are trade agreements; D-49's are regulations prescribed by the Minister relative to particular tariff items; D-50's are Tariff Board decisions and departmental rulings; D-51's are Made in Canada rulings \$6.00 per year
- D-Memo Service — Customs Regulations — This service is entirely separate from that for

Memos D-47 to 51 described above and includes an "Index to Customs Law and Regulations" with amending service	\$12.00 per year	Excise Circulars Service — Excise regulations including excise taxes and excise duty, plus an "Index to Excise Law and Regulations" with amending service	\$6.00 per year
Customs Act	\$1.00 per copy	Fruit and Vegetable Bulletins Service	\$3.00 per year
Excise Act	\$.75 per copy	Currency Bulletins Service	\$6.00 per year
Excise Tax Act	\$.50 per copy		



Newsprint for the newspapers in many parts of the world is of Canadian origin.

POST OFFICE DEPARTMENT

The Canada Post Office is organized to provide, wherever required within the boundaries of Canada, a postal service for the Canadian people and, by participation in such world postal organizations as the Universal Postal Union and the Postal Union of the Americas and Spain, the Canada Post Office links Canadians to the other peoples of the world.

INQUIRIES

Inquiries may be addressed to local postmasters (consult the yellow pages of your telephone directory for general postal information). District Directors of Postal Service are located in the following cities:

ST. JOHN'S, NFLD.
 QUEBEC 2, P.Q.
 TORONTO 1, ONTARIO
 WINNIPEG 1, MANITOBA
 EDMONTON, ALBERTA
 HALIFAX, N.S.

MONTREAL 3, P.Q.
 LONDON, ONTARIO
 SASKATOON, SASK.
 VANCOUVER 3, B.C.
 SAINT JOHN, N.B.
 OTTAWA 7, ONTARIO
 NORTH BAY, ONTARIO
 CALGARY, ALTA.

District Postmasters are also located in the cities of:

MONTREAL 3, P.Q.
 WINNIPEG 1, MANITOBA
 OTTAWA 2, ONTARIO
 VANCOUVER 3, B.C.
 TORONTO 1, ONTARIO

For additional information on various postal operations, interested persons should direct their inquiries to:

DIRECTOR OF INFORMATION AND
 PUBLIC RELATIONS,
 POST OFFICE DEPARTMENT
 ROOM 952,
 SIR ALEXANDER CAMPBELL BUILDING,
 CONFEDERATION HEIGHTS,
 OTTAWA 8, CANADA.

PUBLICATIONS

The following publications are available to the public from the source as indicated:

TITLE	DESCRIPTION	SOURCE	PRICE
"NUMBER OF HOUSEHOLDERS"	(Non-Letter Carrier Post Offices) (Published annually. Shows the number of householders English and French receiving mail outside letter carrier delivery areas)	Postmasters	Free to mailers of Householder Mailings

Publications cont'd.

TITLE	DESCRIPTION	SOURCE	PRICE
"RURAL DIRECTORIES"	(Published annually according to federal electoral districts. Shows the name and occupation of householders not included in City Directories published by private firms.)	Postmasters	\$2.00 each plus provincial sales tax
"LETTER CARRIER WALK LISTS"	(Number of English and French householders and businesses on letter carrier walks).		Available without charge on application to individual Postmasters concerned.
"CANADA POSTAL GUIDE"	Part 1 contains postage rates, fees, conditions, laws, regulations, prohibitions and financial services.	Queen's Printer Ottawa, Ont. or Canadian Government Bookshops at Ottawa, Montreal, Winnipeg or Vancouver.	Without binder \$3.00 Ring Binder \$4.00 Amendment Service per year \$2.00
"CANADA POSTAL GUIDE"	Part 2 contains rates and conditions of mailing to other countries. Entries are listed alphabetically.	Same as Part 1 above.	Same as Part 1 above.
"LIST OF POST OFFICES IN CANADA"	Lists all Post Offices in Canada in both alphabetical order and by electoral district.	Queen's Printer, Ottawa, Ontario	\$3.50 per copy
"POSTAL ZONE DIRECTORIES"	Lists the street names and zone numbers as well as a zone map for the cities of Quebec, Ottawa, Montreal, Toronto, Winnipeg and Vancouver.	Available from individual Postmaster	Free on request.

PUBLIC SERVICE COMMISSION

Advisory Services Branch

The Advisory Services Branch of the Public Service Commission has two divisions, the Management Analysis Division and the Organization Division, which act as an internal management consultative service to government departments and agencies.

The services of these two divisions are not available to businessmen but their publica-

tions may be obtained from the Queen's Printer, Ottawa or from Canadian Government bookstores in Montreal, Ottawa, Toronto, Winnipeg and Vancouver:

Organization Analysis in the Government of Canada, 1964	\$1.50
Forms Design and Control Manual, 1963	\$1.00
Manual of Office Layout, 1954	\$1.00
Manual on Filing Services, 1960	\$1.00
(all available in French)	



The Public Service Commission uses computer programming to maintain staff records.

DEPARTMENT OF THE SECRETARY OF STATE

PATENT AND COPYRIGHT OFFICE

The Patent and Copyright Office is attached to the Department of the Registrar General.

The Commissioner of Patents administers the Patent Act, the Industrial Design Act, the Copyright Act and the Timber Marking Act.

INQUIRIES

Inquiries concerning these Acts should be addressed to:

THE COMMISSIONER OF PATENTS,
PATENT AND COPYRIGHT OFFICE,
OTTAWA 4, CANADA.

PATENTS

All applications for patents must be made to the Commissioner of Patents in conformity with the Patent Act and its regulations.

An inventor or his legal representatives may obtain a patent if his invention:

Was not known or used by any other person before he invented it;

Was not described in any patent or in any publication printed in Canada or in any other country more than two years before presentation of the petition to the Commissioner;

Was not in public use or on sale in Canada for more than two years prior to the application in Canada.

Canadian inventors who have applied for patents in Canada, can apply in the 74 other countries of the International Convention within 12 months of the date of their application in Canada and such application will be treated as if filed on the date of filing in Canada.

Substances intended for food and medicine, when made by chemical processes, are not patentable per se, but the process of making them may be patented. Patents intend-

ed for or capable of being used for the production of food or medicine are subject to compulsory licensing from the date of grant without the three years' grace allowed for the other types of inventions.

COPYRIGHTS

Copyright subsists in any original literary, dramatic, musical and artistic work if, when the work was created, the author was a British subject, a citizen or subject of a foreign country that has adhered either to the International Convention or the Universal Copyright Convention and, in the case of a published work, if the work was first published within Her Majesty's Dominions or in such foreign country.

The term of protection is the life of the author and 50 years after his death, except in the case of photographs and records, where the term is 50 years from the making.

INDUSTRIAL DESIGNS

The Industrial Design Act protects the shape, configuration and ornamentation of an article of manufacture provided it is new and original. Applications for the registration must be made to the Commissioner of Patents and, if accepted, the certificate of registration will protect the design for five years, renewable for a further five years.

TIMBER MARKING ACT

The Timber Marking Act applies only to the provinces of New Brunswick, Quebec and Ontario. It protects a mark adopted by a person engaged in the business of lumbering, the getting-out of timber or the floating of same in the inland waters of Canada within the three provinces named above. The registration lasts indefinitely, but the person who has registered a mark may petition for cancellation. No person other than the registrant or his legal representative may use the mark.

PUBLICATIONS

Annual Report of the Commissioner of Patents and of the Registrar of Trade Marks, available from the Queen's Printer, Ottawa.

The Canadian Patent Office Record, a weekly publication containing an abstract of all the patents granted during the week, available from the Queen's Printer, Ottawa, \$1.00 per copy or \$40.00 per year in Canada, U.S. and Mexico. For other countries the price is \$1.25 per copy or \$55.00 per year.

TRADE MARKS

The Trade Marks Office is attached to the Department of the Registrar General of Canada. The Registrar of Trade Marks administers the Trade Marks Act, which came into force on July 1, 1954 and provides for the registration of trade marks used in association with wares or services. The right in a trade mark is acquired through use. Registration, although advisable, is not compulsory except for trade marks used in association with goods containing precious metals.

The Act prohibits the use of certain symbols as trade marks, e.g., the national flag, arms or crest of Canada or any other country, emblems of the armed forces, Red Cross or the United Nations.

Other types of trade marks may be used, but are not registrable except under special circumstances. These include names and surnames of individuals, and marks which are clearly descriptive or deceptively misdescriptive of the character or quality of the wares or services in association with which they are used, or of their place of origin.

Marks which may be confused with a registered trade mark are not registrable unless the applicant is the owner of the registered mark.

A person may apply for registration of a trade mark on the basis of use in Canada; of

making known in Canada and for use in a country that is a member of the Union for the Protection of Industrial Property; registration in a country of the Union and use in a Union country; or proposed use in Canada. The last type of application cannot issue to registration until use of the trade mark has begun.

Applications are advertised in the Trade Marks Journal and any person may file a statement of opposition.

Trade mark registration endures for 15 years and may be renewed.

A trade mark owner may permit another person to use his trade mark if he maintains control over the character or quality of the wares or services in association with which the trade mark is used by the other person, provided such other person is registered in the Trade Marks Office as a registered user. Procedure, forms and schedule of fees are contained in the Trade Marks Rules. Inquiries concerning trade mark registration should be addressed to:

THE REGISTRAR OF TRADE MARKS,
DEPARTMENT OF THE REGISTRAR GENERAL
OF CANADA,
OTTAWA 4, CANADA.

PUBLICATIONS

The Trade Marks Journal, a weekly publication, available from The Queen's Printer, \$.35 per copy or \$15.00 per year for Canada, United States and Mexico. For other countries the cost is \$.50 per copy and \$20.00 per year. Copies of the Trade Marks Act and Trade Marks Rules may be obtained from The Queen's Printer at a cost of \$.35 and \$.45 respectively.

THE CORPORATIONS BRANCH

The Canada Corporations Act is the general statute whereby companies and corporations without share capital are incorporated under federal law.

INQUIRIES

The administering body is:
CORPORATIONS BRANCH,
DEPARTMENT OF THE REGISTRAR GENERAL,
OTTAWA 4, CANADA.

Copies of the Office Consolidation of the Canada Corporations Act may be obtained at the Canadian Government bookshops, from the Queen's Printer, Ottawa, or through local book-sellers. Copies are also available for reference in public libraries across Canada.

AUTHORITY

Under the Act, the Registrar General of Canada may, by letters patent, grant a charter to any number of persons, not less than three, thereby constituting them "a body corporate and politic" for any of the objects to which the legislative authority of the Parliament of Canada extends, with the following exceptions:

- The construction and working of railways, telegraph or telephone lines in Canada;
- The business of a trust, loan or insurance company; and
- The business of banking and the issue of paper money.

With regard to these exceptions, companies may be incorporated by special acts of Parliament for the purpose of carrying on activities falling within the framework of these endeavours.

APPLICATION FOR INCORPORATION

How to obtain letters patent incorporating a company with share capital is set out in Section 7 of the Act. Applicants for letters patent must be 21 years of age or over, with power under law to contract. An application signed by at least three persons, together with a statutory declaration of bona fides by one of the applicants, must be filed in the Department of the Registrar General. Copies of the tariff of fees payable on such applications may be obtained from the Corporations Branch.

All applications for incorporation of companies with share capital must contain at least the following particulars:

- The name of the proposed company;
- The objects for which the company wishes to be incorporated;
- The location in Canada of its head office;
- Details as to the capital stock;
- A statement as to whether the company is to be a private company or a public company. If the company is to be a private one, the application must include some restrictions upon the transfer of the shares of the company, the name, place of residence and calling of each of the applicants, the names of the applicants, not less than three, who are to be the first directors; and
- The class and number of shares to be taken by each applicant and the amount to be paid for them.

The customary practice is to get in touch with the Corporations Branch prior to the submission of an application in order to ascertain the availability of the name of the proposed company.

The name must indicate that the company has the protection of limited liability for its shareholders. It is required that the word "Limited" or its abbreviation "Ltd." be the last word of the company's name. Names likely to conflict with those of any other existing business organizations, either incorporated or not, are not acceptable. The Corporations Branch has a list of all companies incorporated in Canada and in some instances, information regarding the firm names under which partnerships carry on business. The Corporations Branch may also refuse to grant a name on the grounds that it is otherwise objectionable, such as phraseology that tends to be misleading with regard to the nature of the business to be carried on.

It is now permissible for a company to have a bilingual name, i.e. a name in an English and a French form. In such cases, the English and French versions of the corporate name must be a literal translation of each other. The practice is to separate the English and French forms with a hyphen, as for example "XYZ OF CANADA LIMITED — XYZ DU CANADA LIMITEE". When the letters patent or supplementary letters patent so provide, the company may use only the English form of its name, only the French form, or both at the same time. A company cannot be incorporated to practice such professions as law, medicine, accountancy, engineering, architecture, etc.

A federal company must have its head office in Canada. The company's books, the charter, bylaws and records of the names of the shareholders and of the directors, must be kept at the head office or, in certain circumstances, at the office of its transfer agent. Other offices can be established elsewhere.

The maximum number and the kind of shares which a company is authorized to issue is set out in its letters patent or supplementary letters patent.

The Departmental fee for incorporation of a company is based upon the amount of the authorized capital.

DISCLOSURE OF INFORMATION

All companies must file with the Department of the Registrar General annual returns pursuant to the provisions of Sections 125 of the Act. In addition, all public companies must file with the Department copies of their financial statements.

An important amendment was made to Section 98 of the Act on July 1, 1965, requiring a shareholder controlling more than 10 per cent of the issued shares of a company to which a right to vote is attached and any director or officer, to furnish to the secretary of the com-

pany a statement setting forth the details of his transactions in the shares or other securities of the company. The secretary of the company must in turn file copies of such statements with the Department.

CORPORATIONS WITHOUT SHARE CAPITAL

Corporations without share capital may be incorporated under Part 2 of the Act for the purpose of carrying on in more than one province of Canada, without pecuniary gain to its members, objects of a national, patriotic, religious, philanthropic, charitable, scientific, artistic, social, professional or sporting character. The procedure to follow in such cases is set forth in Section 145 of the Act.

In addition, the Corporations Branch is responsible for the administration of the following federal statutes:

- Boards of Trade Act
- Trade Unions Act
- Pension Fund Societies Act.

DEPARTMENT OF THE REGISTRAR GENERAL

The Department of the Registrar General, established October 1, 1966, deals with all matters relating to combines, mergers, monopolies and restraint of trade; patents, copyrights and trade marks; bankruptcy and insolvency, and corporate affairs.

The Department also records such official documents as proclamations, commissions of appointment, letters patent granting lands, and corporation letters patent, and seals all instruments issued under the Great Seal of Canada, under the Seal of the Registrar General of Canada and most of the instruments issued under the Privy Seal of the Governor General.

INQUIRIES

Inquiries should be directed to:
THE REGISTRAR GENERAL,
CANADIAN BUILDING,
219 LAURIER AVE. WEST,
OTTAWA, CANADA.

DEPARTMENT OF TRADE AND COMMERCE

The Department of Trade and Commerce is charged with promoting Canada's export trade, increasing its tourist income and, in the domestic commerce field, maintaining prescribed statutory standards.

To carry out its export promotion duties, the Department is organized into three main services: trade policy, commodities and industries, and external trade promotion. The Trade Policy Service works to obtain for Canadian exports the best possible terms of access to foreign markets. The Commodities and Industries Service works closely with Canadian producers, manufacturers and other businessmen, studies their export potentials in terms of foreign demand and encourages them to find customers abroad. The External Trade Promotion Service is distinctively engaged in the departmental activities that are external to Canada.

INQUIRIES

These may be addressed to any of the appropriate Branches or Divisions or to the Regional Offices of the Department located at the following addresses:

ST. JOHN'S, N.F.L.D.:
SIR HUMPHREY GILBERT BUILDING,
DUCKWORTH STREET (P.O. BOX 5458),
PHONE 2698,
TELEX 016282.

HALIFAX, N.S.:
5525 ARTILLERY PLACE,
PHONE 422-8491,
TELEX 017429.

MONTREAL 2, QUE.:
ROOM 2325, 1 PLACE VILLE MARIE,
PHONE 878-9114,
TELEX 0120280.

WINNIPEG 1, MAN.:
ROOM 521, 269 MAIN STREET,
PHONE WH3-749,
PHONE WH 3-7496,
TELEX 035287.

EDMONTON, ALTA.:
OLIVER BUILDING,
10225, 100th AVENUE,
PHONE 422-7178,
TELEX 0372762.

VANCOUVER 2, B.C.:
ROOM 405, FEDERAL BLDG.,
325 GRANVILLE STREET,
PHONE MU 1-7161,
TELEX 045391.

TRADE POLICY SERVICE

The Trade Policy Service encompasses the Office of Trade Relations and the Office of Commodity Trade Policy. The Office of Trade Relations is concerned primarily with the development of Canada's commercial relationships with trading partners throughout the world. A major part of its activities is directed towards obtaining the best possible terms of access and trading opportunities in foreign markets for Canadian goods. This involves the Office in international trade negotiations and meetings as well as a variety of contacts with the governments of specific countries on questions relating to treatment of Canadian exports. Comprehensive and up to date information is maintained in the Office on tariffs, import restrictions, documentation requirements, anti-dumping provisions and other trade regulations of foreign governments. On request, the Office advises exporters on access to foreign markets for their products and assists them in dealing with special problems in this field.

The Office of Commodity Trade Policy has two main functions. It carries out detailed studies of the needs and prospects of Canadian industries on a commodity, sector or project basis in the light of international developments, with a view to formulating trade and related Government policies that foster improved efficiency and maximize the potential for Canadian exports. The other main function concerns the international commodity policy work of the

Department, including the negotiation of international commodity arrangements and related activities.

COMMODITIES AND INDUSTRIES SERVICE

The Commodities and Industries Service is composed of four branches. Three of these — Agriculture and Fisheries Branch; Industrial Materials Branch; and Manufacturing Industries and Engineering Branch—are broken down into Divisions according to commodity or industry groupings. They provide a point of contact between the Department and the whole range of Canadian industry, including fisheries, livestock and animal products, plant products, chemicals, forest products, metals and minerals, appliances and commercial machinery, electrical and electronic equipment, mechanical equipment and engineering, and textiles and consumer goods.

The commodity officers staffing these branches maintain close liaison with Canadian firms to help develop the information regarding export capabilities, performances and potentials, knowledge of company policies and the advice on materials, products and services available for export, which form the basis of the Department's trade promotion activities. In addition, commodity officers continuously impart to companies within their respective assigned work areas, knowledge of foreign markets, of the practices of exporting and particularly of methods of approach to foreign market development.

Commodity officers visit manufacturing plants and production facilities, attend and address meetings of business associations and study groups, and prepare product reports and market surveys. They can analyze data, provide information on trade opportunities and advise on the export potential of products in world markets. As specialists, they evaluate reports

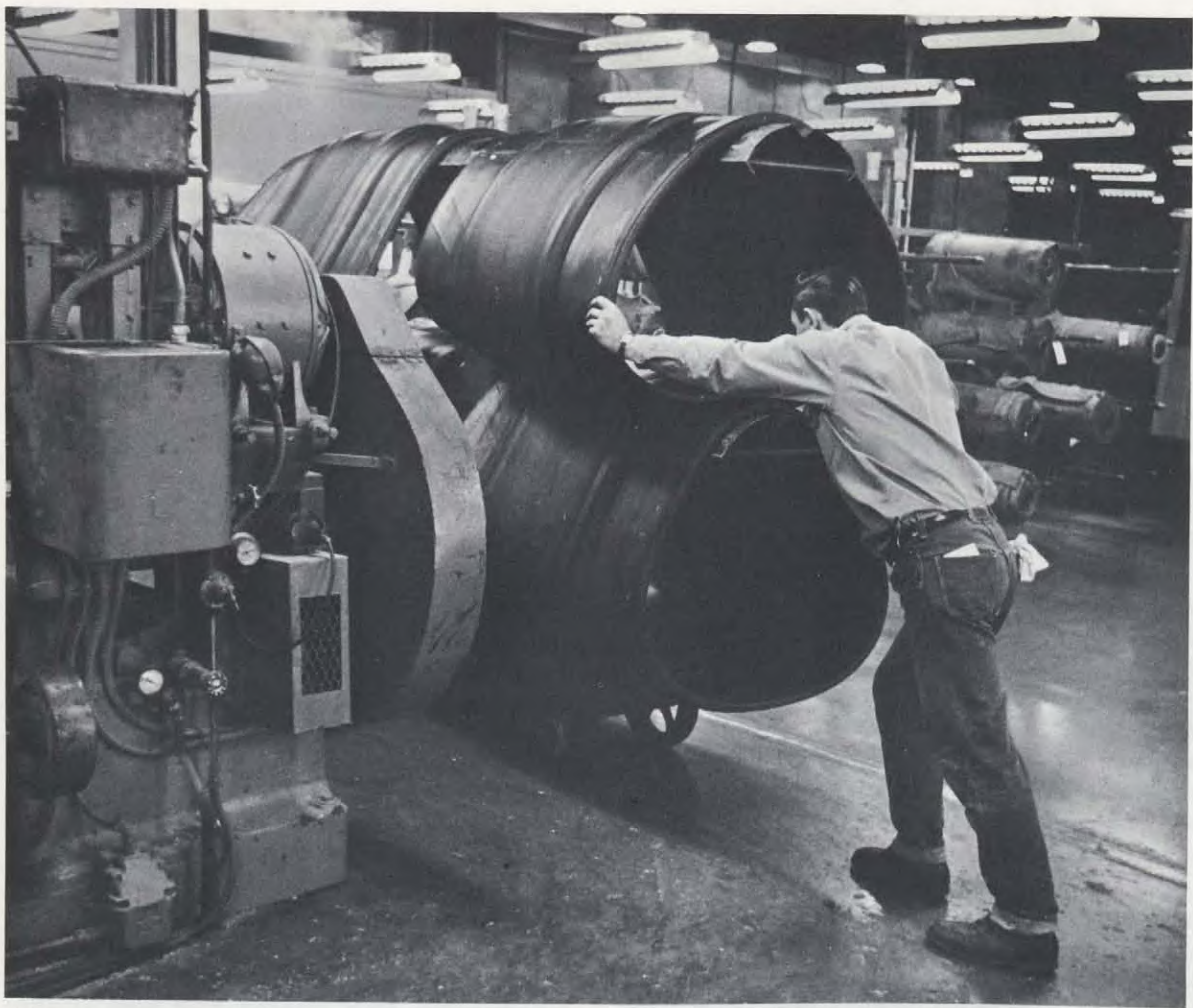
from trade commissioners to determine potential markets for commodities and services of interest to Canadian industry.

The fourth branch of Commodities and Industries Service — the Transportation and Trade Services Branch — provides special service to Canadian exporters on transportation matters and export and import controls. It maintains the Department's extensive directory of Canadian exporters, used by all departmental staff at home and abroad. It is also responsible for administering the Department's six regional offices in Canada, providing a vital "on the ground" point of contact with Canadian firms and with trade departments of Canada's provinces.

EXTERNAL TRADE PROMOTION SERVICE

The External Trade Promotion Service has four branches concerned with export trade promotion activities. A key organization is the Canadian Government Trade Commissioner Service which is the overseas trade promotion arm of the Department. It works to promote Canada's export trade and protect her commercial interests. Sixty-seven offices are operated in 48 foreign countries. In their efforts to help develop new markets for Canadian products and services, trade commissioners travel extensively in their assigned territories. They develop close contacts with local businessmen and government officials, report on trade opportunities, process enquiries from Canadian businessmen and supervise the on-the-spot organization of departmental trade fairs, trade missions and other trade promotion activities.

They are able to obtain detailed market and credit information, bring foreign buyers in contact with Canadian sellers, recommend suitable agents and supply up to date information on export opportunities, terms of payment, tariffs, and import and exchange controls. The



Increasing tire production reflects the expansion of the Canadian automotive industry.

Trade Commissioner holds watching briefs for other federal departments and, where he is the only Canadian Government representative, may undertake consular duties.

The Canadian Government Exhibition Commission, the Trade Fairs and Missions Branch, and the Trade Publicity Branch are located at Ottawa. The Exhibition Commission is responsible for the creation and administration of all government-sponsored Canadian exhibits abroad. A major portion of such work is related to the Department's annual program of participation in foreign trade fairs, but the Commission produces displays and exhibits abroad for virtually every federal department and agency, as well. Since 1964 the Commission has, in addition, acted as a central service agency in the preparation of exhibits and displays sponsored by departments and agencies of government for use in Canada.

The Trade Fairs and Missions Branch is responsible for furthering the Department's export promotion efforts through the annual trade fairs and trade missions programs. Its prime tasks are to co-ordinate the work of all other departmental branches concerned and to supervise the implementing of the authorized programs. The Trade Publicity Branch plans and executes publicity activities in support of the Department's export trade promotion activities. It employs all media of communication both at home and abroad, inclusive of producing special booklets and pamphlets for use by other departmental officers.

CANADIAN GOVERNMENT TRAVEL BUREAU

The Department's second main function is tourism promotion. This task is the responsibility of the Canadian Government Travel Bureau, which is the fifth and final component of the External Trade Promotion Service. The Bureau's purposes are, first, to encourage travel to

Canada by non-residents and, second, to help co-ordinate the total Canadian tourism promotion effort outside Canada by working with provincial travel bureaus, transportation companies and national, regional and local tourist associations concerned.

THE GRAIN DIVISION

The Grain Division is concerned with both the export and domestic aspects of wheat, oats, barley, rye and certain of their products, including flour. It is required to provide continuing liaison between the government departments and other agencies charged with the domestic and export marketing of these commodities, including the Canadian Wheat Board, the Board of Grain Commissioners, the Trade Commissioner Service and the private export trade.

PUBLICATIONS

The Department publishes a variety of publications of interest to Canadian businessmen, most of which are available free on request.

The Annual Report of the Department — sets out the year's operations of the Department in detail and provides a great deal of useful reference information in its appendices. Copies of the report are available from the Trade Publicity Branch.

Canada Courier — Canada's international trade promotion newspaper, is published by the Department in the interests of Canadian exporters to promote their products and services abroad. It contains illustrated news items and feature articles of interest to potential buyers of Canadian products. Some 80,000 copies of each issue are distributed free by direct mail to more than 100 foreign countries. The mailing list used is kept up to date by Canadian Government trade representatives sta-

tioned abroad. No paid advertising is carried, but news items and press releases describing the export activities of Canadian companies are welcomed and if suitable will be considered for publication in forthcoming issues. French, German and Spanish language editions are available. Sample copies may be obtained from the Trade Publicity Branch.

Export and Import Permits Act — The Department is responsible for administering the controls established under the Export and Import Permits Act. Copies of the Act, the Export Permit Regulations, the Export Control List and amendments are available in printed form from the Trade Services Branch, Department of Trade and Commerce.

Foreign Trade — one of the Department's principal means of communicating information on export opportunities and practices to Canadian businessmen, is published fortnightly. The magazine carries articles on foreign demand for specific commodities, on the access to foreign markets and on problems that exporters meet. It also includes stories by Canadian businessmen on their experiences in foreign markets. News of transportation developments, changes in foreign tariffs and a table of current foreign exchange rates are regular features. Subscriptions are available at a cost of \$5.00 a year for 26 issues. A French edition, *COMMERCE EXTÉRIEUR*, is published once a month and costs \$2.00 a year. Sample copies are available from the Trade Publicity Branch. Subscriptions must be sent to the Queen's Printer, accompanied by a cheque or money order payable to the Receiver General of Canada.

Selling Abroad — How to Start — a 12-page booklet prepared to help Canadian businessmen interested in entering the export market. Eight simple steps to selling abroad are described and a short bibliography is included. Copies may be obtained from the Trade Publicity Branch.

Setting up an Import-Export Business — an eight-page booklet, was written by the Director of the Department's Industrial Materials Branch. It lists sources of information, useful publications and a great deal of other data of special interest to Canadians contemplating export or import operations. This booklet is also available from the Trade Publicity Branch.

Shipping Documents and Customs Regulations — a series of bulletins on each of some 50 foreign countries. When requesting these bulletins, the country or countries required should be specified. They are available on request from the Office of Trade Relations.

Trade and Commerce at Your Service — a handbook produced to acquaint Canadian exporters with services available through the Department. The book also contains a bibliography of Department of Trade and Commerce publications on exporting and a directory of the Department's personnel in Ottawa, throughout Canada and in trade offices abroad. It is available free from the Media Relations Division, Trade Publicity Branch of the Department in Ottawa, or from any of the six regional offices across Canada.

UNEMPLOYMENT INSURANCE COMMISSION

The Unemployment Insurance Commission (UIC) is responsible for the administration of unemployment insurance in Canada according to the terms of the Unemployment Insurance Act and Regulations. The UIC deals with all matters relating to insurability of workers, contributions payable by workers and employers, and claims for benefits by unemployed insured workers.

INQUIRIES

Further information regarding the UIC and its services may be obtained from any of its local offices. These are located in all cities and large towns and in many smaller communities as well. Requests for publications should be addressed to:

HEAD OFFICE,
UNEMPLOYMENT INSURANCE COMMISSION,
520 PRESTON STREET,
OTTAWA, CANADA.

All UIC local offices are prepared to provide full information and advice to employers to clarify any question regarding the insurability of their employees, or the method and amount of contributions to be paid on their employees' behalf. They are also prepared to answer questions from employees concerning their rights and the conditions under which benefits are payable.

PUBLICATIONS

The following publications on unemployment insurance are not intended to cover the provisions of the Unemployment Insurance Act or Regulations in full. For complete advice on the subject, reference should be made to the Office Consolidation editions of the Unemployment Insurance Act, and of the Unemployment Insurance Regulations.

Employer's Handbook on Unemployment Insurance

Handbook For Operators in Lumbering and Logging

Employer's Handbook on Insuring Fishermen

Information — Fisherman's Benefit — an explanation of the regulations covering the payment of unemployment insurance benefits to commercial fishermen.

Information Regarding the Bulk Payment Method of Making Contributions — a description of the alternative method of payment of contributions by means of unemployment insurance stamps.

The Principle That Should Govern the Structure and Provisions of a Scheme of Unemployment Insurance — a treatise on the "how, why, and wherefore" of unemployment insurance in general.

APPENDIX

LOANS FOR SMALL BUSINESS

Although financial institutions in the private sector constitute the largest source of funds for business, situations exist where it is relatively difficult for smaller businesses in Canada to obtain money from such sources. In some instances, business expansions require financial assistance of a type not readily available through the normal commercial channels.

The existence of these special financial needs prompted the introduction of the Small Businesses Loans Act, which was brought into force by proclamation and became effective on January 19, 1961.

The purpose of the Act is to help small businesses finance the purchase of equipment and the improvement or extension of their premises by means of medium-term, Government-guaranteed loans from the chartered banks.

Applications for these loans may be made to any branch of a Canadian chartered bank. The decision for granting a loan falls within the sole discretion of the bank.

For the purposes of the Act, a small business is defined as a business enterprise whose estimated annual gross revenue does not exceed \$250,000. The enterprises which may borrow under the Act are those which are carrying on business in Canada for profit and whose main activity is manufacturing, wholesale or retail trade, or the provision of services. The traditional professions are excluded but services to business management, such as consultant services, are included.

The maximum loan available under this Act is \$25,000. An individual borrower may have more than one loan, provided that the total amount outstanding on all his business improvement loans does not exceed \$25,000. The loan is repayable at a rate of interest not exceeding 5½ per cent per annum, simple interest.

Loans made under the Small Businesses Loans Act must be for the purpose of financing the purchase, installation, renovation, improvement or modernization of fixed or movable equipment, for the improvement or, in some cases, relocation of premises. Loans for use as working capital are not made under the Act.

The bank making the loan must take security on the equipment or real or immovable property to be purchased with the loan, as well as a promissory note for the full amount of the loan. The terms of repayment are entirely at the discretion of the bank up to the maximum term of 10 years.

