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FEDERAL SERVICES FOR BUSINESS

DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE, OTTAWA



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**THE DEPARTMENT OF INDUSTRY,
TRADE AND COMMERCE
PRESENTS A SUMMARY OF**

**FEDERAL
SERVICES
FOR**

BUSINESS

**AVAILABLE THROUGH
GOVERNMENT DEPARTMENTS AND AGENCIES**



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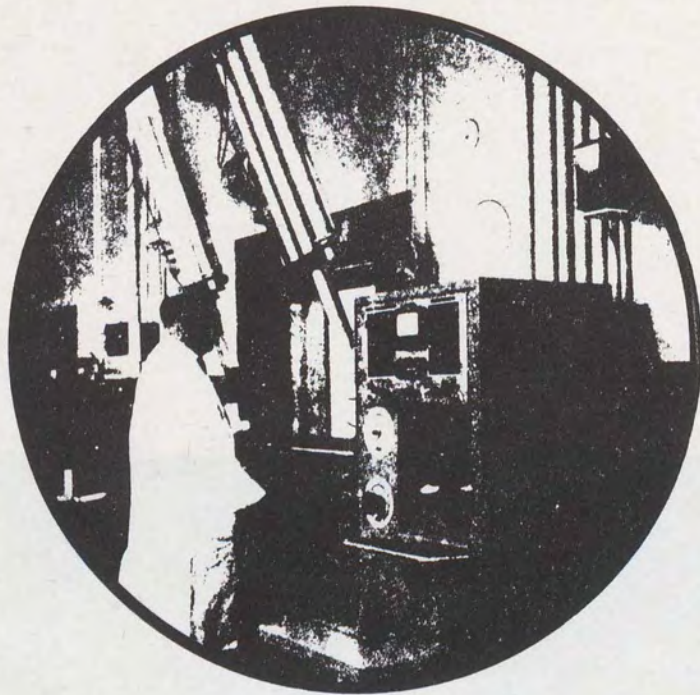


MAY WE HELP ?

This publication outlines a wide range of services and information available from 29 government departments and agencies. Its principal objective is to help Canadian business make maximum use of the assistance that can be obtained from federal government sources.

The need for this booklet has been demonstrated by the numerous requests for information received by the government, particularly inquiries which cut across several fields of activity. It will enable those interested in federal services for business to obtain information with minimum time and effort.

The booklet was prepared by the Publicity Branch of the Department of Industry, Trade and Commerce in co-operation with the departments and agencies whose services it describes. Copies are available free on request from: Production Planning Division, Publicity Branch, Department of Industry, Trade and Commerce, Ottawa 4, Canada.



ATOMIC ENERGY OF CANADA LIMITED

ATOMIC ENERGY OF CANADA LIMITED COMMERCIAL PRODUCTS

Commercial Products, a division of Atomic Energy of Canada Limited, was formed to develop the field of radiation and radioisotopes in Canada. The organization developed and produced the world's first commercial Cobalt 60 teletherapy unit for the treatment of cancer and has since become one of the main manufacturers in the world of this equipment. The Division also produces a range of radiation equipment used in research, industry, agriculture and medicine and offers a complete service in the applications of radiation. These activities include the preparation and supply of radioisotopes, the manufacture of standard and custom built equipment and a consulting and technical service to primary and secondary industry.

Services utilizing radiation and radioisotopes techniques are available throughout North America on a fee basis and include special irradiations, measurement and analysis of many industrial processes. Commercial Products has two mobile units which travel extensively in conjunction with these services. Over the years these have been used increasingly by mining and smelting, petroleum refining, the construction industry, designers

and manufacturers of large industrial processing equipment, agriculture, fishing and pharmaceutical and medical disposal manufacturers.

Atomic Energy of Canada Limited, of which Commercial Products is a division, is a federal crown company. In actual operation, Commercial Products carries on its business in the same manner as a normally constituted Canadian company.

The products and services of Commercial Products are made available in all countries through a marketing group consisting of experienced company representatives and sales agencies throughout the world. These people are supported by individual specialists or groups of specialists when additional assistance is necessary.

INQUIRIES

Inquiries should be addressed to:

**COMMERCIAL PRODUCTS
ATOMIC ENERGY OF CANADA LIMITED
PUBLIC RELATIONS
P.O. BOX 93
OTTAWA, CANADA**



CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

CANADIAN INTERNATIONAL DEVELOPMENT AGENCY

In support of the United Nation's ideal of a world without want, Canada's growing programs of foreign assistance now span the developing world. In Asia and Africa, in the Caribbean and Latin America, ever-increasing quantities of Canadian capital, skills and products are being put to work in the fight against poverty, hunger and disease.

The administration of these rapidly growing programs of economic assistance to the developing countries is the responsibility of the Canadian International Development Agency.

With an Ottawa-based staff of more than 400 the Agency is a multi-million dollar operation. The offices are the nerve centre for a network of capital and technical assistance which now reaches into more than 100 developing nations through Canada's program of aid and through links with international banks and aid co-ordinating agencies.

CIDA has three main divisions of responsibility — long-range planning and evaluation, project development and execution, and administrative support.

It also exists as a forum for inter-departmental and inter-governmental discussion within its field and maintains liaison with provincial governments in the development of plans and the recruitment of experts for work overseas. Externally it is linked with developing countries through the Canadian government's diplomatic posts and serves as Canada's representative on various consultative and aid co-ordinating institutions set up by the international community.

BUSINESS AND INDUSTRY ROLES

Business and industry figure prominently in Canada's development assistance program and a major effort is being made to encourage them to play even greater roles. As a supplier of goods and services Canadian industry is already deeply involved in the economic assistance program as most of the aid funds are spent in Canada. Capital goods shipped under the program must have a Canadian content of 66 $\frac{2}{3}$ per cent.

Procedures have been adopted to ensure competitive bidding by Canadian exporters in the provision of goods under the aid program. The Agency endeavours to make available a sufficiently broad range of goods and services so recipients are not obliged to take Canadian goods which are not competitive by international standards.

Canadian industry, with the kind of management and technological know-how which is so much in demand in the less developed countries, has a great deal to offer to the aid program. It also has a great deal to gain from it. Canada is a major trading nation with more dependency on trade for its prosperity than most countries. By helping to build up the economies of the developing countries Canada will be able to increase her own world markets in the future with tangible benefits for Canadian industry.

INQUIRIES

Publications and further information on the Canadian International Development Agency may be obtained by writing:

**DIRECTOR OF INFORMATION
CANADIAN INTERNATIONAL DEVELOPMENT AGENCY
75 ALBERT STREET
OTTAWA, CANADA**



CANADIAN TRANSPORT COMMISSION

CANADIAN TRANSPORT COMMISSION

The Canadian Transport Commission was established in 1967 under the terms of the National Transportation Act, gathering within one agency the responsibilities of the former Board of Transport Commissioners for Canada, the Air Transport Board and the Canadian Maritime Commission. The work of these agencies is continued by committees of the Commission, now the single regulatory body in the federal transportation field.

In addition, the Commission was assigned the task of developing a research division and, when the pertinent parts of the act are proclaimed, will become responsible for regulating extra-provincial motor vehicle transport and commodity pipelines.

The Commission will, from time to time, publish the results of special studies into national transportation problems. Its annual report covers the major developments each year in transport regulation.

INQUIRIES

All inquiries should be directed to:

SECRETARY
CANADIAN TRANSPORT COMMISSION
275 SLATER STREET
OTTAWA, CANADA



CENTRAL MORTGAGE AND HOUSING CORPORATION

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. 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, land assembly, 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 provided for 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. A recent amendment to the NHA provides for federal contributions towards the cost of acquisition and rehabilitation of useful housing in urban renewal areas.

CMHC makes grants for studies and research to support a variety of programs directed toward the improvement of housing conditions and the development of Canadian communities, and offers graduate fellowships for full-time study in various fields of urban and regional affairs. 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 cooperation 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 in the development of standards for buildings, materials and methods of construction. Wherever possible, standards published by the Canadian Standards Association (CSA), the Canadian Government Specification Board (CGSB) or the American Society for Testing Materials (ASTM) are used. The minimum requirements for construction and material for housing assisted under the National Housing Act are prescribed in the Residential Standards 1965 and the National Building Code issued by the Associate Committee on the National Building Code, National Research Council and the Minimum Property Standards for Existing Residential Buildings issued by CMHC. Although CMHC requires conformity to standards, it is prepared to consider any new building material or construction technique where it can be demonstrated that the proposal 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 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 descriptions 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 Fisheries and Forestry, 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 builders undertaking houses for sale, and to investors in rental housing. Condominium and hostel or dormitory type accommodation is also eligible under recent revisions to the NHA. 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 $\frac{7}{8}$ of 1 per cent to $1\frac{1}{4}$ 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 including condominiums and 90 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 \$25,000 plus the insurance fee. For apartment buildings the maximum is \$18,000 per dwelling unit plus the insurance fee. Loans for existing housing may be up to 95 per cent of the lending value subject to a maximum of \$18,000 for a house.

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 any non-profit organization, entrepreneur or individual to provide rental housing of the self-contained type, or in hostel or dormitory form, for families, individuals or elderly persons of low income. These loans may be as high as 95 per cent of lending value.

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 bilingual publications available from CMHC, Ottawa. Unless otherwise noted, the publications are free. 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 an NHA loan
- NHA Insured Loans for Rental Housing
- NHA Loans for Low-Rental Housing
- NHA Home Improvement Loans
- NHA Loans for the Purchase of Existing Homes
- NHA Loans for Municipal Sewage Treatment Projects
- NHA Urban Renewal
- NHA Grants for Research and Study Under the National Housing Act (1954)
- NHA Loans for Students' Housing Projects
- NHA Loans for Land Assembly

DESIGN OF HOUSING

- 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

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.
- Canadian Wood-frame House Construction
- 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 Low-Income Housing — published quarterly.



DEPARTMENT OF AGRICULTURE

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; processing of farm management data; 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 Assistance Administration; and the Board of Grain Commissioners. The Minister of Agriculture also reports to Parliament for the Farm Credit Corporation, the Canadian Dairy Commission and the Canadian Livestock Feed Board.

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, Manitoba

PRAIRIE FARM ASSISTANCE —

The Director
Prairie Farm Assistance Administration
Motherwell Building
Regina, Saskatchewan

CROP INSURANCE —

Crop Insurance Director
Canada Department of Agriculture
Ottawa, Canada

DAIRY PRODUCE PRICE STABILIZATION —

The Director
Canadian Dairy Commission
Commonwealth Building
Ottawa, Canada

TRANSPORTATION OF FEED GRAINS —

Canadian Livestock Feed Board
P.O. Box 2250
St. Laurent Postal Station
Montreal 379, Quebec

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
P.O. Box 4209 Postal Station "E"
Sir John Carling Building
930 Carling Avenue
Ottawa 1, 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.

The Canada Farm Management Data System (CAN-FARM) uses modern data processing techniques to record, process, analyze, report and store farm management data.

HEALTH OF ANIMALS BRANCH

The Health of Animals Branch administers the Animals Contagious Diseases Act, the Meat Inspection 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.

FOOD ADVISORY SERVICE 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 race track 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 11 substations.

The institutes are organized on a scientific rather than a problem basis and are engaged primarily in 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 ASSISTANCE ADMINISTRATION

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

CANADIAN DAIRY COMMISSION

The Commission administers federal dairy stabilization funds and administers marketing quotas with a view to rationalizing production of dairy products.

CANADIAN LIVESTOCK FEED BOARD

The Board provides transportation assistance on western feed grains shipped to Eastern Canada and British Columbia.

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 establish profitable family farms. The Corporation also administers the Farm Machinery 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 and Activities 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
Establishing a Farm 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.

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
Pesticide Residue Compensation Act
Pest Control Products Act
Prairie Farm Assistance Act
Seeds Act
Wheat Co-operative Marketing Act
Criminal Code, Sect. 178, Race Track Betting
Corporations reporting to the Minister of Agriculture:
Farm Credit Act
Farm Machinery Syndicates Credit Act
Canadian Dairy Commission Act
Livestock Feed Assistance 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



DEPARTMENT OF COMMUNICATIONS

DEPARTMENT OF COMMUNICATIONS

The Department of Communications is responsible for the development of a national communications policy and program, and for planning and co-ordinating communication policies and activities of the federal government not specifically assigned by statute to other departments.

The Canadian Overseas Telecommunication Corporation, TELESAT Canada and that part of the Canadian Transport Commission concerned with the regulations of telecommunications, report to parliament through the Minister.

INQUIRIES

General inquiries should be directed to:

DIRECTOR OF INFORMATION SERVICES
DEPARTMENT OF COMMUNICATIONS
100 METCALFE STREET, (ROOM 1003)
OTTAWA, CANADA

POLICY, PLANS AND PROGRAMS BRANCH

This Branch is responsible for developing departmental objectives to satisfy national communications needs; defining technical, economic, political and other studies needed to establish requirements for communications systems and facilities; the planning of comparative studies of existing and proposed communications and systems; identifying appropriate sources of expertise for carrying out communications planning studies within the Department or elsewhere in the government service, in the industry or in universities; directing and controlling such studies when carried out in the planning staff or by contract, or co-ordinating those carried out elsewhere in the Department; supervising the departmental Program Office; recommending departmental planning policy and formulating recommendations to establish broad objectives and guidelines for other units of the Department, and assisting and co-ordinating other planning groups at the branch level.

Inquiries should be addressed to:

DIRECTOR-GENERAL
POLICY, PLANS AND PROGRAMS BRANCH
DEPARTMENT OF COMMUNICATIONS
100 METCALFE STREET
OTTAWA, CANADA

RESEARCH BRANCH

The Communications Research Centre, located at Shirley Bay outside Ottawa, contains the central research laboratories of the Department. These include: National Radio Propagation Laboratory; National Space Telecommunications Laboratory; National Communications Laboratory; and the Defence Telecommunications Institute; as well as general research facilities and technical services of the Centre. The Radio Prediction service provides short wave frequency predictions for Canada and service is provided from this centre.

Inquiries should be addressed to:

DIRECTOR-GENERAL
COMMUNICATIONS RESEARCH CENTRE
DEPARTMENT OF COMMUNICATIONS
100 METCALFE STREET
OTTAWA, CANADA

OPERATIONS BRANCH

Telecommunications Management Bureau:

The Bureau is responsible for studies and planning leading to policy development and implementation, to ensure the orderly development of telecommunications for Canada, as well as for the administration of the Radio and Telegraph Acts. All radio stations are subject to licences issued by the Department. For these purposes the Bureau is organized into four branches:

National Telecommunications—Studies, planning, guidelines, etc., regarding domestic system development.

International Telecommunications — Studies, planning, etc., for international system development, including arranging for conference participation.

Telecommunications Regulation — Planning and implementing the regulatory process, pursuant to the legislation, including dealing with applications for licences for radio systems and certificates for broadcasting undertakings.

Government Telecommunications Agency — Planning and managing the government's own use of telecommunications services, primarily those of a general and common nature.

Inquiries should be addressed to:

DIRECTOR-GENERAL
TELECOMMUNICATIONS BUREAU
DEPARTMENT OF COMMUNICATIONS
100 METCALFE STREET
OTTAWA, CANADA

Licence applications and other matters concerning radio systems may be sent to the following regional offices:

REGIONAL SUPERINTENDENT
TELECOMMUNICATIONS REGULATION
739 WEST HASTINGS STREET
VANCOUVER 1, BRITISH COLUMBIA

REGIONAL SUPERINTENDENT
TELECOMMUNICATIONS REGULATION
FEDERAL BUILDING
9820 - 107th STREET
EDMONTON, ALBERTA

REGIONAL SUPERINTENDENT
TELECOMMUNICATIONS REGULATION
ROOM 508
GENERAL POST OFFICE BUILDING
266 GRAHAM AVENUE
WINNIPEG 1, MANITOBA

REGIONAL SUPERINTENDENT
TELECOMMUNICATIONS REGULATION
55 ST. CLAIR AVENUE EAST
TORONTO 7, ONTARIO

REGIONAL SUPERINTENDENT
TELECOMMUNICATIONS REGULATION
REGIONAL ADMINISTRATION BUILDING
MONTREAL INTERNATIONAL AIRPORT
DORVAL, QUEBEC

REGIONAL SUPERINTENDENT
TELECOMMUNICATIONS REGULATION
1081 MAIN STREET
P.O. BOX 42
MONCTON, NEW BRUNSWICK

CANADIAN OVERSEAS TELECOMMUNICATIONS CORPORATION

This crown corporation reports to parliament through the Department of Communications. Its function is to operate all overseas communications from Canada — whether by radio, undersea cable or international satellite.

The two earth stations at Mill Village, 80 miles southwest of Halifax near the Nova Scotia coast, are an important COTC responsibility. They are among the most technically advanced establishments in the field of communications. Using Intelsat I and III satellites, the stations relay telephone messages and television signals between Canada and Europe.

Inquiries should be addressed to:

**DIRECTOR OF INFORMATION
CANADIAN OVERSEAS TELECOMMUNICATIONS CORPORATION
625 BELMONT STREET
MONTREAL 3, QUEBEC**

CANADIAN TRANSPORT COMMISSION

The Railway Act stipulates that the Commission regulates telecommunication common carriers and approves all rates for public communications. The common carriers must submit to the Commission their proposed rates for approval. Further-

more, should anyone wish to appeal a decision or action of a common carrier, this can be done by filing a complaint to the Commission's headquarters.

**DIRECTOR OF INFORMATION
CANADIAN TRANSPORT COMMISSION
CONGILL BUILDING
275 SLATER STREET
OTTAWA 4, CANADA**

TELESAT CANADA CORPORATION

The Corporation was created in 1969 by legislation presented by the Minister of Communications. Telesat will own and operate Canada's first domestic telecommunications satellite which is scheduled to go into operation early in 1972.

The Corporation has a unique form of equity financing. One third of the shares are held by the federal government. The second third will be sold to common carriers and the remaining shares will be made available to the general public.

The Canadian-designed satellite, built in Canada, will carry up to six television channels or as many as 3,600 voice circuits.

Inquiries should be addressed to:

**TELESAT CANADA CORPORATION
110 ARGYLE STREET, ROOM 202
OTTAWA, CANADA**



DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

THE DEPARTMENT OF CONSUMER AND CORPORATE AFFAIRS

The Department of Consumer and Corporate Affairs brings under one cabinet portfolio the inter-related consumer protection programs, the corporate functions of the government and the competition policies of the nation. Its three main elements are: the Bureau of Consumer Affairs, the Bureau of Corporate Affairs and the Combines Investigation Act Administration.

BUREAU OF CONSUMER AFFAIRS

The Bureau is responsible for handling inquiries and complaints, planning an information program, conducting research problems affecting consumers and, in addition, it has responsibility for a number of regulatory activities affecting consumers. It comprises the Standards Branch, the Consumer Research Branch, the Operations Branch and the Consumer Services and Information Branch.

STANDARDS BRANCH: In keeping with the policy of providing better co-ordination of government activities related to consumer and corporate affairs, the Standards Branch administers a number of acts which help it play a key role in the development of new consumer standards. These acts include:

- The Weights and Measures Act
- The Electricity Inspection Act
- The Gas Inspection Act
- The National Trade Mark and True Labelling Act
- The Precious Metal Marking Act
- Section 19 of the Currency, Mint and Exchange Fund Act

CONSUMER RESEARCH BRANCH: It is the responsibility of this Branch to carry out research and programs to the consumer benefit and, as circumstances warrant, to recommend changes in policies and remedial legislation. It takes part in both international and interdepartmental committees relating to consumer problems.

CONSUMER SERVICES AND INFORMATION BRANCH: This Branch deals with queries, suggestions and complaints from individuals and groups of consumers. Where the jurisdiction for a particular problem or complaint rests elsewhere, the matter is referred to the appropriate authorities for action. The consumer is invited to write:

THE CONSUMER
P.O. BOX 99
OTTAWA, CANADA

BUREAU OF CORPORATE AFFAIRS

Coming under the Bureau of Corporate Affairs are: the Bankruptcy Branch, the Corporations Branch, the Patents and Copyright Branch and the Trade Marks Branch.

BANKRUPTCY BRANCH: The Superintendent of Bankruptcy administers the Bankruptcy Act with powers of control over trustees of bankruptcy throughout Canada. The superintendent is empowered to investigate allegations as to offences and irregularities in relation to any bankruptcy and reports evidence of offences to the relevant attorney-general. Regional offices have been established in Montreal, Toronto and Vancouver.

CORPORATIONS BRANCH: The Department of Consumer and Corporate Affairs is responsible for the administration of the Canada Corporations Act under which companies, excepting special classes such as banks and insurance firms, are incorporated.

PATENTS AND COPYRIGHT BRANCH: The office of the Commissioner of Patents administers the Patent Act relating to the granting of patents of invention; the Industrial Design and Union Label Act; the Timber Marking Act; and the Copyright Act.

TRADE MARKS BRANCH: The Trade Marks Branch is responsible for the administration of the Trade Marks Act. It maintains a complete record of all trade marks registered under this act or under previous statutes relating to trade marks.

COMBINES INVESTIGATION ACT ADMINISTRATION

The Combines Investigation Act embodies the domestic competition policy of Canada. The purpose is to foster fair competition as a stimulus to the achievement of maximum production, distribution and employment in Canada's economic system and to investigate and deal with anti-competitive practices that are harmful to the public interest and contrary to the objectives of the economic policy.

The office of the Director of Investigation and Research has five branches — Combination, Merger and Monopoly, Trade Practices, Legal and Research — and is responsible for carrying out the administration of the act on a functional basis.

The Restrictive Trade Practices Commission reports to the Minister on the effects of practices which are disclosed in inquiries made by the Director of Investigation and Research.

REGISTRATION DUTIES

The Minister of Consumer and Corporate Affairs is also the Registrar General of Canada. As such, his duties include registering all instruments of summons, proclamations, commissions, letters patent, letters patent of lands, writs and other instruments and documents issued under the Great Seal of Canada of which he is Custodian, and all bonds, warrants of extradition, warrants of removal of prisoners, leases, releases, deeds of sale, surrenders and all other instruments requiring legislation.

The Registrar General of Canada is also Custodian of Enemy Property and is responsible for the administration of enemy property entrusted to him.

INQUIRIES

For further information regarding the Department, its services and responsibilities, please write:

THE DIRECTOR
INFORMATION AND PUBLIC RELATIONS BRANCH
ROOM 1419
CANADIAN BUILDING
219 LAURIER AVENUE WEST
OTTAWA 4, CANADA



DEPARTMENT OF ENERGY, MINES AND RESOURCES

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 Observatories Branch and the Polar Continental Shelf Project.

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 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 hydrometric, 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 Branch, Inland Waters Branch and Policy and Planning Branch.

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 Control Board, and Eldorado Nuclear 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

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 135 countries and international organizations, and is represented at some 106 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 Industry, 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 seemingly 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 courses 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:

**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

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. Loans to businesses are also made by the Industrial Development Bank.

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

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 a maximum term of 10 years.



DEPARTMENT OF FISHERIES AND FORESTRY

DEPARTMENT OF FISHERIES AND FORESTRY

FISHERIES SERVICE

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

BRANCHES

Branches 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.

FISHERIES ASSISTANCE BRANCH

Programs of financial assistance are available in the form of loans. Amounts of up to \$25,000 can be borrowed from banks or other authorized lending institutes by fishermen for the purchase of fishing craft or equipment under the Fisheries Improvement Loans Act. Further assistance to fishermen is available in the form of low cost insurance coverage for fishing vessels under the Fishermen's Indemnity Plan. Companies requiring additional information on loans should write to: Deputy Minister, Department of Fisheries and Forestry, Ottawa.

INDUSTRIAL DEVELOPMENT BRANCH

Technological assistance to the fishing industry is provided by the Service's Industrial Development Branch, which develops and demonstrates equipment and techniques for catching and processing fish. The Branch also conducts exploratory fishing and advises on the design of vessels and land-based facilities. Many of these activities are undertaken in cooperation with the provinces.

INSPECTION BRANCH

The Inspection Branch of the Service 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 adequate handling and processing methods.

ECONOMICS BRANCH

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

INFORMATION BRANCH

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

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 BRANCH
DEPARTMENT OF FISHERIES AND FORESTRY
OTTAWA, CANADA**

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

CANADIAN FORESTRY SERVICE

The Forestry Service of the Department of Fisheries and Forestry 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 Service 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 FISHERIES AND FORESTRY
OTTAWA, CANADA

FOREST PRODUCTS LABORATORY
DEPARTMENT OF FISHERIES AND FORESTRY
MONTREAL ROAD
OTTAWA, CANADA

FOREST PRODUCTS LABORATORY
DEPARTMENT OF FISHERIES AND FORESTRY
6620 NORTH WEST MARITIME DRIVE
VANCOUVER, BRITISH COLUMBIA

Regional Industrial Liaison Officers of the Canadian Forestry Service, at the following addresses:

MARITIME REGION:

CANADIAN FORESTRY SERVICE
DEPARTMENT OF FISHERIES AND FORESTRY
P.O. BOX 4000
FREDERICTON, NEW BRUNSWICK

QUEBEC REGION:

SERVICE CANADIEN DES FORETS
MINISTÈRE DES PÊCHES ET DES FORETS
1080 ROUTE DU VALLON
C.P. 3800, STE. FOY
QUÉBEC 10, QUÉBEC

ONTARIO REGION:

REGIONAL DIRECTOR
CANADIAN FORESTRY SERVICE
DEPARTMENT OF FISHERIES AND FORESTRY
P.O. BOX 490
SAULT STE. MARIE, ONTARIO

MANITOBA-SASKATCHEWAN:

CANADIAN FORESTRY SERVICE
DEPARTMENT OF FISHERIES AND FORESTRY
25 DAFOE ROAD, FORT GARRY
WINNIPEG 19, MANITOBA

ALBERTA-YUKON-NORTH WEST TERRITORIES:

CANADIAN FORESTRY SERVICE
DEPARTMENT OF FISHERIES AND FORESTRY
721 PUBLIC BUILDING
CALGARY, ALBERTA

Other information regarding forestry matters may be obtained from:

INFORMATION AND TECHNICAL SERVICES BRANCH
CANADIAN FORESTRY SERVICE
DEPARTMENT OF FISHERIES AND FORESTRY
161 LAURIER AVENUE WEST
OTTAWA, CANADA

FOREST PRODUCTS RESEARCH

Forest Products Research is concerned with more efficient utilization of wood and the reduction of waste, thereby aiding 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 Service 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 such as the following are also given attention:

Dimension Stock
Construction
Furniture
Sash and Door
Utilization of Low-grade Wood

TECHNICAL ASSISTANCE

The Service welcomes inquiries for 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 the American Wood Preservers' Association, American 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 Service 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 Service conducts courses in lumber seasoning and improved sawmill techniques in various centres across the country. These courses have proved 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 Service assist industry by making plant visits for consultation and for supplying information related to technical problems. This has been 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 Institutes provide basic information to industrial firms, associations and others concerned with management of forests, woodlots and plantations. 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 Service provides technical advice to industrial firms and associations, and others concerned with control of insects and diseases affecting forests, woodlots and shade trees.

PUBLICATIONS

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

PUBLIC INFORMATION SECTION
CANADIAN FORESTRY SERVICE
DEPARTMENT OF FISHERIES AND FORESTRY
OTTAWA, CANADA

Also, the Service 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 Service:

- 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
- Development 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.

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



**DEPARTMENT OF INDIAN AFFAIRS
AND NORTHERN DEVELOPMENT**

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 preservation and management of migratory birds across the country; wildlife in the national parks and northern territories; 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.

NORTHERN ECONOMIC DEVELOPMENT BRANCH

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. This group is also responsible for the management and administration of non-renewable and renewable resources such as gas, oil, minerals, water, land and forests. Information about the development of resources or about incentive and assistance programs such as Northern Roads and Airstrip and Exploration and Prospectors Assistance is available from:

**THE DIRECTOR
NORTHERN ECONOMIC DEVELOPMENT BRANCH
DEPARTMENT OF INDIAN AFFAIRS AND
NORTHERN DEVELOPMENT
400 LAURIER AVENUE WEST
OTTAWA, CANADA**

INDIAN-ESKIMO ECONOMIC DEVELOPMENT BRANCH

The objectives and functions of Economic Development Program encompass industrial development for both Indian and Eskimo peoples including the stimulation of secondary industry, tourist development, co-operatives, small business, arts and crafts, fishing, wild crops, and industrial promotion. Information on the goods and services produced by the Indians and Eskimos may be obtained by writing:

**THE DIRECTOR
INDIAN-ESKIMO ECONOMIC DEVELOPMENT BRANCH
DEPARTMENT OF INDIAN AFFAIRS AND
NORTHERN DEVELOPMENT
400 LAURIER AVENUE WEST
OTTAWA, ONTARIO**

INDUSTRIAL PROMOTION

There are opportunities for small business enterprises in the Northwest Territories and in the Yukon, particularly in the service industry field. There are also opportunities for financial investment in resource-based industries. Information on these matters may be obtained either by writing directly to the respective Territorial government concerned or to the Department's Territorial Relations Branch in Ottawa.

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.

Information on the Government's Conservation Program and Wildlife Service may be obtained by writing:

**OFFICE OF THE PUBLIC INFORMATION ADVISER
DEPARTMENT OF INDIAN AFFAIRS AND
NORTHERN DEVELOPMENT
400 LAURIER AVENUE WEST
OTTAWA, CANADA**

The Department's Office of the Public Information Officer maintains a photo library and makes illustrative material on the Canadian North, wildlife and National Parks available at cost for purposes such as advertising.



DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE

DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE

The Department of Industry, Trade and Commerce is responsible for stimulating the establishment, growth and efficiency of manufacturing, processing and tourist industries in Canada, together with the development of export trade and external trade policies. As such, it is the department most closely associated with Canadian business and industry.

It was established in 1969 as a result of the merger of the Departments of Industry and of Trade and Commerce and its organization emphasizes the essential relationships between industrial development and export promotion.

There are five main functional groups within the Department: Trade and Industrial Policy; Office of Economics; Industry and Trade Development; Office of Tourism; and Administration.

TRADE AND INDUSTRIAL POLICY

This component is concerned with improving the international and domestic environment in which Canadian business operates. Its activities relate to policies and programs which have a bearing on the growth and efficiency of Canadian manufacturing and processing industries, improving and safeguarding the terms of access for Canadian goods to foreign markets, and Canada's over-all trade relations with other countries. It consists of the Office of General Relations, the Office of Area Relations and the Office of the Industrial Policy Adviser, under the general direction of the Assistant Deputy Minister (Trade and Industrial Policy).

OFFICE OF GENERAL RELATIONS includes a General Trade Policy, a Commodity Trade Policy and an International Financing Division and is concerned with the forward planning of Canada's external trade policies and general trade policy matters involving both primary and secondary commodities. As well, it is responsible for the planning, negotiation and administration of inter-governmental commodity agreements where close contact is maintained with representatives of Canadian producers, importers and industry associations.

This office also participates in the development of policies and procedures in external aid, export credits and other export financing arrangements and informs Canadian exporters of the range of financing facilities provided by the Canadian Government. It is also responsible for ensuring that the financing facilities available through international organizations are kept before the Canadian business community.

OFFICE OF AREA RELATIONS seeks to safeguard and improve the terms of access for Canadian goods to individual export markets through participation in the development and conduct of Canada's external trade relations, in the formulation of Canadian trade policy and in assuring that account is taken of Canada's trading relationships with individual foreign countries and trading blocs in the development of domestic economic programs. It is concerned with tariffs and other government activities which affect international trade and, as a service to Canadian exporters, supplies details on rates of duty, import restrictions, documentation requirements, and other foreign government measures affecting Canadian exports. It provides assistance to the business community in dealing with problems in this field and Canadian businessmen may obtain information on economic and trading conditions in all parts of the world and help in planning visits to these markets.

OFFICE OF THE INDUSTRIAL POLICY ADVISER is concerned with policies and programs in areas which have a bearing on industrial development including industry financing, effective adjustment of industry to changing conditions at home and abroad, combines legislation, government purchasing, manpower utilization, industrial management, consumer protection, transportation, taxation and regional development. It develops and maintains an up-to-date reservoir of intelligence on industrial policies in Canada and abroad and participates in the work of inter-departmental and international committees dealing with industrial policy matters. Policy advice and guidance are provided to the operational branches in their industrial development activities and the office acts as a point of contact for businessmen and industry associations on general industrial policy matters.

OFFICE OF ECONOMICS

The work of the Economics group provides a continuing assessment of current and prospective economic changes abroad affecting Canadian trade; estimates of changes in the structure of industries and markets; analysis of capital investment in Canada and abroad; and economic research into industrial productivity and industry sector studies.

INDUSTRY AND TRADE DEVELOPMENT

The Industry and Trade Development group has responsibility for the over-all management and co-ordination of departmental operations in Canada and abroad relating to industrial and trade development; for developing operational programs; consulting with other federal departments and provincial trade officials; and liaising with the Canadian business community and business and trade associations.

Components in this group are: Operations, External Services, Office of Science and Technology, Office of Design and Office of Promotional Services.

THE OPERATIONS component embraces the nine operational branches and the program office of the Department. Activities include the study of problems and opportunities in industry and product sectors; the direction of advisory services to manufacturers and exporters; and the formulation and implementation of incentive programs.

The nine operational branches are: Aerospace, Marine and Rail; Agriculture, Fisheries and Food Products; Apparel and Textiles; Chemicals; Electrical and Electronics; Machinery; Materials; Mechanical Transport; and Wood Products. The branches perform five distinct but highly interdependent functions: study and analysis, program formulation, administration of incentive programs, trade development, and service work.

EXTERNAL SERVICES directs the implementation abroad of the Department's trade and industrial development programs; the collection of information on foreign economic, commercial, financial and technological conditions; and the provision of assistance and guidance in this regard to Canadian manufacturers and exporters as well as to Canadian government departments. In addition, it directs the defence exports program of the Department and recommends policy changes in defence production sharing agreements with other governments.

Its sub-components are the Trade Commissioner Service and International Defence Programs Branch:

- **TRADE COMMISSIONER SERVICE** promotes Canada's export trade and protects its commercial interests abroad. It acts as an export market consultant; secures market and credit information; brings foreign buyers in contact with Canadian sellers; recommends suitable agents; and supplies up-to-date information on export opportunities, terms of payment, tariffs and import and exchange controls. It also maintains direct contact with individual companies.

- **INTERNATIONAL DEFENCE PROGRAMS BRANCH** explores opportunities for participation in foreign defence programs; identifies potential foreign government partners for specific Canadian industrial development programs; and initiates negotiations necessary for the establishment of international agreements.

OFFICE OF SCIENCE AND TECHNOLOGY identifies future technological trends and possibilities and formulates policies and programs to stimulate technical innovation in Canadian industry; develops such programs to the point where they may become part of the operating activities of the Department; and reviews the scientific aspects of departmental programs.

OFFICE OF DESIGN formulates and develops programs based on its own study and analysis and on recommendations of the National Design Council to promote design improvement in Canadian products; advises the federal government on the promotion of good design and design awareness; and serves as a secretariat for the National Design Council.

OFFICE OF PROMOTIONAL SERVICES consists of four branches — Publicity; Industry, Trade and Traffic Services; Fairs and Missions; and World Exhibitions — which are concerned with activities that support or supplement industrial and trade development programs of the operating branches. This includes providing specialist services in the areas of public relations and promotion, transportation, market analysis, export and import controls; organizing, storing and disseminating industrial and commercial intelligence; and arranging for service to companies on all matters within the Department's responsibility through regional offices in eight major Canadian centres. It also includes the management of Canadian participation in world exhibitions; the planning, scheduling, developing and managing of Canadian participation in trade fairs abroad; and the organization of incoming and outgoing trade missions.

OFFICE OF TOURISM, made up of the Canadian Government Travel Bureau and the Travel Industry Branch, is responsible for directing the promotion of travel by foreign nationals to Canada and for studies and analysis of the Canadian travel industry. It also manages those sectors of the Department concerned with planning and implementing policies and programs related to the promotion of travel to Canada; the co-ordination of Canada's total tourism effort abroad; the promotion of travel by Canadians in Canada; and the growth and development of the Canadian tourist industry.

INDUSTRIAL DEVELOPMENT PROGRAMS

In promoting the establishment, growth and efficiency of manufacturing, processing and tourist industries in Canada, the Department of Industry, Trade and Commerce administers a number of industrial development programs. They include: Program for the Advancement of Industrial Technology (PAIT); General Adjustment Assistance Program (GAAP); Industrial Research and Development Incentives Act (IRDIA); Automotive Adjustment Assistance Program (AAA); Building Equipment, Accessories and Materials Program (BEAM); Defence Industry Productivity Program (DIP); the Machinery Program (MACH); Pharmaceutical Industry Development Assistance (PIDA); and Ship Construction Subsidy Regulations (SCSR).

PROGRAM FOR THE ADVANCEMENT OF INDUSTRIAL TECHNOLOGY (PAIT) helps Canadian industry upgrade its technology and expand its innovation activity by helping to underwrite specific development projects which involve a significant advance in technology and which, if successful, offer good prospects for commercial exploitation in civil markets. Support is normally provided for up to 50 per cent of the project's cost.

More detailed information may be obtained from:

PAIT
DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE
OTTAWA 4
CANADA

GENERAL ADJUSTMENT ASSISTANCE PROGRAM (GAAP) is designed to assist manufacturers in Canada restructure their operations to either take advantage of an export opportunity arising from the Kennedy Round Tariff Agreement or to improve their competitive position if they have been seriously affected or are threatened with serious disadvantage as a result of Kennedy Round reductions in Canadian tariffs.

Inquiries may be directed to:

THE GENERAL ADJUSTMENT ASSISTANCE BOARD
DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE
OTTAWA 4
CANADA

INDUSTRIAL RESEARCH AND DEVELOPMENT INCENTIVES ACT (IRDIA) is designed to aid Canadian industry to undertake new scientific research and development programs, to expand existing ones and to provide well-equipped facilities for such work. Grants will equal 25 per cent of capital expenditures for scientific research carried out in Canada in the year, and 25 per cent of the increase in eligible current expenditures over the average of such expenditures in a base period consisting of the immediately preceding five years.

Complete information, including the necessary application forms for a grant under the Act, may be obtained by writing:

IRDIA PROGRAM OFFICE
DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE
OTTAWA 4
CANADA

AUTOMOTIVE ADJUSTMENT ASSISTANCE PROGRAM (AAA) came about as a result of the Canada-United States Automotive Agreement which provides for limited tariff-free trade in automobiles and automobile parts between the two countries. The program assists companies which wish to take advantage of the opportunities provided by the agreement but are unable to do so for lack of sufficient capital for expansion.

Companies engaged in the manufacture of automotive parts may apply for tariff remissions on imported machinery and equipment for 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.

Further details may be obtained by writing:

THE SECRETARY
ADJUSTMENT ASSISTANCE BOARD
DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE
OTTAWA 4
CANADA

THE BUILDING EQUIPMENT, ACCESSORIES AND MATERIALS PROGRAM (BEAM) has been established to help increase productivity and efficiency in the manufacture and use of building equipment, accessories and materials. Its objectives include: establishment of a construction information system to gather and disseminate information about building products; adoption of modular co-ordination; industrialization of the building process; encouragement of wider application of the National Building Code, more adequate standards and improved methods of assessing new products and systems; promotion of design improvements through awards programs, research, development and innovation.

For further information write:

GENERAL DIRECTOR
MATERIALS BRANCH
DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE
OTTAWA 4
CANADA

DEFENCE INDUSTRY PRODUCTIVITY PROGRAM (DIP) is designed to develop and sustain the technological capability of Canadian defence industry for the purpose of defence export sales or civil export sales arising from that capability. Costs of selected projects are shared by the Department and the Canadian company concerned and, in some instances, by the governments of other NATO countries.

Details are available from:

GENERAL DIRECTOR
INTERNATIONAL DEFENCE PROGRAMS BRANCH
DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE
OTTAWA 4
CANADA

THE MACHINERY PROGRAM (MACH) entails a twofold approach to encouraging the expansion and efficiency of Canadian manufacturing. First, it provides a reasonable measure of tariff protection to machinery manufacturers. Second, it enables users of machinery to obtain remission of duty on imported capital equipment which is not available from Canadian production. In addition, it provides detailed information on the kinds of equipment required by Canadian industry which are not available from Canadian production.

Applications and supplementary information are available from all customs ports and from:

**THE SECRETARY
MACHINERY AND EQUIPMENT ADVISORY BOARD
112 KENT STREET
OTTAWA
CANADA**

PHARMACEUTICAL INDUSTRY DEVELOPMENT ASSISTANCE (PIDA) is designed to help individual companies improve their competitive position in both domestic and export markets. Direct loans at commercial interest rates are available to companies, or groups of companies, wishing to develop their capabilities to manufacture and market prescription drugs at more competitive prices. Financing is also available to cover the cost of feasibility studies on a joint cost-sharing basis.

Inquiries should be directed to:

**PIDA
CHEMICALS BRANCH
DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE
OTTAWA 4
CANADA**

SHIP CONSTRUCTION SUBSIDY REGULATIONS (SCSR) provide a schedule of subsidy payments on ship construction in Canada. In 1966 a schedule was inaugurated at a level of 25 per cent for a period of three years. Beginning June 1, 1969, this rate is being progressively reduced by 1/2 per cent every three months until a subsidy level of 17 per cent is reached for vessels completed on and after March 1, 1973. The current rate of subsidy on steel fishing trawlers is 35 per cent. On the introduction of the new subsidy rate, the Canadian content requirement in the administration of the subsidy was withdrawn to enable the industry to take advantage of the free entry provided under Canadian Tariff for various items used in ship construction. The accelerated depreciation of 33 1/3 per cent straight line for ships built in Canada was continued.

DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE PUBLICATIONS

The Publicity Branch of the Department produces a large number of diversified publications including pamphlets, booklets, brochures and reports on Canadian industrial development programs and Canadian commodities, surveys, symposia, technical mission reports, conference proceedings and promotional brochures and pamphlets for use at specific trade fairs around the world.

Publications of particular interest to Canadian industry and business, all of which are free on request except those noted, include:

- Statistical Data on Industrial Research and Development in Canada
- The Department of Industry, Trade and Commerce Annual Report
- Doing Business in Canada (a 10-volume series)
- Federal Services for Business
- Financing Canadian Industries
- How to Win World Markets (\$2.50 in paperback; \$4.50 hard cover)
- Industry, Trade and Commerce at Your Service
- Canada Courier — international trade promotion newspaper
- Foreign Trade — a magazine published fortnightly with an annual subscription of \$5.00 in Canada and \$7.00 abroad
- Commerce Extérieur — a French language magazine published monthly with an annual subscription of \$2.00 in Canada and \$5.00 abroad

With the noted exceptions, all publications are free on request from:

**PUBLICITY BRANCH
DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE
OTTAWA 4
CANADA**

INQUIRIES

Further information may be obtained from the Department's head office in Ottawa or regional offices in Canada.

The addresses are:

**DEPARTMENT OF INDUSTRY, TRADE AND COMMERCE
TOWER "B"
PLACE DE VILLE
112 KENT STREET
OTTAWA, ONTARIO**

**ROOM 601
SIR HUMPHREY GILBERT BUILDING
DUCKWORTH STREET
ST. JOHN'S, NEWFOUNDLAND**

**SIR JOHN THOMSON BUILDING
1256 BARRINGTON STREET
HALIFAX, NOVA SCOTIA**

**FLOOR 17, COMMERCE HOUSE
1080 BEAVER HALL HILL
MONTREAL 128, QUEBEC**

**P.O. BOX 114
SUITE 3001, TORONTO-DOMINION CENTRE
TORONTO 1, ONTARIO**

**ROOM 521
269 MAIN STREET
WINNIPEG 1, MANITOBA**

**SUITE 651
SASKATCHEWAN WHEAT POOL BUILDING
2625 VICTORIA AVENUE
REGINA, SASKATCHEWAN**

**802 CHANCERY HALL
3 SIR WINSTON CHURCHILL SQUARE
EDMONTON 15, ALBERTA**

**2003 BOARD OF TRADE TOWER
1177 WEST HASTINGS STREET
VANCOUVER 1, BRITISH COLUMBIA**



DEPARTMENT OF LABOUR

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.

INQUIRIES

Inquiries should be addressed to:

PUBLIC RELATIONS AND INFORMATION SERVICES
CANADA DEPARTMENT OF LABOUR
OTTAWA, CANADA

INFORMATION ON LABOUR

Each month the Canada Department of Labour publishes Collective Bargaining Review, presenting current information on 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 wages 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

The National Industrial Relations Film Library is sponsored and maintained by the Department with distribution of films through National Film Board offices across Canada. The comprehensive library of 16mm films covers labour-management relations, management and union training, industrial safety and the general challenges of the changing world of work.

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 unions 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 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 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.

PUBLICATIONS

The following publications are available free of charge from:
PUBLIC RELATIONS AND INFORMATION SERVICES
CANADA DEPARTMENT OF LABOUR
OTTAWA 4, CANADA

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

COLLECTIVE AGREEMENTS

Provisions in Collective Agreements Covering Office Employees in Canadian Manufacturing Industries (1967)

Provisions in Major Collective Agreements in Canadian Industries (1968)

Provisions in Collective Agreements Covering Employees in Canadian Mining Industries (1968)

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 Canada Department of Labour. Subscription — \$3.00 per year

Labour Standards in Canada, December 31, 1968 — \$.75, Cat. No. L27/1968

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, 1967 — bilingual loose-leaf tables — by subscription — \$10.00 with binder, \$7.50 without binder, paperbound, 1967 — \$3.00, Cat. No. L2-550

Working Conditions in Canadian Industry, 1967 — \$2.00, Cat. No. L2-15/1967

Labour Organizations in Canada, 1968 — \$.75, Cat. No. L2-2/1968 (also in French)

WOMEN'S BUREAU

The Women's Bureau serves as the central and co-ordinating agency in the Government of Canada concerned with the special problems faced by the working women; promotes surveys, studies and reports on problems of women workers from both a social and economic standpoint in close co-operation with appropriate branches of the Department of Labour and other federal departments and agencies, provincial agencies and non-governmental bodies; promotes improvements in conditions of employment and helps make participation in the labour force more productive and satisfying; develops close contacts with employers, unions, interested women's organizations and other bodies; directs the enforcement of the Female Employees Equal Pay Act; maintains liaison with other levels of government; co-operates with national

and international agencies concerned with labour and social standards, including worker protection, human rights and discrimination, labour relations, and other matters of importance to women.

PUBLICATIONS OF THE WOMEN'S BUREAU

Obtainable from the Queen's Printer:

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

Available on request from the Women's Bureau:

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

Facts and Figures About Women in the Labour Force, annual, bilingual

Part-time Employment in Retail Trade

Maternity Leave Policies, bilingual

The New Role of Women



DEPARTMENT OF MANPOWER AND IMMIGRATION

DEPARTMENT OF MANPOWER AND IMMIGRATION

The responsibilities of the Department of Manpower and Immigration include the counselling and placing of people in employment and the attraction of suitable immigrants to Canada. Effective use of manpower resources is encouraged through programs for adult retraining, worker mobility, manpower and immigration research, and adjustment to technological change. To carry out its duties the Department has two major operating divisions (Manpower and Immigration) supported by four other services (the information, personnel, program development, and financial and administrative services).

INQUIRIES

Further information about the Department of Manpower and Immigration may be obtained at any of its Canada Manpower Centres. There is a CMC in every city or large town and in many smaller communities. 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 any Canada Manpower Centre.

THE CANADA MANPOWER DIVISION

The first goal of the Canada Manpower Division of the Department is to help achieve the best possible use and development of the country's manpower resources.

Headquarters are in Ottawa, but the essential activity is carried out in more than 300 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 with special emphasis on the development and utilization of manpower resources. This includes effective placement of people in employment and the provision of services to help employers find suitable workers.

To assure the best possible use of Canada's manpower resources, the Manpower Division purchases training from the provinces for adult CMC clients. It also works with provincial and federal agencies 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 many economic benefits of investing public funds to help handicapped persons become productive members of society.

The Manpower Consultative Service assists management and labour in meeting the challenge of manpower adjustment caused by rapid technological and economic change. The Manpower Mobility Program helps relocate workers when local opportunities for re-employment are inadequate. Aid is also given in the placement of immigrants.

These and other activities of the Canada Manpower Division are aimed at achieving a high and stable level of 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.



DEPARTMENT OF NATIONAL DEFENCE

DEPARTMENT OF NATIONAL DEFENCE

CANADIAN MILITARY ELECTRONICS STANDARDS AGENCY

The Canadian Military Electronics Standards Agency (CAMESA) is responsible for the application, testing, qualification, standardization and documentation of parts, materials and associated assemblies used in Canadian Forces electronic equipment. This involves: developing and approving procurement specifications and standards; authorizing qualification testing; determining the acceptability of products for listing in the Canadian Qualified Products List (CQPL); arranging for the publication of the CQPL which lists qualified sources of supply for procurement purposes; recommending the use of products in specific equipment applications.

SERVICES

On request, CAMESA will provide the following services within its area of responsibility: information on the current issue of documents and interpretation of their requirements; advice on how to have a product qualified and listed on the Qualified Products Lists of Canada, the United States or other NATO countries; guidance on the facilities and equipment required to establish an acceptable laboratory for performing qualification testing; information on NATO standardization agreements; advice on how equipment contractors may obtain access to the data bank and become participating members in the Interagency Data Exchange Program (IDEP).

PUBLICATIONS

The following are a few of the CAMESA publications that are available to eligible manufacturers without charge. Request for copies should be addressed to:

CHIEF OF THE DEFENCE STAFF
CANADIAN FORCES HEADQUARTERS
DEPARTMENT OF NATIONAL DEFENCE
OTTAWA 4, CANADA

Attention: DESS-3
(Manufacturing Data Centre)

Standardization Bulletin No. 1 (SB-1) — Procedure for Obtaining Qualification of Electron Devices and Electronic Parts and Materials

Standardization Bulletin No. 3 (SB-3) — List of Approved CAMESA Specifications and Related Documents

Standardization Bulletin No. 5 (SB-5) — Canadian Qualified Products List

Standardization Bulletin No. 13 (SB-13) — Canadian Military Preferred Electronic Parts List

Specification JCNAAF-A-222 — Application of Approved Specifications Standards and Related Documents for Electronic Equipment

INQUIRIES

All inquiries regarding the activities of CAMESA should be addressed to:

CHIEF OF THE DEFENCE STAFF
CANADIAN FORCES HEADQUARTERS
DEPARTMENT OF NATIONAL DEFENCE
OTTAWA 4, CANADA

Attention: The Director
Canadian Military Electronics Standards Agency

DEFENCE RESEARCH BOARD

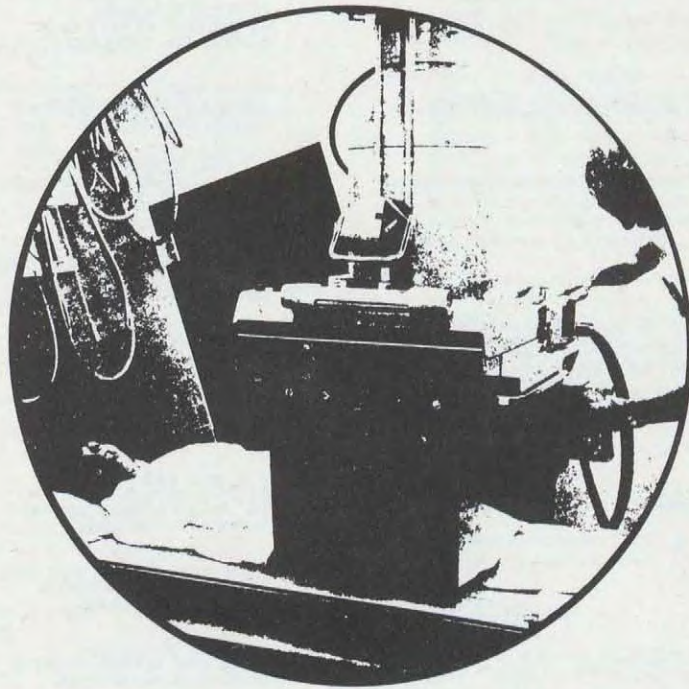
The Defence Research Board (DRB) does not provide a general service directly to the public in the same way as the scientific services of other government departments. Its purpose is to provide the scientific advice and services required by the Minister of National Defence and the armed forces in pursuit 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 Supply and Services.

DEFENCE INDUSTRIAL RESEARCH PROGRAM

In conjunction with the Department of Industry, Trade and Commerce, DRB is sponsoring 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: Executive Secretary
Defence Industrial Research



DEPARTMENT OF NATIONAL HEALTH AND WELFARE

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 may be addressed to:

EDUCATIONAL SERVICES
FOOD AND DRUG DIRECTORATE
DEPARTMENT OF NATIONAL HEALTH AND WELFARE
TUNNEY'S PASTURE
OTTAWA 3, CANADA

Food and Drug Offices

P.O. BOX 605
RALSTON BUILDING
1557 HOLLIS STREET
HALIFAX, NOVA SCOTIA

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

P.O. BOX 1311
DOMINION BUILDING
CHARLOTTETOWN, PRINCE EDWARD ISLAND

P.O. BOX 396
NEW CUSTOMS BUILDING
SAINT JOHN, NEW BRUNSWICK

P.O. BOX 5115
SIR HUMPHREY GILBERT BUILDING
ST. JOHN'S, NEWFOUNDLAND

NEW CUSTOMS HOUSE BUILDING
400 YOVILLE SQUARE
MONTREAL 1, QUEBEC

P.O. BOX 683
ACHBAR BUILDING
50 RUE PRINCIPALE
HULL, QUEBEC

118 DALHOUSIE STREET
QUEBEC, QUEBEC

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

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

55 ST. CLAIR AVENUE EAST
TORONTO 7, ONTARIO

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

FEDERAL BUILDING
45 SECOND STREET EAST
CORNWALL, ONTARIO

ROOM 606
150 MAIN STREET WEST
HAMILTON, ONTARIO

FEDERAL BUILDING
DUKE AND FREDERICK STREETS
KITCHENER, ONTARIO

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

100 GLOUCESTER STREET
OTTAWA 4, CANADA

PUBLIC BUILDING
33 COURT STREET SOUTH
PORT ARTHUR, ONTARIO

P.O. BOX 564
FEDERAL BUILDING
19 LISGAR STREET SOUTH
SUDBURY, ONTARIO

DOMINION PUBLIC BUILDING
137 OUELLETTE AVENUE
WINDSOR, ONTARIO

FEDERAL BUILDING
MAIN AND WATER STREETS
WINNIPEG, MANITOBA

P.O. BOX 416
FEDERAL BUILDING
BRANDON, MANITOBA

402 DERRICK BUILDING
2431 - 11th AVENUE
REGINA, SASKATCHEWAN

211 FEDERAL BUILDING
101 - 22nd STREET EAST
SASKATOON, SASKATCHEWAN

CUSTOMS BUILDING
CALGARY, ALBERTA

FEDERAL PUBLIC BUILDING
EDMONTON, ALBERTA

317 SEYMOUR STREET
KAMLOOPS, BRITISH COLUMBIA

1001 WEST PENDER STREET
VANCOUVER 1, BRITISH COLUMBIA

BELMONT BUILDING
805 GOVERNMENT STREET
VICTORIA, 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

On 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. Names can be added to the permanent mailing list for this publication, or sample copies obtained, at 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
- recommendation 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 radioactive 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 interpretative 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 pensions 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 BUILDING
165 DUCKWORTH STREET
ST. JOHN'S, NEWFOUNDLAND

FEDERAL BUILDING
DORCHESTER STREET
SYDNEY, NOVA SCOTIA

RALSTON BUILDING
1557 HOLLIS STREET
HALIFAX, NOVA SCOTIA

NEW POST OFFICE BUILDING
CANTERBURY STREET
SAINT JOHN, NEW BRUNSWICK

DOMINION BUILDING
QUEEN AND RICHMOND STREETS
CHARLOTTETOWN, PRINCE EDWARD ISLAND

FEDERAL BUILDING
CLARENCE STREET
KINGSTON, ONTARIO

MACKENZIE BUILDING
36 ADELAIDE STREET EAST
TORONTO, ONTARIO

JACKSON BUILDING
122 BANK STREET
OTTAWA, CANADA

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

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
391 YORK AVENUE
WINNIPEG, MANITOBA

LONDON BUILDING
306 - 20th STREET EAST
SASKATOON, SASKATCHEWAN

INCOME TAX BUILDING
1955 SMITH STREET
REGINA, SASKATCHEWAN

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

FEDERAL BUILDING
107th STREET
EDMONTON, ALBERTA

110 WEST GEORGIA STREET
VANCOUVER, BRITISH COLUMBIA

FEDERAL BUILDING
251 NANAIMO AVENUE WEST
PENTICTON, BRITISH COLUMBIA

1005 PANDORA AVENUE
VICTORIA, BRITISH COLUMBIA

FEDERAL BUILDING
WHITEHORSE, YUKON TERRITORY

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 at:

OFFICE FLOOR
MILLBROOK SHOPPING CENTRE
HERALD AVENUE
CORNER BROOK, NEWFOUNDLAND

ROOM NO. 605-607
SIR HUMPHREY GILBERT BUILDING
DUCKWORTH STREET
ST. JOHN'S, NEWFOUNDLAND

P.O. BOX 1178
DOMINION BUILDING
97 QUEEN STREET
CHARLOTTETOWN, PRINCE EDWARD ISLAND

METROPOLITAN BUILDING
P.O. BOX 449
229A MAIN STREET
ANTIGONISH, NOVA SCOTIA

5th FLOOR, ROOM 513
SIR JOHN THOMPSON BUILDING
1256 BARRINGTON STREET
HALIFAX, NOVA SCOTIA

P.O. BOX 1071
FEDERAL BUILDING
DORCHESTER STREET
SYDNEY, NOVA SCOTIA

36 COURT STREET
EDMUNDSTON, NEW BRUNSWICK

P.O. BOX 175
633 QUEEN STREET
FREDERICTON, NEW BRUNSWICK

P.O. BOX 785
2nd FLOOR, TERMINAL PLAZA BUILDING
1222 MAIN STREET
MONCTON, NEW BRUNSWICK

P.O. BOX 626
189 PRINCE WILLIAM STREET
SAINT JOHN, NEW BRUNSWICK

SUITE 408
UNION GAS BUILDING
20 HUGHSON STREET SOUTH
HAMILTON, ONTARIO

ROOM 256
FEDERAL BUILDING
CLARENCE STREET
KINGSTON, ONTARIO

220 KING STREET EAST
KITCHENER, ONTARIO

ROOM 401
TORONTO-DOMINION BANK BUILDING
365 RICHMOND STREET
LONDON, ONTARIO

207 QUEEN STREET
OTTAWA 4, CANADA

BROCK TOWERS
212 BROCK STREET
PETERBOROUGH, ONTARIO

ROOM 307
P.O. BUILDING
33 SOUTH COURT STREET
PORT ARTHUR, ONTARIO

SUITE 303
15 CHURCH STREET
ST. CATHARINES, ONTARIO

3rd FLOOR SAULT STAR BUILDING
ROOM 305
369 QUEEN STREET EAST
SAULT STE. MARIE, ONTARIO

ROOM 317, FEDERAL BUILDING
19 LISGAR STREET SOUTH
SUDBURY, ONTARIO

273 SECOND AVENUE
TIMMINS, ONTARIO

P.O. BOX 750, STATION "Q"
TORONTO 7, ONTARIO
ARTHUR MEIGHEN BUILDING
25 ST. CLAIR AVENUE EAST
TORONTO, ONTARIO

3269 BLOOR STREET WEST
TORONTO 18, ONTARIO

2800 EGLINTON AVENUE EAST
ELANE PLAZA
SCARBOROUGH, ONTARIO

NEWTONBROOK SHOPPING PLAZA
5851 YONGE STREET
WILLOWDALE, ONTARIO

441 UNIVERSITY AVENUE WEST
WINDSOR, ONTARIO

ROOM 235
FEDERAL PUBLIC BUILDING
PRINCESS AVENUE AT 11th STREET
BRANDON, MANITOBA

MACDONALD BUILDING, ROOM 326A
344 EDMONTON STREET
WINNIPEG, MANITOBA

FOURTH FLOOR
FEDERAL BUILDING
1975 SCARTH STREET
REGINA, SASKATCHEWAN

ROOM 608
FINANCIAL BUILDING
230 - 22nd STREET EAST
SASKATOON, SASKATCHEWAN

PETRO-CHEMICAL BUILDING
811 - 7th STREET SOUTH WEST
CALGARY, ALBERTA

ROOM 402
99th AVENUE BUILDING
10808 - 99th AVENUE
EDMONTON 14, ALBERTA

203 PROFESSIONAL BUILDING
740 - 4th AVENUE SOUTH
LETHBRIDGE, ALBERTA

FEDERAL BUILDING
549 COLUMBIA STREET
NEW WESTMINSTER, BRITISH COLUMBIA

MAIN FLOOR
OLD FEDERAL BUILDING
301 MAIN STREET
PENTICTON, BRITISH COLUMBIA

MARK V BUILDING
1320 - 5th AVENUE
PRINCE GEORGE, BRITISH COLUMBIA

ROOM 101, SUN TOWER
100 WEST PENDER STREET
VANCOUVER 3, BRITISH COLUMBIA

ROOM 413
1230 GOVERNMENT STREET
VICTORIA, BRITISH COLUMBIA

P.O. BOX 1857
WHITEHORSE, YUKON

c/o CANADA PENSION PLAN
DISTRICT OFFICE
ROOM 403
99th AVENUE BUILDING
10808 - 99th AVENUE
EDMONTON 14, ALBERTA
(FOR NORTHWEST TERRITORIES)

RESEARCH AND STATISTICS

The Research and Statistics Directorate is responsible for the collection, interpretation, and analysis of basic information on the socio-economic aspects of health and welfare. Periodically, the Directorate publishes reports and monographs, which are available to businessmen on 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 Directorate mailing list by sending a request to:

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



DEPARTMENT OF NATIONAL REVENUE

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 Anti-dumping Act (in part), 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 Anti-dumping Act it collects anti-dumping duties and provisional 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 AND EXCISE DIVISION

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 contain the qualification "of a class or kind not made in Canada". Prospective importers find it useful to familiarize themselves with customs requirements, particularly with respect to valuation, anti-dumping, 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 transshipment 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.

ANTI-DUMPING

Before anti-dumping duty can be assessed, the fact of dumping must be determined by the Department, and actual or threatened material injury must be determined by the Anti-dumping Tribunal. Provisional duty may be assessed by the Department prior to the finding of injury by the Anti-dumping Tribunal.

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

or to:

REGIONAL DIRECTOR CUSTOMS OPERATIONS
DEPARTMENT OF NATIONAL REVENUE
CUSTOMS AND EXCISE

at one of the following locations:

HALIFAX, NOVA SCOTIA
MONTREAL, QUEBEC
TORONTO, ONTARIO
LONDON, ONTARIO
REGINA, SASKATCHEWAN
VANCOUVER, BRITISH COLUMBIA

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 taxes 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 12 per cent, applies to most manufactured products. In addition, excise taxes, at 10 per cent, 15 per cent or a stated amount, 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, exemption from sales tax applies to a wide range of items, and to sales of other goods under certain conditions. 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 (New Brunswick), 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.

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

Customs Act\$ 1.00 per copy
Excise Act\$.75 per copy
Excise Tax Act\$.50 per copy

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
Fruit and Vegetable Bulletins Service\$3.00 per year
Currency Bulletins Service\$6.00 per year

TAXATION DIVISION

Taxation deals each year with more than 8,000,000 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 Taxation, 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, Taxation maintains 29 district offices throughout Canada. Taxation records are for the most part kept on magnetic tape at the Taxation Data Centre 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 8.4 million) of the number of individual and corporation income tax returns in the past 16 years, the cost to collect \$100 taxes, over the same period, has been reduced from 99 cents to 84 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.

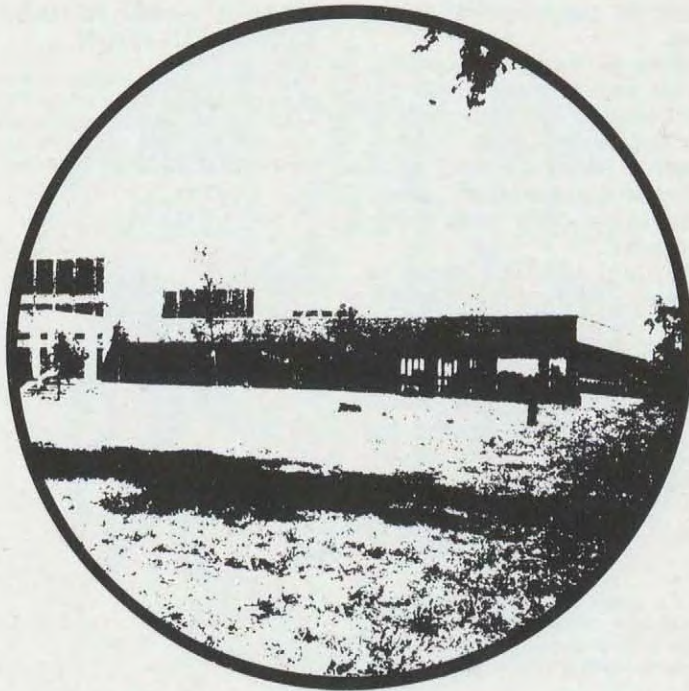
PUBLICATIONS

To assist businessmen, several free publications are available:

TAXATION STATISTICS
Part I, Individuals
Part II, 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)



DEPARTMENT OF REGIONAL ECONOMIC EXPANSION

DEPARTMENT OF REGIONAL ECONOMIC EXPANSION

The Regional Development Incentives Act is one of the major programs of the Department of Regional Economic Expansion to increase employment opportunities and create new sources of income in the slow-growth regions of Canada.

Capital incentives of up to \$12,000,000, based on capital investment and the number of jobs created, are available to companies establishing new plants or expanding or modernizing existing ones in "designated regions."

The regions designated for assistance include parts of all 10 provinces and were selected by the federal government in consultation with the provincial governments.

Incentives are available in these regions to all manufacturing industries and to most kinds of processing industries. Excluded is initial processing in a resource-based industry — that is, oil refining, pulp and newsprint. Petrochemical processes, production of paper and paperboard, sawmilling, and the processing of fish and farm products are, however, included.

Under the program, a plant which is modernizing or expanding its present production is eligible for an incentive of up to 20 per cent of capital costs (machinery, equipment and buildings).

A new plant being started or an existing plant being expanded to manufacture new products for which it is not now equipped would be eligible for incentives of up to 25 per cent of capital cost plus up to \$5,000 for each job created in the operation.

ELIGIBILITY

To be eligible for assistance, a modernization or ordinary expansion must involve a capital cost of at least \$30,000; a new plant or an expansion into a new product line at least \$60,000. In addition, the applicant must provide equity of at least 20 per cent of capital cost.

For a modernization or ordinary expansion, the maximum available incentive is \$6,000,000. For a new plant or a new-product expansion, the maximum is \$12,000,000 or \$30,000 for each job created or one half of the capital to be employed in the operation, whichever is least.

Eighty per cent of the incentive is to be paid when the plant begins commercial production. The remaining 20 per cent is payable within 2½ years for a modernization or ordinary expansion; within 3½ years for a new plant or new-product expansion.

An application for assistance must be made when the project is in the planning stage before any commitments are undertaken. When an application is approved, the applicant will receive an offer specifying the amount of the incentive available and a date by which construction or installation must begin. This offer remains open for acceptance for two months.

Firms receiving assistance under the program must give Canadian manufacturers reasonable opportunities to supply machinery and equipment, and must also employ residents of the designated region to the maximum extent practicable.

The legislation applies to operations coming into commercial production by December 31, 1976.

INQUIRIES

To obtain complete information and guidance write to:

DEPARTMENT OF REGIONAL ECONOMIC EXPANSION
INCENTIVES DIVISION
161 LAURIER AVENUE WEST
OTTAWA 4, CANADA

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 also active in the development of water resources and the creation and operation of community pastures.



DEPARTMENT OF THE SECRETARY OF STATE

DEPARTMENT OF THE SECRETARY OF STATE

While not directly involved with the business and industrial communities, the Department of the Secretary of State does have a number of publications which can be of some help to businessmen. In addition, the Public Archives and the National Library, neither of which are actually part of the Department but over which the Secretary of State exercises certain statutory powers, both have services of interest.

DEPARTMENT PUBLICATIONS

Free bilingual leaflets, "How to Become a Canadian Citizen", of possible use to employers of immigrant groups.

Free leaflets in English and French on how to display the national flag correctly. This was published for the benefit of the tourist-serving industries.

THE TRANSLATION BUREAU

The Translation Bureau of the Department does not provide translation services for businesses or individuals but it produces "l'actualité terminologique" (10 issues per year) which

lists new words and terms coming into use in both French and English. This is available from the Queen's Printer at \$2 annually.

THE PUBLIC ARCHIVES

The Public Archives is a source of historical material, documents, maps and other similar information for everyone in Canada. Photographs and photo-copies are available at nominal costs. The Public Archives has a Records Management Branch which provides services generally to other government departments.

THE NATIONAL LIBRARY

The National Library is a depository library for books, government documents and periodicals published in Canada and it purchases books relating to Canada published in other countries. In addition, it buys many books and periodicals published outside Canada concerning the humanities and the social sciences. Books may be borrowed only through inter-library loan.

By means of its Union Catalogue, the National Library provides libraries, on behalf of their users, with locations for books held by libraries across Canada. The Library is part of the Telex and TWX networks.

The National Library has complete photo-copying services.



DEPARTMENT OF SUPPLY AND SERVICES

DEPARTMENT OF SUPPLY AND SERVICES

The Department of Supply and Services (DSS) was established April 1, 1969, by the Government Organization Act, 1969. It provides most of the common services (except accommodation, legal services and telecommunications) required by the departments and agencies of the federal government. Its creation marks the acceptance of many of the recommendations of the Royal Commission on Government Organization.

The Department is composed of two main elements with a deputy minister at the head of each. These are the Supply element and the Services element.

SUPPLY ELEMENT

The Supply element is the central purchasing and supply agency for all government departments plus many crown corporations and agencies. It also acts as the purchasing agent for the procurement of goods and services required by our allies and other countries. Another facet of the Supply component is the printing and publishing sector which is responsible for all government printing and publishing.

SERVICES ELEMENT

The Services side of the Department provides cheque issue services to all departments, and also maintains the fiscal accounts of Canada and prepares the public accounts. In addition, it provides a broad range of advisory services on management practices, consulting, data processing and auditing services for federal government departments.

REGIONAL PURCHASING OFFICES

The Department maintains Regional Purchasing Offices across Canada and abroad. Their main function is to purchase items such as food, hardware, building supplies, electrical and office equipment and other supplies or services of a local or urgent nature which are required by Canadian Forces units, and other departments and agencies located in their vicinity.

OFFICES IN CANADA

P.O. BOX 487, ROOM 408
MAIN POST OFFICE BUILDING
WATER STREET
ST. JOHN'S, NEWFOUNDLAND

ROOM 408
SADIM BUILDING
CANTERBURY AND DUKE STREET
SAINT JOHN, NEW BRUNSWICK

1441 ST. URBAIN STREET
MONTREAL 129, QUEBEC

ROOM 1253
MACKENZIE BUILDING
36 ADELAIDE STREET EAST
TORONTO 1, ONTARIO

ROOM 326
344 EDMONTON STREET
WINNIPEG 2, MANITOBA

ROOM 725 PUBLIC BUILDING
8th AVENUE AND 1st STREET SOUTHEAST
CALGARY 21, ALBERTA

HARRY STEVENS BUILDING
125 EAST 10th AVENUE
VANCOUVER, BRITISH COLUMBIA

ROOM 210
SIR JOHN THOMPSON BUILDING
1256 BARRINGTON STREET
HALIFAX, NOVA SCOTIA

GARE MARITIME CHAMPLAIN
CHEMIN DES FOULONS
QUEBEC 2, QUEBEC

1010 SOMERSET STREET WEST
OTTAWA 4, CANADA

388 DUNDAS STREET
LONDON, ONTARIO

2140A HAMILTON STREET
REGINA, SASKATCHEWAN

10210 - 107 STREET
EDMONTON 14, ALBERTA

ROOM 318
CANADIAN CUSTOMS HOUSE
816 GOVERNMENT STREET
VICTORIA, BRITISH COLUMBIA

REGIONAL PURCHASING OFFICES OUTSIDE CANADA

CANADIAN DEPARTMENT OF SUPPLY AND SERVICES
MacDONALD HOUSE
ONE GROSVENOR SQUARE
LONDON, W1X 0AB, ENGLAND

CANADIAN DEPARTMENT OF SUPPLY AND SERVICES
54 KOBLENZ
MAINZER STR. 39
FEDERAL REPUBLIC OF GERMANY

REGIONAL EQUIPMENT MAINTENANCE OFFICES

REGIONAL EQUIPMENT MAINTENANCE OFFICE
DEPARTMENT OF SUPPLY AND SERVICES
2740 BARRINGTON STREET
HALIFAX, NOVA SCOTIA

REGIONAL EQUIPMENT MAINTENANCE OFFICE
DEPARTMENT OF SUPPLY AND SERVICES
1441 ST. URBAIN STREET
MONTREAL 129, QUEBEC

REGIONAL EQUIPMENT MAINTENANCE OFFICE
DEPARTMENT OF SUPPLY AND SERVICES
1010 SOMERSET STREET WEST
OTTAWA, CANADA

REGIONAL EQUIPMENT MAINTENANCE OFFICE
DEPARTMENT OF SUPPLY AND SERVICES
1 FRONT STREET WEST
TORONTO 1, ONTARIO

REGIONAL EQUIPMENT MAINTENANCE OFFICE
DEPARTMENT OF SUPPLY AND SERVICES
CUSTOMS EXAMINING WAREHOUSE
145 McDERMOT AVENUE
WINNIPEG, MANITOBA

REGIONAL EQUIPMENT MAINTENANCE OFFICE
DEPARTMENT OF SUPPLY AND SERVICES
10210 - 107 STREET
EDMONTON 14, ALBERTA

REGIONAL EQUIPMENT MAINTENANCE OFFICE
DEPARTMENT OF SUPPLY AND SERVICES
326 HOWE STREET
VANCOUVER, BRITISH COLUMBIA

EXPORT CONTRACTS BRANCH OFFICES OUTSIDE CANADA

P.O. BOX 4897
CLEVELAND PARK STATION
WASHINGTON, DC 20008

MCL/DSS
WRIGHT-PATTERSON AIR FORCE BASE
DAYTON, OH 45433

DSS SUPPLY CENTRE AND WAREHOUSE

NO. 1 SUPPLY CENTRE
DEPARTMENT OF SUPPLY AND SERVICES
1010 SOMERSET STREET WEST
OTTAWA, CANADA

CGSS WAREHOUSE

MONTREAL WAREHOUSE, CGSS
DEPARTMENT OF SUPPLY AND SERVICES
1659 DELORIMIER STREET
MONTREAL, QUEBEC

TORONTO WAREHOUSE, CGSS
DEPARTMENT OF SUPPLY AND SERVICES
CAWTHRA ROAD
LAKEVIEW
PORT CREDIT, ONTARIO

QUEEN'S PRINTER'S BOOKSHOPS

THE QUEEN'S PRINTER'S BOOKSHOP
1737 BARRINGTON STREET
HALIFAX, NOVA SCOTIA

THE QUEEN'S PRINTER'S BOOKSHOP
1182 ST. CATHERINE STREET WEST
MONTREAL 110, QUEBEC

THE QUEEN'S PRINTER'S MAIL ORDER BOOKSHOP
ROOM 2154, CANADIAN GOVERNMENT PRINTING BUREAU
SACRED HEART BOULEVARD
HULL, QUEBEC

DIRECTOR
BOOKSTORES AND SALES PROMOTION DIVISION
THE QUEEN'S PRINTER
SACRED HEART BOULEVARD
HULL, QUEBEC

THE QUEEN'S PRINTER'S BOOKSHOP
DALY BUILDING, MacKENZIE AVENUE
OTTAWA 2, CANADA

THE NATIONAL GALLERY SALES COUNTER
LORNE BUILDING
ELGIN AND SLATER STREETS
OTTAWA 4, CANADA

THE QUEEN'S PRINTER'S BOOKSHOP
221 YONGE STREET
TORONTO 205, ONTARIO

THE QUEEN'S PRINTER'S BOOKSHOP
499 PORTAGE AVENUE
WINNIPEG 2, MANITOBA

THE QUEEN'S PRINTER'S BOOKSHOP
657 GRANVILLE STREET
VANCOUVER 2, BRITISH COLUMBIA

CANADIAN GOVERNMENT PRINTING BUREAU — PRINTING PLANTS

PLANT MANAGER
HALIFAX PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
QUEEN'S PRINTER BUILDING
BARRINGTON STREET
HALIFAX, NOVA SCOTIA

PLANT MANAGER
CAMP GAGETOWN PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
CAMP GAGETOWN, NEW BRUNSWICK

PLANT MANAGER
QUEBEC PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
10 ST. ANDRE STREET
QUEBEC 2, QUEBEC

PLANT MANAGER
MONTREAL PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
454 LAGAUCHETIERE STREET WEST
MONTREAL 128, QUEBEC

PLANT MANAGER
LONGUE-POINTE PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
6565 NOTRE-DAME STREET EAST
LONGUE-POINTE
MONTREAL, QUEBEC

PRODUCTION MANAGER
PRODUCTION SERVICES MAIN PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
SACRED HEART BOULEVARD
HULL, QUEBEC

PRODUCTION MANAGER
PRODUCTION SERVICES (OUTSIDE PLANTS)
CANADIAN GOVERNMENT PRINTING BUREAU
SACRED HEART BOULEVARD
HULL, QUEBEC

PLANT MANAGER
TORONTO PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
21 FRONT STREET WEST
TORONTO, ONTARIO

PLANT MANAGER
METEOROLOGICAL PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
DEPARTMENT OF TRANSPORT
125 MARTIN-ROSS AVENUE
DOWNSVIEW, ONTARIO

PLANT MANAGER
LONDON PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
NO. 27 C.O.D.
HIGHBURY AVENUE
LONDON, ONTARIO

PLANT MANAGER
CLINTON PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
CANADIAN FORCES BASE
CLINTON, ONTARIO

PLANT MANAGER
CAMP BORDEN PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
BUILDING 0-21
CANADIAN FORCES BASE
CAMP BORDEN, ONTARIO

**PLANT MANAGER
TRENTON PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
BUILDING NO. 70, BOX 220
TRENTON, ONTARIO**

**PLANT MANAGER
KINGSTON PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
336 ALFRED STREET
KINGSTON, ONTARIO**

**PLANT MANAGER
COBOURG PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
NO. 4 BUILDING
CANADIAN FORCES BASE
COBOURG, ONTARIO**

**PLANT MANAGER
CAMP PETAWAWA PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
BUILDING N-107
CANADIAN FORCES BASE
CAMP PETAWAWA, ONTARIO**

**PLANT MANAGER
WINNIPEG PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
CUSTOMS EXAMINING WAREHOUSE
145 McDERMOT AVENUE
WINNIPEG, MANITOBA**

**PLANT MANAGER
EDMONTON PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
FEDERAL GOVERNMENT BUILDING
9820 - 107th STREET
EDMONTON, ALBERTA**

**PLANT MANAGER
VANCOUVER PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
326 HOWE STREET
VANCOUVER, BRITISH COLUMBIA**

**PLANT MANAGER
ESQUIMALT PLANT
CANADIAN GOVERNMENT PRINTING BUREAU
BUILDING 63
CANADIAN FORCES BASE
ESQUIMALT, BRITISH COLUMBIA**

CANADIAN COMMERCIAL CORPORATION

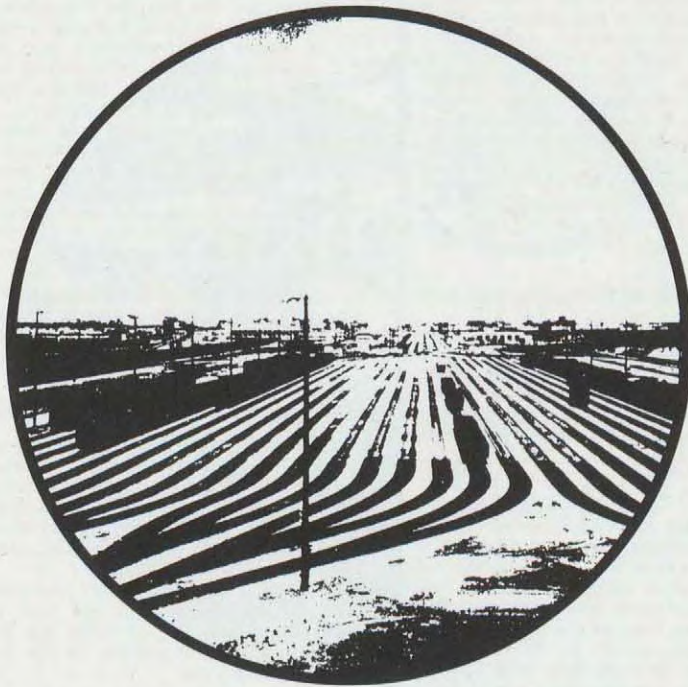
The Canadian Commercial Corporation acts as the contracting agency when other countries and international agencies wish to purchase defence and other supplies and services from Canada on a government-to-government basis.

The Corporation deals with a heavy volume of invitations to bid from NATO and other allied countries, solicits bids from Canadian firms and submits responsible bids to the governments of the procuring countries as offers from the Corporation. It also procures goods, equipment and facilities which the Government of Canada contributes to other nations under Canadian International Development Agencies (CIDA) programs.

INQUIRIES

For further information about the Department please contact:

**DIRECTOR SUPPLY PLANNING AND CONTROL BRANCH
8th FLOOR, MacDONALD BUILDING
123 SLATER STREET
OTTAWA, CANADA**



DEPARTMENT OF TRANSPORT

DEPARTMENT OF TRANSPORT

Apart from its administrative organization, the Department of Transport has two principal operating services — Air and Marine.

AIR SERVICES

Air Services responsibilities are carried out by five branches: Civil Aviation, Telecommunications and Electronics, Meteorological, Construction Engineering and Architectural, and Airports and Field Operations.

CIVIL AVIATION BRANCH

The Civil Aviation Branch is responsible for encouraging the development of Canadian civil aviation and ensuring that aviation is safe and reliable. It sets standards for training, and for licensing aircraft, personnel, air carriers, flying schools, fixed-base operators, and for airways, airports, meteorological requirements and related aviation services. Through inspection, it ensures that these standards are applied consistently across Canada. Within the Branch, airworthiness requirements to guide manufacturers in the production of aircraft are developed, and design approval is granted after an inspection has been carried out to ensure the requirements have been met. Inspection extends to air carriers, manufacturing and overhaul stock shops, and to aircraft maintenance engineers.

TELECOMMUNICATIONS AND ELECTRONICS BRANCH

This Branch is responsible for research into, and development of, new and improved communication and electronic equipment and systems in support of other departmental services; construction, maintenance and operation of radio aids to marine and air navigation, and of radio communications stations including procurement of the necessary equipment.

METEOROLOGICAL BRANCH

In addition to its responsibility for all phases of meteorological service for civil and military purposes and for shipping in the Canadian portion of the Great Lakes and in Canadian coastal waters, the Meteorological Branch offers various consulting services in the interests of business and industry. Regular forecasts serve those interests as well as the public in general, but specialized forecasting services — i.e., forestry, agriculture, marine — directly related to business needs, are also available. Special climatological information needed for business or industrial purposes can also be purchased.

CONSTRUCTION ENGINEERING AND ARCHITECTURAL BRANCH

This Branch is responsible for construction work required by the other Air Services branches. It includes constructing airports; planning, erecting and modifying buildings; and providing services such as power, water and sewerage, and airport lighting.

AIRPORTS AND FIELD OPERATIONS BRANCH

This Branch plans, co-ordinates, directs and controls resources associated with the provision of airport ground facilities and support services for all Air Services operations and installations.

MARINE SERVICES

Marine Services comprises four branches — Marine Works, Marine Regulations, Marine Operations, and Marine Hydraulics.

MARINE WORKS BRANCH

The maintenance of lights, buoys, beacons, markers, fog signals and other aids to navigation on Canada's coastal and inland waters is the responsibility of this Branch which also administers public harbours proclaimed under the Canada Shipping Act. It is responsible too for maintenance and operation of the secondary canals, including the Rideau, Trent and Murray canals, the Ottawa River and Richelieu River canals, and the Canso and St. Peter's canals in Nova Scotia.

MARINE REGULATIONS BRANCH

Generally speaking, all commercial vessels of Canadian registry have to be built in accordance with regulations administered by the Marine Regulations Branch. These regulations set standards and approval requirements for the construction of ships, the machinery and equipment. Manufacturers can obtain certificates of approval for various items such as diesel engines, lifejackets, distress signals and can then offer such equipment as D.O.T. approved.

Inspection staff are maintained at various centres in Canada and plan approval services are available within the field and at headquarters. Inspection staff are available to verify that equipment is constructed in accordance with approved plans and certificates of approval, and will issue individual certificates for specific units.

Prevention of oil pollution of Canadian waters is an important operation and the Department has instituted air patrols to strengthen its enforcement program in this regard.

The Branch is also in charge of ship registration, pilotage, the examination of masters, mates and seamen, and other marine regulatory matters.

MARINE OPERATIONS BRANCH

The operations of the Department's ships (Canadian Coast Guard) are directed here. A principal duty of the fleet is tending lighthouses, buoys and other aids to navigation in Canadian coastal and inland waters. Coast Guard ships take part each year in Arctic resupply operations, working in conjunction with chartered commercial vessels which carry the bulk of the cargo.

During the winter, icebreakers operate in support of commercial shipping in the Gulf and lower St. Lawrence. They also break ice jams in the St. Lawrence River to prevent flooding, particularly in the section between Trois Rivières and Montreal.

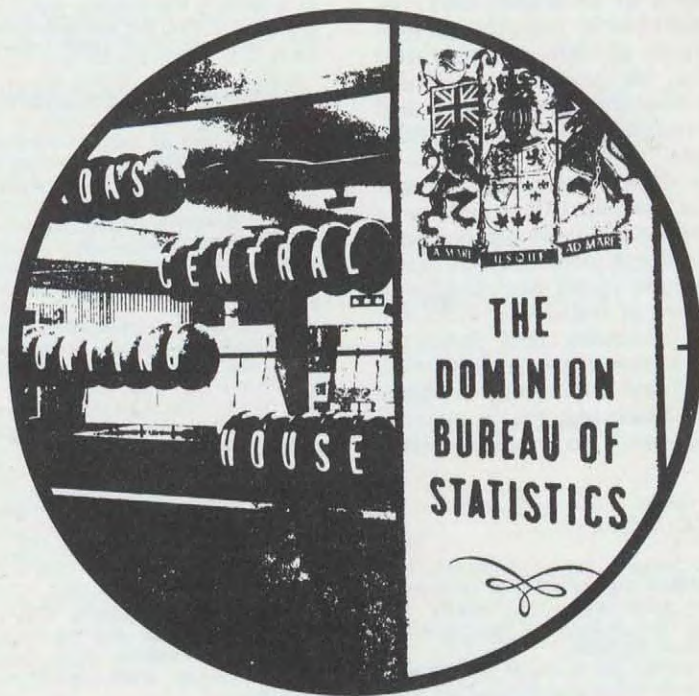
MARINE HYDRAULICS BRANCH

This Branch is responsible for the hydraulic and engineering aspects of water transport from the head of the Great Lakes to the sea as well as maintenance and improvement of navigable channels in the St. Lawrence below Montreal, and in the Saguenay River. It also provides marine traffic control on the St. Lawrence from Montreal harbour to Les Escoumins.

INQUIRIES

Further information about Department of Transport activities, services or programs may be obtained by writing to:

INFORMATION SERVICES DIVISION
DEPARTMENT OF TRANSPORT
HUNTER BUILDING
OTTAWA, ONTARIO



DOMINION BUREAU OF STATISTICS

THE DOMINION BUREAU OF STATISTICS

Facts for Profit. That, in a phrase, is the nature of the many services the Dominion Bureau of Statistics (DBS) provides to business and industry in vital areas of decision making.

As Canada's national statistical agency, DBS collects, compiles, analyzes and publishes statistics ranging from national aggregates such as the national accounts, price and production indexes and external trade transactions to small area data from census records. It is a wide spectrum of information dealing with practically all aspects of social and economic activities.

The various segments of this vast body of information are made available in regular periodical and annual publications, in daily, weekly and periodic service bulletins, in tabulations of unpublished data to meet specific user needs and increasingly in machine-readable form (computer tapes and punch card decks).

While much of this data is of prime importance to government at all levels in Canada as a basis for formulating and administering policies and programs, uses by business and industry have grown considerably in recent years and continue to expand. Studies of letters of inquiry to DBS for specific data show that business and industry make by far the largest percentage of inquiries (more than 40 per cent). Many come from the best known names in Canadian business, but a significant number are made by small to medium-sized firms.

BUSINESS USES OF DBS DATA

Uses of DBS statistics by business firms vary greatly but most often relate closely to the direct generation of economic activity. Studies indicate that business and industry are applying DBS information at the critical point of the decision-making process — the point of final decision.

More and more the businessman has come to realize that there are many decisions he cannot make in a disciplined way without using statistics in combination with his own accounting records. His accounts look inward to describe the firm's operation; statistics shed light on the marketing and economic climate in which he is operating.

Principal business uses of DBS statistics are:

- Economic forecasting — the assessment of trends in the company's economic environment
- Choice of new business locations
- Analysis and comparison of production costs
- Determination of price levels
- Analysis of retail, wholesale and industrial markets by size and rate of growth
- Share of market and marketing prospects, including those offered by foreign trade
- Labour negotiations
- Productivity studies
- Assessment of seasonal fluctuations to indicate trends in long and short-term financing

AVAILABILITY OF DATA

The output of DBS is largely in the form of publications issued regularly or occasionally. In 1969 these totalled more than 1,100. Approximately half were published on a regular basis: 110 appeared monthly or more frequently, 39 quarterly, 376 annually and 24 every two or three years. The balance, some 600, were issued on an occasional basis and included 278 on the 1961 census and 122 on the 1966 census.

While the publication program continues to grow in response to demonstrated demand, increasing emphasis is being placed on the release of data in machine-readable form. Summary tapes, punch card decks and special tabulations are available on 1961 and 1966 census results; for the 1971 census more extensive machine-readable releases are planned. In addition, the Bureau will provide, where feasible and permissible under the confidentiality provisions of the Statistics Act, tabulations of other data to suit user's specific needs.

ASSISTANCE TO USERS

DBS services do not end with publication of its output. Much effort is devoted to providing prospective and current users with expert guidance in the practical application of DBS data in given business situations.

This service is provided by a Statistics Use Development Section, established to supplement and co-ordinate related work carried on by subject-area divisions in research into the uses of statistics and in replying to inquiries concerning specific uses.

The Section comprises a headquarters staff of economists at Ottawa and regional field officers who are also economists.

Their function includes bringing to the attention of business firms and individuals, who do not now use DBS information or who use it in a limited way, the kinds of statistics that are available to them and indicating the advantages and useful applications of the data.

The Section makes continuing studies into who uses DBS statistics and how they are used. This research gives the statistics use development officers valuable guidelines for assisting non-users, marginal users and even extensive users, to make more and better use of the vast array of DBS statistics.

Business firms having difficulty determining the relevance of DBS statistics to their operations are invited to write, telephone or visit the Statistics Use Development Section, Information Division, DBS, Ottawa stating the precise nature of their needs. DBS regional offices will also handle such inquiries.

THE DBS CATALOGUE

This comprehensive 356-page guide to the extent and detail of DBS output and service is free on request to:

INQUIRIES SECTION
INFORMATION DIVISION
DOMINION BUREAU OF STATISTICS
OTTAWA 3, CANADA

Copies may also be seen at DBS regional offices (see listing).

The catalogue, which is bilingual, lists and groups the publications by subject areas. A commodity index with several thousand entries in alphabetical order is cross-referenced to show the several publications (if such is the case) in which information on a given subject may be found. Each entry in the catalogue gives a brief description of the kinds of information covered in a given publication.

A section is devoted to details of the unpublished information and data files available from DBS. An inquiries directory is also provided giving the titles of subject-area divisions and sections to which inquiries on specific subjects should be directed. Supplements to the catalogue, giving details of new publications and services, are issued periodically.

Current copies of the publications listed in the catalogue are available at most major public libraries as well as at the National Library, the provincial legislature libraries and university libraries. Queen's Printer bookstores in principal cities stock main publications. DBS regional offices also invite use of their facilities for studying current publications.

OTHER HELPFUL PUBLICATIONS

DBS has a helpful introductory booklet for persons or firms who now make little or no use of statistics but recognize the need to do so. Entitled "How to Profit from Facts", and available in English and French, it illustrates the use of statistics by case studies. Although some of the details are hypothetical, the cases are all typical of what is done with DBS information.

This booklet, like the DBS Catalogue, is available free on request to the Inquiries Section, Information Division.

For all who want to keep informed day by day about all information released by the Bureau there is The DBS Daily (also available in either language). It contains news summaries and announcements of DBS reports, reference papers and other releases and a list of titles of publications released.

The DBS Weekly (also in both languages) performs the same function on a weekly basis.

There is no charge for either the Daily or the Weekly. The Inquiries Section will add names to the mailing list on request. Copies may also be seen at DBS regional offices or at various libraries.

DBS REGIONAL OFFICES

DBS has regional offices in eight Canadian cities. Their staffs will be glad to answer any inquiries on DBS statistics and their uses or, when necessary, will forward inquiries to the appropriate division of DBS in Ottawa. The addresses of these offices follow. Telephone numbers will be found under Government of Canada listings (see Dominion Bureau of Statistics) in the appropriate city telephone directories.

SIR HUMPHREY GILBERT BUILDING
(FIFTH FLOOR)
DUCKWORTH STREET
ST. JOHN'S, NEWFOUNDLAND
(MAIL TO P.O. BOX 5785)

SIR JOHN THOMPSON BUILDING
1256 BARRINGTON STREET
HALIFAX, NOVA SCOTIA

1165 BLEURY STREET, SUITE 830
MONTREAL 128, QUEBEC

1339 WELLINGTON STREET
OTTAWA 3, CANADA

ARTHUR MEIGHEN BUILDING
25 ST. CLAIR AVENUE EAST
TORONTO 290, ONTARIO

412 FEDERAL BUILDING
269 MAIN STREET
WINNIPEG 1, MANITOBA

BROCK BUILDING, 2ND FLOOR
10177 - 104th STREET
EDMONTON, ALBERTA

SUN TOWER BUILDING, 7TH FLOOR
100 WEST PENDER STREET
VANCOUVER 3, BRITISH COLUMBIA

DBS PUBLICATIONS BY SUBJECT AREAS

DBS regular and annual publications, available at a nominal fee, are grouped under these broad subject area headings:

<u>Subject Area</u>	<u>No. of publications and periodicity</u>
AGRICULTURE	
Farm Income, Values and General Production	2 Quarterly 4 Annual
Farm Crops	2 Seasonal 1 Quarterly 1 Monthly 5 Annual
Farm Livestock and Animal Products	3 Monthly 3 Semi-annual 1 Quarterly 7 Annual
FISHERIES	2 Monthly 11 Annual
FORESTRY	1 Monthly 2 Annual
MINING	8 Monthly 21 Annual
PRODUCTIVITY	1 Annual
MANUFACTURING	
General Survey	1 Monthly 1 Semi-annual 10 Annual
Foods, Beverages and Tobacco	11 Monthly 5 Quarterly 26 Annual
Leather and Rubber Products	3 Monthly 5 Annual
Textiles and Apparel	2 Quarterly 19 Annual
Wood Products	3 Monthly 1 Quarterly 11 Annual
Paper Products and Printing	3 Monthly 7 Annual
Metals	6 Monthly 1 Quarterly 16 Annual
Machinery and Transportation Equipment	2 Monthly 13 Annual
Electrical Equipment	5 Monthly 1 Quarterly 8 Annual
Non-Metallic Mineral Products	5 Monthly 14 Annual
Petroleum and Coal Products	3 Monthly 4 Annual
Chemicals	3 Monthly 13 Annual
Miscellaneous Manufactures	1 Monthly 11 Annual

TRANSPORTATION	
Air Transport	1 Monthly 2 Annual
Rail Transport	1 four times a month 1 Monthly 1 Quarterly 1 Annual
Road Transport	2 Monthly 2 Quarterly 12 Annual
Water Transport	2 Monthly 8 Annual
Pipeline Transport	2 Monthly 1 Annual
Communication	6 Annual
Other Utilities	1 Monthly 5 Annual
BUSINESS CONDITIONS	3 Monthly 3 Quarterly 10 Annual
PRICES	3 Monthly 1 three times a year
MERCHANDISING AND SERVICES	1 Weekly 9 Monthly 16 Annual
CONSTRUCTION AND HOUSING	2 Monthly 3 Annual
EXTERNAL TRADE	5 Monthly 2 Quarterly 5 Annual
INTERNATIONAL TRAVEL	2 Monthly 1 Annual
BALANCE OF PAYMENTS AND INTERNATIONAL INVESTMENTS	1 Monthly 1 Quarterly 1 Annual
GOVERNMENT FINANCE (all levels)	9 Annual
LABOUR FORCE	1 Monthly 1 Annual
EMPLOYMENT AND EARNINGS	5 Monthly 3 Quarterly 5 Annual
UNEMPLOYMENT INSURANCE	1 Monthly 1 Annual
EMPLOYEE BENEFIT PLANS	1 Annual
EDUCATION	20 Annual
PUBLIC HEALTH	1 Monthly 1 Annual

HOSPITALS	14 Annual
VITAL STATISTICS	1 Monthly 3 Annual
JUDICIAL STATISTICS	8 Annual
POPULATION ESTIMATES	6 Annual

It should be noted that this was the breakdown as it applied at mid-1969. New publications are added as demand warrants. This tabulation does not include census publications or general periodicals such as the Canada Year Book and the monthly Canadian Statistical Review nor the various working manuals and studies DBS publishes from time to time.



EXPORT DEVELOPMENT CORPORATION

EXPORT DEVELOPMENT CORPORATION

The Export Development Corporation, a crown corporation which reports to Parliament through the Minister of Industry, Trade and Commerce, succeeded the 25-year-old Export Credits Insurance Corporation on October 1, 1969. Its purpose is to facilitate and develop export trade by the provision of insurance, guarantees, loans and other financial facilities to meet the diverse needs of Canadian exporters. It assumed all the functions, assets and liabilities of its predecessor but has wider powers and greater financial resources.

Responsibility for administering the Corporation's affairs is vested in a board of directors made up of eight senior government officials and four representatives of the private industrial and financial communities.

The Corporation's four main functions are: to insure an exporter against non-payment by a foreign buyer due to credit or political risks beyond the control of either the exporter or the buyer; to issue appropriate guarantees to facilitate the financing of export transactions; to make loans to foreign buyers of capital goods and related services for which extended credit terms not normally available from commercial lenders are required (EDC may also finance major engineering services, but not feasibility studies); and to insure Canadian foreign investment against loss due to non-commercial credit risks.

EXPORT CREDITS INSURANCE

An EDC insurance policy protects an exporter against commercial credit risks (such as insolvency of or default by a foreign buyer) and political credit risks (such as exchange transfer difficulties or war or revolution in the buyer's country). Policies are issued on a co-insurance basis, with EDC normally assuming 90 per cent of the risk and the buyer 10 per cent.

Export credits insurance is available to cover the following classes of business:

- Consumer goods and miscellaneous general commodities sold on short credit terms usual for the particular trade and which normally extend from documentary sight draft to six months;
- Capital goods sold on medium credit terms normally to a maximum of five years;
- Engineering, construction, technical, and similar services;
- Managerial services, advertising programs, overhaul and repair contracts, the licensing or sale of patents, trademarks, copyrights, etc.

To facilitate an exporter's need to finance for export, EDC will agree to pay to any bank or other financial institution the proceeds of any claim payable under a policy; the exporter may assign an individual bill to his banker, or he may make a blanket assignment of his foreign accounts receivable.

GUARANTEES TO FINANCIAL INSTITUTIONS

EDC may provide unconditional guarantees to any person who agrees to finance, without recourse, an insured medium-term export sale. Guarantees may also be given in respect to bank or other loans made to foreign buyers of Canadian goods and services.

LONG-TERM FINANCING

Long-term financing for large capital projects is provided by EDC when extended credit terms are required and normal commercial credit is not available. The projects must be substantial in value, normally \$1,000,000 or more.

In financing a project, EDC agrees to make a loan to the foreign buyer. Under the terms of the financing agreement, disbursements are made by EDC to Canadian suppliers on behalf of the buyer against the security of promissory notes given by the borrower to EDC.

EDC may provide loans to national development banks and other similar financial institutions abroad for re-lending in their respective countries to finance the purchase of Canadian goods and services. It may also finance major services (but not feasibility studies) supplied from Canada even when these are not directly associated with equipment supply.

FOREIGN INVESTMENT INSURANCE

With the approval of the Governor in Council, EDC may insure Canadian investments in foreign countries against broad non-commercial risks of loss from expropriation or confiscation, war or revolution, or the inability to repatriate capital or earnings. Initially, such insurance is restricted to lesser developed countries. To be eligible for insurance, the foreign investment must provide economic advantages to Canada such as by contributing to the growth of exports or the maintaining of markets, or it must contribute to the development of the country in which it is made. A ceiling of \$50,000,000 for liabilities under this facility is provided, and cover is restricted to a maximum of 15 years and to new investments only.

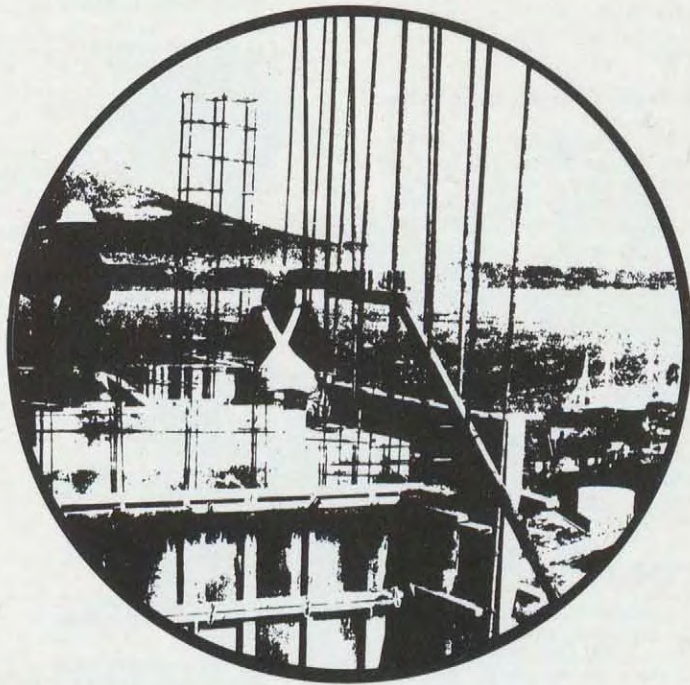
INQUIRIES

The head office of the Export Development Corporation is in Ottawa and branches are maintained in Montreal, Toronto and Vancouver. It is represented by regional managers of the Department of Industry, Trade and Commerce in Halifax, Winnipeg, Regina and Edmonton.

Inquiries for information about the wide range of services provided by the Corporation should be addressed to:

**INFORMATION DEPARTMENT
EXPORT DEVELOPMENT CORPORATION
P.O. BOX 655
OTTAWA, CANADA**

(See local directories for addresses of branches or representatives.)



INDUSTRIAL DEVELOPMENT BANK

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 participation 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, NEWFOUNDLAND

1583 HOLLIS STREET
HALIFAX, NOVA SCOTIA

75 PRINCE WILLIAM STREET
SAINT JOHN, NEW BRUNSWICK

236 ST. GEORGE STREET
MONCTON, NEW BRUNSWICK

320 ST. GERMAIN STREET EAST
RIMOUSKI, QUEBEC

925 CHEMIN ST. LOUIS
QUEBEC, QUEBEC

152 RACINE STREET EAST
CHICOUTIMI, QUEBEC

550 BONAVENTURE STREET
TROIS-RIVIERES, QUEBEC

110 CREMAZIE BOULEVARD WEST
MONTREAL (NORTH), QUEBEC

155 DALLAIRE AVENUE
ROUYN, QUEBEC

901 VICTORIA SQUARE
MONTREAL (SOUTH), QUEBEC

1845 KING STREET WEST
SHERBROOKE, QUEBEC

238 SPARKS STREET
OTTAWA, CANADA

250 UNIVERSITY AVENUE
TORONTO, ONTARIO

20 HUGHSON STREET SOUTH
HAMILTON, ONTARIO

WATERLOO SQUARE BUILDING
WATERLOO, ONTARIO

291 DUNDAS STREET
LONDON, ONTARIO

267 PELISSIER STREET
WINDSOR, ONTARIO

96 LARCH STREET
SUDBURY, ONTARIO

106 CENTENNIAL SQUARE
FORT WILLIAM, ONTARIO

360 BROADWAY
WINNIPEG, MANITOBA

2220 - 12th AVENUE
REGINA, SASKATCHEWAN

406 - 21st STREET EAST
SASKATOON, SASKATCHEWAN

320 SEVENTH AVENUE SOUTH WEST
CALGARY, ALBERTA

601 CHANCERY HALL
SIR WINSTON CHURCHILL SQUARE
EDMONTON, ALBERTA

1460 PANDOSY STREET
KELOWNA, BRITISH COLUMBIA

765 - 6th STREET
NEW WESTMINSTER, BRITISH COLUMBIA

1320 FIFTH AVENUE
PRINCE GEORGE, BRITISH COLUMBIA

900 WEST HASTINGS STREET
VANCOUVER, BRITISH COLUMBIA

777 BROUGHTON STREET
VICTORIA, BRITISH COLUMBIA



NATIONAL RESEARCH COUNCIL

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, studies specific industrial problems, short-term industrial problems, (i.e. ad hoc investigations), and carries out investigations for the Canadian Forces, consulting and testing. The Technical Information Service provides a liaison between industry and the laboratories and assistance over a wide range of subjects.

The National Research Council operates Laboratory Divisions in biochemistry, biology, chemistry (both pure and applied), applied physics and pure physics. Almost all laboratories are involved with projects of interest to some phase of Canadian industry or business. Workers in the laboratories are pleased to discuss technical or scientific problems if these relate to their own experience.

The Council also operates Engineering Divisions in 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 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 Laboratory, 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 OF CANADA
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
3650 WESBROOK CRESCENT
VANCOUVER 167, BRITISH COLUMBIA

RESEARCH COUNCIL OF ALBERTA
514 - 11th AVENUE SOUTH WEST
CALGARY 3, ALBERTA

NATIONAL RESEARCH COUNCIL OF CANADA
ROOM 708, GREAT WESTERN BUILDING
356 MAIN STREET
WINNIPEG 1, MANITOBA

NATIONAL RESEARCH COUNCIL OF CANADA
3420 WILSON AVENUE
MONTREAL 260, QUEBEC

NEW BRUNSWICK RESEARCH AND PRODUCTIVITY
COUNCIL
P.O. BOX 1236
FREDERICTON, NEW BRUNSWICK

RESEARCH COUNCIL OF ALBERTA
87th AVENUE AND 114th STREET
EDMONTON 7, ALBERTA

RESEARCH COUNCIL OF SASKATCHEWAN
UNIVERSITY CAMPUS
SASKATOON, SASKATCHEWAN

ONTARIO RESEARCH FOUNDATION
SHERIDAN PARK, ONTARIO

NATIONAL RESEARCH COUNCIL OF CANADA
INDUSTRIAL ENGINEERING REGIONAL OFFICE
SUITE 906, ARCADE BUILDING
74 VICTORIA STREET
TORONTO 210, ONTARIO

NATIONAL RESEARCH COUNCIL OF CANADA
P.O. BOX 183, 1262 MAGUIRE AVENUE
QUEBEC 6, QUEBEC

NOVA SCOTIA RESEARCH FOUNDATION
P.O. BOX 790, 100 FENWICK STREET
DARTMOUTH, NOVA SCOTIA

PATENTS

Canadian Patents and Development Limited, the crown company which handles the licensing of government-owned inventions, 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, 275 Slater Street, Ottawa 4.

STANDARDS

The various divisions of the National Research Council are associated with other groups in establishing and maintaining standards relating to their specialized areas. Most of the divisions are engaged in testing and calibrating standard instruments and equipment, and several 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 spheres of activity.

TIS FIELD OFFICES

Engineers, located in the field offices listed above, 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 applying 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, composed of a group of engineers and scientists at the National Research Council, usually answers inquiries by a letter suggesting possible solutions, 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

TIS provides information on problems concerned with the analysis of work situations, the design of production processes and facilities, as well as systems for operating and controlling such processes for good performance. Typical areas covered are: methods improvement, work measurement, value analysis, plant layout, materials handling, equipment utilization, organization, production planning and control, quality and cost control.

TECHNOLOGICAL DEVELOPMENTS

A "technical awareness program" in which selected articles from the literature are brought to the attention of Canadian industry by matching titles with the registered interests of participating firms or general distribution by industrial classification.

LIBRARY

The NRC Library, the National Science Library of Canada, collects and makes available 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.

NRC PUBLICATIONS

NRC publishes nine primary research journals covering biochemistry, botany, chemistry, earth sciences, geotechnology, microbiology, physics, physiology and pharmacology, and zoology. Two Divisions — Mechanical Engineering and Radio and Electrical Engineering — publish quarterly reports or reviews of their own activities. These are available to interested organizations or individuals. Detailed reports of work currently in hand in all divisions may be found in the NRC Review of the National Research Council.

In addition, the Annual Report of the President describes the scope and functions of NRC and the way the Council serves the nation.

Science Dimension, published six times a year, provides a continuing record of NRC activities.

A Newsletter, published quarterly, contains articles on industry, research and university.

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**

INDUSTRIAL RESEARCH ASSISTANCE PROGRAM (IRAP)

The NRC Industrial Research Assistance Program was established to stimulate the interest of Canadian industry in scientific research and to promote the establishment of new research facilities or expansion of existing ones.

The government interest is in establishing competent research teams in industry on a permanent basis. Support of applied research projects for three to five years is considered adequate to do this. All companies incorporated in Canada which are engaged in manufacturing operations in Canada and have a record of performance, competence, financial stability and continuing interest in research, are eligible.

Quality control, testing, minor product development, and areas such as research in the social sciences, psychology, market research, sales operations, geological or geophysical explorations, are excluded from consideration.

Costs are shared by the government and the company concerned on an approximately equal basis. IRAP pays the salaries, including certain standard fringe benefits, of the scientists and technicians actually employed on the project. All other costs are the company's responsibility.

All rights to research results are retained by the company. The research projects and correspondence are treated as "commercially confidential". No public disclosures are made by IRAP except company names and the amount of support provided, unless the companies have already revealed information.

INQUIRIES

Inquiries may be directed to:

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



POST OFFICE DEPARTMENT

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. By participation in such world postal organizations as the Universal Postal Union and the Postal Union of the Americas and Spain, it also links Canadians to the other peoples of the world.

SPECIAL SERVICES

C.O.D. SERVICE

Mail matter for delivery through post offices within Canada may be sent by C.O.D. service. Charges due sender up to \$100 may be collected from the addressee and forwarded by Post Office money order.

SPECIAL DELIVERY

Letters and parcels may be sent by special delivery within the letter carrier area of Canadian post offices. These are given priority handling and delivered by messenger between 8:00 a.m. and 8:00 p.m. including Saturdays, Sundays and holidays. Special delivery of letters is also available to certain other countries.

INSURANCE

Third and fourth class mail posted in Canada may be insured against loss while in the custody of the Post Office up to a value of \$100. Fragile or perishable items are insurable against loss only.

REGISTRATION

A receipt is given at the time of mailing, a record is kept of the register while in transit. A signature is obtained when the item is delivered. This registration service is available to nearly every country in the world. Registers should not be dropped loose into the mailstream but should be taken to a post office.

BUSINESS REPLY SYSTEM

A company may send out letters and enclose business reply envelopes or cards for the convenience of customers. The company pays the postage on each returned item, 8 cents for the first ounce and 4 cents for each additional ounce.

HOUSEHOLDER DIRECTORIES

These directories are published annually according to federal electoral districts. They contain names, complete addresses and occupations of householders receiving mail at all post offices and rural routes except where covered by commercial directory. They are available at \$5 plus sales tax where applicable.

HOUSEHOLDER NUMBER BOOKS

Householder number books are published annually and contain the number of householders, English and French, receiving mail at post offices and on rural routes in Canada except areas covered by letter carrier delivery.

LETTER CARRIER ROUTE LISTS

Letter carrier route lists are published semi-annually and are available for all areas covered by letter carriers. They show the number of customers and business places on each route and are used to "blanket" any area with advertising material.

POSTAGE PAID IN CASH

To facilitate the prepayment of postage on first, third and fourth class mail posted in large quantities, it may be paid for by cash. Minimum quantities — third and fourth class, \$125 minimum postage; first class, 100,000 items.

INQUIRIES

Public relations officers may be contacted for assistance with mail, explanation of services and other facets of Post Office work. Inquiries may also be addressed to local postmasters (consult the yellow pages in the telephone directory for general postal information). District Directors of Postal Service are located in the following cities:

St. John's, Newfoundland
Halifax, Nova Scotia
Saint John, New Brunswick
Quebec 2, Quebec
Montreal 101, Quebec
Ottawa 7, Ontario
North Bay, Ontario
Toronto 116, Ontario
London 12, Ontario
Winnipeg 1, Manitoba
Saskatoon, Saskatchewan
Calgary 2, Alberta
Edmonton 15, Alberta
Vancouver 118, British Columbia

District Postmasters are also located in:

Montreal 101, Quebec
Ottawa 2, Ontario
Toronto 116, Ontario
Winnipeg 1, Manitoba
Vancouver 118, British Columbia

For additional information on various postal operations, contact:

DIRECTOR, 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 and Description	Source	Price
"HOUSEHOLDERS FIGURES" (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
"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	\$5.00 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 Halifax, Montreal, Ottawa, Toronto, 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 of 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, Montreal, Ottawa, Toronto, London, Windsor, Winnipeg, Calgary, Edmonton and Vancouver.	Available from individual Postmaster	Free on request



SCIENCE COUNCIL OF CANADA

THE SCIENCE COUNCIL OF CANADA

The Science Council of Canada is a crown corporation, established in 1966 to "assess in a comprehensive manner Canada's scientific and technological resources, requirements and potentialities and to make recommendations thereon".

The Council consists of 25 full members and four associate members drawn from the ranks of senior scientists and engineers in industry, government and the universities. It maintains a small full-time staff in Ottawa.

INQUIRIES

General inquiries and requests for reports published by the Council should be addressed to:

INFORMATION OFFICER
SCIENCE COUNCIL OF CANADA
7th FLOOR
KENT-ALBERT BUILDING
150 KENT STREET
OTTAWA 4, CANADA



UNEMPLOYMENT INSURANCE COMMISSION

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:

**THE HEAD OFFICE
UNEMPLOYMENT INSURANCE COMMISSION
VANIER BUILDING
222 NEPEAN STREET
OTTAWA, CANADA**

or from regional offices at Moncton (Atlantic), Montreal (Quebec), Belleville (Ontario), Winnipeg (Prairies), Vancouver (Pacific); and from any of the other 65 offices in cities across Canada.

All UIC area officers are prepared to provide full information and advice to employers, and to clarify insurability of employees and the method and amount of contributions to be paid on their behalf.

Information is also readily available to employees on their rights, conditions of benefit and all aspects of insurability.

PUBLICATIONS

The following are some of the publications on unemployment insurance available at no cost from all offices. They do not replace the authoritative texts of the Unemployment Insurance Act and Regulations. Office consolidation copies of the act (75 cents) and regulations (\$1) are available from: The Queen's Printer, Publications Branch, Ottawa, Canada.

Employer's Handbook on Unemployment Insurance
Worker's Handbook on Unemployment Insurance

Handbook for Operators in Lumbering and Logging

Employer's Handbook on Insuring Fishermen

Information on Fishermen's Benefit

Information regarding the Bulk Payment Method of Contributions

Introducing Bulk Payment — a shorter account with practical information for employers new to the Bulk Payment Method

Information for Claimants

The Right of Canadians — what unemployment insurance is for, how it performs, its relation to key industries, illustrated

Unemployment Insurance Stands on Guard — a short account on broad principles and application, illustrated

Changes at the UIC — about the UIC's "new look"

Lend an Ear, Mr. Employer — deals with employer responsibilities for honest and efficient operation of unemployment insurance

Are You Really Available for Work? — a brochure that deals with the availability requirement for benefit

Fraud Falls Down — a cautionary tale to encourage honesty and discourage dishonesty in regard to the Unemployment Insurance Fund

The Case for Honesty

The Story of the Social Insurance Number

Looking for a Speaker? — introduction to the Speaker Service of the UIC

Fact Sheets — a series of pamphlets with facts on such subjects as summer jobs, social insurance numbers, unemployment insurance in agriculture, part-time work

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