



**Report
of the
Department
of the
Secretary of State
of Canada
for the
year ending
March 31
1970**

P.G. - BIBLIOTHEQUE
UNIVERSITÉ DE SHERBROOKE

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INTRODUCTION

This report reviews all the activities of the various branches of the Department of the Secretary of State and the Translation Bureau from April 1, 1969 to March 31, 1970.

The portfolio of the Secretary of State also includes the corporations, commissions and other institutions shown in the organization chart in Appendix I. These institutions, however, draw up their own annual reports.

The major change in this year's report is the addition of a section on the official languages program. Responsibility for this program was assigned to the Department of the Secretary of State at the end of the 1968-1969 fiscal year.

The National Museums of Canada and a number of other institutions have continued to make use of the services of the Personnel Administration Branch and, to a certain extent, the Department's financial and administrative services.

In the course of the 1969-1970 fiscal year, the Department of the Secretary of State was involved chiefly in the areas of cultural affairs, citizenship, official languages programs, translation, and support to post-secondary education.

ARTS AND CULTURAL SUPPORT BRANCH

The Arts and Cultural Support Branch conducts research and draws up programs for the purpose of enriching the cultural life of Canadians. It establishes, promotes and supports nation-wide programs which further the objectives of federal cultural agencies.

The Branch cooperates with federal institutions in the fields of broadcasting, films and artistic activities such as theatre, the plastic arts and letters, as well as with museums and public and private organizations devoted to the development of culture in Canada.

Grants

During the 1969-1970 fiscal year, grants amounting to \$206,500 were extended to the following organizations:

Canadian Museums Association	\$60,000
Canadian Folk Arts Council	\$50,000
Canadian Craftmen's Association	\$10,000
Royal Canadian Academy of Arts	\$13,500
Canadian Conference of the Arts	\$68,000
York University	\$ 5,000

The Fathers of Confederation Memorial Building Trust also received a grant in the amount of \$175,000 for the maintenance and operation of the Confederation Centre in Charlottetown, P.E.I.

Study on Cultural Policy

The Branch undertook a detailed examination of federal cultural policy with a view to determining new directions and procedures.

Conferences

The Department of the Secretary of State supported conferences dealing with artistic and cultural matters such as fiscal reform and the arts, the Copyright Act, and the role of the museums.

Educational Radio and Television

The Department of the Secretary of State has adopted a policy of extending assistance to provincial authorities so that existing broadcasting facilities can be used for educational television programs. Accordingly, provincial education ministers and the Secretary of State arrived at a definition of what constituted educational radio and television. Through the good offices of the Department, an agreement was signed between the Canadian Broadcasting Corporation and the Ontario government. As a result, Channel 19 in Toronto became the first in Canada to be reserved exclusively for educational radio and television.

The Department of the Secretary of State also coordinated the signing of agreements between the Canadian Broadcasting Corporation and the Alberta government whereby a CBC television station in Edmonton would broadcast educational programs.

Films

At the end of the year, a film coproduction agreement was on the point of being concluded with Italy. Negotiations with Britain and Belgium regarding similar agreements were also in progress.

STATE CEREMONIAL AND SPECIAL EVENTS

Manitoba Centennial

In November 1969, the federal government announced its intention of participating in the Manitoba Centennial celebrations. To this end, the government extended a grant of \$5. million for the construction of memorial buildings and \$500,000 for ceremonies to mark the Centennial.

Decorations Committee

The State Ceremonial and Special Events Division lent administrative assistance to the interdepartmental Decorations Committee for implementation of the government's policy regarding the acceptance and wearing of orders, decorations and medals awarded to Canadians by foreign countries.

Dominion Day Celebrations

To mark Dominion Day on July 1, the Division organized and directed ceremonies on Parliament Hill and in the National Capital Region.

Messages from the Sovereign

Arrangements were made for sending congratulatory messages from the Queen to 1,088 couples on the occasion of their fiftieth or sixtieth wedding anniversaries and to 231 persons celebrating their one hundredth birthdays.

OFFICIAL LANGUAGES PROGRAM

Introduction

During the final quarter of the 1968-1969 fiscal year, the Cabinet entrusted the Department of the Secretary of State with the general responsibility of coordinating all government policies respecting the official languages within federal departments and agencies.

In carrying out this mandate, the Department endeavoured to achieve three major objectives:

1. to ensure that French and English enjoyed equal status in federal institutions;
2. to encourage the cultural and linguistic development of French-language and English-language groups in areas in which they constitute a minority;
3. to promote the use of both official languages in sectors which do not come under federal authority.

In pursuit of these objectives, the Department at the beginning of 1969 created four branches which fall under the jurisdiction of an Assistant Under Secretary of State:

Bilingualism Programs Branch
Social Action Branch
Language Administration Branch
Research and Planning Branch

BILINGUALISM PROGRAMS BRANCH

The primary functions of the Bilingualism Programs Branch are to prepare policy and make recommendations respecting the expansion of bilingualism in the Public Service and to act as a coordinator and advisor to departments and agencies with regard to implementation of the bilingualism policy adopted by the government. The Branch is also responsible for ensuring that federal institutions meet the requirements of the Official Languages Act.

In order to achieve these various objectives, the Bilingualism Programs Branch created the six sections described below:

1. **Coordination** – Advises and assists departments and agencies and their bilingualism advisors in applying the government's policy in matters of bilingualism.
2. **Administrative Policy** – Resolves difficulties related to the government's practices in the field of bilingualism.
3. **Personnel Policy** – Assists in preparing and coordinating, throughout the administration, governmental policy to the effect that federal institutions reflect the linguistic and cultural values of English-speaking and French-speaking Canadians.
4. **Extension** – Develops and coordinates programs enabling senior officers of the Public Service to improve their knowledge of the second language and increase their understanding of the two cultures.
5. **Task Force – French Language Units** – In departments and agencies, facilitates the creation of units in which French is the language of work.
6. **Special Projects** – Draws up and implements special projects concerning bilingualism, particularly programs which enable employees to maintain their linguistic abilities; gives administrative support to the Bilingual Districts Advisory Board; organizes discussions for employees on the subject of the bilingualism policy.

In 1969-1970, the Branch formulated recommendations for the Cabinet with regard to bilingualism programs in the Public Service. It also evaluated the effectiveness of governmental programs designed to establish institutional bilingualism and analyzed progress achieved to date. As well, the Branch took part in various interdepartmental studies on the implications of the recommendations of the Royal Commission on Bilingualism and Biculturalism.

The Branch provided secretarial services to the Senior Committee on Bilingualism Policy. It cooperated with the departments in the preparation of measures for maintaining knowledge of the second language and coordinated and directed the activities of bilingualism advisors in all departments. In addition, the Branch provided administrative support to the Bilingual Districts Advisory Board.

SOCIAL ACTION BRANCH

The following are the objectives of the Social Action Branch:

- (a) to ensure that official language minorities continue to flourish and to encourage their participation in Canadian society without the risk of losing their identity;
- (b) to promote a better understanding between the two official language communities.

The Branch came into operation in August, 1969. During the last eight months of the fiscal year, major programs were launched in several provinces.

Through these programs an attempt is being made to meet the needs of associations and agencies whose objectives correspond to those of the government as defined above. Organizations and groups receiving grants must play a part in carrying out their own projects.

The Branch awards sustaining grants to provincial associations representing the official language minorities in their provinces. In addition, it may make funds available for:

Cultural exchanges organized for the purpose of bringing cultural events to isolated communities;

Social animation programs designed to encourage communities to play a greater role in their own social and cultural development;

Seminars and conferences enabling cultural and regional groups to exchange views on such subjects as bilingualism and national unity;

Youth activities which meet the special needs of young people;

Cultural centres whose activities enrich the cultural heritage of isolated groups;

International participation enabling heads of organizations to participate in international conferences and events;

Special or national projects designed to assist national and ethnic associations and special or experimental programs which do not fall under the previous categories.

During the 1969-1970 fiscal year, 109 grants were approved for a total amount of \$1,015,680. This amount includes grants extended by the Citizenship Branch before the Social Action Branch was set up.

Under the sustaining grants program, provincial associations received \$115,600 in direct aid to enable them to maintain their secretariats, extend their range of activities and improve their services.

Under the social animation program, eight provincial associations were awarded grants amounting to \$312,621. The program is carried out by officers trained in regional development. During the 1969-1970 fiscal year, the Branch directed its efforts in particular to the training of some 200 specialists in human relations and group dynamics. At the regional and provincial level, 20,000 persons attended social animation sessions.

In the context of the youth activities program, an amount of \$20,952 was distributed in the form of grants for projects designed to assist young people develop their interest in their mother tongue and culture. The great majority of the grants were distributed in Ontario, the only province in which young people are organized on a province-wide basis. Talks with local leaders took place in most of the provinces with a view to the preparation of programs which would enhance the cultural life of young people belonging to the official language minority.

With regard to the cultural centres program, a sum of \$240,700 was provided for local initiatives of a cultural nature: cultural clubs, coffee houses, theatrical groups, choirs and film societies.

The cultural exchange program makes cultural events accessible to small localities. An amount of \$66,336 was granted for this purpose.

In the context of the seminars and conference program, 17 projects received grants totalling \$70,750; as well, two grants amounting to \$16,471 were extended for international participation; finally, through the special and national projects program, 14 national and regional organizations received funds amounting to \$172,250.

LANGUAGE ADMINISTRATION BRANCH

The primary task of the Language Administration Branch is to promote use of the two official languages in organizations which do not fall under the jurisdiction of the Public Service Commission. It thus works toward attainment of the third major objective of the official languages program.

The Branch furthers the official languages policy in areas in which the federal government can act only through encouragement and persuasion. Its work involves enlisting the cooperation of provincial governments and private bodies in favouring use of the two official languages throughout Canada.

The Branch carries out its functions through two divisions. The first is concerned with relations with the provinces, the second with relations with the non governmental sector (industrial and commercial firms, associations, universities).

Federal-Provincial Relations Division

The Federal-Provincial Relations Division extends financial assistance to the provinces to enable them to introduce their own official languages programs in areas under their jurisdiction, particularly in matters of education. Following acceptance of a number of the conclusions contained in *Book II (Education) of the Report of the Royal Commission on Bilingualism and Biculturalism*, the federal government announced that it was prepared to grant up to \$50 million in financial aid to the provinces during 1970-1971. These funds are intended to be used for implementing the Report's recommendations to the effect that official language minorities in Canada be taught in their own language and that the second official language be taught to groups representing the linguistic majority.

In cooperation with the provincial governments, the Division determines the extent of and conditions relating to federal aid to bilingualism in the educational sector and in other areas under provincial authority.

External Relations Divisions

Following publication of *Book III (The Work World) of the Report of the Royal Commission on Bilingualism and Biculturalism*, the External Relations Division planned activities and programs designed to promote both individual and institutional bilingualism in the private sector.

RESEARCH AND PLANNING BRANCH

The Research and Planning Branch supports the official languages program in three major areas: planning, research and evaluation.

The Branch is responsible for coordinating the development of specific objectives and the allocation of resources to ensure that the program reaches its goal of encouraging Canadians to use both official languages. It is also responsible for studying means of assisting official language minority groups, promoting bilingualism in the Public Service and helping the provinces and the private sector with their bilingualism programs.

The Branch must also establish criteria for evaluating the effectiveness of bilingualism programs and, in the light of data gathered, make recommendations for modifying program directions and procedures.

CITIZENSHIP

CITIZENSHIP REGISTRATION

During the 1969 calendar year*, 59,900 people were granted Canadian citizenship. These figures roughly correspond to those of 1968.

In 1968, 62,295 certificates were issued to Canadians as proof of their Canadian citizenship; in 1969 this figure rose to 100,395. The increase is largely the result of new regulations requiring all Canadians born outside Canada to produce a citizenship certificate in order to obtain a Canadian passport.

*Since D.B.S. citizenship statistics are prepared for the calendar year, this section of the Annual Report is based on the calendar year rather than the fiscal year.

With the object of improving its services to the public, the Citizenship Registration Branch undertook to decentralize its operations. In the future, it will take only a few days to prepare a citizenship certificate. During 1969, a permanent office of the Vancouver Citizenship Court was opened in Victoria.

In cooperation with private organizations and federal institutions, Canadian citizenship courts organized ceremonies to award citizenship certificates and gave receptions in honour of new Canadian citizens. In May of 1969, all the courts participated in ceremonies designed to emphasize the importance of Canadian citizenship.

Appendix B gives a table indicating the number of citizenship certificates issued since 1949, and Appendix C contains a table giving the distribution of persons who received Canadian citizenship certificates by country of former citizenship and period of immigration to Canada.

CITIZENSHIP BRANCH

The purpose of the Citizenship Branch is to contribute to national solidarity by encouraging citizens to participate in Canadian society; the Branch thus acts as a liaison between the federal government and voluntary associations in Canada.

By joining one or more voluntary associations, a citizen is better able to influence his country's social, political and cultural life. It is primarily through grants to these organizations that the Citizenship Branch endeavours to help underprivileged Canadians overcome the obstacles which prevent them from participating more actively in Canadian society.

On March 31, 1970, the Branch had a network of field offices in 16 urban centres of Canada: St. John's, Moncton, Halifax, Quebec City, Montreal, Rouyn, Ottawa, Toronto, Thunder Bay, Hamilton, London, Sudbury, Winnipeg, Regina, Edmonton and Vancouver.

During the 1969-1970 fiscal year, the Citizenship Branch awarded 249 grants totalling \$1,082,472 to various voluntary organizations to help them carry out projects and programs.

Most of the Branch's activities centre around four major programs: human rights, ethnic participation, Indian participation and travel and exchange.

Travel and Exchange

The goals of Travel and Exchange are to strengthen national unity and promote a national identity by helping Canadians learn more about themselves and their role in world society.

Travel and Exchange is made up of three distinct programs:

1. Young Voyageur Program

This program is administered jointly by the federal government and the provincial governments concerned. In 1969, 3,432 high school students accompanied by 286 adults participated in the program.

2. Travel and Exchange Program for Voluntary Agencies

This program provides financial assistance to voluntary agencies wishing to organize travel and exchange programs in Canada. In 1969-1970, grants totalling \$382,245 were awarded to 70 agencies, thereby allowing 11,000 persons to travel.

3. International Program for Voluntary Agencies

Thirty-eight grants amounting to \$100,000 were approved for agencies engaged in international travel and exchange programs in which 1,103 people participated.

Ethnic Participation

The Ethnic Participation Division encourages immigrants and minority ethnic groups to take part in the social and cultural life of Canada. It promotes and financially supports instruction in the official languages for newcomers to the country.

The Division works in the three main areas:

- ethnic participation;
- integrative services;
- language instruction for immigrants.

Under the ethnic participation program in 1969-1970, financial assistance of more than \$25,000 was given to voluntary agencies for projects designed to encourage ethnic groups to participate in the social and cultural life of Canada. Grants were awarded: the National Chinese Conference on Urban Renewal as Affecting Chinatowns, held in Calgary; the International Centre in Winnipeg; *La Fraternité Canadienne de Québec*; the Inter City Project in Vancouver; a special project for immigrants in Williams Lake, British Columbia, who speak Punjabi; the Black United Front Organization of Halifax; and the Y.M.C.A. in Edmonton and Calgary.

Division officials helped organize conferences for Polish and Ukrainian youth in Vancouver and Toronto.

The Ethnic Participation Division provided government agencies with a detailed appraisal of many ethnic organizations and institutions on request. Division officers maintained contact with ethnic press editors and leaders of ethnic communities. They also analyzed foreign language newspaper articles published by Canadian ethnic groups and continued to distribute summaries and excerpts of articles which might interest other government departments and agencies.

Under federal-provincial agreements, the Division extended more than \$600,000 for instruction in the official languages and citizenship courses.

Indian Participation

This program subsidizes native Indian organizations to enable them to implement social development and adult education programs. Indian people moving to urban areas receive assistance through community organizations.

Grants totalling \$540,000 were awarded to ten Indian organizations in British Columbia, Alberta, Saskatchewan, Manitoba, New Brunswick, Nova Scotia and the Northwest Territories.

Three citizens' organizations which assist Indians – the Indian-Eskimo Association, the Citizenship Council of Manitoba and the Minnedosa 4F Council of Manitoba – were also awarded grants totalling \$19,300.

Grants amounting to \$198,241 were awarded to 31 community organizations.

The Citizenship Branch coordinated the implementation of cost-sharing agreements between the federal government and the provinces of Manitoba, Saskatchewan and Alberta respecting the establishment and operation of community organizations in these provinces. Under these agreements, the federal government pays a maximum of \$30,000 a year to Alberta and Manitoba and \$20,000 to Saskatchewan.

Human Rights

During the 1969-1970 fiscal year, the activities of the International Year for Human Rights held in 1968 had to be concluded.

The Department of the Secretary of State extended grants and services to various local and regional voluntary organizations interested in human rights, and to the Canadian Council for Human Rights to help it set up a permanent national organization.

Among the community groups which received this assistance were the 4H Club of Manitoba, the Mayor's Committee of Sudbury, the British Columbia Civil Liberties Association, the New Brunswick and Nova Scotia Associations for the Advancement of Coloured People and university human rights groups in New Brunswick and Prince Edward Island. Grants were also awarded to the United Nationals Association for a student conference organized at United Nations headquarters in New York, and to a regional Atlantic conference on human rights.

The Citizenship Branch distributed information on human rights in Canada, international agreements and their application, and human rights programs. The brochure entitled "Let's Take a Look at Prejudice and Discrimination" was revised, published and distributed free of charge and the "Human Rights Review" was reprinted. Periodical reports were written in both official languages to be sent to the United Nations through the Department of External Affairs. These reports discussed such topics as freedom of the press, economic, social and cultural rights, civil and political rights, and activities concerning human rights.

The Department of the Secretary of State is a member of the Interdepartmental Committee for Human Rights and acts as a centre for information on United Nations fellowships and conferences. During the year, the Department participated in discussions preliminary to a conference on human rights in Canada and the International Year for Action to Combat Racism and Racial Discrimination in 1971.

Research and Documentation

The Ethnic Press Analysis Service which provides information on ethnic groups and their activities was added to the Research and Documentation services during 1969-1970.

A new service, *Medalog*, which provides a series of monographs on ethnic groups was set up during the summer of 1969. This service examines material on ethnic organizations and prepares information on the origins, culture, language, and history of immigration and settlement of each ethnic group in Canada. The first monograph dealt with German immigrants and was completed in December 1969.

In the area of organization and community development, the services prepared an index of analyses of community groups and a study of methods of promoting citizenship.

Research grants enabled the Canadian Association for Adult Education to publish two works, *Advisory Boards and Councils* and *Government Grants to Voluntary Organizations*.

EDUCATION SUPPORT BRANCH

During the 1969-1970 fiscal year, the Branch continued to carry out its main function of administering Part II of the Federal-Provincial Fiscal Arrangements Act, 1967, and its Regulations. This Act which came into force during the 1967-1968 fiscal year provides for transfers of federal funds to the provinces to help them meet the increasing cost of post-secondary education.

In 1969-1970 the total amount of payments made in respect of eligible expenditures rose to \$285,896,000. The table in Appendix E gives further details regarding the 1967-1968, 1968-69 and 1969-1970 fiscal years.

To ensure that the Act was applied, the Branch was obliged to maintain increasingly close relations with other federal departments which, in conjunction with educational institutions, are concerned with education programs. The Branch's employees remained in constant contact with these groups.

During the year the Branch undertook two important research works:

The first is entitled *Federal and Provincial Student Aid in Canada, 1966-1967 and 1967-1968*, and completes the *Post-Secondary Student Population Survey* published by the Dominion Bureau of Statistics in March 1970.

The second, a detailed study on *Education in Canada to 1970 and After*, was carried out at the request of the federal government's interdepartmental subcommittee on post-secondary education.

A comparative study of the operating costs of the various faculties in 23 universities was scheduled for publication at the end of the fiscal year. This study, financed by the Department over the past three years, was carried out jointly by the Association of Universities and Colleges of Canada, the Canadian Association of University Business Officers and the Canadian Association of University Teachers. The Branch also subsidized a publication entitled *Who Doesn't Get to University – and Why*, published by the Association of Universities and Colleges of Canada and authored by Professor R.M. Pike of Queen's University.

TRANSLATION BUREAU

The Translation Bureau was founded by Parliament in 1934 in order to centralize all translation carried out in the federal administration.

During the 1969-1970 fiscal year the Translation Bureau:

- established an interdepartmental committee to determine priorities;
- set up a task force to study problems related to the quality of translations and recruitment of translators;
- created a new branch responsible for all legal translations;
- established standards for equipping rooms to be used for simultaneous interpretation;
- continued to award grants to students in translation at university level.

By the end of the year the Bureau was again faced with complex problems caused mainly by a lack of staff. During the 1969-1970 fiscal year, 98 translators were hired as compared to 49 during the previous year. On March 31, 1970 the Bureau had 621 employees including administrative support staff, an increase over the previous year's figure of 525.

Interdepartmental Committee

This committee, established under Section 14 of the Translation Bureau Regulations (P.C. 1968-1888), held its first meeting on December 9, 1969. The Committee determined priorities with regard to delayed translations and studied the translation needs of federal courts under the new Official Languages Act.

Task Force Proposals

During the report year, the Translation Bureau set up a task force to study problems related to the quality of translation and recruitment of translators. The task force was composed of a Public Service Commissioner, the Superintendent of the Translation Bureau, the Chief of the Linguistic and Translation Department of the CBC, and the Dean of the Faculty of Arts of the University of Montreal.

The task force examined the following points:

1. measures to eliminate unnecessary translation;
2. submission in sections of long texts for translation;

3. a translators' training course in France;
4. retraining courses for translators at Canadian universities;
5. inviting prominent translators to participate in seminars, perhaps as part of the France-Canada Cultural Agreement;
6. continuation of the grants program for students in translation for a minimum of ten years;
7. means of publicizing opportunities for training and careers in translation;
8. in view of its success to date, intensifying the campaign to recruit translators in Europe;
9. recruiting free-lance translators;
10. expanding the translation services in Montreal and Quebec;
11. naming the translator along with the author.

Judicial Branch

The Translation Bureau created the Judicial Branch which groups together the translation divisions of the Supreme Court of Canada, the Exchequer Court of Canada and the central division responsible for meeting the translation needs of the various federal courts of record. The Bureau also provided for the creation of a translation division in the Canadian Transport Commission during the 1970-1971 fiscal year.

Parliamentary and General Sector

Committees

A translation method designed to save time and introduced on an experimental basis in the 1968-1969 fiscal year gave such satisfactory results that it was extended to all parliamentary committees. Under this new system, a team of translator-revisers edits translations for publication using the transcript of the simultaneous interpretation of committee proceedings. A division was created to do this work for the House of Commons. Another division is being planned for the Senate's work.

Interpretation

The work load of the division responsible for interpreting House and Senate proceedings expanded as a result of increasing committee activity and the introduction of the above system. The division was responsible for providing interpretation services for all committee proceedings.

In addition to the regular services provided to government departments and agencies, the Translation Bureau lent assistance two or three times a week throughout the year to the Public Services Staff Relations Board and to various other international conferences and organizations, namely the Food and Agriculture Organization (for the Codex Alimentarius), the International Labour Organization and the Colombo Plan Secretariat.

Rooms must be specially equipped for simultaneous interpretation. In the past year, technical standards were developed and applied in cooperation with the Department of Public Works. By the end of the year, there were 12 rooms in Ottawa more or less permanently equipped for this purpose.

In accordance with the provisions of the Official Languages Act, the division provides simultaneous and consecutive interpretation in the Supreme Court and Exchequer Court where the necessary equipment has been installed.

New Divisions

A translation division was set up in Quebec City and the staff of the Montreal Division was increased. A translation division was also created in the Department of the Secretary of State.

Foreign Languages

Science and technology have given rise to an increased demand for foreign language translations. The Bureau translated more than 900 research papers and technical reports mainly of Russian, German, Japanese, Italian and Scandinavian origin. The National Science Library provides copies of these translations to individuals on request.

The Translation Bureau supplied interpretation, translating and typing services in Russian, Japanese, German, Spanish, Italian, Swedish and Czech on the occasion of visits and international conferences.

Other Sectors

As a result of the wider application of the policy on bilingualism and the growing number of task forces and conferences, activity in the Scientific and Technical Branch and the Administrative and Financial Branch has increased considerably.

Texts sent to these divisions have become more technical and more closely related to modern management methods. Some of the subjects which have added to the complexity of the work are astronautics, data processing, telecommunications, social security and statistics. An example is the translation of the *White Paper on Tax Reform*.

Development

Training

The Translation Bureau's Training School provided theoretical and practical training for 42 candidates and also served as a reception centre for new translators from Europe or elsewhere.

The university training grants program was extended. During the summer, the Translation Bureau allows grant-aided students to attend practical training courses.

A course in conference and escort interpretation techniques was organized in which 15 translators from the Bureau participated.

Terminology

The Terminology Centre continued to issue its monthly publication, *L'Actualité Terminologique* (circulation: 1,200). It also published four new bulletins containing more than 1,300 terms related to supermarkets, hockey, federal laws and tape recording. The bulletins were made available to government translators and agencies, and were sent on request to other translators and translation services in Canada and abroad. The publications were also sent on an exchange basis to a great number of terminology centres, universities and libraries in Canada and other countries.

In the past year, the Terminology Centre compiled 14,176 new index cards of which it now has 90,000 in its central file. It established vocabulary lists for 19 subjects (4,050 terms) and cooperated with federal and provincial organizations in drawing up various lexicons and vocabularies. It also approved 21,788 terms which will appear in the new edition of the Canadian Military Dictionary.

At the end of the year, the Terminology Centre's library contained almost 1,800 reference works and was receiving 38 technical or linguistic reviews and periodicals. Since September 1969, it has published a quarterly bulletin of its acquisitions which is distributed to all translation divisions and most departmental libraries.

Production

The Production Branch coordinated the activities of the departmental divisions and provided administrative services to the Bureau as a whole. To handle unforeseeable demand, the Branch assumed responsibility for free-lance translation.

In the fiscal year considered, total production amounted to 102,511,387 words and 474,447 hours of various services such as interpretation, revision of translations, revision of texts and research, compared to the previous year's 89,405,000 words and 210,000 hours.

Appendix F summarizes the Translation Bureau's production for 1969-1970.

FINANCIAL AND GENERAL ADMINISTRATION BRANCH

The Financial and General Administration Branch comprises six divisions responsible for financing all the programs* implemented in the Department of the Secretary of State and for giving assistance of a general nature. The Branch also coordinates financial matters between the Department and its associated agencies and ensures the efficient operation of the other divisions.

With the help of a planning officer, the Branch studied a proposed reorganization of its staff and services planned for 1970-1971.

Financial Administration

The Financial Administration Division conducted reviews of the Department's programs and drafted a number of financial reports; it verified claims for payment of removal expenses, entered into contracts and recorded the Department's revenue and expenditure.

Library

The Library added to its holdings in the fields of bilingualism, cultural affairs, Canadian ethnic groups, higher education, social development, human rights, educational television and a variety of management subjects. The library now has some 7,500 books and bound periodicals and subscribes to 584 official periodicals and publications.

Records Management

The Records Management Division studied and implemented systems and methods of filing records for the Office of the Minister Without Portfolio (Citizenship), the Information Services and the Bilingual Districts Advisory Board. A specialist from the Public Archives Records Centre assisted in implementing the new system.

Citizenship Registry

During the 1969-1970 fiscal year, the Citizenship Registry became part of the Records Management Division and studies were required on integrating its records within the system used in the Department.

Regarding the records retirement program, 1,121 cubic feet of non-active headquarters records and 250 cubic feet of duplicate records were destroyed. Nine cubic feet of records were transferred to the Public Archives for selective retention.

Administrative Services

The Administrative Services Division handles supplies, stores, inventories, property, telephones, duplication and transcription for the entire Department. The installation of new types of semi-automatic equipment in the duplicating and transcribing units has considerably increased output, without the necessity for increased expenditure for personnel.

*See Appendix G: Table of revenue and expenditure for the 1969-1970 fiscal year.

INFORMATION SERVICES

Introduction

The Information Services Branch is responsible for the publication of documents and brochures and for publicity and public relations regarding all aspects of the operations and activities of the Department of the Secretary of State. It also coordinates the preparation of answers to questions raised in Parliament about the Department and the 13 agencies which give account of their activities through the Secretary of State.

Most of these 13 agencies carry out their own information programs related to their particular mandate. The Department's Information Services Branch intervenes in the affairs of the agencies only in so far as the Secretary of State is involved.

Official Languages

In July and August of 1969, a preliminary study was conducted by Mr. Keith Spicer, Associate Professor of Political Science at York University in Toronto, with a view to developing an information program on bilingualism.

In accordance with one of the recommendations made in this study and at the request of the Department of the Secretary of State, a sociological survey on *Attitudes Towards Bilingualism* was carried out early in 1970.

During the last quarter, the Branch studied an information program on the government's bilingualism policy.

During the final months of 1969-1970, research was undertaken with a view to compiling material on bilingualism. The resulting collection of documents, intended to supply Members of Parliament, parliamentary correspondents, public servants and libraries with a practical reference work, is to include basic legislative provisions, important public statements and official news releases concerning the federal government's policies in matters of bilingualism.

Among the other projects related to the official languages program are:

- (a) a series of six articles entitled *Bilingualism in Canada* and published for the ethnic press through *Canadian Scene*;
- (b) the reprinting (25,000 bilingual copies) of an article written by the Prime Minister for the Canadian Press and entitled "*Why are they forcing French down our throats?*";
- (c) contracts with two writers to prepare texts in English and French which will explain the provisions of the Official Languages Act for the benefit of the general public;
- (d) a series of radio programs on the languages study, broadcast by the CBC in the National Capital Region.

Citizenship

One of the first official visits of the Minister Without Portfolio (Citizenship) was to a special citizenship ceremony held in Winnipeg in November 1969. On this occasion, Canadian citizenship was conferred on the parents of the twenty-one millionth member of the Canadian population.

In March 1970, the Minister began a series of discussions on citizenship with directors of voluntary organizations and municipal officials in Canada. These exchanges took place during visits to citizenship courts and communities across the country.

A series of advertisements designed to encourage newcomers to acquire citizenship and to inform them of the proper procedure in this regard appeared in 94 ethnic publications in Canada during the last quarter.

Research has been started for a project provisionally entitled *Livre du citoyen/Canada My Country*, the purpose of which is to gather together and classify texts and illustrations dealing with Canadian history and social, political and economic life in Canada. The brochure will be distributed to immigrants preparing to become Canadian citizens. The Branch also prepared a bibliography and research notes for *A History of the Black in Canada*.

In the context of the citizenship publications program, *Our System of Government* has been revised and published under the title, *Canadian System of Government*.

Other publications include:

Guide to Canadian Citizenship; Human Rights Review; Let's Take a Look at Prejudice and Discrimination, and *How to Become a Canadian Citizen*.

Other Programs

The Information Services Branch was responsible for public relations concerning the Dominion Day celebrations in the National Capital. Steps were taken to inform newspaper reporters and Ottawa residents of the various activities planned and a publicity campaign involving posters and news reports was conducted in neighbouring towns and rural areas.

Concerning the Education Support Branch, a report was published entitled *Federal Expenditures on Post-Secondary Education, 1966-1967, 1967-1968*.

In addition, advertisements were prepared for the Translation Bureau's program to recruit translators for the Public Service.

Parliamentary Returns

More than 200 questions by Members of Parliament appearing in the House Routine Proceedings were passed on to the Department by the Privy Council Office. Some 25 questions were specifically related to areas which fall under the Department's jurisdiction. Seventy-five others dealt with a vast range of subjects thereby requiring an answer from several departments. The Department replied to approximately 100 questions on behalf of the councils, commissions, offices and corporations for which the Secretary of State is the spokesman in Parliament.

Requests for Information

The Branch replied to approximately 4,800 letters from the public requesting information in publications on the Department's activities.

News Bulletin

In order to create a new means of communication within the Department, the Branch created a news bulletin entitled *PARTICIPATION*. The first two issues appeared in February and March.

PERSONNEL ADMINISTRATION BRANCH

Planning and Organizational Development

New organizational structures had to be set up as a result of changes in the Department's programs.

The Personnel Administration Branch helped to recruit staff for the Office of the Minister without Portfolio (Citizenship). Four new branches were set up to implement the government's policy on bilingualism. The regional Citizenship Offices were restructured to serve as agents for the bilingualism programs. The Translation Bureau was entirely reorganized and a new division was set up in Quebec City. As well, an Arts and Cultural Support Branch was established.

Near the end of the year, a study of important organizational changes in the Education Support Branch and the Citizenship Branch was begun (see Appendix A).

Administration of Manpower Resources

A staff appraisal program based primarily on work performance was introduced. By the end of the year, 650 employee appraisals had been completed. Special appraisal programs were established for administrative trainees and employees in the administrative and foreign service categories who, as members of management, are excluded from collective bargaining.

Procedures related to organization and staffing were modified to enable the Public Service Commission to delegate appointing authority to the Department of the Secretary of State in the following areas:

Administrative services	levels 1 to 4
Program administration	levels 1 to 4
Welfare programs	levels 1 to 4
Translation	levels 1 to 5
Administrative support	all levels

Data Stream, a computerized manpower selection system, was introduced by the Public Service Commission during the fiscal year. The Department of the Secretary of State appointed a coordinator to introduce Data Stream to all employees by means of an information program. Questionnaires completed by 700 employees were checked and forwarded to the Public Service Commission. Data processing procedures used in the Department with regard to manpower were modified to conform to the Data Stream system.

Staffing Programs

The total number of employees in the Department increased from 908 on March 31, 1969 to 1,066 on April 1, 1970. The table in Appendix H shows fluctuations in staff for the period considered.

The university grant program was expanded to meet the Translation Bureau's specific need for highly qualified translators. Fifty-nine students (50 at the University of Montreal and nine at the University of Ottawa) specialized in translation. The Public Service Commission also approved translation courses at Laval University in Quebec City and Laurentian University in Sudbury which intend to offer training courses in the autumn of 1970. Twenty scholarships will be granted for each university. The program includes a summer training session in the Translation Bureau.

The Department participated in the management training and development program offered by the Public Service Commission by enrolling some of its officers and accepting officers from other departments. The Department also took part in the administrative training program designed for university graduates. In addition, it hired 49 students during the summer of 1969.

Staff Training and Development

The table in Appendix I shows the number and type of courses taken by employees of the Department during the 1969-1970 fiscal year. Priority was given to language courses. Courses in staff relations designed to teach administrative personnel how to handle new situations arising from collective agreements were also emphasized.

The Training and Development Section drew up a *Planning Guide for Education Development and Training* and, in cooperation with the administration, prepared a detailed annual training program to determine needs and expenditures, in accordance with Treasury Board policy.

Staff Relations

Collective agreements were negotiated for 13 of the 16 occupational groups represented in the Department of the Secretary of State. Since all translators employed by the Government of Canada come under the Department's jurisdiction, a collective agreement covering this group was drawn up in close consultation with the Treasury Board's bargaining agents.

Management under a collective bargaining system is a new experience for most of the administrative officers in the Department. The Staff Relations Division devoted much time to explaining the implications of the collective agreement to directors and staff.

During the fiscal year, the Department studied nine grievances, eight of which involved decisions regarding classification.

Classification and Compensation

The Personnel Administration Branch introduced a number of new classification and compensation programs in preparation for its being assigned this authority by the Treasury Board. To facilitate job classification, the Branch also defined in detail the directors' responsibilities in the areas of organizational planning and job descriptions.

Positions were created, reclassified or transferred to newly established categories. A total of 681 positions was reclassified during the fiscal year.

Reclassification created problems for some groups, in particular the welfare program group, the translation group and senior levels of the program administration group.

Development of Bilingualism Within the Department of the Secretary of State

To ensure that each administrative section provided services to the public in accordance with the Official Languages Act, the Personnel Administration Branch studied the linguistic resources of the Department and assessed the linguistic requirements of each position.

Directives were prepared and steps were taken to ensure the appropriate use of both official languages in the Department's daily activities. Some employees took the language courses offered at the Public Service Commission's language school (see Appendix I). During the fiscal year, the Department created a number of its own language programs for certain groups of its employees.

Services to Other Agencies

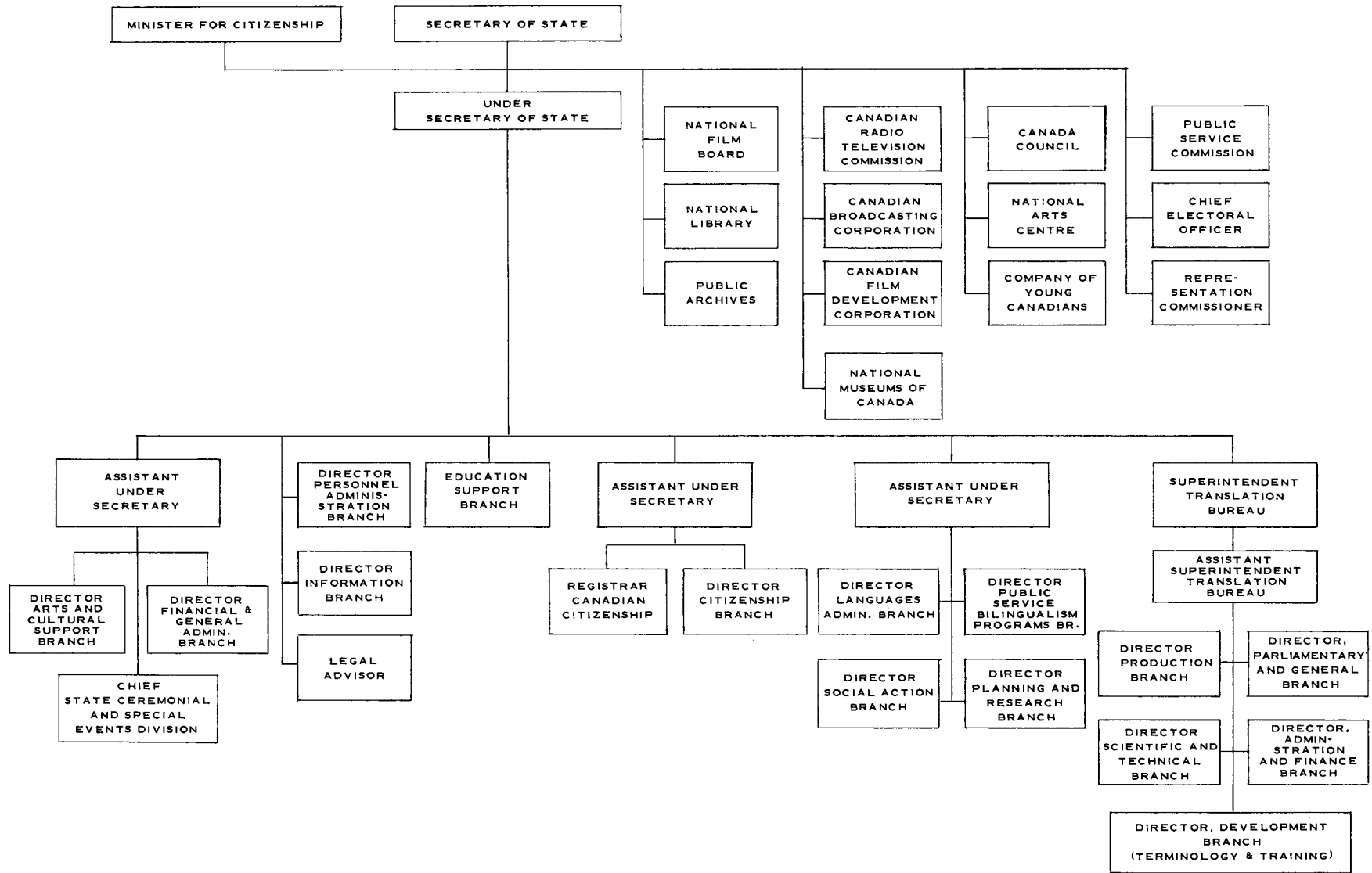
The Personnel Administration Branch provided assistance and advice not only to branches of the Department of the Secretary of State but also, upon request, to other agencies within the portfolio of the Department.

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APPENDIX A

MINISTRY OF THE SECRETARY OF STATE AND RELATED AGENCIES



THE SECRETARY OF STATE:
 HAS CONTROL AND DIRECTION
 HAS CERTAIN STATUTORY POWERS
 IS SPOKESMAN IN PARLIAMENT

APPENDIX B

APPENDIX B
Citizenship Registration for first 23 years under the Canadian Citizenship Act

Citizenship Certificate	1947 to 1965	1966	1967	1968	1969	Totals to end 1969
Issued to Canadians						
by birth	30,990	2465	5238	2608	3870	45171
by naturalization	57,873	1608	1769	1579	2150	64979
by marriage	14,915	345	425	399	2992	19076
by domicile	30,440	1535	2066	2290	26160	62491
to remove doubt	202	16	9	7	2	236
resumption	766	298	212	10	Nil	1286
replacements	21,199	3747	3219	3626	3782	35573
miniatures	403,775	49210	48922	51791	62439	616137
Total Issued	560,160	59224	61860	62310	101,395	844,949
A. Granted to British Subjects						
adults	93,570	9,893	11,603	13,658	13,811	142,535
minors	20,146	2,644	2,830	3,116	3,178	31,914
adopted or legitimated	520	155	147	7	147	976
Total	114,236	12,692	14,580	16,761	17,136	175,425
B. Granted to Aliens						
adults	599,065	36,354	35,182	33,797	33,990	738,387
minors	127,745	11,001	9,403	8,995	8,053	165,197
adopted or legitimated	2,409	405	369	17	217	3,417
re-acquisition of status	8,570	395	427	465	504	10,361
Total	737,789	48,155	45,381	43,274	42,764	917,362
Total Granted	852,025	60,847	59,961	60,055	59,900	1,092,787
TOTAL ISSUED AND GRANTED . . .	1,412,185	120,071	121,820	122,585	161,295	1,937,956
MISCELLANEOUS						
retention	2,271	278	265	294	252	3,360
registration of birth abroad	67,323	6,644	6,115	5,459	5,811	91,352
extensions ^a	828	208	158	Nil		
loss by alienation ^b	5,433	596	853	687	755	8,324
renunciation	8	—	2	1		
revocation	1,530	—		Nil	8	1,538

(a) Extensions no longer issued by Department.

(b) Represents only those cases reported to Branch by Posts Abroad.

APPENDIX C

APPENDIX C
Persons Granted Canadian Citizenship by Country of Former Allegiance and Period of Immigration
Calendar Year 1969

Country of former citizenship	Total	Period of Immigration												Born in Canada *
		Before 1921	1921-1930	1931-1940	1941-1945	1946-1950	1951-1955	1956-1960	1961-1965	1966	1967	1968	1969	
Albania	21	-	-	-	-	-	-	5	16	-	-	-	-	-
Algeria	7	-	-	-	-	-	-	5	5	-	-	-	-	-
Argentina	89	-	-	-	-	1	3	11	69	3	2	-	-	-
Austria	658	13	12	1	-	21	218	245	129	3	3	3	-	10
Belgium	450	2	1	3	-	15	88	172	157	1	1	3	-	7
Brazil	68	1	-	-	-	1	-	6	57	-	2	1	-	-
British Countries	17,136	19	40	25	78	2,070	3,765	5,513	5,065	159	215	152	35	-
Bulgaria	24	-	-	-	-	-	8	3	12	-	1	-	-	-
Burma	2	-	-	-	-	-	-	1	1	-	-	-	-	-
Cambodia	2	-	-	-	-	-	-	-	-	-	-	2	-	-
Chile	11	-	-	-	-	-	3	2	5	-	1	-	-	-
China	2,144	65	17	5	2	47	180	484	818	137	201	158	26	4
Colombia	26	-	-	-	-	-	2	6	14	3	-	-	1	-
Costa-Rica	5	-	-	-	-	2	-	-	3	-	-	-	-	-
Cuba	25	-	-	-	-	-	1	4	15	4	-	1	-	-
Czechoslovakia	175	2	22	15	-	14	21	11	69	3	7	8	-	3
Denmark	608	3	18	-	-	24	115	327	91	3	3	1	1	22
Dominican Republic	3	-	-	-	-	-	-	-	2	-	1	-	-	-
Ecuador	1	-	-	-	-	-	-	-	-	-	-	1	-	-
Estonia	91	-	-	-	-	29	36	12	13	-	-	1	-	-
Ethiopia	1	-	-	-	-	-	-	-	1	-	-	-	-	-
Finland	525	2	47	1	-	9	110	239	103	3	1	2	-	8
France	1,192	4	4	1	-	25	264	305	570	6	4	4	3	2
Germany	5,118	10	22	8	1	169	1,505	2,321	979	36	29	18	7	13
Greece	3,812	3	5	3	-	20	190	1,061	2,413	46	50	17	3	1
Guatemala	1	-	-	-	-	-	-	-	1	-	-	-	-	-
Haiti	55	-	-	-	-	-	3	9	38	3	2	-	-	-
Honduras	1	-	-	-	-	-	-	-	-	1	-	-	-	-
Hungary	1,384	2	27	9	-	13	38	709	416	39	81	39	6	5
Iceland	3	-	-	-	-	-	1	1	-	-	-	-	-	-
India	94	-	-	-	-	1	3	7	42	5	15	21	-	-
Indonesia	18	-	-	-	-	-	-	5	11	1	1	-	-	-
Iran	40	-	-	-	-	-	-	1	34	2	3	-	-	-
Iraq	34	-	-	-	-	-	1	1	31	-	-	1	-	-
Ireland	2	-	-	-	-	-	-	-	2	-	-	-	-	-
Israel	764	-	-	-	-	1	6	18	713	9	7	9	1	-
Italy	8,241	10	9	4	-	144	1,608	3,760	2,605	23	38	16	7	17
Japan	152	8	10	8	-	1	7	45	49	7	9	1	3	4
Jordan	12	-	-	-	-	-	-	-	12	-	-	-	-	-
Korea	70	-	-	-	-	-	-	1	58	4	4	2	1	-
Laos	2	-	-	-	-	-	-	-	-	-	-	2	-	-
Latvia	90	-	2	-	-	28	35	14	11	-	-	-	-	-
Lebanon	350	2	-	-	-	2	13	47	267	8	8	1	1	1
Lithuania	69	2	4	-	-	20	7	9	25	-	1	1	-	-
Luxembourg	8	-	-	-	-	-	-	5	3	-	-	-	-	-
Macao	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Mexico	49	-	-	-	-	1	3	11	18	2	12	2	-	-
Morocco	555	-	-	-	-	-	-	21	532	-	1	1	-	-
Netherlands	3,333	6	7	5	-	222	1,299	1,282	485	9	9	3	-	6
Nicaragua	2	-	-	-	-	-	-	-	1	1	-	-	-	-
Norway	159	10	17	1	1	3	49	45	22	-	1	-	-	10
Pakistan	10	-	-	-	-	-	-	1	5	1	1	2	-	-
Panama	3	-	-	-	-	-	-	1	1	-	1	-	-	-
Paraguay	53	-	-	-	-	-	9	19	24	-	1	-	-	-
Peru	7	-	-	-	-	-	-	1	4	-	1	1	-	-
Philippines	161	-	-	-	-	-	-	5	116	24	13	3	-	-
Poland	1,969	29	103	34	-	195	165	293	1,010	34	45	25	2	34
Portugal	2,612	1	-	-	-	-	46	1,005	1,461	62	23	14	-	-
Puerto Rico	1	-	-	-	-	-	-	1	-	-	-	-	-	-
Romania	252	5	17	4	-	12	16	10	175	1	6	1	-	5
Spain	404	-	-	-	-	1	18	64	303	7	5	4	1	1
Sweden	110	4	12	1	-	8	27	21	21	1	1	-	-	14
Switzerland	259	2	4	1	1	5	28	65	141	-	3	1	2	6
Syria	52	-	-	-	-	-	2	-	46	2	1	1	-	-
Thailand	1	-	-	-	-	-	-	-	-	-	1	-	-	-
Tunisia	44	-	-	-	-	-	-	2	38	3	1	-	-	-
Turkey	175	-	-	-	-	-	1	16	151	3	1	1	2	-
Ukraine	324	7	50	14	-	67	73	34	67	3	4	2	-	3
United Arab Republic	1,358	-	-	-	-	-	1	5	1,330	14	5	3	-	-
U.S.S.R.	160	17	27	2	-	28	23	7	41	3	9	-	-	3
United States	1,462	124	97	51	22	95	209	244	392	32	43	55	17	81
Uruguay	7	-	-	-	-	-	-	1	3	1	2	-	-	-
Venezuela	43	-	-	-	-	-	2	18	20	1	1	-	1	-
Vietnam	12	-	-	-	-	-	1	-	4	-	3	1	3	-
Yugoslavia	2,738	1	18	8	-	40	116	407	1,982	75	63	23	3	2
TOTAL	59,900	354	592	204	105	3,334	10,319	18,944	23,316	788	947	608	126	263

*Mainly women who lost their Canadian status through marriage and who were, while residing in Canada, reinstated as Canadian citizens under Section 10(3) of the Canadian Citizenship Act.

Table courtesy of Dominion Bureau of Statistics.

APPENDIX D

CITIZENSHIP GRANTS, 1969-70

Travel and Exchange

Alliance Française	\$ 22,472
Anglican Young People's Association	646
Association Caravane	5,200
Association of Kinsmen's Clubs	2,200
Aventure Canadienne	4,000
Big Brothers Association of Dartmouth	2,500
Big Brothers Association of Metropolitan Toronto	7,250
Boy's Brigade in Canada	2,500
Boy Scouts - Association des Scouts du Canada	10,000
Boy Scouts of Canada	10,000
Cambridge Bay Residents' Association	1,350
Camp Luther Association	950
Canadian Council of Christians & Jews	24,000
Canadian Council on 4-H Clubs	7,643
Canadian Ethnic Scout Conference	3,500
Canadian Forestry Association	3,000
Canadian Girls in Training Committee	550
Canadian Red Cross Society	4,500
Canadian Service for Overseas Students & Trainees	5,000
Canadian Tourist Association	15,000
Chanteurs de la Place Bourget	8,000
Chorale Thevelent Choir	200
Children's International Summer Villages	3,300
City of Edmonton	2,000
Centennial College of Applied Arts & Technology	2,500
City of Red Deer, Alberta	6,000
Claremont Secondary School	2,500
Club Cycliste du Canada	5,000
Club des Relations Internationales	4,200
Collège Saint-Alexandre	1,200
Collège Lionel-Groulx (Campus de Saint-Jérôme)	2,100
Collège Sainte-Marie	6,500
Comité des Activités socio-culturelles du CEGEP, Ste-Foy	6,000
Comité Patriotique de St-Georges-de-Beauce	2,500
Confédération des Harmonies-Fanfares du Québec	3,000
Delta Secondary School	2,100
Doukhobors - Canadian Society of Doukhobors	2,500
Union of Young Doukhobors	1,400
Society of Canadian Doukhobors	3,400
East End Boy's Club	650
École Marguerite Bourgeois	2,800
École Polyvalente de Buckingham	2,000
Eskimo Ballet Troupe (Aksaliyak)	5,860
Experiment in International Living	5,000

Flemingdon Travel Club		\$	950
Florenceville High School			2,000
Fogo Island Committee			1,800
Foothills School Division			2,860
Frontiers Foundation, Operation Beaver			11,900
Future Farmers of Canada			4,300
Gananoque Secondary School			1,000
German Language School			1,600
Girl Guides of Canada			3,400
Girl Guides of Canada			13,117
Holiday Community Volunteers			10,000
Indian-Eskimo Association of Canada			15,000
I.O.D.E.			3,500
Jeunesse Ouvrière Catholique			10,000
Jeunesse Rurale Catholique			2,000
Junior Farmer's Association of Ontario			2,000
Lakehead University			1,600
Laurentian Symphonic Band			8,500
Lon-Bec			3,000
Lutheran Church in America			2,000
Lutheran Church in Canada			7,750
Middleton Regional High School Bank			1,240
Oakwood Collegiate Institute			3,000
Petits Chanteurs de Granby			7,000
Pionniers de Repentigny			3,000
P.E.I. Co-operative Association			3,520
P.R.O.B.E.			1,500
Project Christopher			10,000
Protestant Elementary School of Hull			1,400
Provincial Governments – Treasurer			
Gouvernements provinciaux – Trésorier			
Alberta	Alberta		11,700
British Columbia	Colombie-Britannique		13,260
Manitoba	Manitoba		8,580
Newfoundland	Terre-Neuve		5,460
New Brunswick	Nouveau-Brunswick		6,240
Nova Scotia	Nouvelle-Écosse		7,800
Northwest Territories	Territoires du Nord-Ouest		1,560
Ontario	Ontario		20,280
P.E.I.	Î.-P.-É.		2,340
Quebec	Québec		24,960
Saskatchewan	Saskatchewan		8,580
Yukon	Yukon		780
Reynolds Road Junior High School			4,050
Rio Terrace School, Edmonton			1,400
Royal Canadian Institute			2,000
Rural Learning Association			450

St. Albert High School	\$ 3,680
St. Albert High School	2,500
Scarborough Minor Soccer Association	3,100
Selkirk Collegiate Institute French Club	1,930
Silver Creek Ranch	3,000
South Bar School	500
Summer of Service	8,654
Toronto Educational Encouragement	2,000
Trans-Canada Alliance of German-Canadians	2,500
Trinity College School	4,000
Ukrainian Youth Association (PLAST)	4,700
Université de Sherbrooke – Faculté d’administration	2,300
Université Laval	3,000
Université Laval – faculté d’administration	2,375
Université Laval – faculté d’agriculture	1,280
University of British Columbia – International House	6,000
University of Saskatchewan Regina Campus	6,200
Verdun High School Band Club	5,040
Ville de Hull	2,000
Ville de Lachine	4,000
Ville de Ste-Agathe-des-monts	6,000
Ville de Saint-Laurent	2,600
Visites Interprovinciales	20,000
West Vancouver Band Association	4,000
West Vancouver Secondary School	2,400
Westward Ho Club	250
YCW-JOC	3,200
Young Christian Workers	601
Y.M.C.A. Vancouver	5,045
Y.M.C.A. National	2,940
Y.W.C.A. Halifax	2,100
Y.M.C.A. Yellowknife	3,000
Youth Training Program	5,000
Subtotal	<u>\$ 597,543</u>

Citizenship Promotion

Action 70 Conference, Ottawa	\$ 500.
ACNUR Québec-Lévis	3,000
Amalgamated Student Council, Newfoundland	310
B.C. Youth Conference Committee	200
Brockville Community Conference	500
Canadian Adult Education Association	30,000
Canadian Adult Education Association, Newfoundland Division	750
Canadian Citizenship Federation	1,803
Citizen’s Organization Project	300
Conference Committee-Student (2500)	50
Conseil du Civisme de Montréal	600

East Windsor Citizens' Committee	\$ 5,000
Fraternité Canadienne de Québec Inc. 4-F Council, Manitoba	2,500 1,155
Guides Catholiques du Canada	500
Halifax Youth Communication Society	1,500
Institut canadien de l'éducation des adultes	30,000
Institut de Memramcook	600
Inter-Agency Council (Halifax)	500
Int. Congress of University Adult Education	2,000
Jeunesse Rurale Catholique	1,500
Jewish Family Service	4,500
Jewish Women of Canada (National Council of)	5,000
J.O.C. du Canada	5,000
Lakehead Social Planning Council	700
Maritime School of Social Work	1,000
Micmac Choral, Notre Dame Convent	200
Mile End West Project, Montreal	3,500
Mount Allison University	25
National Labour Cooperative Committee	1,000
Nfld-Labrador Rural Development Association	1,000
Northern Regional Development Association, Newfoundland	600
Okanagan Youth Conference	300
Ottawa Citizenship Council	1,500
Pacific Committee Self-Development Society	500
Park Extension Community Corporation, Montreal	1,800
P.E.I. Tenants Association	800
Project "R" Bathurst, N.B.	400
Service d'éducation permanente	5,000
Saskatchewan United Nations Committee for Educational Projects	500
Société Franco-Manitobaine	450
University of Manitoba – Dept. of Education & Extension	600
Vancouver Housing Inter-Project Council	500
Victoria Chapter, Pacific Community Self-Development Society	800
Y.M.C.A. Ottawa	1,000
Subtotal	\$ 119,943

Ethnic Participation

L'Accord	\$ 2,500
Black United Front	20,000
Canada Ethnic Press Federation	1,500
Canadian-Asian Sikhna Auxiliary Committee	400
Canadian Welfare Council	2,500
Citizenship Council of Manitoba	2,500

Committee on Migrants and Immigrants	\$ 2,500
Community Welfare Planning Council of Winnipeg	1,500
Human Relations Study Centre	3,000
Inter-University Committee on Canadian Slavs	700
National Organization of Black Associations	3,000
New Brunswick Association for the Advancement of Coloured People	2,550
School Canadiana, Vancouver	1,000
Vancouver Inter-City Service Project	500
Y.W.C.A' – Calgary	250
Subtotal	\$ <u>44,400</u>

Indian and Eskimo Participation

Alberta Friendship Centre Agreement (69–70)	\$ 30,000
Alberta Friendship Centre Organization	2,400
Canadian Indian Workshop	2,000
Cariboo Friendship Centre	2,000
Citizenship Council of Manitoba	75
Dawson City Friendship Centre	2,500
Friendship Centre Staff Association of Canada	400
Friendship Centre Association of Canada	100
Federation of Saskatchewan Indians	1,500
Geraldton Friendship Centre	5,400
Indian Association of Alberta	1,750
Indian-Eskimo Association	15,000
Indian Homemaker Association of B.C.	2,000
Indian and Metis Educational Club	300
Manitoba Friendship Centre Agreement (69–70)	30,000
Minnedosa 4-F Council	2,700
N' Amerind Indian Friendship Centre	3,500
Nasaika Lodge Society	100
National Indian Brotherhood	500
National Indian Princess Pageant Committee	2,800
Nawican Friendship Centre (Dawson Creek)	2,000
National Native News Service Committee	2,500
Nickel Belt Indian Club	100
Northwest Ontario Friendship Centre Conf. Comm.	700
Nova Scotia Union of Indians	1,750
Parry Sound Friendship Centre	5,000
Port Alberni Friendship Centre	4,000
Port Arthur Friendship Centre	5,000
Prairie Central Culture Society	500
Prince Rupert Friendship Centre	4,000
Province of Alberta Friendship Centre Agreement – (68–69)	11,201
Province of Manitoba "	30,000
Province of Saskatchewan "	14,768
Red Lake Friendship Centre	2,850

Saskatchewan Friendship Centre Agreement (69-70)	\$ 15,322
Skookum Jim Memorial Hall	1,000
Tillicum Haus Society	3,000
Toronto Friendship Centre	13,000
TRIBE Inc.	200
University of Saskatchewan	1,000
Vancouver Friendship Centre	10,000
Victoria Friendship Centre	1,500
Subtotal	<u>\$ 234,416</u>

Human Rights

Alberta Human Rights Association	4,000
Atlantic Region Human Rights Conference	600
B.C. Civil Liberties Association	5,000
B.C. Human Rights Council	2,500
B.C. Human Rights Council (Regional Committees & Councils)	5,000
Canadian Council for Human Rights	19,500
Canadian-Asian Sikhna Committee, Williams Lake, B.C.	1,000
Canadian Association for Adult Education	250
École Polyvalente de Buckingham	300
École Secondaire Immaculée-Conception	150
Fredericton Civil Liberties Association	100
Hamilton Growth Centre	1,000
Newfoundland-Labrador Human Rights Committee	250
Nova Scotia Association for the Advancement of Coloured People	5,000
New Brunswick Committee Project	500
Saskatchewan Association on Human Rights	3,500
Séminaire bilingue sur les Nations Unies	520
Sudbury Mayor's Committee on Human Rights	1,000
Toronto Christian Resource Centre	3,000
United Nations Association of Canada	4,500
University of New Brunswick Human Rights Group	500
University of P.E.I. Student Union	500
Subtotal	<u>\$ 58,670</u>

Breakdown of grants in the main budget

Boy Scouts Association	10,000
Girl Guides Association	10,000
Boys' Clubs	7,500
Subtotal	<u>\$ 27,500</u>
Grand Total	<u><u>\$1,082,472</u></u>

APPENDIX E

APPENDIX E

Estimates of Post-Secondary Education Basic Fiscal Transfer Adjustment Payments Under the Terms of Federal-Provincial Fiscal Arrangements Act, 1967 Fiscal Years 1967-68, 1968-69 and 1969-70

Fiscal Year and Province	Estimated Total Eligible Post-Secondary Operating Expenditures (\$ 000)	Estimated Population April 1, 1967 (000)	50% Eligible Post-Secondary Operating Expenditures (\$ 000)	Per Capita Alternative ^a (\$ 000)	Estimated Value of Transfer of Fiscal Resources (Greater of 3 or 4) (\$ 000)	Estimated Value of Fiscal Transfer Portion (tax abatement and equalization) ^b (\$ 000)	Estimated Value of Cash Adjustment Payments Portion (5 minus 6) (\$ 000)
1967-68	1	2	3	4	5	6	7
Nfld.	8,218	500	4,109	7,500	7,500	5,394	2,106
P.E.I.	2,139	109	1,069	1,635	1,635	557	1,078
N.S.	31,775	757	15,888	11,355	15,888	8,185	7,703
N.B.	16,203	620	8,102	9,300	9,300	6,716	2,584
Que.	235,346	5,868	117,673	88,020	117,673	62,894	54,779
Ont.	298,457	7,149	149,229	107,235	149,229	97,343	51,885
Man.	35,826	963	17,913	14,445	17,913	10,371	7,542
Sask.	40,528	958	20,264	14,370	20,264	7,370	12,894
Alta.	78,298	1,490	39,149	22,350	39,149	15,846	23,303
B.C.	71,218	1,947	35,609	29,205	35,609	24,881	8,667
TOTAL	818,008	20,361	409,005	305,415	414,160	239,557	172,541^c
1968-69	1	2	3	4	5	6	7
Nfld.	9,861	—	4,931	9,398	9,398	6,185	3,213
P.E.I.	3,077	—	1,539	2,049	2,049	995	1,054
N.S.	39,346	—	19,673	—	19,673	9,363	10,310
N.B.	19,480 ^d	—	9,740	11,634	11,634	7,678	3,956
Que.	266,100	—	133,050	—	133,050	73,129	59,921
Ont.	391,400	—	195,700	—	195,700	113,789	81,911
Man.	43,905	—	21,953	—	21,953	11,953	10,000
Sask.	42,708	—	21,354	—	21,354	8,426	12,928
Alta.	91,967	—	45,984	—	45,984	17,476	28,508
B.C.	82,931	—	41,466	—	41,466	28,943	12,523
TOTAL	990,775	—	495,390	—	502,261	277,937	224,324^e
1969-70	1	2	3	4	5	6	7
Nfld.	16,171	—	8,086	11,748	11,748	7,445	4,303
P.E.I.	4,314	—	2,157	2,561	2,561	1,599	962
N.S.	46,127	—	23,064	—	23,064	11,090	11,974
N.B.	24,629	—	12,315	14,543	14,543	9,093	5,450
Que.	334,005	—	167,003	—	167,003	86,754	80,249
Ont.	481,000	—	240,500	—	240,500	135,486	105,014
Man.	53,543	—	26,772	—	26,772	14,187	12,585
Sask.	47,818	—	23,909	—	23,909	10,228	13,681
Alta.	121,153	—	60,577	—	60,577	21,884	38,693
B.C.	95,000	—	47,500	—	47,500	34,515	12,985
TOTAL	1,223,760	—	611,883	—	618,177	332,281	285,896^f

(a) For 1967-68: \$15 multiplied by 1967 population. For 1968-69, the total transfer for each of the three original \$15 per capita provinces was increased in proportion to the national increase in estimated expenditures from 1967-68 to 1968-69 (i.e. by just over 25 per cent).

(b) The figures for 1967-68 include final Department of Finance estimates of the tax abatements and equalization payments. The 1968-69 values shown are March 1969 preliminary estimates made by the Department of Finance. The 1969-70 values are July 1969 preliminary estimates by Finance.

(c) \$108 million was paid during the 1967-68 fiscal year.

(d) This is not a provincially-submitted estimate.

(e) An additional \$52 million was paid during the 1968-69 fiscal year as adjustment payments for 1967-68.

(f) An additional \$15.5 million was paid in 1969-70 as adjustment payment for 1967-68.

APPENDIX F

SUMMARY OF PRODUCTION

TRANSLATION

	Words
English – French	
Printed or Stencilled	57,983,217
Letters	6,562,343
Others	1,568,165
French – English	
Printed or Stencilled	6,782,573
Letters	5,963,443
Others	4,513,230
SUBTOTAL	83,372,971
Outside Translation	19,138,416
GRAND TOTAL	102,511,387

	Hours
Miscellaneous Services	474,447

INTERPRETATION

	Number of Days	Number of Sittings	Number of Hours
Parliamentary			
Debates: House of Commons	168	310	938
Debates: Senate	73	78	155
Parliamentary Committees	137	725	1,436
Divorce Committees	31	46	133
Press Conferences	28		
TOTAL	437	1,159	2,662

Outside Parliament

Interpretation services were provided in Ottawa and elsewhere in Canada on the occasion of federal-provincial conferences, departmental meetings, meetings of federal employees, other national and international conferences, official sittings of boards, commissions and other agencies, and various other special events including press conferences. Each of these occasions required the services of from one to six interpreters.

	Number of Days
Interpretation Division	1,044
Foreign Language Interpretation for Various Missions (11)	127
TOTAL (All Languages)	1,171

APPENDIX F
PRODUCTION OF THE TRANSLATION BUREAU
1969-1970

Division	English-French			French English			Total (words)	Outside Translation (words)	Grand Total (words)	Miscellaneous Services (hours)
	Printed stencilled (words)	Letters (words)	Others (words)	Printed or Stencilled (words)	Letters (words)	Others (words)				
Agriculture	1,516,210	226,980	148,820	61,030	235,920	91,350	2,280,310	387,423	2,667,733	3,705
Communications	261,305	62,820	23,545	12,150	44,395	8,310	412,525	36,520	449,045	921
Consumer & Corporate										
Affairs	782,100	147,300	27,800	105,250	40,750	11,200	1,114,400	353,790	1,468,190	1,146
Energy, Mines & Resources	864,350	153,290	—	145,685	91,700	—	1,255,025	173,760	1,428,785	5,081
Exchequer Court	234,725	—	18,525	—	—	—	253,250	—	253,250	971
External Affairs	1,389,650	141,150	93,350	8,500	950	1,400	1,635,000	205,150	1,840,150	5,460
Finance	1,350,775	206,275	2,000	162,875	163,925	20,600	1,906,450	6,000	1,912,450	6,044
Fisheries & Forestry	664,490	67,670	1,400	62,175	66,130	50	861,915	289,230	1,151,145	3,787
Foreign Languages	—	256,573	23,935	—	1,217,738	2,604,630	4,102,876	8,161,273	12,264,149	17,359
General Translation	3,281,750	225,250	900	1,566,900	142,700	—	5,217,500	—	5,217,500	224,575
Indian Affairs & Northern Development	1,226,470	326,400	63,710	326,300	276,350	1,250	2,220,480	151,275	2,371,755	6,019
Industry Trade & Commerce	1,702,700	351,600	—	11,350	222,650	300,200	2,588,500	91,090	2,679,590	5,251
Interpreters	—	—	54,500	—	—	8,900	63,400	—	63,400	—
Labour	1,719,085	118,800	298,915	147,250	60,925	34,695	2,379,670	—	2,379,670	10,675
Law	880,110	9,460	—	6,250	—	—	895,820	—	895,820	6,693
Manpower & Immigration	2,427,620	337,940	51,400	271,800	405,870	351,470	3,846,100	96,695	3,942,795	6,304
Montreal	6,085,430	—	—	592,865	500	—	6,678,795	—	6,678,795	17,773
National Defence	1,900,125	368,850	41,350	510,250	248,150	32,575	3,101,300	83,960	3,185,260	6,914
National Health & Welfare	1,359,740	388,990	32,970	—	200,400	198,650	2,180,750	94,970	2,275,720	9,073
National Revenue	1,638,075	935,550	24,950	279,350	1,093,350	461,175	4,432,450	—	4,432,450	7,779
Parliamentary Debates	9,793,850	—	—	1,098,350	—	—	10,892,200	31,625	10,923,825	9,545
Parliamentary Commons Committees	6,141,825	400	—	73,408	—	—	6,215,633	33,000	6,248,633	610
Parliamentary Senate Committees	229,600	—	—	—	—	—	229,600	7,026,550	7,256,150	22,151
Post Office	1,615,250	467,000	950	128,350	276,400	127,800	2,615,750	—	2,615,750	4,670
Privy Council	535,590	56,325	2,350	1,650	2,375	—	598,290	139,770	738,060	2,504
Constitutional Conference	150,800	—	—	—	—	—	150,800	8,810	159,610	726
Science Council	—	—	—	—	—	—	—	498,360	498,360	—
Production & Administration	85,725	—	—	17,300	—	—	103,025	763,785	866,810	17,456
Public Service Commission	655,875	165,800	—	101,400	33,675	—	956,750	63,895	1,020,645	3,440
Public Works	351,850	268,460	434,935	—	129,555	120,150	1,304,950	87,520	1,392,470	3,971
Quebec	269,350	—	—	3,100	2,000	—	274,450	—	274,450	572
Regional Economic Expansion	663,970	44,900	—	86,300	12,400	—	807,570	63,020	870,590	2,593
Secretary of State	218,900	38,100	10,700	—	—	2,350	270,050	61,945	331,995	677
Solicitor General	194,945	77,445	21,910	50,050	21,050	300	365,700	83,985	449,685	1,749
Statistics	2,323,600	148,200	1,150	46,900	28,700	2,525	2,551,075	77,465	2,628,540	7,249
Supply & Services	558,425	190,525	—	24,000	94,750	—	867,700	—	867,700	2,584
Supreme Court	250,850	200	—	78,600	—	—	329,650	—	329,650	1,990
Terminology	—	—	—	—	—	—	—	—	—	7,800
Trainees	1,183,612	820	—	—	—	—	1,184,432	—	1,184,432	20,554
Transport	2,557,940	307,070	—	748,385	611,635	—	4,225,030	66,240	4,291,270	10,438
U. I. C.	559,650	37,450	169,000	30,500	46,050	33,200	875,850	1,310	877,160	3,704
Veterans Affairs	318,100	317,250	19,100	24,300	166,950	100,450	946,150	—	946,150	3,867
Bank of Canada	38,800	117,500	—	—	25,500	—	181,800	—	181,800	53
TOTAL	57,983,217	6,562,343	1,568,165	6,782,573	5,963,443	4,513,230	83,372,971	19,138,416	102,511,387	474,433

APPENDIX G

The table below gives the statement of revenue and expenditure for each program of the Department of the Secretary of State for the fiscal years 1968-1970:

Program	Appropriation		Expenditure	
	1968-1969	1969-1970	1968-1969	1969-1970
Administration of the Department of the Secretary of State	—	—	\$ 1,725,933	\$ 2,711,292
Development of Bilingualism	—	—	—	1,702,320
Education Support	—	—	276,767,142	301,619,931
Citizenship	—	—	3,023,615	3,367,077
Citizenship Registration	\$567,505	\$646,562	1,342,915	1,587,597
Translation	—	—	4,610,569	6,263,257
TOTAL	\$567,505	\$646,562	\$287,470,174	\$316,234,474

*The Administration of the Department of the Secretary of State includes:

- Office of the Secretary of State
- Office of the Minister Without Portfolio (Citizenship)
- Office of the Under Secretary of State
- Financial and General Administration Branch
- Personnel Administration Branch
- Arts and Cultural Support Branch
- Information Services Branch

APPENDIX H

DEPARTMENT OF THE SECRETARY OF STATE

STAFFING

1969-1970

Appointments	315 (11 on a casual basis 3 S.A.P.P.)
Transfers and Promotions	
Promotion Without Competition	81
Transfers	47
Departmental Competitions (Closed)	2
Intradepartmental Competitions	4
Interdepartmental Competitions	68
Departures	
Resignations	156
Transfers	33
Retirements	11
Deaths	3
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TOTAL	720
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APPENDIX I

APPENDIX I

DEPARTMENT OF THE SECRETARY OF STATE AND NATIONAL MUSEUMS OF CANADA
STAFF DEVELOPMENT AND TRAINING

1969-70

TYPES OF COURSES	DEPARTMENTAL		GIVEN BY CENTRAL AGENCIES		OUTSIDE THE PUBLIC SERVICE		EVENING AND CORRES- PONDENCE	TOTAL	
	No.	Man-days	No.	Man-days	No.	Man-Days		No.	Man-days
1 University courses	-	-	-	-	9	932	33	42	932
2 Translators in training	-	-	-	-	59	9,735	-	59	9,735
3 Bureau of Staff Development and Training (P.S.C.)	-	-	14	139	-	-	-	14	139
4 Language training	20	80	38	1,118	-	-	-	58	1,198
5 Computer courses	-	-	3	2	5	14	-	8	16
6 Staff relations	104	194	-	-	-	-	-	104	194
7 Personnel management	23	92	-	-	-	-	-	23	92
8 Conferences	32	160	1	1	43	177	-	76	338
9 Effective reading improvement	13	36	-	-	-	-	-	13	36
10 Readings for managers	145	a	-	-	-	-	-	145	-
11 Orientation	125	97 ^b	34 ^b	17	-	-	-	125	114
12 Others	-	-	-	-	3	9	13	16	9
TOTAL	462	659	90	1,277	119	10,867	46	717	12,803^c

(a) Not measurable in man-days.

(b) 34 Translators-in-training spent 1 1/2 days each in departmental orientation plus 1/2 day in the Department of Manpower and Immigration.

(c) 51.2 man-days.

APPENDIX J

Acts Related to the Portfolio of the Secretary of State

Act	Year Passed	Year Amended
Broadcasting Act	1968	
Canada Council Act	1957	
Canada Temperance Act	R.S. 1952	1964
Canadian Citizenship Act	R.S. 1952	1953, 1954 1956, 1958 1966, 1967
Canadian Film Development Corporation Act	1967	
Centennial of Canadian Confederation Act	1961	1963
Company of Young Canadians Act	1966	1969, 1970
Department of State Act	R.S. 1952	1966, 1967
Disfranchising Act	R.S. 1952	
Electoral Boundaries Readjustment Act	1964	1966
Federal-Provincial Fiscal Arrangements Act, 1969. Part II	1967	1969
Laurier House Act	R.S. 1952	
National Arts Centre Act	1966	
National Film Act	R.S. 1952	1969
National Library Act	1969	
National Museums Act	1967	
Official Languages Act	1969	
Public Archives Act	R.S. 1952	1966
Public Service Employment Act	1967	
Representation Commissioner Act	1963	1966, 1967
Translation Bureau Act	1952	