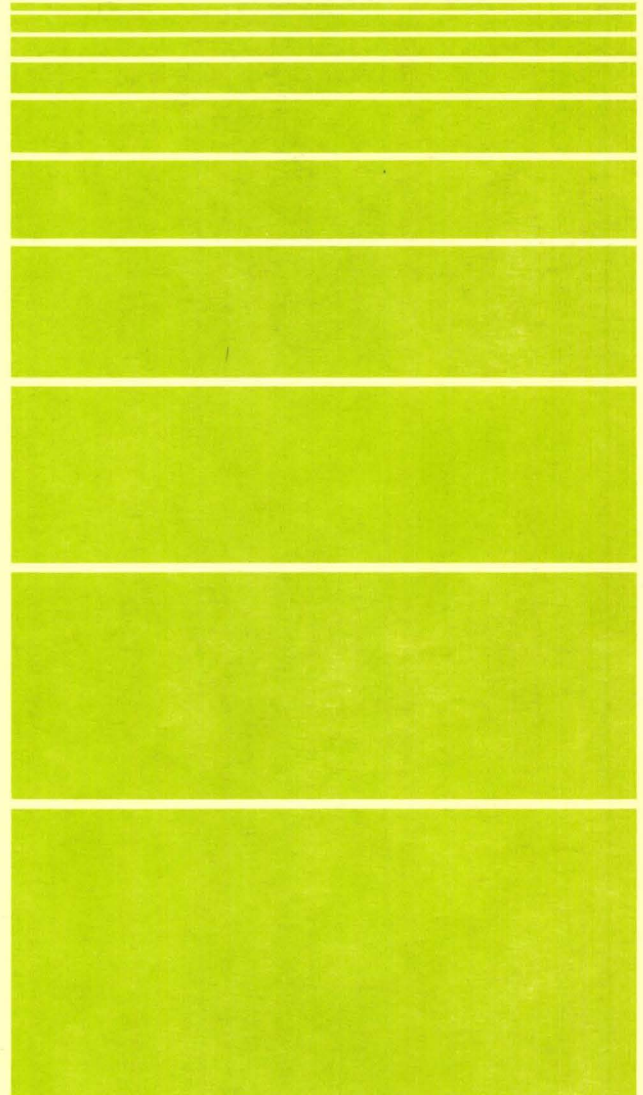


SECRETARY OF STATE



**Annual Report for the
year ending March 31,
1971**



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Introduction

The Department of the Secretary of State is responsible for matters relating to citizenship, arts and culture, bilingualism development, education support, state ceremonial and special events, and translation.

The portfolio of the Secretary of State includes the boards, corporations, commissions and other offices shown in the organization chart in Appendix B. These institutions issue their own annual reports. This report reviews the activities of the various branches of the Department and the Translation Bureau from April 1, 1970 to March 31, 1971.

Developments of significance during this period have been: measures taken to develop a national cultural policy; the introduction of the Opportunities for Youth program; the provision of grants to the provinces for the development of bilingualism in education; the escalation of the demand for translation services; the redefinition of programs and the reorganization of the Citizenship Branches.

During the year under review, the Office of the Chief Electoral Officer was transferred from the portfolio of the Secretary of State to the portfolio of the President of the Privy Council and the first Bilingual Districts Advisory Board, appointed in February 1970, submitted its report.

Arts and culture

The Arts and Culture Branch assists the Secretary of State in formulating federal policies for the development and diffusion of Canadian culture and in coordinating the cultural activities of federal departments and agencies. It also encourages or undertakes certain cultural activities complementary to those of the nine federal cultural agencies or outside their mandate. Within this framework, the Branch cooperates with public and private organizations with similar goals, provides grants from a limited budget, and is involved in developing a research program.

During 1970-71 specific priority was given to developing policies in the fields of museums and publishing. Research and discussion also began on the preparation of a new film policy.

In September 1970, the Secretary of State announced a comprehensive cultural policy which emphasized the principle of cultural pluralism and the need for closer cooperation and interaction between the Secretary of State Department, federal and provincial cultural institutions and private agencies. In support of this policy, two major conferences were held: "Consultation I: Museums" and "Consultation II: Publishing", as well as two meetings between the advisory committee composed of the directors of the federal cultural institutions, and numerous meetings between representatives of the Branch and provincial authorities.

Discussion continued with various provincial authorities on the application of modern telecommunication techniques to educational broadcasting. In collaboration with the Department of Communications and other organizations, such as the Association of Universities and Colleges of Canada and the Council of Ministers of Education, the Department participated in the Educational Broadcasting Systems Research Committee.

In the field of computer/communications, the Department was a member of the interdepartmental advisory committee to the Department of Communications' special task force on the development of telecommunications policy. The Department also participated in a separate study, conducted jointly by the Departments of Justice and Communications, concerning computerized information systems in relation to privacy and the individual.

The Department was involved in the development of policies relating to foreign ownership of broadcasting facilities.

Grants

The Branch gives grants to certain national organizations which provide a general service to artists and institutions in the cultural sector, or assist the Department in policy planning through research and seminars. Under this program grants are awarded to Canadian sections of international organizations to help defray the cost of conferences of a cultural nature held in Canada. The Branch is also responsible for federal participation in the financing of the Fathers of Confederation Buildings Trust in Charlottetown, P.E.I.

The Arts and Culture Branch does not award direct grants to the arts which call for artistic, aesthetic or professional judgment. This function is the responsibility of other federal institutions, in particular the Canada Council.

Grants awarded during the fiscal year totalled \$453,000 as follows: International Association of Art Critics, \$13,232; International Association for Children's and

Youth Theatres, \$17,768; Canadian Conference of the Arts, \$75,000; Canadian Craftsmen's Association, \$12,000; Canadian Folk Arts Council, \$50,000; Canadian Museums Association, \$60,000; Fathers of Confederation Buildings Trust, \$225,000.

State ceremonial and special events

Manitoba Centennial

As its contribution to the celebration of the 100th anniversary of Manitoba's entry into Confederation, the federal government gave a grant of \$500,000 for ceremonies to mark the Centennial and \$5.5 million for the construction of memorial buildings. The latter amount helped defray construction costs of the Winnipeg Theatre Centre, the Winnipeg Art Gallery, the St. Boniface Cultural Centre, the Brandon Exhibition and Winter Fair Building, and a provincial museum.

The federal government also sponsored the construction of a five-unit Manitoba Centennial Caravan, while the provincial government financed and scheduled its travels through the province.

On July 1, the Prime Minister and 22 members of the federal cabinet held a short cabinet meeting at historic Lower Fort Garry, while travelling from Winnipeg on the renovated vintage train, "Prairie Gopher Special". Only four such cabinet meetings had taken place outside Ottawa previously. Following an address by the Prime Minister to the assembled crowd of some 5,000, the federal cabinet group joined members of the provincial legislature for a trip by paddle wheel steamer to Selkirk.

July First

A coordinated program of activities on Parliament Hill and throughout the National Capital Region was arranged by the Division for the July First celebration.

The eve of July 1, a concert was given by the National Band of the Canadian Forces on Parliament Hill. The day concluded with a large fireworks display, followed by dancing at Moussette Park in Hull.

On July First automobile races of the Formula Vee International Class were held on a course laid out on the runways of Rockcliffe airport. This race counted as part of the series for the national championship.

In the evening a variety show, *Bonjour Canada*, starring Canadian artists, was presented in the Opera at the National Arts Centre and televised across Canada by the Canadian Broadcasting Corporation.

Decorations Committee

The Division served as secretariat for the inter-departmental committee on decorations which has the responsibility for implementing government policy on the acceptance of honours, decorations and medals awarded to Canadians by foreign countries.

Messages from the Queen

Arrangements were made to have messages of congratulations from Her Majesty, the Queen, delivered to 1,223 couples on their sixtieth or more wedding anniversary, and to 261 Canadians celebrating their one hundredth or more birthday.

Publications

The Division prepared for publication and arranged the distribution of the Guide to Relative Precedence in

Ottawa, December 1970. It also maintained the list in order of precedence of senior officials in the public service at Ottawa, as recommended by the Secretary of State and approved by the Prime Minister.

Bilingualism development

Since 1969, the Department has had the general responsibility for administering the Bilingualism Development Program, which has as its objective to ensure the equality of status of Canada's two official languages in federal government institutions and to encourage their continued use and development in Canadian society at large. During the 1970-71 fiscal year the Program was administered by the following four branches: Bilingualism Programs, Language Administration, Social Action, Research and Planning.

Bilingualism programs

The major function of the Bilingualism Programs Branch is the promotion and coordination of the development of bilingualism in the Public Service. Activities during the year under review related largely to the statement of government policy made by the Prime Minister in June in response to the recommendations of the Royal Commission on Bilingualism and Biculturalism (Book III - The Work World). The Branch was closely involved in the elaboration of recommendations for this statement and in cooperating with central agencies in preparation for implementation of the policies and programs that had been enunciated.

Personnel Policy

This section of the Branch was in continuing communication with other central agencies, notably the Public Service Commission and the Treasury Board, about personnel administration requirements such as the identification of bilingual positions, priorities for acceptance of public servants in language training, testing of language skills, use of the two official languages in work situations, development of professional and technical training with French as the language of instruction, courses in administrative French, the improvement and extension of special training programs, including the Bicultural Development Program, the Senior Management Program and language retention programs. In addition, it maintained liaison with outside organizations providing opportunities for public servants to use the French language outside of office hours.

Administrative Requirements

This section dealt with changes in procedures and work facilities rendered necessary by government bilingualism policies. It gave attention to translation and terminology problems, the preparation of bilingual forms and manuals, the elaboration of standard keyboards for bilingual typewriters, the use of the official languages on signs and documents and in publications, questions of simultaneous interpretation, the use of the official languages in computers and matters of bilingual labelling and designations. Much of this work was carried on in close cooperation with other organizations concerned.

Bilingual Districts Advisory Board

The Branch carried out the responsibility assigned to the Department of providing administrative support for

the Bilingual Districts Advisory Board.

Bilingualism Advisers

A continuing program of liaison and coordination was maintained between the Branch and departmental bilingualism advisers. Periodic meetings were arranged to examine subjects of common concern and printed documentation was distributed as the need arose.

French Language Units

During this period, a preparatory task force was formed to examine methods for implementing the Government's decision to designate a number of French-language units on an experimental basis. For this purpose, consultations were held with other central agencies and correspondence was carried on with departments to determine to what extent the designation of such units was feasible.

Senior Committee on Bilingualism Policy

The Branch provided support staff for the Senior Committee on Bilingualism Policy which is responsible for coordinating the efforts of central agencies in this area. It also played a role in the development of management objectives for bilingualism announced by the Government in March. Departments were consulted about the implications of these objectives, and advice and guidance provided as required.

Cooperation was extended in the development of several special programs, including liaison with the Canadian Broadcasting Corporation on televised language lessons and with the Public Service Commission on the summer employment of university students for projects relating to bilingualism.

Visits were paid by senior personnel of the Branch during this period to most deputy ministers and heads of agencies to review bilingualism developments and to determine ways in which the Branch could be of service to them. Special procedures were developed by the Branch for determining departmental progress in the implementation of bilingualism.

Social action

As part of the overall bilingualism program, the Social Action Branch administers programs designed to provide facilities for cultural development to official language minorities and to promote acceptance of the bilingual and multicultural character of the country so that Canadians of different cultural backgrounds may live and work together in harmony, thus contributing to national unity.

During the year under review the Branch promoted and subsidized projects which contributed to these objectives. Grants for 183 projects (average grant \$9,958) were awarded as follows:

- in support of provincial associations representing the minority official language in each province (nine grants totalling \$150,000).
- for cultural exchanges providing minority groups with an opportunity to broaden their cultural experience (23 grants totalling \$169,714).
- for social animation to encourage the further participation of groups in their own cultural development (10 grants totalling \$571,050).
- for seminars and conferences to stimulate dialogue between Canadians of different regional and cultural background on subjects relating to bilingualism and Canadian unity (20 grants totalling \$84,503).

- for projects designed to meet the special needs of youth (27 grants totalling \$129,167).
- in support of cultural centres whose activities help to enhance the social and cultural life of their own community (48 grants totalling \$309,339).
- for projects involving attendance of senior personnel at international conferences (four grants totalling \$23,968).
- for miscellaneous special and experimental projects (44 grants totalling \$208,109).

Language administration

Federal-Provincial Relations

In November 1969, the federal government announced proposals for financial cooperation in respect of bilingualism programs based on the principles set forth in Book II (Education) of the report of the Royal Commission on Biculturalism and Bilingualism. The Government was prepared to provide some \$300 million over a four-year period to help provincial governments develop bilingualism in the field of education and to discuss with the provinces ways and means of implementing such programs.

A number of federal-provincial meetings were held, which culminated in the announcement in September 1970 of provision for grants to provinces for the development of bilingualism in education at the primary, secondary, and post-secondary (non-university) levels.

The objectives of the program are to ensure that, insofar as it is feasible, Canadians have the opportunity to educate their children in the official language of their choice and that children have the opportunity to learn, as a second language, the other official language of their country. The arrangements are designed to make federal support of these objectives possible without infringing on provincial jurisdiction in the field of education.

Under this program, the following grants were made to the provinces for the period January 1970 to March 1971:

Newfoundland	\$ 123,484.
Prince Edward Island	101,490.
Nova Scotia	733,615.
New Brunswick	3,694,659.
Quebec	29,986,813.
Ontario	14,262,248.
Manitoba	799,557.
Saskatchewan	597,063.
Alberta	865,359.
British Columbia	883,558.
	<u>\$52,047,846.</u>

Other measures for the development of bilingualism in education, especially at the university level and for teacher training, were discussed with the provinces and substantial progress achieved.

Federal grants were made to the following provinces during 1970 to help finance studies relating to their needs in the area of bilingualism and possible ways of meeting these needs:

Nova Scotia	\$ 40,000.
New Brunswick	27,542.
Ontario	21,000.
Manitoba	50,000.
	<u>\$138,542.</u>

In March 1971, a grant of \$100,000 was made to Laval

University's International Research Centre on Bilingualism for research into the development of testing procedures; \$50,000 was awarded to the University of Montreal "Terminology Bank" to help with its development costs.

External Relations

A program of summer language courses was prepared and launched in the summer of 1970. Some \$600,000 was allocated, providing 1,140 scholarships for post-secondary students at 15 institutions of higher learning for studies in the appropriate second official language. The program was administered by the Association of Universities and Colleges of Canada.

The Division undertook studies on possible ways of promoting the concept of institutional bilingualism among business firms and began working to this end with members of the Montreal business community. Contact was also made with various non-commercial organizations in order to gather information on possible ways of providing federal assistance for bilingualism in other areas of the private sector.

Research and planning

The Research and Planning Branch engages in research, planning and evaluation in support of the other branches of the Bilingualism Development Program. During the year under review the Branch accumulated a collection of basic resource data on language teaching and learning, on bilingualism in the Public Service and on factors affecting the use of the official languages across Canada. It conducted documentary research including press analyses requested by program officers.

The Branch maintained contacts with universities, private researchers and research agencies interested in linguistic and sociological research and cooperated with the research facilities of other departments. It assisted in the formulation of new policies and programs and developed a project planning system and other working instruments to assist the program branches.

Citizenship branch

The purpose of the Citizenship Branch is to encourage Canadians of all backgrounds to participate fully in Canadian society thus contributing to the quality of life in Canada.

In carrying out this purpose the Branch acts as a liaison between the federal government and the various voluntary associations which work in their particular field towards the same objectives of good citizenship. Grants are made to these organizations to assist with development of their programs.

During the fiscal year the Citizenship Branch awarded grants totalling \$2,619,702 in support of voluntary organizations and, in accordance with agreements, made contributions totalling \$1,483,536 to the provinces and territories towards the costs of travel and exchange, citizenship and language instruction, and language texts for citizenship classes.

Administered within the framework of major program areas as follows: travel and exchange, ethnic participation, human rights and native citizens development, Branch activities are implemented at the local level by a network of field offices maintained in 16 urban centres

across Canada: St. John's, Moncton, Halifax, Quebec City, Montreal, Rouyn, Ottawa, Toronto, Thunder Bay, Hamilton, London, Sudbury, Winnipeg, Regina, Edmonton, and Vancouver.

Travel and exchange

The Travel and Exchange Division administers three programs designed to help Canadians understand the diversity of their country and its people:

Young Voyageurs. Designed for senior high school students, this program is administered jointly by the federal and provincial governments. Students travel in groups or units of 21 with two adult escorts, and spend one week, exclusive of travel time, in another province. During the year, 3,213 students and 306 escorts participated.

Voluntary Agencies. This program was developed in order to give financial assistance to voluntary organizations wishing to carry out travel and exchange programs in Canada. Projects assisted are classified in categories in the following order of priority: Exchange Projects, Study Projects, Special Projects, Work Camps, Conferences and Seminars, Artistic Events, Athletic Events. Grants totalling \$503,923 were made for 180 projects involving 16,893 participants.

International Program. Using less than ten per cent of the Division's overall budget, in the current year this program allocated funds to the international dimension of the Young Voyageurs program—30 students from France and 20 from Britain visited Canada; an equal number of Canadians participated in similar programs in France and Britain. The remaining funds supported a program of grants to voluntary agencies, assisting them in carrying out travel and exchange programs abroad.

Ethnic participation

The Ethnic Participation Division assists voluntary organizations to help immigrants to participate in the social and cultural life of their communities thereby encouraging them to integrate fully into Canadian society. In cooperation with the provinces, it supports instruction of English and French for adult immigrants through school boards and other institutions, and instruction in citizenship. It also provides assistance to cultural groups wishing to retain and develop their cultures and to strengthen their organizational structures in order to contribute to the cultural diversity of Canada.

Social and Cultural Integration of Immigrants

The following organizations, engaged in promoting the social and cultural integration of immigrants, received financial assistance: International Institute of Metropolitan Toronto; the International Centre of Winnipeg; l'Accord de Montréal; School Canadiana in Vancouver; Allied Jewish Community Services in Montreal; la Fraternité Canadienne de Québec; le Service d'aide aux néo-canadiens de Sherbrooke, P.Q.; YWCA in Calgary and Edmonton; le Comité d'accueil aux néo-canadiens, Trois-Rivières; Mile-End West Project in Montreal; Portuguese Social Service Centre in Toronto; Canadian Asian Sikhna Committee in Williams Lake, B.C.; the Committee on Migrants and Immigrants of the Canadian Welfare Council; and Camp Françoise Cabrini in Montreal.

Citizenship and Language Instruction

The Division contributed \$940,515, in accordance with federal-provincial agreements, towards the costs of instruction in citizenship, and for textbooks and instruction in English or French for adult immigrants.

Preservation of Cultural Heritage

Many cultural organizations wishing to preserve the cultural heritage of their respective groups received financial support from the Division. These included: the Canadian Polish Research Institute in Toronto, Ukrainian Free Academy of Sciences in Winnipeg, the National Council of Jewish Women, the Chinese Students' Union of Canada, the Toronto University Settlement (on behalf of the Chinese community in Toronto), and the Doukhor Choir in Castlegar, B.C.

Multiculturalism

Book IV (Report of the Royal Commission on Bilingualism and Biculturalism) dealing with "the cultural contribution of the ethnic groups", stimulated a great deal of interest in multiculturalism among Canada's cultural groups. Many conferences and meetings were held to discuss recommendations of the Commission and the problems the Report raised. The following organizations, concerned with the implementation of the Commission's recommendations and suggestions, received financial support for community and regional conferences dealing with problems of multiculturalism: The Ukrainian Canadian University Students' Federation; Multi-ethnic Youth Committee in Edmonton, Ukrainian Students' Club in Toronto; the Multi-ethnic Conference Committee in Thunder Bay; the Ukrainian Students' Club, Edmonton; Northern Ontario Conference on Ethnic Groups and Community Development, Sudbury; Inter-ethnic Committee, Regina; and the Inter-University Committee on Canadian Slavs, Ottawa.

The Division also consulted major cultural groups in Canada regarding the implementation of the recommendations contained in Book IV of the B and B Report.

Ethnic Press

Coverage given by the ethnic press to bilingualism and multicultural problems in general, and to Book IV of the B and B Report in particular, was of special interest to the Division. Ethnic press analysts of the Division continued to read and analyze some 200 publications produced by Canadian ethnic groups. Some press reports were disseminated to other government departments and agencies. Liaison with the Canada Ethnic Press Federation and its four affiliated clubs in Toronto, Montreal, Winnipeg, and Vancouver was further developed. The Federation received a grant for expansion and coordination of its activities and better representation of Canada's ethnic newspapers.

Human rights

The objectives of the Human Rights program are to promote greater realization of human rights for all Canadians and to serve as the central agency for human rights questions at the federal level. During the year under review Division activities centred on education programs and on the resolution of community-identified problems through citizen participation.

Conferences of interest supported by the Division were held in British Columbia and Ontario. A meeting at Williams Lake, B.C., was attended by native people,

youth, representatives of cultural and poverty groups, with resource assistance brought in from other areas. A consequence of this conference was the establishment of a human rights committee for Williams Lake. A conference held in Elliot Lake, Ontario, received planning and implementation assistance from three Branch field offices. A report on the conference, Action for Human Rights, was ultimately published.

New Brunswick's Conseil régional d'aménagement du nord received support towards the establishment of an open-line radio and telephone service to answer questions and provide information on human rights.

The Division produced publications as follows: Human Rights Research in Canada—a bibliography; International Year for Human Rights 1968 in Canada; Notes for a Conference on Human Rights, Teheran, Iran.

Reports and research papers were prepared as follows: A Canadian Organization for Human Rights (funded by the Division; prepared by the Canadian Council for Social Development); Canada's contribution to the United Nations Yearbook on Human Rights 1969 (submitted to the UN through the Department of External Affairs); Anti-Discrimination and Human Rights in Canada; a paper for presentation at a United Nations seminar held in Ottawa on the role of youth in the promotion and protection of human rights; a résumé on sex and the Public Service for the use of Citizenship Branch field officers in work related to Status of Women; a report on exploratory research into administrative discretionary decision-making.

The Division administered a total of \$85,000 in grants and was responsible for the awarding of two UN fellowships, one on due process and the other on linguistic rights.

Meetings were held in Ottawa with selected resource people to discuss the Department's role with regard to human rights and freedoms.

Native citizens development

The Division administers programs in support of native peoples associations, Friendship Centres and groups working with native citizens. During the year under consideration a review of Division activities was undertaken. The review included an analysis of grants programs as well as a study on the migration pattern of native people and its effect on the role of Friendship Centres and other related agencies.

Grants totalling \$1,907,110 were awarded by the Division as follows: to defray the operational and administrative costs of status Indian, Métis and non-status Indian associations; in support of a conference on the needs and future organization of the Eskimo; to assist communications societies; on a project basis for support of voluntary citizens groups working with and for native peoples; in support of Friendship Centres (voluntary agencies located in various provinces which help native citizens adjust to urban living conditions).

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Towards the end of the fiscal year, the first stage of a reorganization was implemented by the Branch:

- The new Operations Division became responsible for operations and the implementation of programs in the

field, for liaison with regional offices, for the Citizenship Courts and Citizenship Registration, for the administration of grants and for secretariat functions.

- The new Program Development Division was given the dual task of developing policies and programs to carry out citizenship objectives as well as setting standards and criteria for the implementation of the Branch's activities in the field.
- The new Strategic Planning Division began examining the objectives of the Citizenship Branch and translating these into long-term policies, and developing evaluation mechanisms to measure the social value and effectiveness of the Branch's activities.

Citizenship registration

In the 1970-71 fiscal year a total of 58,807 persons were granted Canadian citizenship as compared to 59,900 in 1969. Canadians who received proof of their status numbered 93,374, a decrease of 6,077 from the 1969 figures. The total number of certificates granted and issued for 1970-71 was 152,181, compared to 159,351 certificates in 1969. A further breakdown of these statistics is provided in Appendix C.

Courts of Canadian Citizenship continued to perform citizenship ceremonies. Many interested members of the public became involved by attending ceremonies and special presentations of citizenship certificates, and by hosting receptions for new Canadian citizens. Excellent coverage by the communications media helped to familiarize the public with the meaning of citizenship.

During the month of May 1970, Citizenship Day/Week was commemorated in Citizenship Courts across Canada, highlighted by special ceremonies, speeches by invited guests, receptions and other activities stressing Canadian citizenship.

Courts of Canadian Citizenship are located in Halifax, Moncton, Montreal, Toronto, Hamilton, Ottawa, London, Sudbury, Winnipeg, Regina, Edmonton, Calgary, Vancouver, with other offices at Windsor, Kitchener, St. Catharines, Saskatoon, and Victoria. Facilities for obtaining citizenship elsewhere are provided by these Courts operating on circuit, by the law courts and, in remote areas by individuals designated for the purpose.

In the administration of the Canadian Citizenship Act, various other statutes referred to extensively by the Branch include: previous Canadian Naturalization Acts, nationality acts of Commonwealth and foreign countries, the Canadian Immigration Act, as well as provincial statutes relating to marriage, divorce, legitimation, adoption, and change of name.

Education support

Post-secondary Support

Formed in 1966 to help coordinate federal policies of education and research support for post-secondary institutions and related organizations in Canada, the Education Support Branch continued its major function of administering Part II of the Federal-Provincial Fiscal Arrangements Act, 1967, and its regulations. The Act, which came into effect at the start of the 1967-68 fiscal year, provides for federal transfers of funds to assist the provinces in meeting the rising costs of post-secondary education. In its initial year of operation, the Act made provision

for any province to receive the higher of \$15 per capita of its population or 50 per cent of eligible post-secondary education operating expenditures incurred in the province.

For those provinces which received funds on the per capita basis (Newfoundland, Prince Edward Island, and New Brunswick), the Act provided for a yearly increase of the transfer based on the national increase in eligible expenditures until the 50 per cent level was reached.

The transfer of resources includes three components, as follows:

- tax abatements of four per cent of the individual income tax and one per cent of corporation taxable income,
- that portion of the general revenue equalization payments which is related to the special tax abatements for the post-secondary education program, and
- a cash adjustment payment made by the Department of the Secretary of State.

During the year cash adjustment payments of \$373,268,988 were made in respect of estimated eligible expenditures for the 1970-71 fiscal year, with an additional \$15 million being paid in respect of 1968-69 claims.

Tables in Appendix D give further information on payments made to each province for 1970-71 and summary data on cash adjustment payments made since 1967-68.

Research Studies

During the year two studies, financed by grants from the Branch, were published by the Association of Universities and Colleges of Canada: *Who Doesn't Get to University—and Why* by Robert M. Pike (*A Study on Accessibility to Higher Education in Canada*); *An Exploratory Cost Analysis of Some Canadian Universities (The Report on the Study of the Costs of University Programmes in Canada to the AUCC, the Canadian Association of University Business Officers, and the Canadian Association of University Teachers)*.

The Branch published a report, *Federal and Provincial Student Aid in Canada, 1966-67 and 1967-68*, which was widely distributed.

Branch personnel continued to work with officials both within and outside the Department on matters relating to federal interests in education in such areas as student loans, official languages, and statistical information.

Translation bureau

Increased demands placed upon the Translation Bureau during the year are reflected by the following comparative figures: in 1969-70, total production of words was 102,511,000, and the total for miscellaneous services (interpretation, translation and text revision) was 474,433 hours, whereas in 1970-71, total word production was 134,615,149 and miscellaneous services totalled 320,782 hours.

Most of the increased activity resulted from substantially heavier demands from the parliamentary and judicial divisions. Production in the Debates Division, for example, rose from 10.9 to 12.3 million words, and in the House Committees Division from 6.2 to 20.8 million words.

Parliamentary Services

In June the Speaker of the House of Commons expressed the Government's desire to publish in both languages, within 36 hours or less, the proceedings of com-

mittees studying bills or other priority matters, and in the case of all other committees, to publish in the same week. This new requirement obliged the Bureau to create a Committees Division, now staffed by some 40 translators. Prior to this, translation of committee proceedings was done on outside contract, and delays were considerable.

Federal Courts

Another priority task was the organization of a judicial translation and interpretation service as required under the Official Languages Act. New divisions were created to serve the Supreme Court, the Exchequer Court and the Canadian Transport Commission. The Central Judicial Division serves the other federal courts and the various courts of record.

Central Divisions

Implementation of bilingualism created an increased demand for translation services by most departments and agencies. To meet this demand, central divisions in Ottawa as well as the Montreal and Quebec City divisions were expanded, and the contract service reorganized. The Montreal Division undertook the translation of the *Canadian Classification and Dictionary of Occupations* for the Department of Manpower and Immigration, with the cooperation of the Quebec Department of Labour and Manpower. The General Translation Division undertook the translation of the four-volume *Treasury Board Manual*. The translation of the *Canfarm Data-Processing Manual for Farmers* was assigned to the Quebec City Division.

Contract Translation

A large-scale recruitment campaign for free lance translators was launched, resulting in the compilation of a list of almost 200 translators who met the Bureau's standards. At the same time, a documentation and quality-control service was instituted which will shortly be in operation.

Interpretation

During the year under review the Interpretation Division was active in a number of areas—parliamentary and related services, external services, recruitment and training.

Interpretation for Senate and House committees increased considerably. As a result, two new divisions, staffed by translator-interpreters and working closely with House of Commons and other staff divisions of the Bureau, were set up to handle committee work. Recruitment and training of staff to meet these new requirements continued throughout the year.

During the year, a number of interpreters from the Division accompanied parliamentary committees in their travels across Canada. Assignments included the visit to Canada by a delegation from the North Atlantic Council (escort interpretation); the conference of the Colombo Plan Consultative Committee in Manila; various diplomatic and commercial discussions (Canada and Tunisia, Canada and Algeria); numerous provincial conferences in association with the Secretariat of the Constitutional Conference; and a meeting of the Canadian Judicial Conference in Montreal.

In accordance with the Official Languages Act, interpretation services were provided in the Exchequer Court, and, for the first time, in the Supreme Court.

Departmental Divisions

Major projects in the area of administrative and financial translation were revisions of the Income Tax Act and unemployment insurance scheme, and the 1971 census.

In the field of scientific and technical translation, activity was intense. Projects of interest included the new veterans' pension legislation, the work of the Canadian Computer/Communications Task Force, the furthering of bilingualism in the Canadian Forces, and the white paper on income security.

Multilingual Division

The need for translation of scientific research papers, technical reports, and scientific and technical books published in languages other than English or French continued to rise. During the fiscal year, 1,141 texts were translated, compared with 908 in the previous year, and 515 five years ago.

Most of these technical and scientific translations were listed in the Translations Index of the National Science Library at the National Research Council. As the international exchange agency for scientific translations, the Index advises similar institutions in other countries of the existence of these texts and makes copies available to scientists in Canada and throughout the world.

The Division provided interpretation services in Russian, German, Spanish, Portuguese, Roumanian, and Chinese for international visits and conferences arranged by various government departments and agencies.

RESEARCH AND DEVELOPMENT

Terminology Centre

The Translation Bureau's Terminology Centre gathers terminological information for distribution to translators and government departments and agencies. During the year under review, 28,932 new entries were added to the central file, which now contains 120,000 items. Requests for information averaged 110 a week.

Some 15 specialized glossaries designed to ensure uniformity and rapidity of translation for technical or lengthy texts were compiled. Special dictionaries and vocabularies were also prepared. The bulletin, *l'Actualité Terminologique*, circulation 1,500, was published monthly.

The Centre continued to produce its periodic terminological bulletins. Five issues were published during the fiscal year. Available to all government employees, these bulletins are provided on request to translators and translation services in Canada and abroad. In response to the continuously growing demand for terminological services, 26 back issues of the bulletin and 244 special texts were provided to clients.

The Terminology Centre library added 375 new titles to its collection which now contains over 2,000 reference works of all types.

Training

The Training School provided young and new translators with the additional technical and practical training required for work in the Bureau's various divisions. A total of 53 candidates completed the training program and 27 grant-aided student translators from universities spent four to five months at the school.

University Training

The Research and Development Branch was involved in selection and administration procedures related to specialized translation studies for 126 grant-aided students attending Laval, Montreal, Ottawa and Laurentian universities under the university training program set up in 1968. The first two graduates from this program joined the Translation Bureau during the year.

Refresher courses in administration were held for division chiefs. In September Robert Catherine of Paris, linguist and specialist in administrative terminology, gave a series of lectures and presided at study sessions for federal translators.

The Branch continued to cooperate with the Quebec French Language Bureau, the University of Montreal's Terminology Bank, and with Jurivoc, the University of Ottawa committee responsible for compiling a dictionary of Canadian legal terms.

UNESCO

The Bureau was represented at a UNESCO conference in Paris for translation service directors of United Nations agencies and heads of leading translation schools, including those of four Canadian universities.

Interdepartmental Meetings

During the year Bureau staff participated with interested officials from various departments in meetings organized by the Bilingualism Programs Branch of the Secretary of State Department. These meetings make it possible for the Bureau and its clients to exchange ideas and improve communications on both sides.

Financial and general administration

This Branch provides financial and general support to all operating programs of the Department. It is also responsible for coordinating financial matters between the Department and its associated corporations and agencies. During the year under review several internal reorganizations were effected to provide better service to the Department.

The Financial Management Division prepared the departmental program forecast and estimates, audited travel claims, processed accounts payable, issued contracts, and accounted for all revenues and expenditures of the Department.

The Materiel Management Division provided purchasing, stores, inventory, duplication, and transcription services to the Department.

The Property Management Division provided accommodation and communications services to the Department in Ottawa and throughout Canada.

In the area of records management, file classification systems and procedures were established for the Citizenship and Education Support Branches. 1,289 cubic feet of non-active records and 172 cubic feet of duplicate records were destroyed and 140 cubic feet of records were transferred to the Public Archives for selective retention.

Departmental Library

The Library added to its collections in bilingualism, cultural affairs, Canadian ethnic groups, higher education, social development, human rights, educational television, and various management specialities. Holdings increased to 7,972 books and bound periodicals and 647 periodical and government document subscriptions. A further 510 subscriptions were handled on behalf of the Department's field offices and ethnic press service. Additions were made to the vertical file and microfilm sections of the collections. In addition, the Library offered expanded reference services to assist program officers in research and planning.

Personnel administration

The Personnel Administration Branch is responsible for providing guidance and assistance in personnel management and organization to branches and divisions within the Department and, as required, to agencies within the portfolio of the Secretary of State. During the year under review, increased activity in existing programs and the development of new programs such as Opportunities for Youth placed heavy demands on the Branch.

Staff

As of March 31, 1971 department staff totalled 1,300, an increase of 250 from the year before. In addition, about 160 students were recruited for summer employment while hiring for the new Opportunities for Youth program began in January. In January as well, responsibility for recruiting translators for the Translation Bureau was delegated to the Department by the Public Service Commission.

Classification

In addition to the regular review of departmental positions, a program of reorganization and job redefinition was carried out for the Translation Bureau involving some 500 translation positions. About 250 short-term positions in support of the Opportunities for Youth program were also classified.

Staff Training and Development

During the year under review priority was given to language courses and to the program for the continuing development of translators-in-training. Courses in management development, personnel management and secretarial development were successfully conducted. In addition to the usual conferences and seminars attended by various departmental staff members, a number of research and field studies were conducted by officers of the National Museums of Canada. The table in Appendix F shows the number and type of courses taken by employees of the Department during the fiscal year.

In cooperation with the administration, the Training and Development Group prepared a detailed annual training program to determine needs and expenditures, in accordance with Treasury Board policy.

National Museums

As in the past, the Branch continued to look after the personnel needs for the National Museums.

Information services

The Information Services Branch is responsible for publicity, public relations and producing publications regarding the activities and responsibilities of the Department of the Secretary of State. It also coordinates the preparation of answers to questions raised in Parliament that concern the Department or the agencies which give account of their activities through the Secretary of State.

Most of these agencies carry out their own information programs in relation to their particular mandates. The Department's Information Branch becomes involved only on those infrequent occasions when the Secretary of State is directly involved.

Information Services started the fiscal year with an expanded organization, which reflected the expansion in various program branches of the Department.

As new programs and working relationships evolved within the Department, a new system of priorities and working assignments more closely related to the planning and executing of departmental policies and programs had to be undertaken. As a result, a study of the Branch and its relationships with the rest of the ministry was carried out during the year by the Bureau of Management Consulting, Department of Supply and Services.

A more specific examination of Branch organization in terms of its responsibilities relating to the Bilingualism Development Program was carried out by the communications consultant firm of Break, Pain and Watt.

A key recommendation in both studies was that Information Services should assign specific, senior members of its staff to major program areas of the Department to act as information coordinators after the fashion of the "account executive" function in an advertising agency.

APPENDICES

Appendix A

STATEMENT OF REVENUE AND EXPENDITURE

Name of Program	Revenue		Expenditure	
	1969-70	1970-71	1969-70	1970-71
Administration*	—	—	\$ 1,915,121	\$ 2,518,886
Bilingualism Development	—	—	1,702,320	53,352,080
Arts and Culture	—	—	796,171	6,771,053
Centenary of British Columbia	—	—	—	155,106
Education Support	—	—	186,762	332,730
Post-Secondary Education Adjustment Payments	—	—	301,433,169	388,268,988
Translation	—	—	6,263,257	8,551,925
Citizenship Development	—	—	3,367,077	6,315,694
Citizenship Registration	\$646,562	\$673,571	1,587,597	1,759,913
Total	\$646,562	\$673,571	\$317,251,474	\$468,027,375

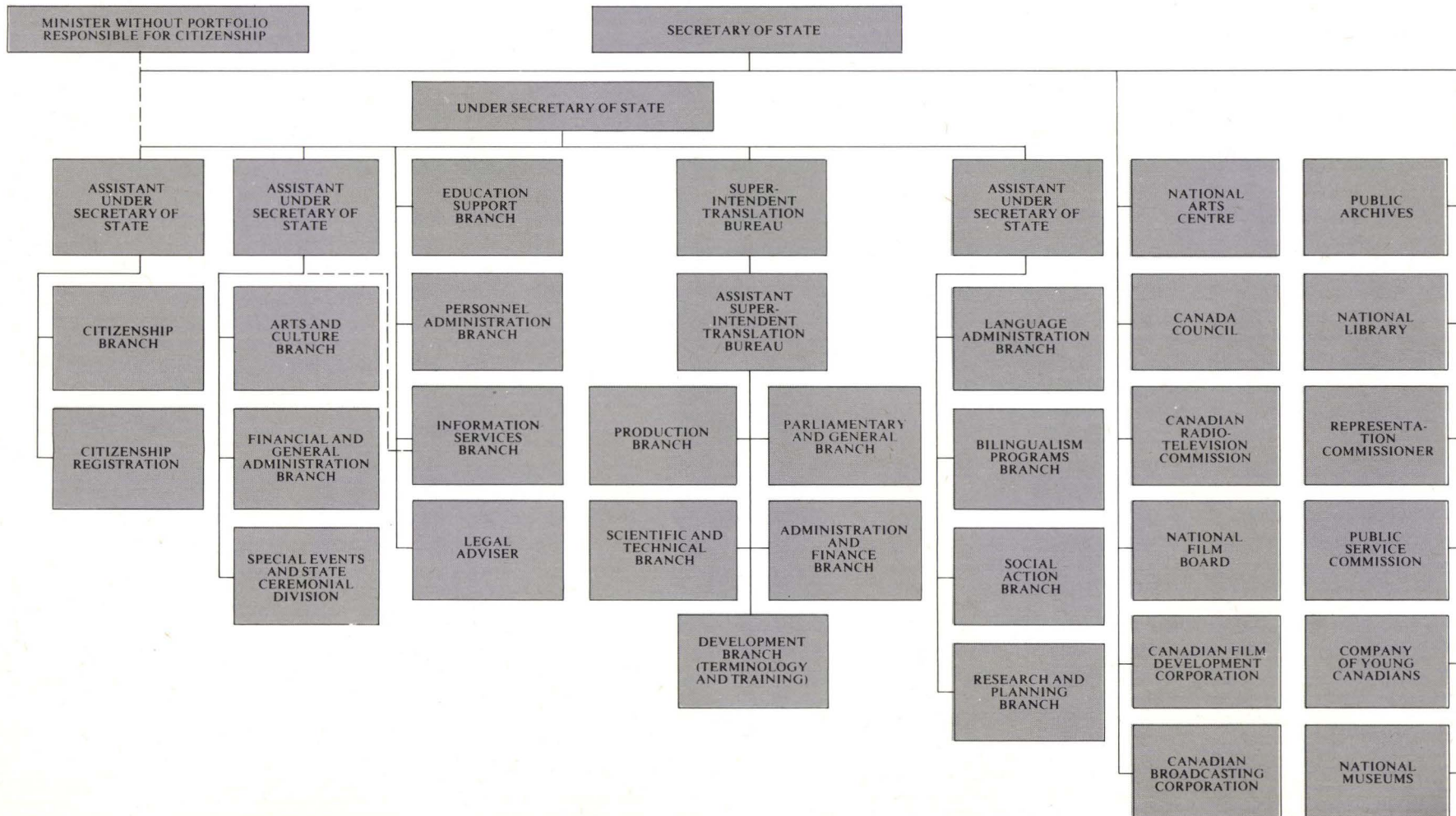
*Departmental Administration includes:

Secretary of State's Office
 Office of the Minister Responsible for Citizenship
 Under Secretary's Office

Financial and General Administration Branch
 Personnel Administration Branch
 Information Services Branch

Appendix B

DEPARTMENT OF THE SECRETARY OF STATE AND RELATED AGENCIES



Appendix C

CITIZENSHIP REGISTRATION FOR THE YEARS 1947-1971¹

Citizenship Certificates Issued to Canadians by:	1947-68	1969	1970-71	First Quarter ² 1970
Birth.....	41,288	3,796	4,086	993
Naturalizations.....	62,833	2,157	2,042	588
Marriage.....	16,091	3,039	2,889	1,012
Domicile.....	36,336	25,187	19,506	7,487
To Remove Doubt.....	234	2	6	1
Resumption.....	1,287	—	—	—
Replacement.....	31,791	3,782	4,237	909
Miniatures.....	553,698	61,488	60,608	16,693
Total Issued.....	743,558	99,451	93,374	27,683
Citizenship Certificates Granted to British:				
Adults.....	128,613	13,811	14,552	3,619
Minors.....	28,847	3,310	3,168	783
Adopted or Legitimated.....	829	15	7	6
Total British.....	158,289	17,136	17,727	4,408
Granted to Aliens:				
Adults.....	704,198	33,990	32,331	6,431
Minors.....	157,344	8,253	8,218	1,860
Adopted or Legitimated.....	3,200	17	26	10
Re-acquisition of Status.....	9,857	504	505	138
Total Alien.....	874,599	42,764	41,080	8,439
Total Granted.....	1,032,888	59,900	58,807	12,847
Total Granted and Issued.....	1,776,446	159,351	152,181	40,530
Miscellaneous:				
Retention.....	3,108	252	276	53
Reg. of Birth Abroad.....	85,541	5,811	5,527	1,355
Extensions.....	1,194	—	—	—
Loss by Alienation.....	7,569	755	272	—
Renunciation.....	11	6	6	—
Revocation.....	1,530	1	2	—

¹Figures up to and including 1969 are by calendar year. 1970-71 figures are based on the fiscal year. Loss by alienation, renunciation and revocation are still shown by calendar year.

²Figures for the first quarter of 1970 are shown separately, owing to the conversion of figures from a calendar year basis to a fiscal year basis.

Appendix D

POST-SECONDARY EDUCATION 1. BASIC FISCAL TRANSFER AND ADJUSTMENT PAYMENTS FISCAL YEAR 1970-71

Province	1. Total Eligible Post-Secondary Operating Expenditures	2. 50 Per Cent of Eligible Operating Expenditures	3. 1967, \$15 Per Capita Provinces (Radio Increase is 1.22 over 1969-70)	4. Greater of Two or Three	5. Total of Basic Fiscal Transfer ²	6. Value of Adjustment Payments (4 minus 5)
(\$ thousands)						
NFLD.	19,143	9,572	14,333(11,748)	14,333	8,428	5,905
P.E.I.	4,640	2,320	3,124 (2,561)	3,124	1,783	1,341
N.S.	52,630	26,315	—	26,315	12,465	13,850
N.B.	29,500 ¹	14,750	17,742(14,543)	17,742	10,152	7,590
QUE.	394,000	197,000	—	197,000	97,885	99,115
ONT.	601,139	300,570	—	300,570	157,161	143,409
MAN.	66,883	33,442	—	33,442	15,988	17,454
SASK.	60,860	30,430	—	30,430	15,358	15,072
ALTA.	157,935	78,968	—	78,968	24,899	54,069
B.C.	110,000 ¹	55,000	—	55,000	39,536	15,464
Total	1,496,730	748,367		756,924	383,655	373,269³

¹Provincial estimates not received. This is a departmental estimate.

²Value of tax abatement and equalization payments as estimated by the Department of Finance on July 16, 1970.

³An additional \$15,000,000 was paid in 1970-71 with respect to 1968-69 claims.

2. SUMMARY OF CASH ADJUSTMENT PAYMENTS FISCAL YEARS 1967-68 TO 1970-71

Fiscal Year in Which Paid	Payments Relating to Fiscal Year				Total to End of 1970-71
	1967-68	1968-69	1969-70	1970-71	
(\$ thousands)					
1967-68	108,000	—	—	—	108,000
1968-69	52,471	224,129	—	—	276,600
1969-70	15,534	—	285,899	—	301,433
1970-71	—	15,000	—	373,269	388,269
Total to End of 1970-71	176,005	239,129	285,899	373,269	1,074,302

Appendix E

SUMMARY OF PRODUCTION 1. TRANSLATION

English-French		Words
Printed or Stencilled		66,812,985
Letters		5,104,830
Others		1,793,430
French-English		
Printed or Stencilled		7,261,760
Letters		4,625,068
Others		3,307,595
Subtotal		88,905,668
Outside Translation		26,790,507
Total		115,696,175
		Hours
Miscellaneous Services.....		235,470

2. INTERPRETATION

Parliamentary Service	Days ¹	Sittings	Interpreter Days
Debates (House of Commons)	166	306	918
Debates (Senate).....	99	106	159
Committees (H. of C. or Joint)	176	988	2,448 ²
Committees (Senate)	43	53	26
Paraparlimentary assignments	37	47	71 1/2
Subtotal	521	1,500	3,622 1/2
Outside Service³			
Various conferences	417	1950	952
PSSRB	45	94	47
Press conferences.....	15	15	2
Subtotal	477	2,059	1,001
Total	998	3,559	4,623 1/2
Plus travelling time	149 1/2	325	162 1/2 ⁴
Interpretation for various missions requiring the attendance of foreign language interpreters	—	—	87
Grand Total	1,147 1/2	3,884	4,873

¹Number of days during which there were sittings of the house, conferences, etc.

²Part of this work was provided by translators-interpreters of the Committees Division.

³Includes interpretation services provided in Ottawa and in other centres elsewhere at federal-provincial conferences, ministerial meetings, meetings of officials, other national and international conferences, formal hearings by boards, commissions and other bodies and various special assignments including assistance at press conferences. These occasions have required the services of from one to six interpreters.

⁴Including 21 interpreter-days of travelling time with committees.

Appendix F

DEPARTMENT OF THE SECRETARY OF STATE AND NATIONAL MUSEUMS OF CANADA 1. STAFF DEVELOPMENT AND TRAINING

Types of Courses	Departmental		Given by Central Agencies		Outside the Public Service		Evening, Correspondence	Total	
	No.	Man-days	No.	Man-days	No.	Man-days		No.	Man-days
University Courses	—	—	—	—	16	1,467	48	64	1,467
Translators in Training	—	—	—	—	126	20,790	—	126	20,790
Bureau of Staff Development and Training (P.S.C.)	—	—	54	372	—	—	—	54	372
Language Training	40	150	100	4,470	—	—	—	140	4,620
Management Development	20	480	—	—	—	—	—	20	480
Personnel Management	24	96	—	—	—	—	—	24	96
Secretarial Development	60	120	—	—	—	—	—	60	120
Conferences, Research and Field Studies	185	1,464	—	—	—	—	—	185	1,464
Readings for Managers	150	(a)	—	—	—	—	—	150	—
Orientation	56	196(b)	—	—	—	—	—	56	196
Total	535	2,506	154	4,842	142	22,257	48	879	29,605

(a) not measurable in man-days.

(b) 56 translators-in-training spent three days each in departmental orientation plus half a day in the Department of Manpower and Immigration.

2. STAFFING

Appointments	
(Term, Term to Continuing and Continuing).....	378
Promotions with Competition	269
Promotions without Competition	54
Transfers.....	38
Intra-Departmental Competitions.....	56
Inter-Departmental Competitions.....	18
Departures	
(Resignations, transfers, deaths).....	839
Total Actions (1970-71).....	1,578
(1969-70).....	720
Percentage Increase.....	45.6

Appendix G

ACTS RELATED TO THE PORTFOLIO OF THE SECRETARY OF STATE

	Year Passed	Year Amended
Broadcasting Act.....	1968	1970
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, 1969 1970
Federal-Provincial Fiscal Arrangements Act, 1967. 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	