



The Government  
of Canada  
at your service

in Manitoba

Canada



Government  
of Canada

Gouvernement  
du Canada

Cover: Bison, Riding Mountain National Park, Manitoba  
Photo courtesy of Canadian Government Office of Tourism

# The Government of Canada at your service

In hundreds of ways the Government of Canada is at your service in Manitoba.

The national government administers Family Allowance and Unemployment Insurance programs. It shares the cost of education and health services with the provinces. Its programs range from managing our national parks to providing help for farmers and business persons. The federal government is working to meet the needs of Canadians in every province.

This guide attempts to present the main types of services offered by the federal government to all Canadians and tells how you can gain access to them in Manitoba. These services have been grouped by themes that correspond to particular needs and activities. For instance, if you would like information on programs dealing with small business, look under the heading *Economic Development*. Should you want information regarding employment, the sections entitled *Work and Careers in the Public Service* may be of interest to you.

The list of services in this guide does not pretend to be exhaustive and programs may change from time to time. You are encouraged to obtain more detailed information from federal government offices in your province or region, or from the federal information services listed at the end of this publication. Information officers working with individual government departments will be able

to assist you and provide you with the information requested. In addition, you may wish to order some of the other publications that tell about Canadian government programs and services in general. These are described on page 59.

The federal government is here to serve you.

# Table of Contents

## Section 1

<b>Well-being</b> .....	1
Consumer Aid .....	2
Health Promotion .....	2
Food Basics .....	3
Family Allowances .....	3
Day Care Centres .....	4
Family Planning .....	4
Services for Senior Citizens .....	4
<i>Old Age Security Benefits</i> .....	4
<i>Canada Pension Plan</i> .....	5
<i>Unemployment Insurance at 65</i> .....	6
<i>New Horizons</i> .....	6
<i>Reduced Fares</i> .....	6
Services for Veterans .....	7
Production of Food and Non-Food Items .....	7
Welfare Grants .....	8
Other Social Programs .....	8
Human Rights .....	9
Publications: Matters Relating to Welfare .....	9
Canada Post Office .....	9

## Section 2

<b>Work</b> .....	11
Workers and Jobs .....	12
<i>Canada Employment Centres</i> ( <i>Employment Services</i> ) .....	12
<i>Creating Jobs</i> .....	12
<i>Mobility of Workers</i> .....	13
<i>Manpower Training Program</i> .....	13
<i>Training of Women in Non-</i> <i>Traditional Jobs</i> .....	13
<i>Canada Employment Centres</i> ( <i>Unemployment Insurance</i> ) .....	14
<i>Social Insurance Number</i> .....	14
<i>Additional Information</i> .....	15
<i>Labour Canada</i> .....	15
Agricultural Services .....	16
<i>Farm Credit</i> .....	16
<i>Agricultural Stabilization Board</i> .....	16
<i>Farm Syndicates</i> .....	17
<i>Crop Insurance</i> .....	17
<i>Food Production and Inspection</i> .....	18
<i>Agricultural Fairs and</i> <i>Exhibitions</i> .....	18
<i>Publications</i> .....	18
Fisheries .....	19
<i>Services to Fishermen</i> .....	19

## Section 3

<b>Economic Development</b> .....	21
As the Employer .....	
<i>Canada Employment Centres</i> .....	22
As the Owner .....	22
<i>Counselling Assistance</i> .....	22
<i>Business Information</i> .....	23
<i>Statistics</i> .....	23
<i>Federal Business Development</i> <i>Bank (FBDB)</i> .....	24
<i>Regional Development Subsidies</i> .....	24
<i>Prairie Farm Rehabilitation</i> <i>Administration (PFRA)</i> .....	25
Markets Abroad .....	25
<i>Promotional Projects</i> .....	26
<i>Export Market Development</i> .....	26
<i>Trade Commissioner Service</i> .....	26
<i>Information</i> .....	26

## Section 4

<b>Youth</b> .....	27
Student Loans .....	28
Open House Canada .....	28
Katimavik .....	28
Young Athletes .....	29
Air Canada Youth Fares .....	30

## Section 5

<b>Arts and Culture</b> .....	31
National Achievements in the Arts .....	32
Assistance for the Arts .....	32
Assistance to Groups .....	33
National Film Board (NFB) .....	33
Canadian Broadcasting Corporation (CBC) .....	34
National Museums of Canada .....	34
Public Archives .....	35

## Section 6

<b>The Environment</b> .....	37
Energy Conservation .....	38
Environmental Protection .....	38
<i>Pollution</i> .....	38
<i>Forests</i> .....	38
<i>Land Use</i> .....	39
<i>Inland Waters</i> .....	39
<i>Publications and Information</i> .....	39
<i>Wildlife</i> .....	39
<i>Fish Habitats</i> .....	40
The Weather .....	40

Section 7

<b>Recreation</b> .....	43
Fitness .....	44
Travelling in Canada .....	44
Maps of Canada .....	44
Harbour Facilities .....	45
Tide Tables .....	45
Nautical Charts .....	45
Aeronautical Charts .....	46
Aerial Photographs .....	46
Canada's National Parks .....	46
Communications .....	47

Section 8

<b>Canadians Abroad</b> .....	49
Passports .....	50
Customs .....	50
Immunization .....	50
Warm Climates .....	51
Assistance to Canadians .....	51
Airports .....	51
Serving Overseas .....	52

Section 9

<b>Careers in the Public Service</b> ..	53
Public Service Commission .....	54
Foreign Service .....	54
Summer Assignments for Students .....	55
Canadian Armed Forces .....	55
Canadian Coast Guard .....	56
Royal Canadian Mounted Police .....	56

<b>Information Services of the Government of Canada</b> .....	61
---	----



## Well-being

Ensuring the well-being of all Canadians is a prime concern of the Government of Canada. As consumers, our health and safety are protected by laws regulating the quality of the foods we eat, the products we use and the services we require. Monthly payments help mothers provide for the immediate needs of their children. As well, the services available to senior citizens have increased to better ensure their well-being.

Following are descriptions of some of the national programs and services that help to promote the well-being of Canadians.

## Consumer Aid

All of us are consumers . . . from the four-year-old buying a chocolate bar to the young couple purchasing a television set.

A most important role of the federal government is to protect the interests of the consumer. This protection is in the form of laws that have been developed by many government departments.

Whether at the bank, the gas station, the supermarket or at home, these laws are working to protect you. Legislation ensures that a bank will not fold up in the night and disappear with your life savings; measuring devices on service station gas pumps are checked for accuracy; the quality, packaging and labelling of food come under close scrutiny, and potentially hazardous products must bear a warning on the label that indicates if the product is flammable, poisonous, explosive or corrosive. In addition, items such as baby rattles, hockey helmets and artificial fireplace logs are tested for safety.

This determination to protect the consumer can best be appreciated when one considers that each year approximately 1.5 million inspections are carried out by government inspectors.

Despite these efforts, you may find yourself faced with a problem resulting from the purchase of goods and/or services. If you

are getting little co-operation from the vendor, you can seek help from a neighbourhood store-front consumer help office, a consumers' association (consult your telephone directory), or contact:

---

**Consumer Services  
Consumer and Corporate  
Affairs Canada  
Room 201  
260 St. Mary Avenue  
Winnipeg, Manitoba  
R3C 0M6**

---

or consult your telephone directory for the Consumer Services office nearest you.

This department also has many interesting pamphlets and brochures available on such subjects as how to become a consumer snoop, labelling on products, and advertising. Of particular interest to parents might be *Packaging to protect your child*, *Curiosity and the toy*, and *Car seats keep kids safe*. If you would like to receive these pamphlets or request information on other subjects, write to the address above.

## Health Promotion

An increasing number of Canadians are aware that personal habits can mean the difference between illness and good health. The Health Promotion Directorate's main objective is to encourage and assist Canadians to adopt ways of life that will enhance their physical, mental and social well-being and thus prevent illness. This includes



program activities in such areas as nutrition, self-care and personal health practices, family life and child development, and the abuse of alcohol, tobacco, drugs and other harmful substances. Contact with the public, community and voluntary organizations and the provinces is maintained through regional offices located across the country. Through the Health Promotion Contribution Program, the Directorate supports the development of projects involving community health, resource development, training and skill development and research.

For more information, please write to:

---

**Health Promotion Directorate  
Health and Welfare Canada  
Room 603  
213 Notre Dame Avenue  
Winnipeg, Manitoba  
R3B 1N3**

---

## **Food Basics**

If you belong to a community group and are interested in giving a presentation on how to get better value for your food dollar, or if you are a teacher and would like to teach your students to shop wisely, you may be interested in a kit called *Food Basics*. As well as containing written information on shopping and nutrition, the kit includes a slide show. For more information, contact:

---

**Consumer Services  
Consumer and Corporate  
Affairs Canada  
Room 201  
260 St. Mary Avenue  
Winnipeg, Manitoba  
R3C 0M6**

---

or consult your telephone directory for the Consumer Services office nearest you.

## **Family Allowances**

If you are a parent or a legal guardian and you are a Canadian citizen, a landed immigrant or a non-immigrant who has paid income tax for not less than a year, you may have the right to receive a monthly Family Allowance payment from the federal government. This payment is usually made to the mother for children under the age of 18 who reside in Canada. The allowance will be paid under certain prescribed circumstances to Canadians living abroad.

The government has provided for annual increases in the allowance in accordance with increases in the cost of living. The Family Allowance is taxable as income.

In addition to the Family Allowance, you can receive an annual benefit for each child, based on family income.

Application forms can be obtained from any post office or hospital. If you wish additional information, write to:

---

**Family Allowances  
Health and Welfare Canada  
Bestlands Building  
191 Pioneer Avenue  
Winnipeg, Manitoba  
R3C 3P4**

---

or consult your telephone directory for the district office nearest you.

## **Day Care Centres**

If you are interested in obtaining facts on day care centres, the federal government can assist you by providing information through the National Day Care Information Centre.

This centre acts as a clearing house for available material on day care and early childhood development and gives persons and groups the opportunity to exchange ideas and information. A series of pamphlets, information kits, fact sheets and newsletters are available.

For more information and/or brochures and pamphlets, write to:

---

**National Day Care  
Information Centre  
Health and Welfare Canada  
Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Canada  
K1A 1B5**

---

## **Family Planning**

The federal government offers many publications on family planning to individuals, agencies, various levels of government and schools.

The government also provides grants, upon approval, to numerous organizations, including voluntary agencies, offering family planning services.

For publications and/or information on grants, write to:

---

**Family Planning  
Health Promotion Directorate  
Health and Welfare Canada  
Room 603  
213 Notre Dame Avenue  
Winnipeg, Manitoba  
R3B 1N3**

---

## **Services for Senior Citizens**

As Canadians, senior citizens can benefit from the numerous programs and services that the federal government offers to all citizens. In addition to these, there are other programs that exist specifically to meet the economic and social needs of senior citizens.

### **Old Age Security Benefits**

All persons 65 or over, who are Canadian citizens or legal residents and who meet the residence requirements, are entitled to an Old Age Security pension. The amount of the pension is tied to the consumer price index, with adjustments taking place every three months. However, if the cost of living drops, the amount of the pension will not be reduced. The pension is not paid automatically — you must apply for it.

You may also be entitled to a Guaranteed Income Supplement. This is a monthly payment added to your Old Age Security pension provided you have little or no income, other than your pension. Your spouse's income will be taken into consideration when the amount of the supplement is calculated.

Your spouse may receive a Spouse's Allowance if he or she is between 60 and 65 years of age and your combined incomes do not exceed a specified amount.

For more information or application forms, write to:

---

**Old Age Security  
Health and Welfare Canada  
Bestlands Building  
191 Pioneer Avenue  
Winnipeg, Manitoba  
R3C 3P4**

---

or consult your telephone directory for the district office nearest you.

### **Canada Pension Plan**

The Canada Pension Plan (CPP) is a compulsory, contributory, social insurance program designed to help people in Canada build a better future for themselves and their families. The plan provides retirement, disability and survivors' benefits. The CPP applies to most of Canada's labour force. A few types of employment are not covered, and your CPP office can give you details on these exceptions.

You are entitled to a retirement

pension if, at any time during your career, you made the required contributions to the CPP in at least one calendar year.

You can apply for this pension when you reach 65, whether you retire or not. Or, you may elect to contribute to the plan until you are 70 if this will increase the amount of your eventual CPP pension. At that time you may take steps to start collecting your pension since you can no longer contribute. You may wish to obtain advice on your best course of action from your CPP office when your 65th birthday approaches.

If you become disabled before 65 and have contributed for the minimum qualifying period, you can receive a pension for yourself and your dependants until you recover. If someone who has contributed to CPP for the minimum qualifying period dies, a lump-sum death benefit will be paid to the estate and the contributor's spouse will receive a pension subject to certain conditions. In addition, children of the contributor will be paid benefits until they reach the age of 18 or up to 25 if they continue to attend school full-time.

The minimum qualifying periods differ according to the type of pension. Again, your CPP office can provide complete details.

All pensions and benefits are adjusted annually to reflect increases in the cost of living. You are entitled to benefits

whether or not you live in Canada after your retirement.

For more information, get in touch with:

---

**Canada Pension Plan  
Health and Welfare Canada  
Bestlands Building  
191 Pioneer Avenue  
Winnipeg, Manitoba  
R3C 3P4**

---

or consult your telephone directory for the district office nearest you.

### **Unemployment Insurance at 65**

When you reach age 65, you are no longer required to pay Unemployment Insurance premiums. So, if your employer continues to deduct premiums from your pay cheque, let him or her know that you are no longer obliged to pay. At the same time, you are no longer eligible to collect regular Unemployment Insurance benefits.

However, there is a special one-time benefit available at age 65 to anyone who has worked and paid Unemployment Insurance premiums for at least 20 weeks in the previous year.

Details are included in the pamphlet *UI and you: when you reach 65*, which is available along with application forms from all Canada Employment Centres.

### **New Horizons**

New Horizons is a program intended for senior citizens who want to participate more actively in community life.

With federal government cash grants and a minimum of red tape, projects embracing a wide range of activities have been made possible. Some projects already undertaken include the development of museums, publication of cookbooks, help for children and teenagers, and the production of television and radio programs for senior citizens.

To be eligible for a grant, you must belong to a group with no fewer than 10 volunteers who serve as directors of the project. The majority of the directors must be retired from the labour force, and be prepared to take charge of the direction and management of the project.

If you have a project in mind or would like more information, contact:

---

**New Horizons  
Health and Welfare Canada  
Bestlands Building  
191 Pioneer Avenue  
Winnipeg, Manitoba  
R3C 3N7**

---

### **Reduced Fares**

If you are planning a trip by air or rail, you will be interested to know that Air Canada and Via Rail Canada, among others, offer discounts on fares to persons 65 and older.

Currently, Air Canada offers a reduction of approximately 25 per cent on domestic flights and, for convenience, reservations can

be made in advance. Via Rail Canada's discount is about 33 per cent on rail tickets of five dollars or more.

Since the policy on discounts changes periodically, check with your nearest Air Canada or Via Rail Canada office when planning your trip.

## **Services for Veterans**

The Government of Canada provides many important services to veterans of our Armed Forces and their families. These services include the War Veterans Allowance and the Civilian War Allowances. As a recipient of either of these allowances, you can also receive medical coverage, which includes drugs, dental care, and eye glasses. Additional assistance may be awarded if your monthly living costs exceed your income.

For more information, write:

---

**Veterans Affairs Canada  
Federal Public Building  
2nd Floor  
153 - 11th Street  
Brandon, Manitoba  
R7A 4J5**

or  
**Veterans Affairs Canada  
Commercial Building  
169 Pioneer Avenue  
Winnipeg, Manitoba  
R3C 0H3**

---

Other services are the disability pension, medical treatment for

the disabled pensioner and special allowances.

For more details, write:

---

**Canadian Pension Commission  
Deer Lodge Hospital  
2109 Portage Avenue  
Winnipeg, Manitoba  
R3J 0L3**

---

## **Production of Food and Non-Food Items**

All of us have no doubt read or heard of a tragedy resulting from food poisoning or the use of a particular drug.

One aim of the federal government is to eliminate health hazards so Canadians can live in a healthy physical and social environment and have access to safe and effective health support products. Through regular inspections of establishments and examination of products, the government attempts to ensure that industry complies with federal standards concerning the production of foods, drugs, cosmetics, medical devices and radiation-emitting devices.

You can help by advising federal officials if you feel the safety of a product is questionable. The Health Protection Branch of Health and Welfare Canada responded to about 4,500 consumer complaints in 1978/79.

To request information or lodge a complaint, write to:

---

**Educational Services  
Health Protection Branch  
Health and Welfare Canada  
310 Federal Building  
Main and Water Streets  
Winnipeg, Manitoba  
R3C 1B2**

---

## **Welfare Grants**

To promote improvements in welfare services and self-help activities, the government provides financial assistance, consultation, information and advice to governmental and non-governmental agencies, including citizens' organizations, for short-term research and other project activities. As well, funds are available to individuals for advanced studies in social work. Some research activities that have been funded by the government include new projects directed toward the aged, separation counselling and rehabilitation programs.

For more information on grants, write to:

---

**The Director  
National Welfare Grants  
Health and Welfare Canada  
Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Canada  
K1A 1B5**

---

## **Other Social Programs**

All provinces and territories have programs that provide for social assistance to persons in need and their dependants. In addition to items of basic need, assistance may include items of special need, non-insured health care services and care in homes for special care. Provision is made for social welfare services such as home-maker services, day care, community development, counselling and rehabilitation. Provinces and territories are responsible for the administration of their programs.

The federal government's role is of a consultative and financial nature and, through the Canada Assistance Plan, it contributes approximately 50 per cent of the costs of providing assistance and welfare services to eligible persons. The federal government also shares in the costs of providing a comprehensive vocational rehabilitation program for persons who are unable, because of a physical or mental disability, to pursue a regular gainful occupation.

For more information, write:

---

**Canada Assistance Plan  
Social Services Programs  
Branch  
Health and Welfare Canada  
Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Canada  
K1A 1B5**

---

## **Human Rights**

If you believe you have been discriminated against by a federal government department or agency or an employer under federal jurisdiction, the Canadian Human Rights Commission can help. Discrimination is prohibited on the following grounds: race; national or ethnic origin; colour; religion; age; sex; marital status; the fact that a person was convicted of an offence for which a pardon has been granted and, where employment is involved, the fact that a person has a physical handicap.

To receive more information or to lodge a complaint, contact:

---

**Canadian Human Rights  
Commission  
Room 211  
Dayton Building  
323 Portage Avenue  
Winnipeg, Manitoba  
R3B 2C1**

---

## **Publications: Matters Relating to Welfare**

Many matters relating to the welfare of Canadians are covered in publications available from the National Council of Welfare. These include the following topics: the economic and social problems faced by one-parent families; children living in poverty and the consequences for their health, education and life prospects; nutritional needs

of infants, children and pregnant women, and an examination of how Canada's newspapers cover the subject of poverty.

To receive publications on the above-mentioned subjects or if you would like a list of other available publications, write to:

---

**National Council of Welfare  
Health and Welfare Canada  
Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Canada  
K1A 0K9**

---

## **Canada Post Office**

The Canada Post Office operates in more than 6,000 cities, towns and villages across the country. With at least 8,300 offices, it forms the largest chain of service, distribution and information outlets in the country. Because of the variety of roles they play, ranging from basic postal services to a source of public information, they are a sort of window on Canada.

Many customers, especially in smaller localities, find that wicket clerks and postmasters can be "information officers" for all federal government programs and services, in addition to providing their regular service. In these communities, citizens are able to obtain information on passports, Unemployment Insurance, old age pensions, Family Allowances, health and welfare services, and other important

matters through their post office.

Each year Canada Post issues a series of stamps commemorating famous persons or important events in the history of our country.

For additional information concerning the Canada Post Office, please write to:

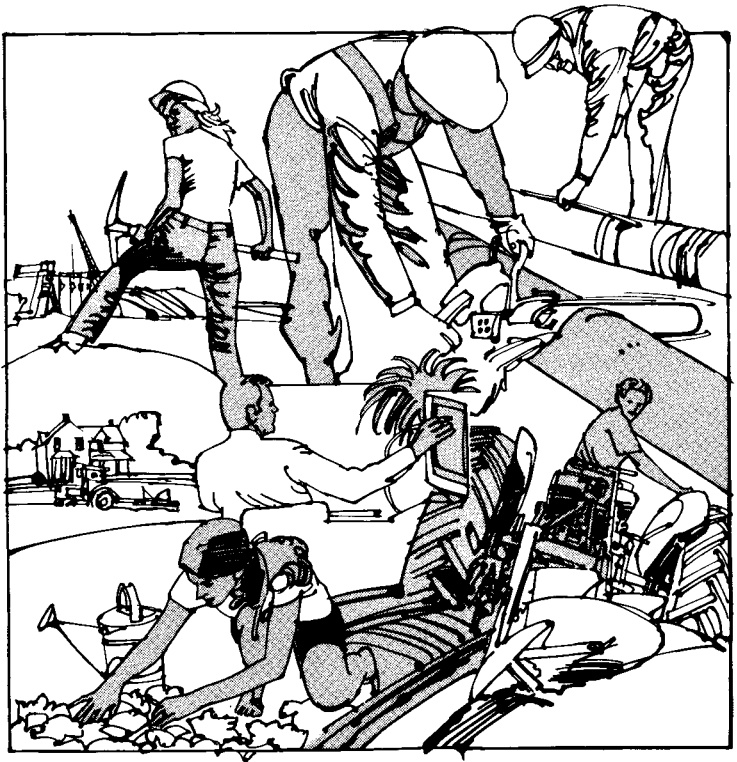
---

**Public Affairs  
Canada Post Office  
266 Graham Avenue  
Winnipeg, Manitoba  
R3C 0K1**

---

or call your local post office.





## Work

An important aspect of our daily life is work. Work represents both an individual's livelihood and the overall productivity and prosperity of the Canadian economy. The federal government recognizes this by offering many services and programs to the employed, the unemployed and the employer.

## **Workers and Jobs**

### **Canada Employment Centres (CECs) (Employment Services)**

The Department of Manpower and Immigration and the Unemployment Insurance Commission have become the Canada Employment and Immigration Commission. A cross-country network of approximately 440 CECs offers both employers and workers a wide variety of programs and services. These include information on available jobs; counselling for job-seekers regarding employment and related matters, including how to look for a job; counselling for the disadvantaged and special need groups; aptitude testing; specialized services to students, and intensive efforts to help Unemployment Insurance (UI) claimants find employment. The typical CEC has a Job Information Centre (JIC) where workers can make job choices from openly displayed job cards or listings and then contact a counsellor. Since a majority of workers want only information about job vacancies, this concept of self-service has now become an integral part of the CEC operation. The JIC also offers a short course on how to look for a job (Creative Job Search Technique).

### **Creating Jobs**

The federal government operates programs designed to encourage

potential employers to create jobs and thus reduce the number of unemployed.

The Local Employment Assistance Program (LEAP) supports projects that create employment for people who would otherwise be unlikely to find work. LEAP projects, which can be funded for up to three and one-half years, should raise the level of work skills of socially disadvantaged and chronically unemployed people.

The Summer Youth Employment Program is a three-stream program involving federal departments and agencies, as well as the private sector and voluntary organizations. Details can be obtained from all CECs and CECs for Students.

The New Technology Employment Program offers young people qualified in technical areas the opportunity to use their skills to advance the development and application of new technology. This program is designed to provide jobs for post-secondary graduates trained in scientific and technical areas who are unemployed; to develop innovations in manufacturing and in the application of conservation and alternate energy techniques and programs, and to support small scale entrepreneurial initiatives in these areas.

Small private sector firms, individuals, associations, research institutes and commu-

nity organizations creating additional employment in approved activities will be eligible for a contribution of three-quarters of wages paid (up to \$1,250) for up to 12 months.

To be eligible to work under this program, a person must be a post-secondary school graduate in a scientific or technical field, have recently entered the labour force and been unable to find work in his or her discipline.

These are just some of the programs developed by the federal government to increase employment opportunities. Contact your local CEC for information on other job creation programs.

### **Mobility of Workers**

The government wants to ensure that workers whose skills are not needed in their home areas can respond to job opportunities in other parts of the country. People who are underemployed, unemployed or about to become unemployed may be eligible for financial assistance, through the Canada Manpower Mobility Program, when they travel in search of employment, accept temporary work elsewhere or relocate for permanent jobs. Assistance covering some of the costs of travel is also available to persons attending a Canada Manpower Training Program course at a school located outside their home area.

### **Manpower Training Program**

The objective of the Canada Manpower Training Program is to help adults acquire the skills needed for better-paying, steadier and more satisfying jobs, and to provide the skilled workers needed by Canadian employers. The government supports training in two ways. The first approach is to purchase institutional training courses from colleges and vocational schools, most of which are operated by provincial authorities. Enrolment is through CECs. Full-time trainees receive a training allowance or Unemployment Insurance (UI) benefits and may be eligible for commuting or living-away-from-home allowances. The second approach is to enter into a contract with an employer to assist in the training of employees. Under such contracts, the Canada Manpower Industrial Training Program reimburses the employer for the direct cost of training and for a portion of trainee wages.

### **Training of Women in Non-Traditional Jobs**

To help women enter occupations traditionally dominated by men, employers are reimbursed 75 per cent of the wages paid the women while they are being trained for non-traditional jobs. These include such occupations as sheet-metal work and aircraft fabrication and assembly.

Women can take advantage of pre-trades training courses that

provide the opportunity to choose from a wide variety of trades for which further training and job prospects exist.

There are also introductory courses for occupations that traditionally are male-dominated. Spaces are reserved for women in skilled trades training courses under the Canada Manpower Training Program and goals are set for the number of women to be trained by employers under the Canada Manpower Industrial Training Program.

### **Canada Employment Centres (Unemployment Insurance)**

Of course unemployment is a worry. Fortunately, most workers in Canada are covered by Unemployment Insurance. When they are temporarily out of work, people have the right to apply for UI benefits to help pay the bills and buy the things they need.

Unemployment Insurance benefits are not automatic. To qualify, you must have worked a certain number of weeks and you must be looking for another job. The number of weeks of insurable employment one needs varies from 10 to 14 weeks depending on the rate of unemployment in the economic region in which you normally live. These weeks must fall in the last 52 weeks or since the start of your last claim for benefits. This is called your qualifying period.

There are additional requirements for some UI claimants.

Generally, people who apply for the second time in 52 weeks may have to work up to six weeks longer than those claiming for the first time. The number of extra weeks required would depend on how many weeks of UI benefits they received the first time. People who enter the labour force for the first time or after an absence of two years or longer would also have to work longer before getting UI — either 20 weeks in the last year or 10 to 14 weeks in the last year, *plus* 14 weeks the year before.

Special benefits differ. To apply for benefits when you are sick or injured, pregnant or reach age 65, you must have worked in insurable employment for 20 weeks in your qualifying period.

There are many brochures available on the subject of Unemployment Insurance. These include: *How Unemployment Insurance works for you* (covering the total UI program); *UI and you: when you reach 65*; *If you don't agree* (about appeals) and others.

### **Social Insurance Number**

When you apply for a job, a potential employer will ask if you have a Social Insurance Number (SIN). If you don't have one, visit your local Canada Employment Centre to complete the application form.

You must provide documentary proof of your identity as a Canadian citizen or a landed

immigrant. If you are a Canadian citizen, you would submit, for example, your birth certificate or a certified copy of it and one other piece of identification, which could be your driver's licence, passport or baptismal certificate. A permanent resident (landed immigrant) should submit, for example, his or her Canadian immigration identification record and one other piece of identification.

Because the commission cannot be responsible for the safety of original documents sent through the mail, you are encouraged to bring them in yourself.

The booklet entitled *How do you apply for a Social Insurance Number* can provide you with all the information you will need to apply.

#### **Additional Information**

The foregoing briefly describes some of the government's programs and services available to the worker and the employer.

There are many brochures and pamphlets, some of which have been mentioned above, that provide more detailed information. These can be obtained from your local CEC or by writing to:

---

**Employment and  
Immigration Canada  
Room 190  
Grain Exchange Building  
167 Lombard Avenue  
Winnipeg, Manitoba  
R3B 0T6**

---

If you have any questions regarding a particular program or service or would like to know about others, contact your local Canada Employment Centre.

#### **Labour Canada**

This federal department administers the Canada Labour Code, which covers employment in international or interprovincial transport (railways, trucking, pipelines), air transport and airports, broadcasting, banks, grain elevators and certain Crown corporations. Across Canada, labour affairs officers and health and safety officers are ready to assist Canadians who are employed in fields that come under federal jurisdiction. These officers also carry out inspections to protect the health and well-being of such employees. And Labour Canada's mediation and conciliation service provides experts to assist in the collective bargaining process in industries under federal jurisdiction. The arbitration services branch appoints, where required, arbitrators to settle disputes.

Labour Canada also offers a wide range of information and education services to all Canadians. The department collects and publishes statistics on wages, collective bargaining, strikes and lockouts and working conditions across Canada. Other publications include studies, booklets, bibliographies and periodicals that deal with interests such as women in the work force, quality of working life, occupational

safety and health, federal-provincial and international labour relations and conditions of work, and many other subjects.

Labour Canada's Communication Services Directorate, Ottawa, Canada, K1A 0J2, can supply copies of the department's publications catalogue. The department also maintains, in co-operation with the National Film Board, a national catalogue of industrial relations films, which is also available from Communications Services.

Labour Canada's regional office in Manitoba is located at the following address:

---

**Labour Canada  
Canadian Grain Commission  
Building  
400 - 303 Main Street  
Winnipeg, Manitoba  
R3C 3G7**

---

## **Agricultural Services**

In an effort to ensure a stable and viable agricultural industry, sufficient to meet the demand for food, the federal government has many programs and services available to farmers and ranchers.

### **Farm Credit**

The federal government established the Farm Credit Corporation (FCC) to help Canadian farmers and those wishing to become farmers purchase, develop and maintain sound farm businesses. Assistance is pro-

vided in the form of long-term mortgage credit.

Loans may be made to farmers individually or jointly and to farming corporations or co-operative farm associations.

The maximum loan to a single farm business is \$200,000 when there is one qualifying applicant and \$400,000 when there is more than one qualifying applicant. A borrower may take a maximum of 30 years to repay a loan and the interest rate set when the loan is made does not change during the life of the loan.

Loan funds may be used to purchase farm land, erect farm buildings, purchase farm equipment and breeding stock, pay debts or for any purpose that will promote the efficient operation of the farm.

An application for a loan should be made at your local FCC office. For the name and location of the credit adviser in your area, please write to:

---

**Farm Credit Corporation  
400 - 777 Portage Avenue  
Winnipeg, Manitoba  
R3G 3L1**

---

or consult your telephone directory for the office nearest you.

### **Agricultural Stabilization Board**

The federal government, by statute, has provided for price stabilization to help the farmer realize a fair return for both his work and his financial invest-

ment. It also wants to maintain a balance between the market price and the cost of supplies and services to the farmer.

The Agricultural Stabilization Act ensures the support of prices for nine commodities: cattle, pigs, sheep, industrial milk and cream, corn, soybeans, oats and barley. The support price is established for a whole production period.

More information is available from:

---

**Agricultural Stabilization Board**  
**Sir John Carling Building**  
**Ottawa, Canada**  
**K1A 0C5**

---

### **Farm Syndicates**

To overcome the high cost of individual ownership of machinery, buildings and installed equipment, the federal government with the Farm Credit Corporation (FCC) may provide the financial means for farmers to act co-operatively.

To be eligible, a syndicate (a group of three or more farmers, the majority of whom have farming as their principal occupation), must sign an agreement acceptable to the FCC with respect to the use of machinery, equipment or buildings. Co-operative farm associations and certain farming corporations may also qualify as syndicates.

An example of syndicate sharing would be three farmers, each with a livestock, forage crop and grain operation sharing the use of a forage harvester and other matched forage handling equipment to their mutual advantage.

If you would like more information on this program, write to:

---

**Farm Credit Corporation**  
**400 - 777 Portage Avenue**  
**Winnipeg, Manitoba**  
**R3G 3L1**

---

or consult your telephone directory for the office nearest you.

### **Crop Insurance**

With assistance from the Government of Canada, all-risk crop insurance is available to farmers in all 10 provinces to protect them from losses caused by natural hazards such as hail, drought, grasshoppers or a killing frost. The federal government makes financial contributions to all crop insurance plans that are approved and administered by the provinces.

For more information, contact your provincial department of agriculture or write to:

---

**Crop Insurance**  
**Crop Production Division**  
**Agriculture Canada**  
**Sir John Carling Building**  
**Ottawa, Canada**  
**K1A 0C5**

---

## **Food Production and Inspection**

The Food Production and Inspection Branch of Agriculture Canada is responsible for health of animals and the inspection and grading of livestock, meat, poultry, dairy products, fruits and vegetables. Federal scientists direct extensive research into animal disease; there are control programs to eliminate infectious ailments among animals and to prevent infected animals coming in from foreign countries. Federal veterinary agents and agrologists in the field advise and assist farmers. The production development arm of the branch generally promotes more efficient animal and crop production, helping producers to gain a better return on their investment. The branch is also responsible for controlling plant diseases, inspection and grading of seeds, and regulating the use of fertilizers, pesticides and herbicides.

Additional information is available by writing to:

---

**Food Production and  
Inspection Branch  
Agriculture Canada  
624 Federal Building  
269 Main Street  
Winnipeg, Manitoba  
R3C 1B2**

---

### **Agricultural Fairs and Exhibitions**

Agricultural societies can receive contributions from the federal

government for approved fairs and exhibitions.

These monies may be used to defray the judges' honoraria, cover the cost of certain rural youth activities, pay for approved property improvements, and serve as prize money for livestock competitions.

For more information, write to:

---

**Animal Production Division  
Agriculture Canada  
Sir John Carling Building  
Ottawa, Canada  
K1A 0C5**

---

### **Publications**

Agriculture Canada offers many publications containing useful information of interest not only to farmers, but also to the general public.

The farmer may like to consult those publications concerned with

- farm management
- farm economy
- large-scale farming
- parasites and diseases of farm animals.

Publications useful in the home cover such topics as

- canning fruits and vegetables
- freezing foods
- preparation of beef
- recipes for dips and dressings.

The department also has experts available who will attempt to



answer questions regarding house plants and home gardens.

If you would like a list of available publications, Agriculture Canada will be happy to send you one. Write to:

---

**Information Services  
Agriculture Canada  
Sir John Carling Building  
Ottawa, Canada  
K1A 0C7**

---

and ask for publication 5103, *Publications for Farm and Home*.

## **Fisheries**

In the past, Canadian fishermen have enjoyed an enviable freedom to fish wherever and whatever they wished, in waters teeming with fish in seemingly endless abundance.

In recent years things have changed. Massive fishing operations by foreign fleets, particularly off the East coast, had serious effects on the Canadian fishing industry. The fish stocks were exploited so intensively that some species were severely threatened.

With the introduction by Canada in 1977 of 200-mile exclusive fishing zones off both East and West coasts, the federal government is in a position to manage the coastal fisheries in a much more effective manner. Foreign fishing has been drasti-

cally cut back and conservation measures imposed to allow depleted fish stocks to recover.

## **Services to Fishermen**

In addition to its efforts to increase the amount of fish available for harvesting and ensure equitable sharing of the resource among competing users, the federal government offers a number of services for the direct benefit of fishermen.

These include the Fisheries Improvement Loans, a government-backed program to assist fishermen who wish to purchase new vessels or make improvements to ones they already own; a fishing vessel construction subsidy program to give financial aid to fishermen who qualify under certain criteria; and a government-operated low-cost vessel insurance plan for fishermen.

Under the Fisheries Development Act, the Department of Fisheries and Oceans initiates various programs to improve the efficiency and profitability of the fishing industry, such as demonstrating improved catching gear and methods, more efficient storage and refrigeration of the catch, and better processing methods in the shore plants.

On the marketing side, the department is actively engaged in promoting the consumption of fish by such means as cooking demonstrations and development of new recipes, and is aggressively seeking market opportunities

for Canadian fish products abroad.

The Fisheries Prices Support Board develops price stabilization programs designed to protect fishermen against sharp declines in fish prices, and consequent loss in income due to causes beyond their control.

For information on other services offered by the federal government, consult your directory for the Fisheries and Oceans office in your area or write to:

---

**Government of Canada  
Fisheries and Oceans  
Freshwater Institute  
501 University Crescent  
Winnipeg, Manitoba  
R3T 2N6**

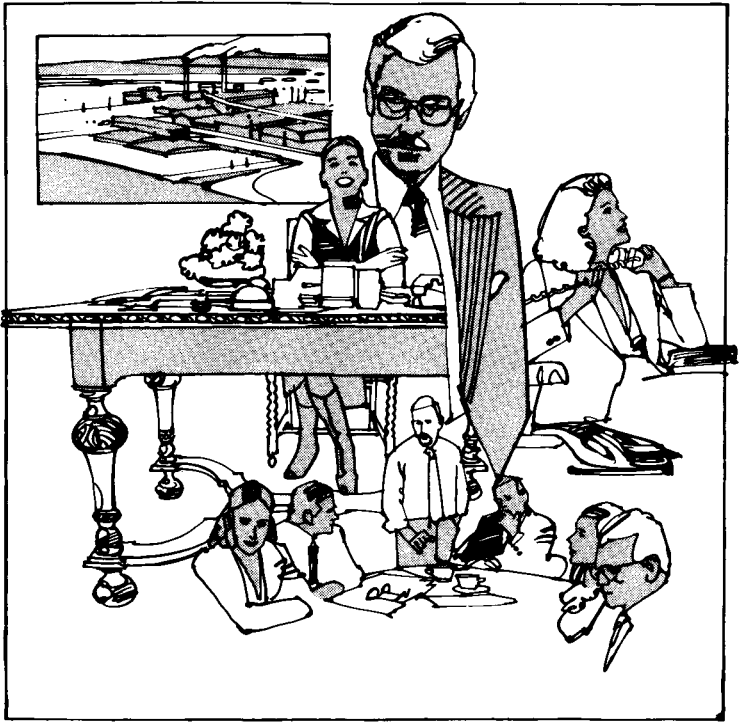
---

Another service of the federal government is the payment of special Unemployment Insurance benefits to self-employed fishermen. These benefits are explained in a small booklet entitled *Fishing isn't just another job*, which can be obtained by writing to:

---

**Employment and Immigration  
Canada  
Grain Exchange Building  
167 Lombard Avenue  
Winnipeg, Manitoba  
R3B 0T6**

---



## **Economic Development**

Canada's economic development is influenced greatly by the activities of businessmen and businesswomen. As employers and owners, business persons are encouraged to take advantage of the many programs and services offered by the federal government.

## **As the Employer**

### **Canada Employment Centres**

Approximately 440 Canada Employment Centres (CECs) across the country can assist in your search for qualified personnel. You can submit a list of vacant positions with a brief job description of each, and a CEC representative will direct candidates, with the appropriate qualifications, to you.

After you hire your staff, the CEC will help set up training programs for them. Reimbursement for direct training costs and trainee wages is available through the Canada Manpower Industrial Training Program. Representatives can also provide you with up-to-date facts and figures on the job market as well as help you plan future staff needs and cope with change.

There are many brochures and pamphlets available that may be of interest to you. These include: *Canada Manpower Training Program, Canada Manpower Industrial Training Program, Critical Trade Skills Training* and *What employers can expect from employment counsellors*. They can be obtained from your local CEC or by writing to:

---

**Employment and  
Immigration Canada  
Grain Exchange Building  
167 Lombard Avenue  
Winnipeg, Manitoba  
R3B 0T6**

---

If you have any questions regarding a particular program or service, contact your local Canada Employment Centre. (See also **WORK — Workers and Jobs — Creating Jobs**)

## **As the Owner**

The development, expansion and productivity of domestic manufacturing and processing industries are necessary to economic development. Recognizing this, the government concerns itself with providing consultative services, relevant information, and under certain circumstances, financial assistance to small businesses as well as large.

### **Counselling Assistance**

The federal government provides management counselling to the owners and managers of businesses, particularly those of small size, to enable them to receive sound business advice at nominal cost. Through this program you can discuss your particular problems and look into new ideas with retired business persons acting as management consultants. For more information on this program, consult your telephone directory for the Federal Business Development Bank office in your area or write to:

---

**Counselling Assistance  
to Small Enterprises  
Federal Business  
Development Bank  
161 Portage Avenue  
Winnipeg, Manitoba  
R3B 0Y4**

---

### **Business Information**

The Business Centre, established by the Department of Industry, Trade and Commerce, is located in Ottawa.

It serves as a central point of contact for business people seeking information about the whole range of business-oriented federal programs and services. There is not room to describe them all here but some for which you may like to seek additional information are the Small Business Loans Act and the Enterprise Development Program.

The centre produces and distributes a monthly *New Products Bulletin*, which informs Canadian industry of licensing and joint venture opportunities.

The *Doing Business in Canada* series is updated, published and distributed by the Business Centre. Titles in this series are:

- *The Business Environment*
- *Forms of Business Organization*
- *Canadian Customs Duties*
- *Taxation—Income, Business, Property*
- *Taxation—Sales, Excise, Commodity*
- *Labour Legislation*

- *Construction and Equipment Standards*
- *Federal Incentives to Industry*
- *Patents, Trade Marks, Industrial Designs and Copyrights*
- *Financing Canadian Industries*

You can reach the centre by calling Zenith 0-3200, a toll-free number available from 9 a.m. to 5 p.m. in every Canadian time zone, from Monday to Friday. Messages are recorded at other times. Or you can write to:

---

**The Business Centre (34/2)  
Government of Canada  
Industry, Trade and Commerce  
Level 01 (centre area)  
235 Queen St.  
Ottawa, Canada  
K1A 0H5**

---

Assistance is also available to the business community through Business Information Centres in each province. For more information contact:

---

**Business Information Centre  
507 Manulife House  
386 Broadway  
Winnipeg, Manitoba  
R3C 3R6**

---

### **Statistics**

Statistics Canada is the country's largest producer and distributor of statistical data, providing information on almost every type of economic and social activity in Canada. Much of the basic data collection work

required to produce these figures is directed from Statistics Canada's regional offices.

Through local Advisory Services staff, Statistics Canada can provide the general public and persons in business, government, the news media, labour organizations and educational institutions with a variety of user services, many of which are provided on a cost recovery basis and involve a nominal charge. The user services include answering requests for statistical data, taking orders for all Statistics Canada publications, providing visitors with study areas and copying facilities, distributing booklets on finding and using statistics, and advising on all aspects of information gathering.

If it should be inconvenient to contact the local office, users may be able to refer to Statistics Canada publications at the local public library or an educational library in the area.

For more information, please write to:

---

**Statistics Canada**  
**Room 500, General Post Office**  
**266 Graham Avenue**  
**Winnipeg, Manitoba**  
**R3C 0K4**

---

**Federal Business**  
**Development Bank (FBDB)**

FBDB offers management counselling which supplements such services as may be available in the private sector. Its purpose is

to assist owners and managers of business enterprises, particularly smaller ones, to improve their methods of doing business at a moderate cost.

The Federal Business Development Bank also offers an inquiry and referral service geared specifically to the needs of small businesses. Also available from the FBDB is a series of booklets called *Minding Your Own Business*, covering many aspects of small business management and *Small Business News*, a quarterly bulletin that will keep you in touch with business developments.

If you would like to receive these booklets or more information on the FBDB Small Business Information Service write:

---

**Prairie and Northern**  
**Regional Office**  
**Federal Business**  
**Development Bank**  
**161 Portage Avenue**  
**Winnipeg, Manitoba**  
**R3B 0Y4**

---

or consult your telephone directory for the FBDB office nearest you.

**Regional Development**  
**Subsidies**

Economic wealth and natural resources have not been spread evenly across our country. Thus regional disparity exists which is a real concern of the federal government. To generate a balanced economic growth and more employment opportunities in all

regions of Canada, the government offers incentives to business and industry to undertake projects in designated slow-growth regions. These areas, as of February 1978, comprised the Atlantic provinces, the Northwest Territories, Manitoba, Saskatchewan, parts of Ontario, Alberta and British Columbia and most of the Province of Quebec.

If you are establishing new manufacturing or processing facilities or expanding or modernizing an existing plant in a slow-growth area, you may be eligible for a cash grant or loan guarantee. You don't have to be big to qualify — a project with capital costs as low as \$5,000 may be eligible if it creates at least five new jobs. Projects approved have included small feed mills, large steel mills, and plants to process lobster and frozen French fries.

For more information, write to:

---

**Incentives Program**  
**Government of Canada**  
**Regional Economic Expansion**  
**185 Carlton Street**  
**P.O. Box 981**  
**Winnipeg, Manitoba**  
**R3C 2V2**

or

**Incentives Program**  
**Government of Canada**  
**Regional Economic Expansion**  
**Southwood Shopping Centre**  
**725 Thompson Drive**  
**Thompson, Manitoba**  
**R8N 0C7**

---

## **Prairie Farm Rehabilitation Administration (PFRA)**

In 1935, Parliament passed the Prairie Farm Rehabilitation Act as a temporary measure to help prairie farmers combat the drought and soil-drifting of that decade. However when the drought persisted the life of the act was extended indefinitely. Today PFRA is an agency of the Department of Regional Economic Expansion.

Among other activities, PFRA operates a system of community pastures, administers water development programs and has undertaken major projects such as the design and construction of the Gardiner Dam in Saskatchewan.

During the summer of 1980 PFRA played an important role in the national government's efforts to assist the drought-stricken regions of the Prairies.

For more information write:

---

**PFRA**  
**Government of Canada**  
**Regional Economic Expansion**  
**400 - 3 Lakeview Square**  
**P.O. Box 981**  
**Winnipeg, Manitoba**  
**R2C 2V3**

---

## **Markets Abroad**

It's not really difficult to sell your products in foreign markets. In fact, it is probably much easier than most Canadian busi-

ness owners think. The government, through its many programs and services, can help you find the easiest ways to cash in on export opportunities.

### **Promotional Projects**

Participation in trade fairs is one way of promoting your product in overseas markets. The government sponsors and organizes such participation by Canadian firms and can provide complete exhibition services that include the design, construction, erection and operation of the exhibition booth, the cost of which is shared with the participants.

### **Export Market Development**

If you have a project that you cannot undertake without financial assistance, you may be eligible for subsidies from the federal government through the Program for Export Market Development (PEMD). This program encourages and helps Canadian companies to enter new export markets and to undertake additional export development. Incentives are in the form of financial contributions where there is a need to share the risk.

Contributions are repayable if export sales are achieved; they are not repayable if sales or contracts are not obtained.

### **Trade Commissioner Service**

The Trade Commissioner Service strives to promote Canadian exports and to protect Canadian

commercial interests abroad. As well, it can provide you with information on a country's economy, markets, and credit system. In 1978, the service's network of 90 offices in 67 countries responded to 61,000 requests for assistance from Canadian businesses and directed 43,000 inquiries from foreign buyers to the attention of Canadian industry.

### **Information**

The government's trade promotion programs are open to all Canadian companies, large and small, that have export capability and are interested in expanding their markets. If you would like additional information on these programs as well as other services related to participating in markets abroad, write to:

---

**Government of Canada  
Industry, Trade and Commerce  
Suite 507  
386 Broadway Avenue  
Winnipeg, Manitoba  
R3C 3R6**

---

For information on exports to developing countries contact:

---

**Canadian International  
Development Agency  
Ottawa, Canada  
K1A 0G4**

---





## Youth

The federal government, recognizing that the young people of today are the potential leaders of tomorrow, has created challenging, interesting programs to help them know Canada and Canadians better, as well as knowing themselves.

## **Student Loans**

The Canada Student Loans Program (CSLP) provides loans to full-time students to assist them in meeting the cost of studies at the post-secondary level of education so that all qualified students can have the opportunity to fulfil their educational potential.

If you receive a loan under this program and complete the proper documents, the federal government will pay the interest on the loan during the time you remain in full-time study and for six months after.

Although the program is financed by the federal government, applications for aid are processed by provincial and territorial authorities. For more information consult:

---

**Student Aid Branch  
Department of Education  
Box 6, 693 Taylor Avenue  
Winnipeg, Manitoba  
R3M 3T9**

---

## **Open House Canada**

Open House Canada helps young Canadians to discover other parts of their country and to get to know their fellow citizens from diverse backgrounds through reciprocal visits between "twin" groups.

Open House Canada pays travel costs between home communities for participants aged 14 to 22

and for accompanying adult escorts. Each group hosts the other in turn, providing accommodation and meals for a minimum five-day stay. A program of educational activities is organized by the hosts to familiarize visitors with the history, government, economic life and socio-cultural composition of the host community.

If you or your group would like more information on this opportunity to see and know another part of Canada, write to:

---

**Open House Canada  
Department of the  
Secretary of State of Canada  
Room 201, 303 Main Street  
Winnipeg, Manitoba  
R3C 3G7**

---

## **Katimavik**

Would you accept the opportunity to discover Canada, to learn more about yourself, to take on tough physical challenges, to become more aware of your environment? Katimavik is making the offer.

Katimavik, an Inuit word for "meeting place," is a national youth service funded by the federal government. Its objectives are to serve Canadian communities, to aid in the personal development of its participants, to encourage environmental awareness and to provide opportunities for a greater understanding of the country.

The program runs for nine months and involves groups of 33 participants assigned to three successive projects (one of which is in a francophone environment) in three different provinces where they spend approximately three months each.

Projects are developed in cooperation with local communities and might involve such activities as environmental clean-up, trail-cutting, improvement of recreational facilities, aiding the elderly and handicapped, and working with children and youth in day care or recreation centres.

As well there are cultural and educational aspects that include structured and informal learning ranging from language and interpersonal skills needed for intensive group living to crafts, basic manual skills and research into the historical and cultural heritage of the area.

Also available to candidates is a three-month military option that involves learning and participating in a program sponsored by the Department of National Defence.

If you are between 17 and 21, single and a Canadian citizen or resident and would like to share in the collective effort of a group of dedicated young Canadians, more information is available from:

---

**Katimavik  
Suite 603  
245 - Third Avenue South  
Saskatoon, Saskatchewan  
S7K 1M4**

---

## **Young Athletes**

Young Canadians are continually demonstrating their ability, potential and determination in amateur sports. The federal government works with the appropriate national sports governing bodies to offer encouragement and attempt to upgrade the quality and scope of Canadian participation in the following ways: providing funds for the development of quality coaching; financing travel expenses for athletes attending training camps; assisting individual athletes in meeting their training needs; providing money for travel and accommodation expenses for athletes participating in sports championships and offering direct financial assistance and "grants-in-aid" to ensure that promising Canadian athletes can continue their education and still concentrate on their training and competitive programs.

Should you like more information, write to:

---

**Fitness and Amateur Sport  
Regional Office  
Room 502, Commercial Bldg.  
169 Pioneer Avenue  
Winnipeg, Manitoba  
R3C 0H2**

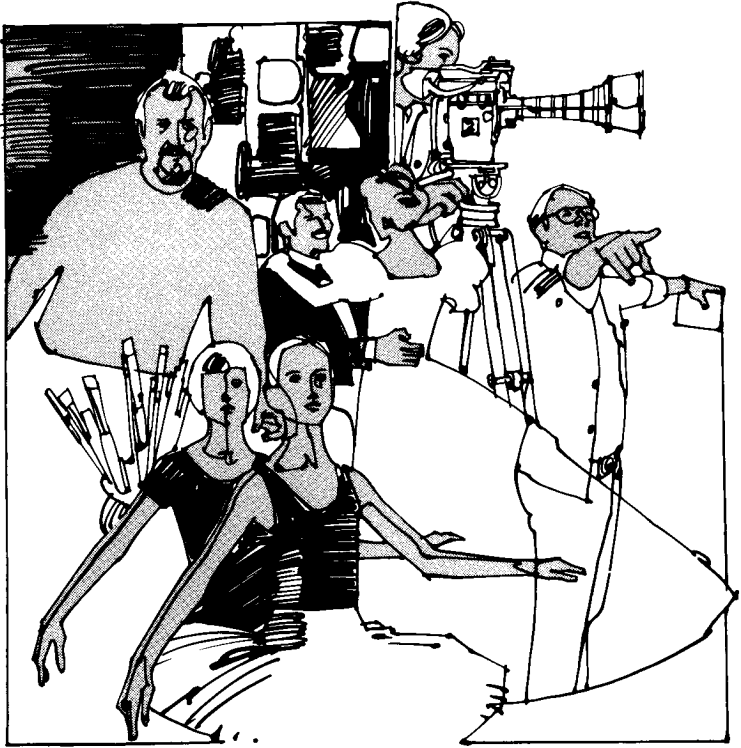
---

## **Air Canada Youth Fares**

Travelling from Vancouver to St. John's could cost you less than you think. Students between the ages of 12 and 21 can take advantage of a 40 per cent reduction on any Air Canada domestic flight. Seats, however, cannot be reserved, but the money saved may be worth the time waiting on "standby."

The reduced rate applies at all times except during peak travel periods. For more information, contact your nearest Air Canada office.

(See also CAREERS IN THE PUBLIC SERVICE — Summer Assignments for Students; WORK-Creating Jobs)



## Arts and Culture

The arts symbolize our intellectual wealth and creative imagination, and reflect our ethno-cultural heritage as can be seen in the works of our painters, sculptors, actors and actresses, musicians, composers, dancers and filmmakers.

The federal government, through numerous programs, encourages the preservation of our multicultural character and the growth and development of artistic and creative skills.

## **National Achievements in the Arts**

National programs promoting culture and the arts are designed to give all regions of Canada an equal chance to develop and express themselves. The federal government's arts and culture secretariat does research on the state of the arts across the country and helps the Secretary of State develop national policy on broadcasting, films, publishing, museums and national heritage. Recent assistance to cultural development has taken the form of capital grants for performing arts facilities such as theatres in various communities, and support for Canadian book publishing and filmmaking.

Canadian films are made better known abroad through the work of the government's Film Festivals Bureau, which promotes this country's films at major international forums such as the Cannes Film Festival.

For more information, write to:

---

**Department of the Secretary  
of State of Canada  
Room 201  
303 Main Street  
Winnipeg, Manitoba  
R3C 3G7**

---

### **Assistance for the Arts**

A musician will tell you that music is the truest form of

expression. The writer will make the same claim for literature, and the artist and photographer will praise their respective arts. The Canada Council, which is the federal organization responsible for supporting the arts, covers all these forms of expression.

The Canada Council encourages and promotes the study, enjoyment and production of works in the arts — music, dance, opera, theatre, film, the visual arts, video, photography and literature.

Grants are offered in all these fields to professional artists, persons whose work is essential to the professional arts, professional arts organizations and arts support services.

A variety of awards and prizes is available such as the Governor General's Literary Awards, Children's Literature prizes, translation prizes, the Canada-Belgium and Canada-Australia Literary Prizes and the Jules Léger Prize for New Chamber Music, to mention just a few.

A range of publications describing the Canada Council's programs and services may be obtained by writing to:

---

**The Canada Council  
255 Albert Street  
Ottawa, Canada  
K1A 5V8**

---

## **Assistance to Groups**

Recognizing Canada's multicultural heritage, the federal government provides encouragement and financial assistance through a number of programs that promote the preservation and sharing of our many cultures, and helps bring mutual appreciation and understanding to all Canadians.

Basically these programs support and encourage communities in the development of their cultural heritages, help members of all cultural groups to gain acceptance and overcome barriers to full participation in Canadian society, and promote and encourage creative encounters among all Canadian cultural groups.

The federal government also helps our two official language groups to make use of their language and thus enables them to contribute to Canadian society in areas where they constitute minorities. Grants are available for projects and activities that meet this objective. Grants and/or bursaries are also available to help teachers improve their language skills and to help post-secondary students continue their studies or take a total immersion course in their second official language.

For more information on these and other programs, contact:

---

**Department of the Secretary  
of State of Canada  
Room 201  
303 Main Street  
Winnipeg, Manitoba  
R3C 3G7**

---

## **National Film Board (NFB)**

The NFB has helped to build the foundation of Canada's feature film industry and has provided a training ground for countless numbers of filmmakers who have been able to develop their artistic, creative and technical skills while building a worldwide reputation of excellence for Canadian productions.

In 1941, the National Film Board won the first Academy Award ever given a Canadian film, for a short feature in the *Canada Carries On* series.

In 1980, for the third year in succession, the NFB won top honours in the animation category at the Academy Awards in Hollywood, adding to an impressive list of more than 1,500 international prizes.

To better acquaint Canadians with the works of our talented filmmakers, the NFB invites you to borrow their films, free of charge. Contact your nearest NFB office or write to:

---

**National Film Board  
674 St. James Street  
Winnipeg, Manitoba  
R3G 3J5**

---

## **Canadian Broadcasting Corporation (CBC)**

The publicly-owned CBC provides a balanced service of information and entertainment for people of all ages, interests and tastes. Programming includes news, public affairs, drama, music, sports, documentaries, children's programs and consumer affairs.

CBC national services include English and French television networks, and English and French AM radio networks and FM stereo networks. In the Far North, CBC's northern radio and TV services provide network programming in English and French, and special programs in the languages of the Indian and Inuit residents.

The CBC gives continuing support to Canadian artists and performers through the broadcast of Canadian music, drama and poetry, the commissioning of special works, the sponsorship of talent competitions, and the presentation of Canadian films. It produces a variety of recordings, audiotapes and books from some of its program material.

If you would like additional information on the Canadian Broadcasting Corporation, write to:

---

**English Services Division  
Canadian Broadcasting  
Corporation  
P.O. Box 160  
Winnipeg, Manitoba  
R3C 2H1**

---

## **National Museums of Canada**

This country's museums have a great deal to tell us about our history, heritage and the bonds that unite our diverse cultures. The National Museums of Canada has helped museums from coast to coast and, in the past decade, has created a network of 25 associate museums, including four national museums in Ottawa.

The National Museums of Canada administers a series of national programs, including a fleet of "Museumobiles" that take exhibits into rural areas; a computerized national inventory of museum objects; the Canadian Conservation Institute, which provides research, advice and skilled care to protect national treasures, and a program that co-ordinates international exchanges of exhibitions.

For additional information on our national museums write to:

---

**National Museums of Canada  
300 Laurier Avenue West  
Ottawa, Canada  
K1A 0M8**

---



## **Public Archives**

The Public Archives contains a wealth of information on Canada relating to all aspects of Canadian life and to the development of the country from its beginnings to the present time. The Archives also provides suitable research facilities to make this material available to the public.

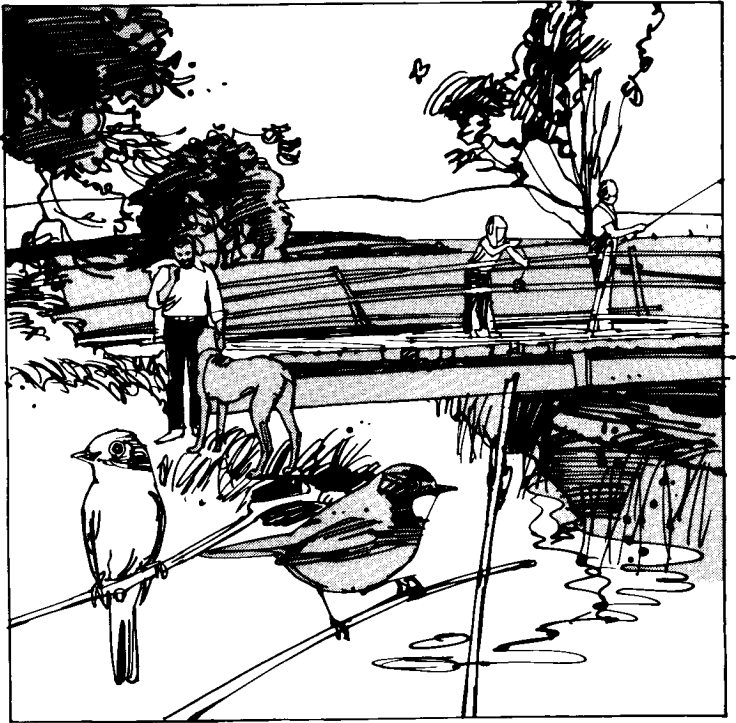
Some of the Archives' acquisitions are as follows: manuscript collections of statesmen and other distinguished citizens; 80,000 volumes on Canada and its history; about three quarters of a million maps and plans pertaining to the discovery, the exploration, settlement, topography and geology of the country and documentary paintings, drawings and printed images relating to people, historical events, places and objects.

If you would like reasonably priced reproductions of material preserved in the Archives, or information regarding the services of the Public Archives, write to:

---

**Information Services  
Public Archives of Canada  
395 Wellington Street  
Ottawa, Canada  
K1A 0N3**

---



## The Environment

We are becoming increasingly aware of our environment, which includes not only our immediate surroundings but also the forests, inland waters, lands and wildlife of our vast country. The federal government provides support and leadership in the conservation and preservation of our environment.

## Energy Conservation

If we are to live in harmony with our environment, we must make sensible use of the resources provided by it. We must realize that energy conservation is a form of environmental protection and, as such, it should be the concern of all Canadians.

There is a limit to our supply of energy resources. Exploiting them is costly and can have an impact on our environment. It is for this reason that conservation is an important aspect of the government's energy policy. We can contribute to the effort by attempting to conserve energy in our homes. The government has produced a series of publications explaining the energy conservation program and the role played by industry, governments and private citizens.

Some interesting and informative publications that will provide you with ideas on how to save money and cut down on your energy consumption are:

- *Keeping the heat in*
- *The billpayers' guide to furnace servicing*
- *100 ways to save energy and money in the home*
- *The car mileage book*
- *The garbage book*

These publications and others related to energy conservation are available from:

---

### Conservation Books

P.O. Box 3500,  
Station C  
Ottawa, Canada  
K1Y 4G1

---

## Environmental Protection

### Pollution

Strict laws protect our environment. The federal government works closely with provincial agencies and industry on measures to control sources of pollution in air and water. The use of toxic substances comes under close supervision, and scientific studies are undertaken on methods of disposing of toxic wastes. Federal experts are also active on projects to clean up pollution where it exists. And since there is always a risk of environmental disaster occurring, there is a cleanup team on the alert 24 hours a day to face any emergency.

### Forests

Canada's forests cover 4.4 million square kilometres from the Pacific to the Atlantic.

The federal government is involved in research into improved practices by industry, the environmental effects of these practices and other human activities on the forests, and forest products. Advice and cooperation are also provided in forest development in Canada and abroad.

There are many interesting publications and fact sheets avail-

able on such subjects as careers in forestry, maple sugar production, conservation activities, forest fires and spruce budworms.

### **Land Use**

The federal government is concerned about the rapid loss of agricultural lands and, looking to the future, has developed a method of projecting the demand for agricultural land and the availability of land to satisfy that need.

Other areas of interest shared with the provincial governments are the distribution of land suitable for outdoor recreation, the demand and availability of land for such uses as forestry, the amount of despoiled land and the conversion of land to urban uses.

### **Inland Waters**

The federal government plans and participates, with the provinces, in water management programs and policies. Concerns include water quality and quantity, floods and flood control, industrial and agricultural use of water, and water resources planning.

### **Publications and Information**

If you would like more information as well as interesting publications on pollution, land use, protection of forests and protection of inland waters, or if you would like to know about other environment-related programs and services, write to:

---

**Public Affairs**  
**Environment Canada**  
**9942 - 108th Street**  
**Edmonton, Alberta**  
**T5K 2J5**

---

### **Wildlife**

Any massive changes in the environment that affect wildlife must eventually affect man. Therefore an important concern of the federal government is the preservation of our wildlife — everything from migratory birds and the endangered peregrine falcons to wood bison and polar bears.

Through the Canadian Wildlife Service (CWS), the government protects and manages migratory birds under international treaty and participates in many wildlife research and management projects.

These projects include studying and compiling data on the distribution, migration habits, food sources and diseases of birds and animals. Surveys are made of breeding grounds in an attempt to maintain optimum populations of game birds. National Wildlife Areas have been created to provide safe breeding, feeding and resting places for migratory birds. The CWS works with the Armed Forces to devise ways of eliminating aircraft collisions with birds and advises farmers on ways of preventing damage by water-fowl to prairie cereal crops. In addition the CWS, with the provinces and

territories, sets dates for hunting seasons and bag limits on migratory game birds.

The Canadian Wildlife Service also publishes a wide range of technical and general information pamphlets and sponsors feature-length films on wildlife and the service's activities. For information concerning films, contact the National Film Board office in your area. Information on the Canadian Wildlife Service can be obtained by writing to:

---

**Distribution Section  
Canadian Wildlife Service  
Environment Canada  
Ottawa, Canada  
K1A 0E7**

---

### **Fish Habitats**

A good indicator of the state of health of a lake or river is whether there are fish swimming around. Often it is the unthinking action of man that kills off fish stocks, such as dumping fill on spawning grounds or marshes, building dams that reduce the flow of water, or removing sand or gravel from beaches or stream beds.

Through its Habitat Management Branch the Department of Fisheries and Oceans acts to protect the areas where fish breed and grow by means of public information programs, consultation with developers and, if necessary, through court action under the provisions of the Fisheries Act.

The most recent threat to fish survival is acid rain — airborne pollution from sources in Canada and the United States — which has already brought death to scores of lakes in central Canada. Fisheries and environmental scientists are embarking on extensive research programs to support efforts that will curb the further spread of damage to our natural resources from the scourge of acid rain.

If you would like more information on how you can help protect the fisheries for present and future generations, write to:

---

**Government of Canada  
Fisheries and Oceans  
Freshwater Institute  
501 University Crescent  
Winnipeg, Manitoba  
R3T 2N6**

---

### **The Weather**

Meteorological stations across Canada provide public weather forecasts through radio, television and newspapers. In some major cities, Weather Radio offers forecasts and information on special FM channels.

Forecasts are based on information gathered many times each day by weather observers and meteorologists all over the country. In addition to preparing forecasts for the general public, the Atmospheric Environment Service of Environment Canada issues special forecasts for aviation, agriculture, forestry, off-

shore fisheries, pleasure-boaters, marine transport and highway services.

If you are travelling or moving to a different region, you can obtain information on the climate of that region by writing to the appropriate address that follows:

---

**Regional Director  
Pacific Region  
Atmospheric Environment  
Service  
Environment Canada  
Suite 700  
1200 West 73rd Avenue  
Vancouver, British Columbia  
V6P 6H9**

**Regional Director  
Western Region  
Atmospheric Environment  
Service  
Environment Canada  
Argyll Centre  
6325 - 103rd Street  
Edmonton, Alberta  
T6H 5H6**

**Regional Director  
Central Region  
Atmospheric Environment  
Service  
Environment Canada  
10th Floor  
266 Graham Avenue  
Winnipeg, Manitoba  
R3C 3V4**

**Regional Director  
Ontario Region  
Atmospheric Environment  
Service  
Environment Canada  
25 St. Clair Avenue East  
Toronto, Ontario  
M4T 1M2**

**Regional Director  
Quebec Region  
Atmospheric Environment  
Service  
Environment Canada  
3rd Floor  
100 Alexis Nihon Boulevard  
Ville Saint-Laurent, Quebec  
H4M 2N6**

**Regional Director  
Atlantic Region  
Atmospheric Environment  
Service  
Environment Canada  
P.O. Box 5000  
Bedford, Nova Scotia  
B0N 1B0**

---



## Recreation

For most of us, recreation is an important part of our lives. Not only is it just plain fun, but it also serves as an excellent antidote for stress. Whichever your favorite leisure activity there's a good chance that services offered by the federal government can help make it more enjoyable.

## **Fitness**

The federal government, through Recreation and Fitness Canada, offers a number of services to Canadians. Consultative services are available to sport and recreation associations that promote a healthier, more beneficial lifestyle for all Canadians through fitness activities. National associations that encourage increased participation in physical recreation and raise the fitness level of disabled Canadians may receive financial assistance.

For business and industry, fitness programs have been developed by Fitness Canada. These can be incorporated into the work environment to meet employee needs and conditions. A manual has been published covering all aspects of organizing and operating employee fitness programs.

There are fitness packages available for professionals and fitness group leaders, and there is a health package called *The Fit-Kit*, available to individuals.

For information on how and where to order these packages or for more information on services, write to:

---

**Fitness and Amateur Sport  
Regional Office  
Room 502, Commercial Bldg.  
109 Pioneer Avenue  
Winnipeg, Manitoba  
R3C 0H2**

---

## **Travelling in Canada**

If you are planning to travel in Canada and would like to know more about the area you will be visiting, the Canadian Government Office of Tourism can provide you with a wide variety of brochures and maps, as well as information on camping facilities. You may also wish to consult your provincial department of tourism or the department of tourism of the province that you plan to visit. For more information, write:

---

**Canadian Government Office  
of Tourism  
Travel Information Services  
235 Queen Street  
Ottawa, Canada  
K1A 0H6**

---

## **Maps of Canada**

If you enjoy seeing Canada by car, you might like to have a good map of the region in which you are travelling. Maps of all regions of Canada can be obtained at reasonable cost. For a map index that indicates the maps available, write to:

---

**Canada Map Office  
Energy, Mines and Resources  
Canada  
615 Booth Street  
Ottawa, Canada  
K1A 0E9**

---



## Harbour Facilities

"Any port in a storm" has become a well-worn cliché, but in any kind of weather mariners appreciate a port that has good facilities and ample berthing space.

The federal government has the responsibility for the upkeep and development of some 2,300 harbours, wharves, jetties and related facilities for the use of fishermen and recreational boaters across Canada. Among the major projects undertaken through the Small Craft Harbours Program of the Department of Fisheries and Oceans in recent years, was construction of a marina and yachting facilities at Kingston, Ontario for the 1976 Olympic Games. The federal government also provides financial assistance in certain cases for the development of private marinas and tourist wharves.

For more information write to:

---

**Small Craft Harbours  
Directorate  
Government of Canada  
Fisheries and Oceans  
240 Sparks Street  
Ottawa, Canada  
K1A 0E6**

---

## Tide Tables

If you are a commercial fisherman or just a "weekend sailor," it is very important to know the times of high and low tides if you are operating in tidal waters.

From tables issued yearly by the Canadian Hydrographic Service, mariners can predict the height of the tide in a particular area at any time of the year. The same source produces current tables containing the times and rates of maximum flow of water each day for specific areas, as well as water level data for the Great Lakes system and elsewhere.

For more information contact:

---

**Ocean and Aquatic Sciences  
Government of Canada  
Fisheries and Oceans  
Canada Centre for Inland  
Waters  
P.O. Box 5050  
Burlington, Ontario  
L7R 4A6**

---

## Nautical Charts

If your leisure hours are spent on the water, you may be interested in obtaining a catalogue of nautical charts of Canada's coastal waters, adjacent oceans and inland water routes. Send a money order for one dollar payable to the Receiver General for Canada to:

---

**Hydrographic Chart  
Distribution Office  
Government of Canada  
Fisheries and Oceans  
P.O. Box 8080  
1675 Russell Road  
Ottawa, Canada  
K1G 3H6**

---

## **Aeronautical Charts**

Of interest to the aviation community, aeronautical charts are available for sale at most airports throughout Canada or by writing:

---

**Canada Map Office  
Energy, Mines and Resources  
Canada**

**615 Booth Street  
Ottawa, Canada  
K1A 0E9**

---

## **Aerial Photographs**

Would you like to have a reasonably priced aerial photograph of some specific feature such as a lake, landmark, house or the area in which you live? If so, mark the area of interest on a suitably scaled topographical map available from the Canada Map Office. Make a notation on the map to indicate the specific feature that should be visible in the photograph and send it to:

---

**National Air Photo Library  
615 Booth Street  
Ottawa, Canada  
K1A 0E9**

---

## **Canada's National Parks**

In a world characterized by rapid technological advancement and industrialization, Canadians are learning that the quality of life we are seeking cannot be achieved through material success only.

We need special places that offer an alternative to the conformity

of our surroundings — places in which we can relate to the natural world and that will, perhaps, remind us of our past.

We have these places. They are our national parks and national historic parks and sites which are established and maintained for all Canadians by Parks Canada.

There are 28 national parks in Canada from Terra Nova on the east coast of Newfoundland to Pacific Rim on the west coast of Vancouver Island; from Point Pelee on the most southerly tip of mainland Canada to Auyuituq on Baffin Island inside the Arctic Circle. Whatever you prefer in terms of scenery, be it rugged coastal cliffs, calm glassy lakes, sandy beaches or snow-capped mountains, there is a national park to accommodate your taste. Since 1955 more than 70 historic parks and major sites have been created and about 650 persons, places and events have been commemorated. Parks Canada turns back the clock to offer Canadians a look at people and places from our colourful past.

Pamphlets are available on all national parks and national historic parks and sites. These indicate the names and locations of the parks and provide information on activities and facilities available. Write to:

---

**Parks Canada  
114 Garry Street  
Winnipeg, Manitoba  
R3C 1G1**

---

## **Communications**

When you've been looking forward to relaxing with your favorite television program it's annoying to find that your TV set is "acting up."

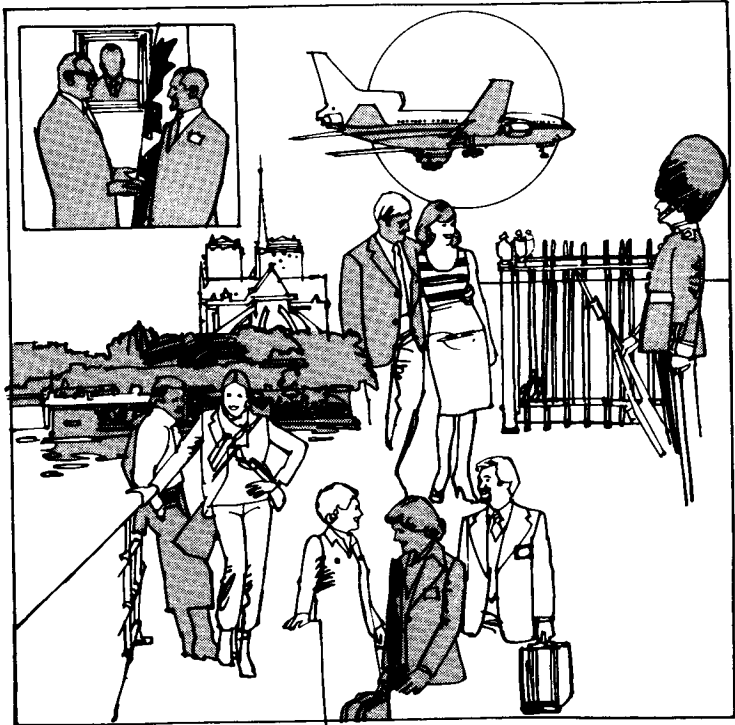
The federal government has a brochure, *For better television reception*, that can help you improve the quality of your picture. It discusses different types of antennas and how to install and use them effectively.

Thousands of Canadians now own General Radio Service (GRS) radios, more popularly known as Citizen Band (CB) radios. More and more frequently, these radios are being used for many communications purposes.

A booklet called *Information and Licence Application Form (Citizens Band-CB)* has been prepared to help users get the best results from General Radio Service. It contains information that is especially useful if you are considering buying or operating a two-way GRS radio. As a licence is required to operate the radio, a licence application form and temporary permit are attached. For copies of these brochures and additional information write to:

---

**Government of Canada  
Department of Communications  
Central Regional Office  
Room 200  
386 Broadway Avenue  
Winnipeg, Manitoba  
R3C 3Y9**



## Canadians Abroad

Whether you are travelling for pleasure or on business, the federal government attempts to ensure that your trip goes as smoothly as possible. The government also encourages Canadian participation in development programs abroad.

## Passports

Most countries require visitors to carry passports. To obtain yours you must first fill out an application form, available free of charge from post offices, travel agencies, customs or immigration offices, citizenship courts or regional passport offices. After you have filled in the required information, which must include the name of a guarantor who fulfils the conditions listed on the form, attach two photographs of yourself, your birth certificate or citizenship certificate and a certified cheque or money order for the required amount, and send it to:

---

**Passport Office**  
**External Affairs Canada**  
**Lester B. Pearson Building**  
**125 Sussex Drive**  
**Ottawa, Canada**  
**K1A 0G3**

or present it in person at the following address:

---

**Regional Passport Office**  
**External Affairs Canada**  
**Suite 1310**  
**Richardson Building**  
**1 Lombard Place**  
**Winnipeg, Manitoba**  
**R3B 0X3**

Because of the number of applications received, it is wise to apply for your passport well in advance of your proposed trip. Your passport is valid for five years beginning the day it is issued. It is not renewable. You must re-apply when the five-year period expires.

## Customs

Before leaving Canada, you might like to pick up the Customs and Excise booklet, *I Declare*. It will brief you on everything you should know, when returning from abroad, to make your Canadian Customs clearance formalities as fret-free and easy as possible.

You can obtain a copy of the booklet from:

---

**Customs Office**  
**Revenue Canada**  
**Federal Building**  
**269 Main Street**  
**Winnipeg, Manitoba**  
**R3C 1B3**

## Immunization

Depending on the country that you intend to visit, you may be required to be immunized against certain diseases. Health and Welfare Canada has a brochure, *A Guide For International Travellers*, that lists required and recommended immunization for different countries.

If you would like to receive the guide, write to:

---

**Medical Services Branch**  
**Health and Welfare Canada**  
**Jeanne-Mance Building**  
**Tunney's Pasture**  
**Ottawa, Canada**  
**K1A 0L3**

As immunization requirements change periodically, it would be advisable to contact your nearest health unit for possible changes.

## Warm Climates

If you are travelling to a warm climate, you may be interested in obtaining a pamphlet, *Staying Healthy in Warm Climates*, that includes information on immunization protection, heat disorders and insect-borne diseases and contains a list of fluids and foods that should be avoided.

This pamphlet can be obtained by writing to:

---

**Medical Services Branch  
Health and Welfare Canada  
Jeanne-Mance Building  
Tunney's Pasture  
Ottawa, Canada  
K1A 0L3**

---

## Assistance to Canadians

If you're in a foreign country and you find yourself in need of assistance due to illness, an accident, theft of your money or some similar misfortune, don't hesitate to request help from the nearest Canadian diplomatic or consular office. Representatives of the Canadian government will give advice appropriate to the circumstances and they will do their best to provide you with the required services. If need be, they will also help you contact a doctor, hospital, lawyer or family back home. A word of warning: our government representatives cannot intervene in any country's legal proceedings in which you may be involved.

If you plan to reside in or visit a country for an extended period,

it is recommended that you register at the Canadian diplomatic or consular post by visiting or writing the post after your arrival. This is particularly important if you are planning to visit or stay in a region in which political conditions are tense or unsettled.

If you should find yourself in an area where there are civil disturbances or natural disasters, contact the nearest Canadian post immediately.

There are more than 100 Canadian embassies and consulates around the world to serve you.

## Airports

If you're going abroad, you'll probably pass through one of Canada's major international airports. The federal government operates these airports and does everything possible to ensure that your trip gets off to a good start.

The government provides numerous safety-oriented services: air traffic control, airport security and maintenance, aircraft inspections, training standards for pilots, telecommunications and meteorological services. As well, competent personnel are available to aid travellers with small children and passengers who require special assistance.

In co-operation with other nations, the Canadian govern-

ment ensures that international aviation standards are upheld; regardless of one's destination, passenger safety and well-being are of prime importance.

## **Serving Overseas**

Service in a developing country may prove to be one of the most satisfying experiences of a lifetime.

Each year about 300 Canadians with special skills are recruited by the Canadian International Development Agency (CIDA) to carry out Canada's programs of co-operation with countries in Asia, Africa, the Caribbean and Latin America, where people are trying to build a better life.

Candidates should be Canadian citizens with sound professional training and at least five years of experience in a particular field. Specialists are needed in such areas as agriculture, agronomy, forestry, economics, financial management, health and many other fields.

If you would like to receive more specific information on this program, please write to:

---

**Human Resources Directorate  
Canadian International  
Development Agency  
Ottawa, Canada  
K1A 0G4**

---

A number of non-governmental organizations that receive some funding from the federal government also seek volunteers for various overseas projects. For more information, write to:

---

**Canadian University Service  
Overseas (CUSO)  
418 Wardlaw Avenue  
Winnipeg, Manitoba  
R3L 0L7**

**Canadian Executive Service  
Overseas (CESO)  
1560 Orange Street  
Winnipeg, Manitoba  
R3E 3H5**

**World University Service  
of Canada  
P.O. Box 3000, Station C  
Ottawa, Canada  
K1Y 4M8**

---



## Careers in the Public Service

To provide all the services mentioned in this guide, the federal government must be able to rely on qualified personnel.



## **Public Service Commission**

You don't have to live in the National Capital Region to work in the federal public service; Canada's public servants are located not only in every major city across the country, but in most of the smaller communities as well. Truck drivers, teachers, lawyers, gardeners, clerical workers, architects, lab technicians — in fact, practitioners of virtually every skill or profession in Canada — put their talents to use in carrying out the programs and policies of the federal government.

If you would like to pursue a career in the public service, application forms are available at your nearest Canada Employment Centre, at most post offices and at all offices of the Public Service Commission of Canada.

Information on careers in the public service is available on all university and community college campuses. If you are about to receive a degree or diploma, consult your placement officer and ask to see the Public Service Commission's brochures and pamphlets. If you have any questions or need additional information, contact your nearest Public Service Commission office or write to:

---

**Public Service Commission  
of Canada  
Room 500  
Credit Foncier Building  
286 Smith Street  
Winnipeg, Manitoba  
R3C 0K6**

---

## **Foreign Service**

As a respected member of the world community, Canada engages in a broad range of international activities. These include diplomatic relations, trade activities, immigration services and the conduct of cultural and information programs about Canada.

Three government departments offer careers abroad: External Affairs; Industry, Trade and Commerce and Employment and Immigration. Foreign service officers are recruited by these departments through annual competitions that are coordinated by the Public Service Commission. These competitions, which involve a written examination, take place in the fall at centres located across Canada.

Candidates must be Canadian citizens, have a university education and an understanding of the Canadian environment and outlook, be able to project a favourable image of Canada, be willing to accept rotational assignments anywhere in the world and know or be willing to learn Canada's other official language. Age is not a selection criterion.

If you would like more information on careers abroad, write to:

---

**Foreign Service Officer  
Recruitment  
Public Service Commission  
of Canada  
300 Laurier Avenue West  
Ottawa, Canada  
K1A 0M7**

---

and ask for the publication *Foreign Service*.

## **Summer Assignments for Students**

The Public Service Commission's Career-Oriented Summer Employment Program (COSEP) arranges challenging summer assignments for students every year. If you are a full-time student at a university, community college or technical institute and are continuing your studies in the fall, you are eligible for this program.

These summer jobs give you an opportunity to take a look at career possibilities that may be open to you after graduation and, equally important, potential employers in the federal government will have an opportunity to watch you work. The summer jobs are related to a variety of disciplines, particularly in the pure and applied sciences, but also in social sciences and administration. People with special skills from all academic levels would be employed in many of the more than 70 federal departments and agencies.

If you would like more information on COSEP, contact the nearest office of the Public Service Commission of Canada.

## **Canadian Armed Forces**

The Canadian Armed Forces is a modern, highly mobile, unified force that provides many opportunities for young Canadians to learn specialized skills and apply them wherever they are needed in Canada or abroad; to achieve higher levels of skill in a specialized trade; to have access to advancement and increases in pay, and to accept additional responsibilities.

To be eligible, you must be over 17 years of age but less than 25, have successfully completed a sound education, be a Canadian citizen and meet the Canadian Armed Forces physical and mental standards.

If you think you would like to pursue a career in the Forces contact your nearest Canadian Forces Recruiting Centre, where a military career counsellor will be available to provide you with more information and answer any of your questions.

Are you interested in a university education unmatched anywhere and a challenging, rewarding career? Through the Regular Officer Training Plan (ROTP) you'll have the opportunity to achieve them. If you qualify, you will receive a university education that is second

to none. Upon graduation you will become a commissioned officer in the Canadian Armed Forces and will be on your way to a career that could take you to the very top of the ladder.

You can obtain complete information on the ROTP from any Canadian Forces Recruiting Centre or write to:

---

**Director of Recruiting and Selection**  
**National Defence Headquarters**  
**Ottawa, Canada**  
**K1A 0K2**

---

## **Canadian Coast Guard**

The Canadian Coast Guard offers an exciting, challenging career to young women and men through its officer training plan. The emphasis is on well-rounded physical education, sound leadership training, good team spirit, modern advanced higher education, and professional knowledge and skills in navigation and engineering. In addition, throughout the three-year term at the college in Sydney, Nova Scotia, cadets receive special training in their second language.

Following graduation you will participate in such activities as ice-breaking, maintaining aids to navigation, investigating marine accidents and, when necessary, cleaning up marine pollution.

To qualify, you must be a Canadian citizen and have successfully completed secondary

school, with algebra, geometry and trigonometry, and the English or French language at graduation level, as well as physics grade 11. You must also have successfully completed a one-year course in the second official language at the secondary level.

Additional information and application forms can be obtained from:

---

**Regional Manager**  
**Personnel Administration**  
**Canadian Marine**  
**Transportation Administration**  
**Transport Canada**  
**Box 10060 Pacific Centre**  
**700 West Georgia Street**  
**Vancouver, British Columbia**  
**V7Y 1E1**

---

## **Royal Canadian Mounted Police**

Narcotics control, the battle against organized crime, maintenance of national security, investigation of commercial crime — if these activities appeal to you, you may be interested in an exciting and rewarding career in law enforcement with the Royal Canadian Mounted Police.

The qualifications for acceptance as a member of the force are basically that you be an 18-year-old Canadian citizen in good health with a grade 12 or equivalent education.

For additional information or an application form, write to:

---

**“D” Division  
Royal Canadian Mounted Police  
1091 Portage Avenue  
Winnipeg, Manitoba  
R3C 3K2**

---

This brochure is one of a number of publications, available free of charge, on the programs and services of the Government of Canada, our country and its system of government. To receive additional copies of this brochure or any of those listed below, please clip and return this form to:

Publications Canada  
P.O. Box 1986, Station B  
Ottawa, Canada  
K1P 6G6

---

Canadian Government Programs and Services

- The Government of Canada at your service in Manitoba***
- The Government of Canada and the small business***
- The Government of Canada and the senior citizen***
- The Government of Canada and agriculture***
- The Government of Canada and youth***
- It's all ours*** — pamphlets on Canada and its resources
- Did you know that . . .*** — interesting facts on different aspects of Canadian life
- How Canadians Govern Themselves*** — a look at our system of government and its institutions
- Other publications on the federal system of government

NAME

---

ADDRESS

---

CITY/TOWN

PROVINCE

---

POSTAL CODE

---

---

## **Information Services of the Government of Canada**

Following is a list of information services of the Government of Canada. If you would like additional information on a particular subject, please do not hesitate to write to the appropriate department or agency.

### **Information Services Agricultural Stabilization Board**

Sir John Carling Building  
930 Carling Avenue  
Ottawa, Canada  
K1A 0C5

**Information Services  
Agriculture Canada**  
Sir John Carling Building  
930 Carling Avenue  
Ottawa, Canada  
K1A 0C7

**Public Affairs  
Air Canada**  
Place Ville-Marie  
Montreal, Quebec  
H3B 3T7

**Office of Public Information  
Atomic Energy Control Board**  
P.O. Box 1046  
Ottawa, Canada  
K1P 5S9

**Public Affairs  
Atomic Energy of Canada  
Limited**  
275 Slater Street  
Ottawa, Canada  
K1A 0S4

**Information Services  
Canada Council**  
255 Albert Street  
Ottawa, Canada  
K1P 5V8

**Information Services  
Canada Institute for Scientific  
and Technical Information  
National Research Council  
of Canada**  
Building M-55  
Montreal Road  
Ottawa, Canada  
K1A 0S2

**Information and  
Communications Centre  
Canada Mortgage and Housing  
Corporation**  
Montreal Road,  
Ottawa, Canada  
K1A 0P7

**Public Affairs  
Canada Post Office**  
Sir Alexander Campbell  
Building  
Confederation Heights  
Ottawa, Canada  
K1A 0B1

**Public Relations  
Canadian Broadcasting  
Corporation**  
1500 Bronson Avenue  
P.O. Box 8478  
Ottawa, Canada  
K1G 3J5

**Information Services  
Canadian Dairy Commission**  
2197 Riverside Drive  
Ottawa, Canada  
K1A 0Z2

Information and Public  
Relations  
**Canadian Film Development  
Corporation**  
P.O. Box 71  
Tour de la Bourse  
Montreal, Quebec  
H4Z 1A8

Communications  
**Canadian Government Office  
of Tourism**  
4th Floor East  
235 Queen Street  
Ottawa, Canada  
K1A 0H6

Information, Education and  
Co-operation Branch  
**Canadian Human Rights Com-  
mission**  
257 Slater Street  
Ottawa, Canada  
K1A 1E1

Public Affairs Division  
**Canadian International  
Development Agency**  
Ottawa, Canada  
K1A 0G4

Public Affairs  
**Canadian National Railways**  
P.O. Box 8100  
Montreal, Quebec  
H3C 3N4

**Canadian Patents and  
Development Limited**  
275 Slater Street  
Ottawa, Canada  
K1A 0R3

**Canadian Pension Commission**  
Veterans Building  
284 Wellington Street  
Ottawa, Canada  
K1A 0P4

Information Services  
**Canadian Radio-Television and  
Telecommunications  
Commission**  
Ottawa, Canada  
K1A 0N2

Information Services  
**Canadian Transport  
Commission**  
Ottawa, Canada  
K1A 0N9

Information Branch  
**Commissioner of Official  
Languages**  
20th Floor  
66 Slater Street  
Ottawa, Canada  
K1A 0T8

Information Services  
**Government of Canada  
Department of  
Communications**  
Journal Tower North  
300 Slater Street  
Ottawa, Canada  
K1A 0C8

Communications Services  
**Consumer and Corporate  
Affairs Canada**  
Ottawa, Canada  
K1A 0C9

Public Information  
Communications Branch  
**Correctional Service of Canada**  
340 Laurier Avenue West  
Ottawa, Canada  
K1A 0P9

Marketing Services  
**Crown Assets Disposal  
Corporation**  
450 Rideau Street  
P.O. Box 8451  
Ottawa, Canada  
K1G 3J8

Communications Section  
**Economic Council of Canada**  
Tower A  
333 River Road  
P.O. Box 527  
Vanier, Ontario  
K1P 5V6

Information and Education  
**Emergency Planning Canada**  
3rd Floor, Tower B  
L.B. Pearson Building  
125 Sussex Drive  
Ottawa, Canada  
K1A 0W6

Public Affairs  
**Employment and Immigration  
Canada**  
Ottawa, Canada  
K1A 0J9

Information - EMR  
**Energy, Mines and Resources  
Canada**  
580 Booth Street  
Ottawa, Canada  
K1A 0E4

Information Directorate  
**Environment Canada**  
Ottawa, Canada  
K1A 0H3

Corporate Communications  
Department  
**Export Development  
Corporation**  
P.O. Box 655  
Ottawa, Canada  
K1P 5T9

Information Services  
**External Affairs Canada**  
L.B. Pearson Building  
125 Sussex Drive  
Ottawa, Canada  
K1A 0G2

Information and Public  
Relations Services  
**Farm Credit Corporation**  
P.O. Box 6309, Station J  
Ottawa, Canada  
K2A 3W9

Information Office  
**Federal Business  
Development Bank**  
901 Victoria Square  
Montreal, Quebec  
H2Z 1R1

Information Division  
**Department of Finance  
Canada**  
Place Bell Canada  
26th Floor North  
160 Elgin Street  
Ottawa, Canada  
K1A 0G5



Information Branch  
**Government of Canada**  
**Fisheries and Oceans**  
240 Sparks Street  
Ottawa, Canada  
K1A 0E6

Promotion and  
Communication  
**Fitness and Amateur Sport**  
365 Laurier Avenue West  
Ottawa, Canada  
K1A 0X6

**Press Secretary to the**  
**Governor General**  
Government House  
Ottawa, Canada  
K1A 0A1

Information Services  
**Harbours Board Canada**  
320 Queen Street  
Ottawa, Canada  
K1A 0N6

Information Directorate  
**Health and Welfare Canada**  
Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Canada  
K1A 0K9

Communication and  
Information  
**Indian and Northern Affairs**  
**Canada**  
Ottawa, Canada  
K1A 0H4

Public Communications  
**Indian and Inuit Affairs**  
**Indian and Northern Affairs**  
**Canada**  
Ottawa, Canada  
K1A 0H4

Public Communications  
**Northern Affairs Program**  
**Indian and Northern Affairs**  
**Canada**  
Ottawa, Canada  
K1A 0H4

Public Information Branch  
**Government of Canada**  
**Industry, Trade and Commerce**  
235 Queen Street  
Ottawa, Canada  
K1A 0H5

Information Services  
**Department of Justice Canada**  
Justice Building  
Ottawa, Canada  
K1A 0H8

Public Relations  
**Labour Canada**  
Ottawa, Canada  
K1A 0J2

Information and Reference  
Branch  
**Library of Parliament**  
Parliament Buildings  
Ottawa, Canada  
K1A 0A9

Information Directorate  
**Metric Commission Canada**  
1st Floor East  
240 Sparks Street  
Ottawa, Canada  
K1A 0H5

**Public Communications  
Division  
National Capital Commission**  
161 Laurier Avenue West  
Ottawa, Canada  
K1P 6J6

**Information Services  
National Defence**  
101 Colonel By Drive  
Ottawa, Canada  
K1A 0K2

**Information Services  
National Energy Board**  
Trebla Building  
473 Albert Street  
Ottawa, Canada  
K1A 0E5

**Information Services  
National Farm Products  
Marketing Council**  
300 Sparks Street  
Ottawa, Canada  
K1R 7S3

**Main Office  
National Film Board of Canada**  
P.O. Box 6100  
Saint-Laurent, Quebec  
H3C 3H5

**Information Services  
National Gallery of Canada**  
Elgin and Slater Streets  
Ottawa, Canada  
K1A 0M8

**Public Relations  
National Library of Canada**  
395 Wellington Street  
Ottawa, Canada  
K1A 0N4

**Information Services  
National Museums of Canada**  
21st Floor  
L'Esplanade Laurier  
Ottawa, Canada  
K1A 0M8

**Communications Division  
National Parole Board  
of Canada**  
Sir Wilfrid Laurier Building  
340 Laurier Avenue West  
Ottawa, Canada  
K1A 0R1

**Public Information Branch  
National Research Council  
of Canada**  
Montreal Road  
Ottawa, Canada  
K1A 0R6

**Information Division  
Parks Canada**  
Ottawa, Canada  
K1A 1G2

**Information Services  
Public Archives of Canada**  
395 Wellington Street  
Ottawa, Canada  
K1A 0N3

**Information Directorate  
Public Service Commission  
of Canada**  
300 Laurier Avenue West  
Ottawa, Canada  
K1A 0M7

**Information and  
Public Relations  
Public Works Canada**  
Sir Charles Tupper Building  
Confederation Heights  
Riverside Drive  
Ottawa, Canada  
K1A 0M2

**Publications Canada**  
P.O. Box 1986, Station B  
Ottawa, Canada  
K1P 6G6

Public Relations Division  
**Government of Canada**  
**Regional Economic Expansion**  
Ottawa, Canada  
K1A 0M4

Public Relations Branch  
**Revenue Canada**  
**Customs and Excise**  
7th Floor  
Connaught Building  
Mackenzie Avenue  
Ottawa, Canada  
K1A 0L5

Information Services Branch  
**Revenue Canada**  
**Taxation**  
7th Floor  
123 Slater Street  
Ottawa, Canada  
K1A 0L8

Public Relations  
**Royal Canadian Mint**  
6th Floor, Tower B  
Place Vanier  
355 River Road  
Vanier, Ontario  
K1A 0G8

Public Relations Branch  
**Royal Canadian Mounted**  
**Police**  
1200 Alta Vista Drive  
Ottawa, Canada  
K1A 0R2

Communications Services  
Division  
**Ministry of State**  
**Science and Technology**  
**Canada**  
Martel Building  
270 Albert Street  
Ottawa, Canada  
K1A 1A1

Public Affairs  
**Science Council of Canada**  
100 Metcalfe Street  
Ottawa, Canada  
K1P 5M1

Communications Branch  
**Department of the Secretary**  
**of State of Canada**  
Ottawa, Canada  
K1A 0M5

Public Relations  
**Small Business Secretariat**  
300 Slater Street  
Ottawa, Canada  
K1A 0H5

Communications Division  
**Solicitor General of Canada**  
Sir Wilfrid Laurier Building  
340 Laurier Avenue West  
Ottawa, Canada  
K1A 0P8

Information Division  
**Statistics Canada**  
R.H. Coats Building  
Tunney's Pasture  
Ottawa, Canada  
K1A 0T6

Information Services  
**Status of Women Canada**  
Room 1012  
151 Sparks Street  
Ottawa, Canada  
K1A 1C3

Information Services Branch  
**Supply and Services Canada**  
Ottawa, Canada  
K1A 0S5

Public Affairs Branch  
**Transport Canada**  
21st Floor  
Transport Canada Building  
Place de Ville  
Ottawa, Canada  
K1A 0N5

Communications Division  
**Treasury Board of Canada**  
19th Floor South  
Place Bell Canada  
160 Elgin Street  
Ottawa, Canada  
K1A 0R5

Public Relations  
**Veterans Affairs Canada**  
284 Wellington Street  
Ottawa, Canada  
K1A 0P4

Public Affairs  
**Via Rail Canada Inc.**  
P.O. Box 8116  
1801 McGill College Avenue  
Montreal, Quebec  
H3C 3N3

- NOTES -