

Annual Report for the year ending March 31st, 1976

Secretary of State



Secretary
of State

Secrétariat
d'État

SECRETARY OF STATE

Annual Report for the year
ending March 31, 1976

TABLE OF CONTENTS

	<u>Page</u>
Introduction.....	1
Principal Officers of the Department of the Secretary of State as of March 31, 1976.....	2
Organization Chart.....	3
Related Agencies.....	4
Cultural Affairs Sector	
Arts and Culture Branch.....	5
Education Support Branch.....	14
Language Programs Branch.....	19
Translation Bureau.....	24
Citizenship Sector	
Policy Branch.....	29
Programs Branch.....	31
- Citizens' Participation Directorate.....	31
- Official Language Minority Groups Directorate..	34
- Women's Program Directorate.....	40
- Multiculturalism Directorate.....	41
- Native Citizens' Directorate.....	46
Citizenship Registration Branch.....	50
Corporate Management Sector	
Departmental Secretariat.....	51
Planning, Systems and Services Branch.....	52
Personnel Administration Branch.....	54
Information Services Branch.....	55
Financial and Operational Audit Directorate.....	57
Comparative Statement of Revenue and Expenditure.....	58

INTRODUCTION

The Department of the Secretary of State is responsible for matters relating to arts and culture, citizenship, bilingualism development outside the federal public service, education support, state protocol and translation. This report covers the activities of all branches of the department from April 1, 1975 to March 31, 1976.

The portfolio of the Secretary of State also includes the boards, corporations, commissions and other offices listed on page 4. These institutions issue their own annual reports.

PRINCIPAL OFFICERS OF THE DEPARTMENT OF THE SECRETARY OF STATE

AS OF MARCH 31, 1976

Secretary of State: The Honourable J. Hugh Faulkner
Minister Responsible for Multiculturalism: The Honourable John Munro
Under Secretary of State: André Fortier
Assistant Under Secretary of State, Cultural Affairs: Peter Roberts
Assistant Under Secretary of State, Citizenship: André Renaud
Assistant Under Secretary of State, Corporate Management: Gerald Rayner

Cultural Affairs

Director General, Arts and Culture: Warren Langford
Director General, Education Support: Robert Lachapelle
Director General, Language Programs: Jane Dobell
Superintendent, Translation Bureau: Paul Larose

Citizenship

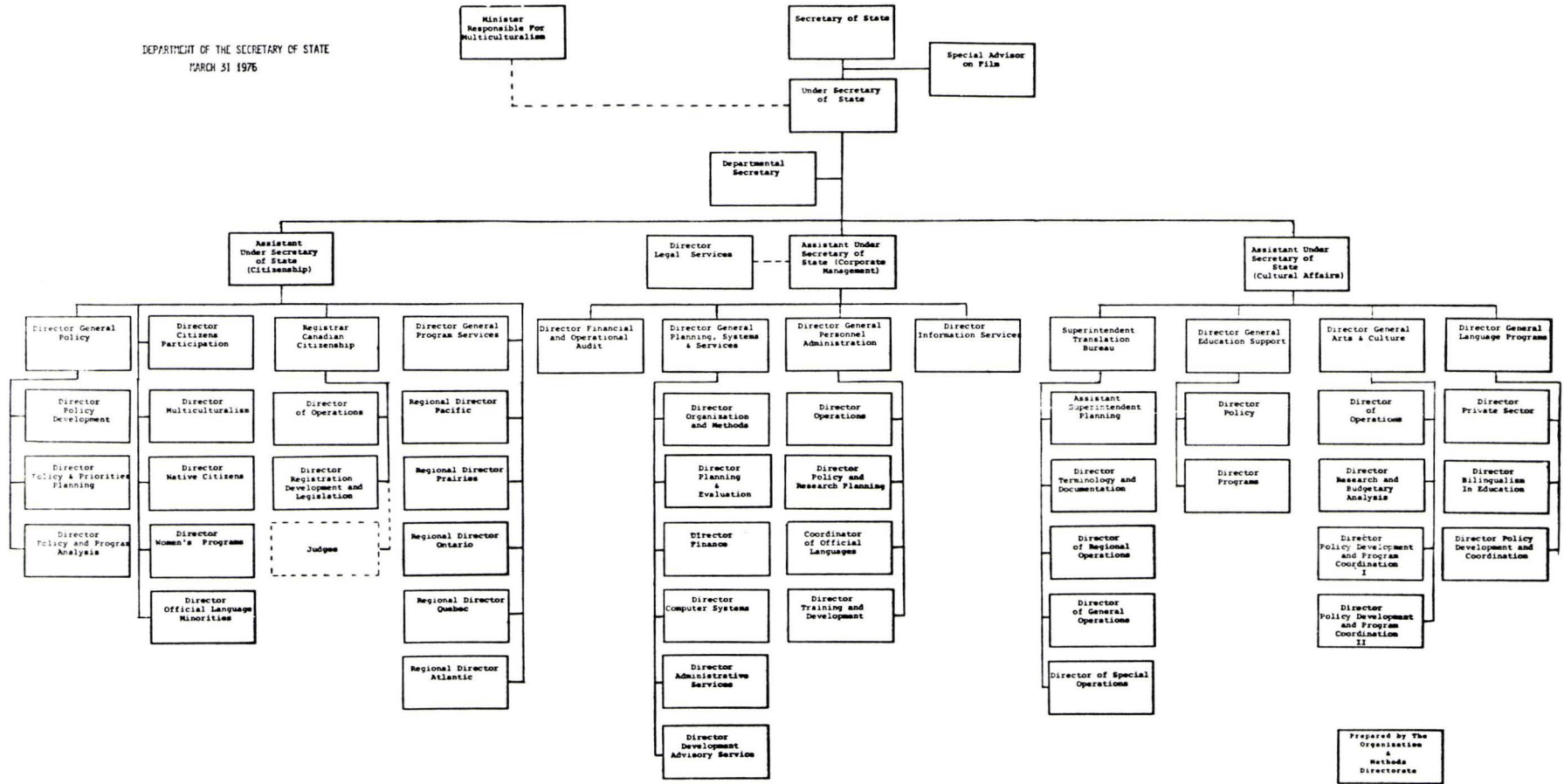
Director General, Policy: Stewart Goodings
Director General, Programs: Maurice Héroux*
Registrar, Canadian Citizenship: Robert Nichols
Regional Director, Pacific: Max Beck
Regional Director, Prairies: Edward Sexsmith (Acting)
Regional Director, Ontario: George Cromb
Regional Director, Quebec: Pierre Emond
Regional Director, Atlantic: Gregory Donovan

Corporate Management

Departmental Secretary: Bernard Forestell
Director General, Planning, Systems and Services: Clement Hobbs
Director General, Personnel Administration: Marc Sénécal
Director, Information Services: Earl McCarthy (Acting)
Director, Financial and Operational Audit: Sam Albert

* Until September 1975

DEPARTMENT OF THE SECRETARY OF STATE
MARCH 31 1976



RELATED AGENCIES

Canada Council

Canadian Broadcasting Corporation

Canadian Film Development Corporation

Company of Young Canadians*

National Arts Centre Corporation

National Film Board

National Library of Canada

National Museums of Canada

Public Archives of Canada

Public Service Commission

Office of the Representation Commissioner

*Ceased to exist operationally as of
March 31, 1976

CULTURAL AFFAIRS SECTOR

ARTS AND CULTURE BRANCH

The primary objective of the Arts and Culture Branch was to provide advice and assistance to the Secretary of State in the formulation and development of policies and programs for the achievement of national arts and cultural objectives, and to promote effective cooperation among the federal cultural agencies in the achievement of these objectives.

The branch consisted of two policy development divisions, the first responsible for broadcasting, film and publishing policies, the second for policies in respect of museums and the national heritage, performing arts and visual arts. A third division was occupied with research and analysis, including the annual review and analysis of the program forecasts and main estimates submissions of the cultural agencies, and with the development and operation, in collaboration with Statistics Canada, of a national cultural statistics program. A fourth division was responsible for the administration of grants and contributions, the cultural property export and import legislation, the Festival Canada program, the Film Festivals Bureau, matters of state protocol and special events such as royal visits.

Broadcasting

This division provided advice and assistance to the Secretary of State in discharging his responsibility for broadcasting policy formulation and evaluation matters under Section 4 of the Department of State Act and Part I and III, the Broadcasting Act. The Secretary of State reports to Parliament on the Canadian Broadcasting Corporation, the national broadcasting service.

During the year, branch officials participated in an action committee, chaired by the CBC, established to implement the Accelerated Coverage Plan announced by the Secretary of State in February 1974. The objective of the plan is to provide CBC broadcasting services in the required official language to all Canadian communities with a population of 500 or more, within five years.

In the year under review, an informal inter-departmental committee chaired by the branch with the CRTC, the CBC, Treasury Board and the Department of Communications met several times to discuss the possibility of replacing community owned and operated stations rebroadcasting CBC service with CBC transmitters.

A plan for the further use and distribution of the CBC's post-broadcast material was also developed in cooperation with the Corporation. The program came into effect in October 1975.

During 1975-76, policy development officers collaborated with the CBC in the development of the Northern Broadcasting Plan, in cooperation with the Department of Communications, the CRTC and the Department of Indian Affairs and Northern Development.

Approval was obtained to make significant changes in the methods of financing the CBC and in the plans and priorities of the Corporation for the period 1975 to 1980. The branch continued its research into program production and distribution with particular attention to the effects of such new technologies as pay television and videodisc on the national broadcasting service and the Canadian broadcasting system.

Film

Several new policy initiatives were announced by the Secretary of State during 1975-76 as a part of the national film policy.

To stimulate investment in production of Canadian feature films, a new income tax regulation was introduced. It allows investors in feature films that meet the criteria for the employment of Canadian creative and technical talent to deduct 100 per cent of their investment in one year.

To encourage the increased production of feature films in Canada, the Secretary of State announced in September 1975 that he had signed a co-production agreement with the United Kingdom. Reactions from the film industry indicate that each of these initiatives is having the desired effect in stimulating production.

To ensure wider access for Canadian features to theatres across Canada, Famous Players Limited and Odeon Theatre (Canada) Limited agreed to a quota system guaranteeing a minimum of four weeks of screen time per theatre per year in their movie houses. The Canadian Film Development Corporation will monitor and report on the success of this arrangement to the Secretary of State.

To further the development of the national film policy over a broader range in both the public and the private sector, a special study of the film industry commenced in mid-1975. The primary objective of this study is to provide a comprehensive analytical profile of the structure and operation of the film industry in both sectors. The results of this study will provide a basis for policy changes and an objective framework against which to test measures designed to improve the coordination of film activities of the five federal film agencies.

Publishing

In the year under review, a significant piece of magazine legislation, Bill C-58, was referred to the House of Commons for third and final reading, following detailed study by the Commons Committee on Broadcasting, Film and Assistance to the Arts and the Committee's approval without amendment.

This bill seeks to amend the Income Tax Act by deleting from it certain provisions whereby advertisers using the pages of several foreign owned periodicals - notably Time and Reader's Digest - were able to deduct, for taxation purposes, the cost of such advertising, as in the case of advertisements placed in Canadian periodicals.

Assistance was provided to the export of Canadian books for sale abroad. The consortium known as the Association for the Export of Canadian Books, with sales outlets in London, New York and Paris, received \$240,000 in 1975-76 as part of a three-year program aimed at the achievement of self-sufficiency by the Association.

A major research study was officially undertaken to analyze the book publishing industry in Canada. It will recommend policy directions to the government aimed at encouraging the continued growth of the industry. Augmenting the scope of this study were the results of a comprehensive statistics collection and analysis program for the book publishing industry. The latter is proceeding on an annual basis in cooperation with Statistics Canada and representative associations of the book publishing industry.

In 1975-76, proposed new entries into the publishing industry in Canada and projected takeovers of Canadian publishing enterprises by foreign interests were reviewed under the terms of the Foreign Investment Review Act. Schedule C of the Customs Tariff and sections 27 and 28 of the

Copyright Act continued to be enforced to prohibit the importation of foreign editions of Canadian books for which copyright is held in Canada, or of American titles for which the licence to reproduce the title in Canada is held by a Canadian publisher.

Departmental officials met with representatives of the publishing and distribution industries to consider and discuss the possibilities of a common national distribution service. Such a development would result in the placement of Canadian periodicals and mass paperbacks in outlets in communities where these books are rarely, if ever, accessible.

Cultural and National Heritage

During the fiscal year the branch began a review of federal policies, programs and activities dealing with cultural and national heritage. This review concentrated on 52 federal departments and agencies that have an explicit or implicit mandate in the heritage field.

Bill C-33, the Cultural Property Export and Import Act, received royal assent on June 19, 1975. It appears in Volume 1, Number 9 of the Canada Gazette, Part 111, and will come into force on a day to be fixed by proclamation. At that time, all matters relating to the administration of the bill will become the responsibility of the Secretary of State.

Branch officials, in cooperation with officials from the National Library, began looking at various specific issues related to libraries in Canada. Such issues included the question of financial recognition - through the library system - of the contribution of writers to Canadian culture, the new developments in the inter-library loan system and the possibility of direct or indirect federal financial aid to public libraries.

Performing and Visual Arts

A major occurrence this year in the field of the visual arts was a review of the craft industry in Canada by the branch, in conjunction with officials of the Department of Industry, Trade and Commerce. The branch also provided funding to national arts associations such as the Canadian Conference of the Arts and the Canadian Crafts Council.

In the performing arts field, capital grants were awarded under a special program to help establish and maintain a national grid of performing arts facilities by providing professional performing arts companies with funds to meet their needs. Capital funding can be used for the construction or purchase of new facilities; the purchase and/or renovation of facilities, or funding for associated capital equipment such as lighting, sound, seating, dressing rooms, curtains and air conditioning. The grants may not cover the cost of purchasing land or expenses related to a production such as scenery, props or operating costs.

For example, in recognition of the cultural significance of the Vancouver Symphony Orchestra, the Secretary of State made a two million dollar grant to the City of Vancouver in 1975-76 to be used for the purchase and renovation of the Orpheum Theatre for the Symphony's use.

This program is designed to improve performing arts facilities in Canada, and to reduce regional disparities in their quality and accessibility.

Table 1 indicates the organizations that have received grants or for which grants have been authorized in 1975-76. Table 2 shows the amount of general support granted in the year under review.

Research and Analysis

During 1975-76, the branch continued to develop a program of cultural statistics in cooperation with Statistics Canada. Annual surveys were conducted in the fields of books and book publishing and performing arts organizations. Biannual surveys of museums, galleries and related institutions were also undertaken. The results of these surveys and analyses of these results are published at regular intervals by Statistics Canada. During this year, the branch also contracted with Statistics Canada to conduct a survey of selected leisure time activities in Canada as a supplement to the October 1975 Labour Force Survey. The results of this survey will be analysed and a report published in the next fiscal year.

The major research activities undertaken by the branch in 1975-76 were the in-depth studies of the film and publishing industries carried out by the Bureau of Management Consulting Services on behalf of the department.

The results of these two studies will be available early in the next fiscal year. In addition, the development of an inventory of federal activities in the field of national heritage was begun in the latter part of the fiscal year.

The branch continued to provide the Secretary of State with analyses of federal programs and expenditures in the cultural area and advice on the allocation of resources to and among the federal cultural agencies and programs.

Festival Canada Bureau and Special Events

The Festival Canada Bureau planned, coordinated and implemented the annual July 1 festival in the National Capital Region. Its scope ranged from the operas at the National Arts Centre to international hydroplane racing on the Ottawa River. Festival Canada began with the July 1, 1975 show and fireworks display on Parliament Hill and the Governor-General's Children's Party attended by 10,000 young guests. It ended with an open air concert at the Astrolabe Theatre behind Parliament Hill. The Astrolabe gave 32 evening performances with a total attendance of 70,000 people at a cost of \$1.28 per audience head.

Assistance was given to the Supreme Court of Canada in celebrating its centennial in 1975, by arranging for an original production specially written for the occasion at the National Arts Centre.

The year 1975 saw the City of Hull celebrate the 175th anniversary of its founding and the 100th anniversary of its incorporation. Help with the planning and implementation of the program of celebration was given by the Special Events Section of the branch. As well, a special events officer was invited to sit on the committee to develop a plan for the celebration of the 150th anniversary of the founding of Bytown (Ottawa).

During the year under review, the branch worked in cooperation with the Cultural Olympics Committee (COJO), Montreal, to plan a series of performing and visual arts activities in Ottawa in support of the 1976 Olympic games.

State Protocol, Hospitality and Conferences

The State Protocol, Hospitality and Conference Division helped organize the visit of His Royal Highness, the Prince of Wales, to Ottawa and the Northwest Territories in April 1975. Preparations were begun for Her Majesty the Queen's visit to Canada in July for the 1976

Olympics, and the division assisted with the ceremonies surrounding the inauguration of Montreal's new international airport at Mirabel.

Film Festivals Bureau

The Film Festivals Bureau organized and coordinated the participation of Canadian films in national and international festivals. It produced information and promotion material on each recent Canadian feature film and distributed this material in Cinema Canada brochures. Through an intensive information program, the bureau promoted Canadian films at home and abroad. In 1975, the bureau coordinated the entry of 424 Canadian films in 206 festivals where Canadian films received a total of 183 awards.

During the fiscal year, five grants were awarded to Canadian film festivals and two awards were given to Canadian cinematographic events. The bureau also organized Canadian participation in four major festivals held in Cannes, Chicago, Moscow and Teheran.

Table 1. - CAPITAL GRANTS
FOR PERFORMING ARTS
(1975-76)

Grants and Contributions

Ballet YS, Toronto, Ontario	\$ 20,700
Canadian Mime Theatre, Niagara-on-the-Lake, Ontario	100,000
Canadian Opera Company, Toronto, Ontario	10,000
Canadian Puppet Festival, Chester, Nova Scotia	60,000
Centaur Theatre, Montreal, Quebec	150,000
Citadel Theatre, Edmonton, Alberta	500,000
City Stage Theatre, Vancouver, British Columbia	30,000
Globe Theatre, Regina, Saskatchewan	21,774
Mummers Troupe, St. John's, Newfoundland	57,500
Orpheum Theatre, Vancouver, British Columbia	833,333
Tarragon Theatre, Toronto, Ontario	49,250
Théâtre d'Aujourd'hui, Montreal, Quebec	26,000
Théâtre Expérimental, Montreal, Quebec	15,900
Théâtre Passe-Muraille, Toronto, Ontario	35,000
Toronto Free Theatre, Toronto, Ontario	100,000
Toronto Workshop Productions, Toronto, Ontario	13,000
Young People's Theatre, Toronto, Ontario	<u>150,000</u>
TOTAL	\$2,172,457

Table 2. - SUPPORT GRANTS
(1975-76)

General

Canadian Broadcasting League	\$ 60,000	
Canadian Conference of the Arts	198,000	
Canadian Crafts Council	75,000	
Canadian Historical Association	5,000	
Community Music School of Greater Vancouver	111,111	
Fathers of Confederation Building Trust	870,000	
Grant to the Province of New- foundland (25th anniversary 1949-74 in Confederation)	500,000	
International Theatre Institute - Canadian Section	6,750	
Kingston Ontario Tercentenary (sculpture) to be completed May 1976	70,000	
2nd Canadian Festival Youth Orchestras, Banff, Alberta	38,850	
	<hr/>	
	1,934,711	1,934,711

Film Festivals Bureau

Canadian Amateur Film Festival	8,000	
Canadian Film Awards	27,500	
Canadian Film Institute	50,000	
Canadian Film Symposium	5,050	
Canadian Student Film Festival	7,500	
Filmexpo	15,000	
Les Films Québec Love	3,000	
Stratford International Film Festival	8,050	
Super 8 Film Festival	500	
	<hr/>	
	124,600	124,600
		<hr/>
TOTAL		\$2,059,311

EDUCATION SUPPORT BRANCH

In addition to administering the program of post-secondary education adjustment payments described below, the Education Support Branch continued to be engaged during the year in research and analytical work required by the Secretary of State in the discharge of his responsibility for the coordinated development, formulation, implementation and review of federal education policies and programs. Major projects in this area included a comprehensive evaluation of federal support to post-secondary education under the existing arrangements due to expire in March 1977, and a review of student assistance and related matters.

The Education Support Branch also maintained continuing liaison with other federal agencies in coordinating policies related to education. In particular, close relationships were maintained with the Department of Manpower and Immigration in the development of manpower training, and with the Ministry of State for Science and Technology.

Other major activities of the Education Support Branch included communication and liaison with representatives of provincial governments, the academic community and national organizations on matters of education, and evaluation of the effectiveness of federal education policies and programs in the pursuit of national goals.

The liaison and coordination activities of the Education Support Branch expanded markedly in the period under review. Apart from extensive contacts with representatives of the academic community and national organizations on matters of education, there was considerably more activity in federal-provincial and international relations.

In the federal-provincial field, the branch participated in a number of joint activities with provincial education authorities, including a federal-provincial working group on student assistance, the coordinating committee for the OECD Review of Educational Policies in Canada, and the preparation of a federal-provincial report entitled "Education in Canada" for the International Bureau of Education (UNESCO).

On the international scene, the branch continued to work with the Department of External Affairs to ensure Canada's effective participation in international forums on education questions. Considerable preparatory work was devoted to meetings of major international organizations and their agencies, namely the OECD, UNESCO and the Commonwealth Secretariat.

Representatives of the branch played an active part in Canadian delegations to the OECD Education Committee and the Biennial Conference of the International Bureau of Education (UNESCO), as well as in preparation for the Commonwealth Conference on Educational Broadcasting.

Throughout the year, the Education Support Branch continued to provide up-to-date information in response to the large volume of inquiries received from students, faculty members and the general public.

Post-Secondary Education Adjustment Payments

These payments are authorized in Part VI of the Federal-Provincial Fiscal Arrangements Act, 1972, which replaced the Federal-Provincial Fiscal Arrangements Act, 1967. The 1967 act made provision for a province to receive for 1967-68 a fiscal transfer equal to the greater of \$15 per capita of provincial population, or an amount equal to 50 per cent of the eligible operating expenditures for post-secondary education in the province. For subsequent years, the provinces to which the 50 per cent formula applied remained entitled to transfers on that basis, while the provinces initially on per capita basis (Newfoundland, Prince Edward Island, New Brunswick) were to receive a yearly increase in the transfer in line with the increase in eligible post-secondary expenditures in all provinces combined until such year as the other formula would produce a higher entitlement.

Part VI of the Federal-Provincial Fiscal Arrangements Act, 1972, retained the two basic formulae for calculating these payments, but set a yearly maximum of 15 per cent on the rate of increase in the total federal contribution. The 1972 act originally provided for the continuation of the post-secondary education adjustment payments for the fiscal years ending in 1973 and 1974. In December 1973 the provisions of Part VI of the act were extended without change for a further three-year period, until March 31, 1977.

The federal contribution to the provinces for post-secondary education has two components: a federal revenue reduction relating to post-secondary education, with associated equalization and revenue guarantee payments; and post-secondary education adjustment payments designed to bring the total transfer to each province to the level of its entitlement under Part VI of the act. While the post-secondary education adjustment payments are calculated and remitted to the provinces by the Secretary of State, provisions concerning

the federal revenue reduction and associated equalization and guarantee payments are administered by the Department of Finance.

During 1975-76, post-secondary education adjustment payments totalling \$534,992,871 were made to the provinces. This amount included advances of \$482,145,993 in respect of 1975-76 (see Table 3) as well as net additional payments of \$52,846,878 in respect of earlier years.

Post-secondary education adjustment payments made to each province since 1967-68 are shown in Table 4. Up to and including 1975-76, the adjustment payments made by the Secretary of State totalled \$3,529,763,000.

Table 3. -

POST-SECONDARY EDUCATION ADJUSTMENT PAYMENTS

Estimated Eligible Operating Expenditures,
Estimated Value of Federal Revenue Reduction and Advances
Authorized in Respect of 1975-76 by Province

(\$000s)

<u>Province</u>	<u>Estimated Eligible Operating Expenditures</u> 1	<u>Estimated Federal Contribution</u> 2	<u>Estimated Value of Federal Revenue Reduction</u> 3	<u>Advances Authorized in Respect of 1975-76</u> 4
Newfoundland	44,853	25,339	20,634	4,705
Prince Edward Island	8,911	5,521	4,447	1,074
Nova Scotia	100,000	50,000	30,799	19,201
New Brunswick	52,348	31,424	25,519	5,905
Quebec	1,047,000	441,275	230,161	211,114
Ontario	1,074,900	530,486	366,013	164,473
Manitoba	111,684	55,842	37,967	17,875
Saskatchewan	99,194	46,057	34,259	11,798
Alberta	239,752	118,828	76,187	42,641
British Columbia	<u>253,000</u>	<u>105,842</u>	<u>102,482</u>	<u>3,360</u>
TOTAL	3,031,642	1,410,614	928,468	482,146

Col. 1: Estimates submitted by provincial governments in February 1975

Col. 2: Based on Col. 1 and application of 15% limit on the year-to-year increase in federal contribution

Col. 3: Federal revenue reduction relating to post-secondary education and associated equalization and revenue guarantee payments as estimated by the Department of Finance in September 1975

Table 4. - POST-SECONDARY EDUCATION ADJUSTMENT PAYMENTS TO PROVINCES¹
IN RESPECT OF FISCAL YEARS 1967-68 TO 1975-76
(\$000s)

<u>Province</u>	<u>1967-68</u>	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>	<u>1975-76</u>
Newfoundland	2,924	4,058	5,836	6,875	6,316	5,734	5,734	5,012	4,705
Prince Edward Island	1,078	641	962	1,341	1,447	1,430	1,329	1,135	1,074
Nova Scotia	7,694	10,064	13,480	16,802	19,287	20,591	18,486	19,421	19,201
New Brunswick	2,584	3,657	5,103	7,590	8,241	8,047	7,616	6,610	5,905
Quebec	64,719	75,386	97,621	133,414	167,970	165,242	176,070	216,609	211,114
Ontario	51,310	81,911	105,505	143,755	162,904	161,744	153,637	142,685	164,473
Manitoba	7,772	10,740	12,541	17,711	19,343	19,236	17,699	15,925	17,875
Saskatchewan	12,316	10,766	12,899	15,244	15,625	16,021	16,440	13,231	11,798
Alberta	23,914	29,808	38,866	54,069	60,793	53,745	53,370	52,515	42,641
British Columbia	9,015	11,285	11,878	19,048	22,197	19,288	14,320	16,023	3,360
TOTAL ²	182,503	237,182	302,913	414,810	484,682	471,660	464,701	489,166	482,146

¹ For any year, the figures shown represent monthly advance payments made during the year in question as well as subsequent recoveries or additional payments in respect of that year. The figures are subject to revision due to changes in final value of the federal revenue reduction and to final audit of eligible operating expenditures.

² Individual figures may not add to total figure shown due to rounding.

LANGUAGE PROGRAMS BRANCH

The Language Programs Branch was originally created to accept responsibility for the development and administration of a number of official languages programs, stemming in large part from the Canadian government's response to the recommendations of the Royal Commission on Bilingualism and Biculturalism.

In 1975-76, these programs, designed to promote the acquisition and use of the official languages in Canadian society and to ensure their equality of status, continued to meet specific objectives. The goals of the programs were: to provide an increased opportunity for Canadians of the majority official language group in each province to acquire a knowledge of the other official language; to provide an increased opportunity for Canadians of the minority official language group in each province to be educated in their own language; to encourage, where appropriate, the use of the two official languages in provincial and municipal administrations; to encourage the use of both official languages in the operations of organizations and institutions in the private sector; to encourage and assist in the development of improved methods for acquisition and use of the official languages and to cooperate with other countries and international organizations on matters relating to institutional and individual bilingualism.

The programs were administered by three divisions: Bilingualism in Education, Private Sector and Language Acquisition and Development.

Bilingualism in Education Division

In 1975-76, under the federal-provincial program for bilingualism in education, the federal government granted \$99,876,820 to the provinces based on five different criteria in order to promote minority-language education and second-language teaching (English in Quebec and French elsewhere in Canada) at all educational levels. At the post-secondary level in particular, 26 institutions (one in Nova Scotia, eight in New Brunswick, three in Quebec, 11 in Ontario, one in Manitoba, one in Saskatchewan and one in Alberta) received federal assistance.

Grants of up to \$100,000 were made to eight provinces to establish or improve language training centres. To provide training facilities for teachers, \$115,541 was given to the Institut pédagogique du Collège St-Boniface and \$1,000,000 was contributed toward the purchase of Collège St-Jean in Edmonton by the Province of Alberta.

Approximately 5,000 teachers participated in short refresher courses designed to improve their skill in language teaching. Fellowships and travel funds were also made available to students wishing to specialize in second-language studies or study in their first official language outside their province of residence. Under a special pilot project for second-language monitors, some 400 students attended post-secondary educational institutions outside their province of residence, and at the same time assisted second-language teachers in local educational institutions.

The Summer Language Bursary Program enabled 4,415 students to complete a six-week immersion program to learn their second official language. This program also included socio-cultural activities and encouraged interprovincial exchanges. Sixty-two per cent of the students participated in this program outside their province of residence.

Under the Special Projects Program, provincial governments could submit projects designed to answer their special needs in the area of bilingualism in education. The projects represented innovations or additions to existing programs. Their field of action was varied, extending from kindergarten to university and including adult education.

Considerable assistance was given to Ontario, Manitoba, Saskatchewan and Newfoundland to develop teaching material and set up resource centres. Also, in Ontario money was made available for minority-language television courses in various subjects. In Quebec the program funded extra-curricular social, cultural and sports activities conducted in the participants' second language. In all provinces, grants were made available for teacher development and the exchange of teachers.

The federal government and the government of the province concerned shared the cost of setting up these short-term projects. In 1975-76 the \$6,980,188 pledged by the Department of the Secretary of State was distributed among more than 85 projects.

Private Sector Division

In 1975-76, assistance was given to various associations that considered bilingual service to their membership to be of sufficient importance that they were prepared to make a commitment to develop their bilingual capability on a realistic basis over a number of years.

In the fiscal year, 196 associations received grants to help cover the cost of bilingual services at their major meetings and the translation of some of their basic documents. For instance, \$2,015 was awarded to the Canadian Association for the Mentally Retarded, \$720 to the Purchasing Management Association of Canada and \$4,700 to the Interchange on Canadian Studies to meet the cost of interpretation services at their annual meetings. The Canadian Amateur Basketball Association and the Canadian Youth Hostel Association were granted \$2,400 and \$2,310 respectively for document translation. Furthermore, five associations received grants in support of their bilingualism development plan.

A more comprehensive and efficient approach was developed by the program in its dealings with the private sector's organizations, associations and institutions. In the world of business, emphasis was placed on the language of service. Technical assistance - including evaluation of needs, information on language training, translation, documentation and signs - was available to business firms. Continued cooperation was offered to the Business Linguistic Centre, consisting of 75 Montreal business firms that have pooled their resources and efforts toward an equitable use of the official languages.

Language Acquisition and Development Division

This division's main purpose is to encourage and support the teaching of French and English as second languages. In order to achieve this goal, a total of \$732,590 was granted to institutions and groups involved in research on language acquisition, and to the dissemination of information on second language teaching throughout Canada.

In the area of language research, contracts were let for the study of the extra costs of second language teaching and of minority language teaching across Canada. The dissemination of information on second language teaching was assisted by a number of projects, notably the publication of the Canadian Modern Language Review/Revue canadienne des langues vivantes, special issue of February 1976, on attitude and motivation in language learning, and of four issues of the Working Papers on Bilingualism/Travaux des recherches sur le bilinguisme. Liaison with agencies and institutions involved in documentation on bilingualism was another priority, in anticipation of the eventual creation of a reference centre on matters of language teaching and bilingualism. This division also cooperated with other government departments and agencies in maintaining relations with various countries and international organizations on issues pertaining to individual and institutional bilingualism.

Technical assistance was provided to the Bilingual Districts Advisory Board, created in 1972 to recommend to Cabinet the establishment of bilingual districts in those areas of Canada where there would be a need for the federal government to provide the public with services in both official languages. The board's report was tabled in the House of Commons on November 21, 1975.

Bilingualism in Public Administration

Under the program of bilingualism in public administration, financial and technical aid was offered to provincial and territorial governments wishing to provide services to the public in both official languages.

The program continued to provide, on a cost sharing basis with the provinces, second language courses for provincially sponsored public servants who were enrolled in both the federal Language Bureau schools or in provincial language training programs. The number of students partaking of such courses, including municipal employees and school board administrators, has greatly increased during this fiscal year. Prince Edward Island, Ontario and Manitoba participated in this program.

Financial and technical aid was also available for translating provincial statutes and regulations. Participating provinces were New Brunswick, Quebec and Ontario.

The total federal contribution under this program in fiscal 1975-76 was \$562,698.

Table 5. - LANGUAGE PROGRAMS

GRANTS AND CONTRIBUTIONS

(1975-76)

Contributions to the provinces (Bilingualism in education)	\$112,343,081
Contributions to the provinces (Bilingualism in public administration)	562,698
Aid to voluntary associations	543,300
Special projects - private sector	---
Linguistic research and information	732,590
 TOTAL	 \$114,181,669

TRANSLATION BUREAU

Introduction

By law, the Translation Bureau is the only government body responsible for providing translation, interpretation and terminology services in all languages to the government and its agencies. Cabinet has also entrusted the Translation Bureau with the responsibility for standardization of government administrative language, with particular reference to the two official languages, English and French.

The bureau continued to reorganize to keep pace with its expansion and the increase in the special services it was called upon to provide. As of March 31, 1976, there were 1,750 employees in the Translation Bureau: 1,174 translators, interpreters and terminologists and 576 administrative and support staff.

Translation and Interpretation

Translation services were provided in both official languages - and from foreign languages to English or French as necessary - to Parliament and to federal departments and agencies by the bureau's 815 translation-oriented personnel. The majority of this staff were seconded to the various departments and agencies of government and to Parliament. In 1975-76, the bureau translated a total of 210 million words.

A reorganization regrouped translators seconded to departments and agencies into five divisions, namely administration, legal, scientific, technical and socio-cultural. Each of these divisions contained a central section of translators specializing in its particular fields of work. The increase of French-to-English workload also led to the creation of a sixth division for English translation. The establishment of a word processing division centralized all transcription activities under a single authority.

The bureau's regional offices provide translation services outside the National Capital Region. In view of current trends toward geographic decentralization throughout the federal administration, and the specialization and expansion of sections attached to departments in Ottawa, the bureau's Montreal office was split into two divisions: the Quebec City office - originally part of the Montreal operation -

was autonomized and a new National Defence and Centre-West division was created in Ottawa. Translation services were also provided to all armed forces bases in Canada and West Germany.

Translation services were provided to Parliament and all its constituent bodies. Interpretation services were made available to Parliament, all departments and many quasi-governmental organizations. With the aim of increasing its internal resources and providing training for new interpreters, the bureau increased the number of fully trained interpreters from 54 to 67 and established a school for interpreters.

Multilingual translation services were provided as needed.

During 1975-76, most translation and interpretation work was done by the bureau's permanent staff. However, some of these services were also provided by persons on contract to the bureau, whose expertise was used during peak periods.

Terminology and Documentation

The bureau's mandate was to meet its terminological needs and those of the various federal departments and agencies; to verify and standardize the terminology employed in the public service in both official languages; and to establish, stock and operate a computerized terminology bank in cooperation with provincial or private agencies involved in terminology research.

The Task Force on Terminology, created in March 1975, submitted a five-year plan for setting up structures and systems. Treasury Board approved this plan on the condition that the implementation period be extended to eight years. Hence a new eight-year plan will be submitted at the start of the 1976-77 fiscal year.

Negotiations begun in November with the Université de Montréal resulted in an agreement whereby the university handed over the software and basic file for its terminology bank. The university's decision to discontinue its terminology bank operations led to this agreement.

Terminology cards from the bureau's various operation centres were photocopied and filed at headquarters in Ottawa. Numbering a million and a half, these will serve as a basic source of terminological information for the bureau.

Preliminary work was done to test the possibilities in the field of automated, computerized translation in conjunction with the Université de Montréal and a private company Systran. As a result of these experiments, those involved in computerized - or machine - translation at the Université de Montréal were asked to develop a system to translate manuals on aircraft maintenance and operation and to create a computerized weather forecast translation system.

In March, an agreement was concluded with the Québec Régie de la langue française providing for cooperation in matters of standardization and terminological research. Joint committees on labelling and the naming of agricultural products have already been formed.

Training

Under the University Training Program, the bureau welcomed 85 graduates in May 1975: 37 from the Université de Montréal, 17 from the University of Ottawa, 22 from Laval University, five from Laurentian University and four from the Université du Québec à Trois-Rivières. Another 62 students participated in a training session given by the bureau in July 1975, while 49 received practical training in the sections.

At the start of the academic year in September 1975, 107 new student translators whose university education costs had been subsidized by the federal government were recruited under the program. The total number of grant-aided translation students now stands at 209: six at Laurentian University, 53 at Laval University, 78 at the Université de Montréal, 38 at the University of Ottawa, 19 at the Université du Québec à Trois-Rivières and 15 at the University of Moncton.

An examination centre prepared admission examinations for first level supervisors (held as part of an open competition) and two recruitment examinations for the selection of students to be considered as translators-in-training under the federal government's University Training Program for translators.

A program for training new translators was created in January 1976 to familiarize them with the operation and organization of the bureau, and to coordinate the summer training programs for translators. Twenty-eight trainees were accommodated during the fiscal year. The training programs for first level supervisors were continued. A staff of five instructors provided individual and group

training in revision and administration techniques to 36 trainees in Ottawa. Group instruction was also made available in Quebec City and Montreal through a series of workshops and discussions.

Under a program of practical training abroad, five young bureau translators were given six-month assignments in the translation-editing services of various ministries and administrations of the French government in Paris. Their duties commenced on January 1, 1976.

Training of new French-to-English translators and supervisors was also carried out by the bureau during the year under review, with the exception that translation skills were developed in the English rather than the French language.

Planning

During the year the Planning Directorate was established to provide permanent resources for the planning, evaluation and development of policies. It came into existence on November 1, 1975.

Four projects were launched in cooperation with a number of specialists from outside the bureau. The first dealt with ways to provide bureau management with more rapid access to information. The second project involved the establishment of a system to measure operational performance in order to gauge the bureau's effectiveness in discharging its responsibilities. Another was concerned with career planning for translators as a means of providing new career opportunities involving a better use of skills and knowledge. The fourth dealt with the question of internal communications within a rapidly growing service organization.

Quality Control

A division was established to assist the bureau in monitoring the quality of texts produced within the public service in both official languages, and to investigate complaints regarding language quality. Since its creation in 1975, the division has studied new means of measuring translation quality and difficulty.

Table 6. - TRANSLATION BUREAU PRODUCTION 1975-76

<u>Section</u>	<u>Words Translated - Internal</u>			<u>Words Translated -- External</u>			<u>Total</u>	<u>Total</u>	<u>Total</u>
	<u>E* - F**</u>	<u>F - E</u>	<u>Total</u>	<u>E - F</u>	<u>F - E</u>	<u>Total</u>	<u>E - F</u>	<u>F - E</u>	<u>E & F</u>
General Operations	79,769,571	14,785,406	94,554,977	14,761,733	1,800,015	16,561,748	94,531,304	16,585,421	111,116,725
Special Operations	26,143,461	2,712,204	28,855,665	563,390	52,695	616,085	26,706,851	2,764,899	29,471,750
Regional Operations	43,666,842	3,716,503	47,383,345	3,617,685	21,235	3,638,920	47,284,527	3,737,738	51,022,265
<hr/>									
Total English and French	149,579,874	21,214,113	170,793,987	18,942,808	1,873,945	20,816,753	168,522,682	23,088,058	191,610,740
	<u>E - O***</u>	<u>O - E</u>	<u>Total</u>	<u>E - O</u>	<u>O - E</u>	<u>Total</u>	<u>E - O</u>	<u>O - E</u>	<u>Total O & E</u>
Multilingual Services	<u>1,188,407</u>	<u>4,336,894</u>	<u>5,525,301</u>	<u>712,373</u>	<u>12,366,277</u>	<u>13,078,650</u>	<u>1,900,780</u>	<u>16,703,171</u>	<u>18,603,951</u>
GRAND TOTAL	150,768,281	25,551,007	176,319,288	19,655,181	14,240,222	33,895,403	170,423,462	39,791,229	210,214,691

* English
 ** French
 *** Other

CITIZENSHIP SECTOR

The Citizenship Sector of the Department of the Secretary of State is responsible for the planning and implementation of social and cultural programs. The major goals of the programs within the sector are to encourage the fullest participation of Canadians in Canadian society, enhance their quality of life, reinforce national unity and identity and encourage cultural awareness and appreciation of diversity of heritage within a bilingual framework. The programs also endeavour to preserve and reinforce the recognition and observance of human rights and fundamental freedoms. These objectives are pursued through the coordinated interaction of three basic components: the Policy Branch and the Programs Branch at headquarters and the program delivery system administered in the field by the five regional directorates.

The evolvement of the present structure of field operations began in 1973 with the decentralization of field authority from headquarters to five regional administrations, the Atlantic, Quebec, Ontario, the Prairies including the Northwest Territories and the Pacific including the Yukon.

The purpose of this change was to enhance public access to the resources and services of the sector and to increase the participation of citizens in departmental programs. Equally important, regionalization ensured greater flexibility and responsiveness to regional needs and priorities. By March 1976, the field network included social development offices in 22 locations and 27 Canadian citizenship courts and sub-courts across Canada. Three mobile units served Canadians from coast to coast, providing citizenship registration information and services to those persons unable to reach a regular citizenship court office.

The Citizenship Sector, during the year under review, consisted of three branches at headquarters, namely Policy, Programs and Citizenship Registration.

POLICY BRANCH

In its first year of operation, the Policy Branch engaged in a wide range of development, research and evaluation activities. The branch was frequently asked to explore

many aspects of social development not only for the Citizenship Sector but also for the department, for other departments and occasionally for the Social Policy Committee of Cabinet and other Cabinet committees.

Consequently, the Policy Development Directorate initiated policy directions in the diverse fields of information and referral centres; the Challenge for Change Program; the citizenship and textbook agreements with provincial governments; immigrant integration services to new Canadians; Multiculturalism and Third Language Retention programs; human rights priorities and the Hostels Program. Advice was provided to the Department of Transport on social aspects of transportation in Canada; responses were prepared to the social services policy revisions being developed between the provinces and Canada; an examination was started of ways in which business and industry can be encouraged to assist in the solution of social problems. Preliminary work was undertaken on a series of suggestions concerning community service and youth, and a series of revisions was prepared for programs concerning native people in Canada.

Researchers focused on three major studies: analysis of data for volume II of the study "Citizens' Participation in Non-Work Time Activities;" the "Majority Attitudes Survey" and the "Non-Official Languages Study." Additionally, research forecasts were prepared with programs and regions for the next three years, contacts were made and maintained in the academic world and the private sector to facilitate information exchange, and a framework for a socio-economic data base was developed.

Evaluators were at a disadvantage because program criteria established in past years did not utilize or establish measurable indices. Accepting this important limitation, an attempt was made to introduce methods permitting valid measurements. Studies of three major programs were completed - Core Funding of Native Organizations, Student Community Service and the National Multicultural Festival. An evaluation and interim report on International Women's Year was prepared. Three other Native Citizens' program evaluations were started as were two for the Official Language Minority Groups Directorate. Another major project, computerization of citizenship grants data - begun in the previous year - was continued throughout 1975-76. Finally, consultative services were provided to headquarters and field staff for the introduction of evaluation strategies into policy mandate documents.

PROGRAMS BRANCH

The Programs Branch consisted of five major program directorates - Official Language Minority Groups, Native Citizens, Multiculturalism, Women's Program and Citizens' Participation - whose aggregate activities reached virtually every segment of Canadian society.

CITIZENS' PARTICIPATION DIRECTORATE

The Citizens' Participation Directorate encompassed three program areas (Group Understanding and Human Rights, Assistance to Community Groups, Social Communications) having as the principal objective to promote and improve the participation of citizens in all aspects of Canadian society. The Citizens' Participation Directorate addressed itself to all Canadian citizens as opposed to the four other citizenship directorates which each focused on a specific target population.

Group Understanding and Human Rights

This division promoted intergroup understanding and human rights and freedoms. Grants were provided to voluntary organizations attempting to reduce prejudice and discrimination related to racial or ethnic background and to promote the implementation of human rights and fundamental freedoms. A total of 34 grants amounting to \$139,132 was distributed by the division during the fiscal year to voluntary organizations at the regional and national levels. Grants and technical advice were provided to assist projects that included seminars, conferences and a study of the extent to which human rights are reflected in Canadian legislation. Increased efforts were made in communities where intergroup tensions have been most evident. Operational grants were given to a number of organizations whose efforts concentrate on human rights, prejudice and discrimination problems.

The division carried out the department's responsibility as the central point of reference for the federal government's domestic interest in human rights. It organized a series of meetings culminating with the first federal-provincial ministerial conference on human rights held in December 1975. The conference dealt with the Decade for

Action to Combat Racism and Racial Discrimination (1973-83) and procedures to assist the implementation of certain international human rights instruments. It provided an opportunity for discussion of other human rights matters of common concern. It was agreed that meetings should be held in future at both official and ministerial levels.

Assistance to Community Groups

This division promoted effective participation of citizens in the decisions affecting the quality of their community life. Grants were provided to assist in the development of effective and representative community groups; to encourage the exchange and sharing of information and resources among organizations; to encourage organizations to develop necessary skills, resources and information and to increase the exchange of information between government and citizens.

During the fiscal year 1975-76, 226 grants for a total amount of \$614,000 were awarded to voluntary organizations such as information and referral centres, the Canadian Association for Adult Education, Cape Breton Metro-centre, le Conseil d'orientation du quartier no. 2 de Trois-Rivières, the Volunteer Bureau of Calgary, the Brockville Community Help-Line and the White Bay North Development Association. The average grant was in the amount of \$2,800.

In addition, this division operated the Student Community Service Program for 1975. Grants were awarded to voluntary organizations and agencies to activate and administer summer projects capable of improving their capacity to respond to changing community needs.

In response to developments that demonstrated a growing frustration and alienation among native youth, special emphasis was placed on attracting more native youth to the summer program. It was intended that the program provide meaningful ways to channel the ideals and energies of native youth toward the self-improvement of the native community as a whole.

The total program budget for 1975 was \$7,070,000. Of this amount, \$660,000 was earmarked for administration with the remaining \$6,410,000 allocated for grants.

The Student Community Service Program awarded 974 grants in 1975. The average grant was \$6,428. The minimum grant was \$375, the maximum \$42,000 - for a national summer project. In all, 3,662 jobs were created for a duration of approximately 12 weeks and about 6,675 volunteers were involved in the projects as unpaid participants.

Social Communications

This division dealt with the Travel and Exchange, Hostels and Citizenship Promotion functions of Citizens' Participation. Grants were provided to help finance projects that encouraged personal interaction among Canadians from different regions of the country and developed a greater understanding of the geographic and cultural diversity of Canada. An international grants program was also administered through this division.

Through the Travel and Exchange National Grants Program, 393 grants totalling \$1,726,000 were awarded to voluntary groups for travel projects within Canada. The Young Voyageurs Program, which was operated in conjunction with the provinces and territories, provided inter-provincial visits to 5,680 Canadian secondary school students at a direct cost to the department of \$1,587,000 in grants and contributions. The Discover the National Capital Program enabled 622 senior citizens from across Canada to visit the National Capital for one week. The program provided a total of \$126,380 toward the transportation and accommodation costs of the participants.

In the international sphere, 60 grants totalling \$330,000 were made for international travel projects. The Contact Canada Program, in concert with Canadian voluntary groups, brought 128 young Canadians together with 157 foreign young people in nine projects of cultural exchange in regional centres. An additional 182 Canadians were assisted in taking part in projects in 11 foreign countries. The total cost of this program at home and abroad was \$349,000.

As a result of cut-backs in federal government spending activities, all travel and exchange programs were cancelled on March 31, 1976.

The Hostels Program, which was part of the government's Student Summer Employment and Activities Program, assisted with the operation of 95 hostels across Canada. In addition to providing safe, clean and inexpensive lodging for thousands of young travellers, the running of these hostels created some 480 summer jobs for students at a cost in grants of \$914,513.

A total of \$257,200 in grants was awarded by the Citizenship Promotion Program to national voluntary agencies for various projects designed to enhance Canadians' perceptions of national unity and identity. The program also provided limited quantities of Canadian flags to Members of Parliament for distribution to groups and institutions in their constituencies.

Certain elements of Citizenship Promotion were maintained at the close of the fiscal year, such as the program's audio-visual centre, the distribution of flags and the commissioning of manuscripts on important aspects of Canadian life. The grants program, however, was cancelled on March 31, 1976, as a result of federal government financial restraints.

OFFICIAL LANGUAGE MINORITY GROUPS DIRECTORATE

The objectives of the Official Language Minority Groups Directorate are to promote the cultural and linguistic development of the official language communities where they exist as minorities; to foster a better understanding between the two official language groups throughout the country; and to implement projects that stress cooperation between the two groups. A total of \$3,025,000 in grants was awarded during 1975-76, and considerable technical and organizational advice was also provided.

Aid to Provincial Associations

Sustaining grants were awarded to provincial organizations which, in their respective provinces, represent a broad sector of the official language minority. The grants were applied to the operational budgets of these organizations and enabled them to finance permanent secretariats and to coordinate provincial programs.

For example, La Fédération acadienne de la Nouvelle-Écosse received a sustaining grant of \$35,000 allowing it to maintain its provincial secretariat and coordinate francophone activities in Nova Scotia.

Social Animation

This program was designed to encourage members of French- and English-speaking groups, in provinces where they constitute minorities, to participate in group activities that provide outlets for their individual creative talents, to awaken pride in their distinctive Canadian heritage, to deepen their appreciation of the uniqueness and values of that heritage, and to instill in them a common desire to preserve and reinforce these values.

Two types of grants are awarded under this program. The first type helps to partially finance the provincial animation programs of those associations that act as the official language minority's representative and chief spokesman in each province. La Fédération des franco-colombiens received this type of grant in the amount of \$45,000 to defray some of the cost of its provincial animation program in British Columbia.

The second type of grant enables official language minority groups not involved or affected by the association's animation programs to develop similar programs and set up mechanisms to encourage and facilitate the participation of their client communities. For example, the Club Noel Chabanel in Cambridge, Ontario received \$2,600 for the purpose of organizing the young workers in their community, training leaders and adapting their organization to meet the needs of the region.

French-English Relations

This program aims to help the two official language groups live and work together harmoniously in the pursuit of the common national goals. At the national level, L'Association canadienne des prégradués de physique held its 1975 annual conference for the first time at a francophone university, Laval University. A grant of \$3,000 facilitated more effective participation by students from both official language communities. This was just one example of a national conference subsidized under this program.

At the regional level, a grant of \$750 enabled a group of anglophones to attend a series of workshops and cultural activities conducted in French at a summer camp for young francophones at Île-aux-chênes in Ontario.

Cultural Centres

While continuing to give priority to the performing arts, this program has also encouraged the development of the visual arts and other forms of artistic expression by procuring the necessary human and material resources for the centres. Several local groups received grants for cultural projects and activities that they administered and partially financed. The program again contributed to

the development of the groups by permitting group representatives to participate in various professional training courses or workshops, especially in the fields of drama, choir singing, folk dancing and the daily administration of a centre. For example, a grant of \$14,261 enabled nearly 100 representatives from every cultural organization in New Brunswick to meet for three and a half days in Bathurst. This meeting resulted in the formation of a new province-wide cultural coordinating organization.

Also, with a grant of \$65,000, 170 animators and administrators of Canadian cultural organizations were given the opportunity to meet for one week in Sherbrooke to study, and possibly alter, the operations structure of national tours.

Cultural Exchanges

This program has provided a mechanism for cultural exchange through the organization of tours by performing artists at the intra-provincial, inter-provincial and national levels. As a result of the financial aid provided by the program, several groups were able to perform at various locations otherwise inaccessible to them. Pop singers, chansonniers, theatrical, dance and choral groups - all had the chance to share their knowledge and talents with other communities. Two examples of organizations receiving grants under this program were La Troupe de la Seizième de Vancouver and Comité d'organisation des tournées nationales, the grants amounting to \$5,000 and \$100,000 respectively.

Youth Activities

This program aims to enable the younger generation to contribute in its own way to the socio-cultural growth of English- and French-speaking minority communities. Funds were granted to promote youth associations at provincial, regional and national levels to encourage young people to develop projects facilitating effective participation in community activities and to enable youth organizations to plan activities corresponding to their needs and interests.

Thus an estimated 20 delegates from different regions of British Columbia were able to meet and form a francophone youth federation, while the Fédération des jeunes canadiens français received a grant to hire a coordinator-animator for six months.

Special and National Projects

The objectives of this program were redefined in 1975-76 to encourage progressive autonomy for, and real participation by, official language minority groups within national organizations. Also, the program was designed to help develop national organizations desirous of strengthening the ties between communities and groups that are from different provinces but have the same language and culture. Grants were awarded in 1975-76 for national meetings, pilot and special projects, reinforcement of the autonomy and action of minority groups within national organizations, and the founding of a national federation of francophones outside Quebec.

International Participation

In order to permit the official language minority groups to play a more active role in Canadian society, the program assisted a limited number of leaders within these groups to enroll in training sessions abroad or to attend annual international conferences. The program also made possible Canada's participation at the thirteenth Festival international des Pyrénées.

Table 7. - OFFICIAL LANGUAGE MINORITY GROUPS DIRECTORATE

<u>Activity</u>	Number of Projects						<u>Total</u>
	<u>Atlantic Provinces</u>	<u>Quebec</u>	<u>Ontario</u>	<u>Prairie Provinces</u>	<u>British Columbia</u>	<u>National</u>	
Aid to Provincial Associations	6	-	1	3	1	-	11
Social Animation	13	6	11	16	1	2	49
French-English Relations	7	10	27	8	2	14	68
Youth Activities	9	1	9	8	4	8	39
Special and National Projects	5	3	8	9	6	18	49
Cultural Activities	27	4	74	67	6	18	196
International Participation	-	-	-	-	-	6	6
TOTAL	67	24	130	111	20	66	418

Table 8 . - OFFICIAL LANGUAGE MINORITY GROUPS DIRECTORATEComparative Table of Grants
(1975-76)

<u>Activity</u>	<u>Atlantic Provinces</u>	<u>Quebec</u>	<u>Ontario</u>	<u>Prairie Provinces</u>	<u>British Columbia</u>	<u>National</u>	<u>Total</u>
Aid to Provincial Associations	99,000	-	35,000	95,000	35,000	-	264,000
Social Animation	214,000	115,000	285,000	255,000	45,000	15,000	929,000
French-English Relations	17,000	100,000	37,000	28,000	10,000	85,000	277,000
Youth Activities	65,000	10,000	35,000	43,000	6,500	55,000	214,500
Special and National Projects	19,000	20,000	20,000	25,000	20,000	170,000	274,000
Cultural Activities	156,500	42,000	312,500	222,000	30,000	253,500	1,016,500
International Participation	-	-	-	-	-	50,000	50,000
TOTAL	570,500	287,000	724,500	668,000	146,500	628,500	3,025,000

WOMEN'S PROGRAM DIRECTORATE

This directorate provided support for women's groups geared to promoting a greater understanding of the status of women in Canada and to developing the knowledge and skills necessary for effective participation by women. In 1975-76, 63 groups received a total of \$200,000 in regular grants toward this goal.

To support International Women's Year in 1975, the Women's Directorate received substantial additional funds for projects to assist Canadians to participate in this world-wide effort to focus on and improve the status of women in society.

In the 1975-76 fiscal year, \$505,000 in grant funds were allocated to 188 special International Women's Year projects involving national and local women's groups. In addition, \$200,000 was given in grants to 41 organizations for cultural projects and events designed to promote a recognition of women's achievements in the arts. A special program for young women dispensed \$50,000 in grants to eight groups.

The directorate also carried out community education activities aimed at special influence groups and the general public to encourage more positive attitudes toward the changing role of women. Interchange '75, a seminar series, brought together a diversity of women to meet with those in decision-making positions, both in the public and private sector, to discuss matters of mutual concern related to the status of women.

Some of the groups and projects to receive funds included:

Newfoundland and Labrador Women's Institutes
St. John's, Newfoundland

\$12,000 to undertake 14 well-planned seminars across the province, utilizing the existing network of Women's Institutes in Newfoundland and Labrador. The purpose of the seminars was to define the problems of rural women and stimulate greater awareness of status of women issues.

Centre de femmes du quartier Centre-Sud
Sherbrooke, Quebec

\$3,760 to sponsor a joint project spearheaded by a committee of representatives from 15 women's groups in Sherbrooke. The committee's aim was to reinforce the activities of the Women's

Centres by establishing an information and referral system, developing a babysitters' bank, and organizing discussion evenings and teach-ins on working conditions, housing, nutrition and so on. They also produced a videotape on the Women's Centre.

Saskatchewan Federation of Labour
Regina, Saskatchewan

\$2,500 to plan and conduct a series of 10 workshops on "Women in the Work Force." Held throughout the province, these sessions dealt with the issues of equal pay, equal opportunity, and maternity leave. Representatives of the Saskatchewan Women's Bureau, the Human Rights Commission and various community groups were recruited as workshop leaders.

Western Canadian Women's News Service
Vancouver, British Columbia

\$10,000 to produce monthly news packets on women's issues and to distribute them to women's groups, government, educational and other institutions, community organizations and the media. Through a network of urban and rural contacts and correspondents in British Columbia and the Yukon, the project is also building an improved women's communications system and developing the skills of women in the outlying areas, including native, ethno-cultural and low-income women, who previously have had little communications experience.

National Secretaries' Association

\$12,500 to enable the National Secretaries' Association to conduct a Public Awareness Program on the "Role of the Secretary" by means of panel presentations in some 40 communities where chapters of the organization operate. Panels included a cross-section of business executives, union leaders, secretaries and status of women representatives, addressing themselves to the potential of the secretary in business, industry and government, as well as the restrictions experienced.

MULTICULTURALISM DIRECTORATE

During 1975-76, this directorate administered a number of activities with the objective of encouraging the development of a society in which individuals and groups have an equal chance to develop and express their cultural identity as an integral part of Canadian life.

Ethnic Groups Liaison

Liaison activities were carried out by officers specializing in the concerns of ethno-cultural communities: Afro-Caribbean, Mediterranean, Nordic, Asian and Slavic. During the period under review, these officers acted in an advisory and liaison capacity and assisted in social developmental activities of ethno-cultural communities and organizations at the national level. They also provided information and consultative services to field officers of the department as well as to various branches of other federal departments and provincial governments. The officers were involved in programs of the directorate that provided technical expertise, information and funds for projects designed to meet the developmental objectives of Ethnic Groups Liaison: Projects Grants, Multicultural Centres, and Non-Official Languages Teaching Aids.

Multicultural Projects Grants

The grants provided through this program assisted voluntary groups and organizations by supporting projects aimed at implementing the multiculturalism policy in Canada. Such projects fulfilled basic objectives: they encouraged ethno-cultural groups to maintain and develop their cultural heritages in Canada, or they encouraged an awareness and understanding in Canada of these various ethno-cultural groups.

During the fiscal year 1975-76, 537 national and regional projects received grants for a total of \$1,871,164.

Multicultural Centres

The Multicultural Centres Program assisted Canada's ethno-cultural communities to increase inter-cultural programs and policies exchanges and communications.

The program provided operational grants to associations representing various ethno-cultural groups in a community. These grants provided human support services and facilities, enabling these groups to coordinate their discussions, workshops, theatre, displays, social gatherings and referral services. During the 1975-76 fiscal year, the Multicultural Centres Program supported 14 centres across Canada in the amount of \$258,325.

Non-Official Languages Teaching Aids

This program, while still in an experimental phase,

responded to the realization that teaching aids for members of ethno-cultural groups and children of immigrants who wish to retain their ancestral languages are at present scarce and inadequate. Grants are available to community groups for the development and production, in the Canadian context, of textbooks and other audio-visual teaching aids (such as slides, films and tapes) in non-official languages, primarily to be used in supplementary schools.

During the fiscal year 1975-76, a total of \$80,505 was given in grants across Canada to assist groups in the production of textbooks to be used in supplementary schools as well as in some public schools, for example, in the provinces of Alberta and Manitoba.

Ethnic Press Analysis Service

During the year the Ethnic Press Analysis Service received and analysed over 200 ethnic newspapers and periodicals in more than 30 languages. The analysis of the ethnic publications was carried out by a staff of 15 contract analysts. The information gathered from the press was used to prepare a monthly review entitled the Canadian Ethnic Press Review. This publication, produced in a limited edition, is distributed to officers and libraries of various government departments and agencies. The service also carried on liaison activities with the Canada Ethnic Press Federation and its four affiliated press associations in Toronto, Montreal, Winnipeg and Vancouver.

In order to assist the contract analysts in carrying out their duties efficiently, a one-day in-service training session was held. The analysts were given a review of the multicultural program objectives and discussions were held on questions of quality and methods of carrying out their analysis functions.

Canadian Identities

The Canadian Identities Program is designed to make Canadian life, in all aspects, more reflective of the reality of multiculturalism in Canada. It is felt that if Canadians are better able to perceive multiculturalism as an integral part of their experience, they will more readily understand and accept it as such.

Under contract to the federal government, the Provincial Folk Arts Council conducted a national multicultural folkloric festival in Ottawa during the month of July. Over 400 participants represented many cultures from all across Canada. The performances attracted audiences averaging 2,000 people. Assistance was also given to many local and regional

folkloric festivals throughout the country.

An added dimension to the Ottawa Multicultural Festival was the Crafts Festival d'Artisanat conducted by the Canadian Crafts Council also under contract to the federal government. This event was held daily throughout July. Crafts people came from all across Canada to demonstrate ethno-cultural crafts. The style of presentation allowed the public an opportunity to participate in crafts of their choice, improve their skills and learn new techniques. Approximately 5,000 people visited the exhibition weekly.

The second annual Multicultural Theatre Festival was held in Quebec City, sponsored by the Multicultural Theatre Association (MTA). Seven theatre groups from across Canada participated. Presentations were well attended, and in some instances, over-subscribed. A National Playwright Competition was held by the MTA and the winning play, *The Feldsher*, was performed during the Ontario Multicultural Theatre Festival. Further development of the Multicultural Theatre Association has taken place. Chapters were formed in Winnipeg, Montreal and Vancouver. The program assisted with these projects.

The National Black Coalition of Canada, with financial support from the federal government, began the process of developing Canada's participation in the second International Black Arts Festival in Lagos.

Final pre-publication details for the Ethnic Cookbook by Sondra Gotlieb and the Last Best West, a pictorial history of immigration from 1890-1914 by Jean Bruce, were also completed. A photographic exhibition based on the latter book is being planned. Consideration was also given to the importance of ensuring the availability of a substantial body of children's literature, reflective of the country's multicultural make-up.

Multicultural Studies

Upon the recommendations of the Canadian Ethnic Studies Advisory Committee, four visiting professorships were awarded to the following universities: University of New Brunswick, Dalhousie University, University of Waterloo and University of Victoria. During the same period, a number of visiting lecturers on multicultural topics were financed via the Multicultural Studies Program. A total of \$60,750 was spent by this program in 1975-76.

The Report of the Non-Official Languages Study was released by the Minister Responsible for Multiculturalism and distributed to various libraries, institutions and individuals. An agreement was reached to publish the report in book form to be available early in the new fiscal year.

The Report of the Majority Attitudes Study reached final draft form and a summary of this report was released to the public. The final draft will be reviewed by the department in the new fiscal year with publication expected late in the same year.

Preparations are under way to examine the status of multicultural content in school curricula in Western Canada. A seminar on that topic is expected to take place in Vancouver in October 1976.

The Ethnic Histories Project has received and accepted four completed volumes - Japanese, Polish, Portuguese and Scottish. McClelland and Stewart has been selected to copublish this series in cooperation with the Department of Supply and Services. Invitations for proposals were issued for the following histories: Blacks, Estonians, Slovenes, Swiss and Finns. At the close of 1975-76, 25 histories had been commissioned.

Canadian Consultative Council on Multiculturalism

The Canadian Consultative Council on Multiculturalism advises the Minister Responsible for Multiculturalism on matters pertaining to the development of policy. The composition of the CCCM reflects the ethno-cultural heritage of Canadians as well as their regional distribution.

The CCCM was originally appointed in May of 1973 and submitted its first annual report to the Minister on December 14, 1974. On June 19, 1975, the report was tabled in the House of Commons. The Minister responded in detail to the Council's first annual report at a national meeting held June 20-21, 1975.

During the year the CCCM accepted the Minister's invitation to sponsor the Second Canadian Conference on Multiculturalism. This conference was held in Ottawa on February 13, 14 and 15, 1976, with majority and minority groups invited to participate. The agenda was designed to enable groups such as francophones and anglophones to give their viewpoints concerning multiculturalism.

Regular meetings of the national executive and of the five regional councils (Atlantic, Quebec, Ontario, Prairies and British Columbia) were held during the year.

Immigrant Orientation

The directorate also continued to administer federal-provincial agreements on the teaching of English and French to adult immigrants. Federal payments to the provinces included \$1,130,000 and \$158,115 under the Language and Citizenship Classes

Agreement. The breakdown for individual provinces was as follows:

<u>Language Instruction</u>		<u>Language Textbooks</u>	
Quebec	\$156,107.25	Quebec	\$42,931.33
Ontario	711,608.03	Ontario	83,541.48
Alberta	247,818.63	Alberta	25,533.13
Manitoba	7,556.92	Manitoba	5,962.34
Nova Scotia	6,110.86	Nova Scotia	146.84
New Brunswick	798.31		

NATIVE CITIZENS' DIRECTORATE

The overriding objective of the Native Citizens' Directorate is to provide assistance to native people to identify their needs and actively undertake their own development as Canadians.

Six programs within the directorate worked to provide this assistance during 1975-76.

Migrating Native People

This five-year program was begun in 1972. Its purpose is to encourage native people to develop and maintain programs and services to assist natives migrating from their home communities to adjust to an urban environment. This adjustment is achieved primarily through the establishment and operation of friendship centres.

Friendship centres are supported through grants for certain operating costs, provided to ensure that individual centres will be able to maintain their basic operations, attract and retain competent staff, and carry out long-range planning within the five-year program. In 1975-76, 62 friendship centres received a total of \$2,131,809.30. The centre in Toronto, for example, received \$64,112.50 in the fiscal year.

Capital funding grants helped cover building purchase, construction or renovation. In consultation with the executive of the National Association of Friendship Centres and Central Mortgage and Housing Corporation, theoretical models of friendship centres were developed. During the fiscal year, \$445,260.01 was awarded in capital funding grants to 11 friendship centres. One of the centres to receive assistance under this program was located in Halifax. A total of \$58,250 in capital funds was granted to this centre.

The National Association of Friendship Centres received \$30,000 in conference grants to help fund its annual meeting and four meetings of its executive board throughout the year. The association was also awarded an operating grant of \$30,000 on a two-to-one ratio with money contributed from individual member centres.

Native Communications Program

The Native Communications Program received Cabinet and Treasury Board approval in early 1974. Grants are provided under two sub-programs: Resource Organizations and Native Association Newspapers. The first provides funds to communications societies set up to serve the communications needs of all native people in a given area. The second offers a maximum grant of \$25,000 to eligible associations that are receiving core funding from the department, as well as to the National Association of Friendship Centres. In 1975-76, 19 grants were made at a total cost of \$1,546,000. Of these grants, 10 were to native association newspapers.

The largest communications society funded by the Secretary of State Department under this program is the Alberta Native Communications Society, which received \$300,000 in grants during the fiscal year. In the 10 years of its existence, the society has grown from a weekly, 15-minute radio program to include films, video tapes and radio programming on eight broadcast stations and educational programming on radio and television. It provides consultation services and theatre, as well as training for 10 native students in community colleges, on all phases of communications.

Core and Communication Workers Program

This program was designed to enable the native people, through their own provincial, territorial and national associations, to undertake initiatives in formulating policies and programs to further their development.

Core funding grants are given to associations with demonstrated support from their declared constituents. The money is to be used for administrative costs such as staff and salaries, travel expenses, office costs, meeting expenses and special services. The Core Program also supports the cost of communication workers - those who provide a direct liaison between the associations' executive members and local communities.

In 1975-76, the Core Program funded 36 native associations representing over one million people. This

included the three national associations: the Native Council of Canada representing the Métis and non-status Indian peoples; the National Indian Brotherhood, representing the status or treaty Indian peoples and the Inuit Tapirisat of Canada, the national association of the Inuit peoples, as well as 33 provincial, regional and territorial associations.

Native Youth Program

This granting program was intended to enable native youth to undertake their own leadership development through participation at conferences, seminars and workshops. In 1975-76, a total of \$281,242 was spent through the Native Youth Program.

Most of the grants to native youth groups have been geared to cultural awareness projects within the various regions. At the national level, the Native Law Student Association continued to receive funding for its annual and executive meetings.

Among the projects funded in 1975-76 was an Indian Retreat Camp, located in the Rocky Mountains of Alberta. Native youth from rural and urban areas were involved in this five-day cross-cultural workshop. The purpose was to provide them with a chance to share and strengthen each other's cultures.

The Native Micmac Development Group Project received funding for workshops made up of status and non-status native youth from Nova Scotia. The goal of the project was to afford an opportunity for these youths to discuss their needs and establish their own priorities in the affairs of the Micmac people.

Native Women's Program

The objective of this program is to enable native women's groups to undertake an active role in the overall development of native people and to participate in matters of concern to themselves. Grants are awarded for projects open to all women of native ancestry including both status and non-status groups. A total sum of \$299,099.60 in projects grants was awarded in 1975-76.

National projects funded during the year included the Native Women's Association of Canada, which received grants to hold executive and board meetings as well as a national conference. Its aim is to work toward the solution of problems affecting native women by encouraging them to assume a more positive and active role in achieving their rightful place in Canadian society.

The National Committee, Indian Rights for Indian Women also received funding for an executive meeting and a national conference. Their main concern is with the loss of status of Indian women who marry non-status persons.

In the area of regional projects, most of the provincial native women's associations received funding for annual meetings and other community-based programs such as leadership training or the establishment of centres for women or day-care. Some of the projects funded in the regions are given below.

The Happy Valley Inuit Women were given money to collect and publish Inuit legends and songs with major emphasis on the preservation of the Inuit language and culture. Anduhyaun, a home for young native women in the City of Toronto, was provided with funds, enabling it to hold cultural-educational leadership workshops. In the northern community of Buffalo Narrows, Saskatchewan, a grant to the Native Women's Centre enabled it to conduct a six-month handicraft instruction program.

During International Women's Year (IWY), 1975, the Native Women's Program worked in cooperation with other women's programs throughout the federal government to seek ways of assisting both status and non-status Indian and Inuit women in their efforts to implement community-based projects, particularly in the fields of family, health, education and culture. Three national meetings of native women were funded as were seminars to discuss issues affecting native women. Five native women attended the IWY Tribune, United Nations World Conference in Mexico City. As well, two native women attended the IWY World Conference in Berlin and one represented the Native Women's Association of Canada at the First International Conference of Indigenous People held in Port Alberni, British Columbia.

A special project for IWY was the preparation of a book bringing together the biographies of native women who have involved themselves with their people and communities. This book will be published in the fall of 1976. Toward the end of the fiscal year the production of a film on native women was initiated by the National Film Board. The Native Women's Program will be involved in this activity.

Development Fund

This fund is intended to help increase the participation of native people in their own affairs and in Canadian society as a whole. Grants are made to native groups and interested non-native groups to help cover the costs of new and innovative projects.

In 1975-76, a total of \$172,000 was spent from the Development Fund. Among specific projects funded were the Nishnawbe Institute in Ontario and Manitou Community College in La Macaza, Quebec. Both are cultural-educational institutes involved in the development of cultural and traditional projects by native people.

CITIZENSHIP REGISTRATION BRANCH

In the calendar year 1975, 140,688 persons were granted Canadian citizenship while proof of status certificates were issued to 142,278 Canadians.

In the further extension of registration services, a Court of Canadian Citizenship was established in July at the Dufferin Mall in Toronto. Full citizenship services are now available at the Dufferin Mall, where formerly applications alone were dealt with. A citizenship office was opened in Peterborough in December, and Vancouver opened an office in the social service complex, Britannia Court. The Dufferin Court is the fifteenth Citizenship Court to be opened in Canada. The opening of the Peterborough office brought to 15 the number of smaller offices that are not full courts. In the summer of 1975, the mobile van, which is supplied with audio-visual equipment, began operations, visiting country fairs, shopping centres and areas of Ontario where citizenship registration services are not readily available.

Bill C-20, "An Act Respecting Citizenship", received first reading in the House of Commons in October 1974 and was introduced for second reading in May 1975. Second reading was completed on January 28, 1976, at which time the legislation was referred to the Standing Committee on Broadcasting, Films and Assistance to the Arts. On February 24, 1976, the Committee began its hearings and deliberations on Bill C-20. The new legislation liberalizes an out-of-date nationality law and removes many inequities. It accords equal treatment to men and women, reduces residence requirements and provides services to applicants from all countries without discrimination.

Citizenship courts across Canada were the sites of many ceremonies and receptions welcoming new citizens to Canada. The Governor-General attended special ceremonies in Fredericton, Halifax, Calgary and Toronto and presented the certificates of citizenship to the applicants at these sessions.

CORPORATE MANAGEMENT SECTOR

The Assistant Under Secretary, Corporate Management and the branches and directorates within the Corporate Management Sector coordinated departmental planning, research and evaluation activities, rendered management, advisory and support services and carried out other activities in connection with the general management of the department.

In recognition of International Women's Year (1975), a special program was mounted to ensure greater opportunities for women in the department. A coordinator for IWY activities, appointed to the office of the Assistant Under Secretary, conducted a number of awareness-raising seminars for managers and other groups of departmental staff. Management practices and attitudes and the status of women within the department were reviewed, and plans were formulated to continue certain action programs beyond 1975. A bilingual, internal departmental newsletter, Perception, issued bi-monthly, focused on the activities of women within the department and discussed issues related to International Women's Year. The last copy of Perception was published in December 1975.

The late Jean Boucher vacated the Under Secretaryship to become Deputy Minister of Public Works in May 1975 and André Fortier became Under Secretary on November 24, 1975. The Assistant Under Secretary, Corporate Management, Gerald Rayner, served as Acting Under Secretary from early August until Mr. Fortier's arrival.

DEPARTMENT SECRETARIAT

The Departmental Secretariat, in its second year of operation, continued to assume responsibility for the provision of administrative services to the Minister.

Over the year, almost 7,000 letters of inquiry or comment were received by the Secretary of State and processed by the Departmental Correspondence Unit. Approximately 305 parliamentary questions were asked of the Secretary of State in 1975-76. Through the secretariat, replies to these questions were solicited from the department and the agencies reporting to Parliament through the Minister, and were coordinated and prepared for the Minister's signature. The secretariat was also responsible for establishing a liaison service between the department's principal grant programs and parliamentarians.

Additionally, the secretariat was charged with departmental security and the provision of a secretariat for the Under Secretary's Senior Management Committee.

PLANNING, SYSTEMS AND SERVICES BRANCH

Organization Changes

Certain changes were made in the structure of the branch; these are reflected in the organization chart on page 3. Some were made in order to concentrate services and reduce staff requirements; others followed decisions to make changes in procedures designed to improve services. The two former branches, Management Services and Policy, Planning and Systems were amalgamated, the resultant organization being named the Planning, Systems and Services Branch. At the same time the Financial and Operational Audit Directorate was brought under the immediate direction of the Assistant Under Secretary of State, Corporate Management.

Planning, Evaluation and Development Directorate

Departmental planning processes were further developed and refined. For example the internal departmental procedures for preparation of program forecasts were redesigned and standardized. A Departmental Research Committee was established to review and comment on proposals for research projects. Members of the branch participated in a number of policy and program studies on such topics as the social and cultural aspects of urban affairs and computer communications and the Multiculturalism Program. As a result of the government restraint program this section's activities were drastically curtailed late in the year.

Administrative Services Directorate

The Administrative Services Directorate provided a broad range of services throughout the department, including: accommodation, telecommunications, library, materiel and paper-work management. The directorate continued its Management Improvement Program, to increase the effectiveness and usefulness of these services.

Computer Systems Directorate

The Computer Systems Directorate, formerly the Management Information Systems Directorate, continued to provide

electronic data processing (EDP) services for a number of departmental users. An increase was noted in the scope and diversity of projects utilizing EDP during the year. The directorate's participation in a total of 15 projects ranged from the complex Production Data System for the Translation Bureau to a relatively minor role assisting in the preparation, conversion and processing of data for the Student Community Services Program.

Foremost among linguistic applications was the centralization of all available terminological information in an interim data bank in order to validate it for future use. The establishment of such a bank was seen as a significant step toward the ultimate goal of a fully integrated terminology system.

Organization and Methods Directorate

Work continued on such major long-term projects as the Translation Bureau's terminology bank and the organizational and procedural modifications required to implement the new Citizenship Act.

Guidelines were also prepared in a number of areas including those relating to the review and monitoring of proposals to change departmental organization structures, the preparation and promulgation of departmental manuals and directives, and the conclusion of service contracts.

A number of changes were made in systems for assembling and reporting management information in both the financial and personnel resources fields. New financial input coding systems were designed with the result that output statements have become more accurate and reliable.

Financial Management Directorate

This directorate was responsible for financial planning and analysis; issuing cheques and reconciling accounts; dealing with advisory and control functions for contracts and Treasury Board submissions; ensuring that financial operating controls were working and that regulatory requirements were met. It was also responsible for the reconciliation and distribution of all financial statements; the verification of all accounts and final processing of all transactions.

Measures were taken to improve departmental financial management systems. A complete revision of the financial coding system was prepared for introduction in 1976-77. This revised system will reduce error and increase the speed of processing

financial accounts throughout the department. Methods of financial reporting were modified to meet both the operational and planning needs of departmental managers as well as requirements of reporting to central agencies. A long-term project was started to revise manuals of financial procedures for use throughout the department.

PERSONNEL ADMINISTRATION BRANCH

During the year under review special attention was paid to organizing, planning and improving systems. In past years, the personnel services for the Translation Bureau were separate from the rest of the branch; in 1975 they were consolidated with those of other sectors of the department. A new division was established responsible for planning and research, and for auditing branch performance under delegation of staffing and classification authority to departmental management.

Research on the quality of life in the work environment was carried out and a pilot project supported by Treasury Board was under study at the close of the fiscal year. The purpose of this experiment will be to make work more satisfying for the employee while at the same time improving output. Groups will be given an opportunity to manage themselves and complete freedom to choose the kind of organization they want, their work methods and anything concerning their daily life within the restrictions of salary (set by collective agreement) and level of production (justification for their existence).

In July, the Personnel Administration Branch expanded the Training and Development Division to answer training needs and organize internal activities more satisfactorily. Between April 1, 1975 and March 31, 1976, 91 employees - 81 conditionally appointed employees and 10 employees whose positions were to be designated as bilingual within the next 12 months - were enrolled in continuous language courses. Of this number, 48 became bilingual. There were two withdrawals from the courses and the remainder are still in training. More than 270 applications for registration were received for the departmental program within the National Capital Region, and 111 employees were accepted. The program includes second-language courses and second-language or mother-tongue development courses. Sixteen employees were enrolled in cyclical courses: two in Halifax; one in Moncton; one in Montreal; eight in Toronto; two in Winnipeg; one in Edmonton and one in Vancouver.

As a result of increased delegation of classification powers to the department from the Public Service Commission, the department decided to decentralize job classification authority. The classification section organized training sessions for managers so that they could participate, under the direction of a classification officer, in the evaluation of positions.

During 1975, in response to International Women's Year, the department undertook a number of activities as an employer to increase opportunities for women. A variety of studies of attitudes and practices, information programs, seminars and training sessions was conducted. The department also began the planning necessary to implement the government's policy of providing equal career opportunities to women and men. This would ensure that, within a reasonable period of time, representation of male and female employees in the public service would approximate the proportion of qualified and interested persons of both sexes available by department, by occupational group and by level.

INFORMATION SERVICES BRANCH

An organization and methods study was conducted of information operations with a view to providing a cohesive structure capable of furnishing adequate information support to senior officials and program managers. The new structure will come into effect in the next fiscal year.

Senior information staff began work on the development of an integrated approach to advertising and information strategies for each program area within the department. A number of recommendations will be implemented in the near future.

Citizenship activities included the production of posters and literature as part of the department's activities for International Women's Year, and assisting with the "Interchange 75" series of women's seminars. Photographs and editing services were provided for the internal departmental newsletter Perception, which dealt with women's issues. A major undertaking was a book on native women in Canada, containing some 50 profiles of Indian, Métis and Inuit women, also an International Women's Year project. Final revision and editing of the manuscript were done during the year.

The branch was responsible for promotional and news media relations services at the Federal-Provincial Conference on Human Rights held in Ottawa in December. It coordinated

the input from four federal government departments that participated at the conference.

Considerable work was done to promote multiculturalism. A major national advertising campaign was launched to tell the story of multiculturalism in over 100 ethnic publications in 38 languages and dialects.

A bi-monthly newsletter, Multi-News, was inaugurated in February. Pamphlets and audio-visual productions relating to multiculturalism programs and events were produced. In book form, a very detailed research report on ten non-official languages was produced in Toronto and edited by Information Services. The branch was also responsible for promotional and news media relations services at the Second Canadian Conference on Multiculturalism held in Ottawa in February.

In the field of bilingualism development, new publications for distribution included five editions of the Bilingualism Review - a newsletter completely reorganized during the year - and two brochures: Official Languages Programmes and Official Language Minority Groups Directorate.

An advertising campaign in Ottawa, Montreal and Toronto was part of the overall production of Festival Canada '75, and included the distribution of brochures, posters, place mats and T-shirts. The branch also developed plans and strategies on how best to interpret the Cultural Properties Export and Import Act (C-33) to the specific client groups affected by the act.

The audio-visual unit provided the creative coordination of audio-visual and graphic elements of information services. It advised on design and exercised quality and technical control over all audio-visual and print production. The unit organized the design and production of 24 new publications, eight reprinted publications, 10 posters and 21 other items of printed matter. It completed three audio-visual presentations, and conceived new designs for the multicultural literature and for the department's press kits, speech covers and news releases.

Besides providing liaison between the media and the Minister and senior departmental officials on a number of occasions, the news services unit prepared, produced and distributed 115 news releases and distributed 41 speeches. The unit also remodelled its press clipping service to include broadcast media monitoring.

The creative services unit planned and carried out the editorial preparation in both official languages of all literature produced by the branch in the year under review. This unit was responsible for researching, writing, editing,

revising and proofreading material for print, and the preparation of some speeches and scripts for audio-visual productions. The unit's bilingual services were used to edit information concerning the department in such external publications as directories, almanacs, handbooks and trade journals.

The creative services unit also provided responses to oral and written inquiries for information. During 1975-76, more than 173,850 copies of publications were sent out, and replies were provided to 5,111 telephone and written requests for information and publications.

FINANCIAL AND OPERATIONAL AUDIT DIRECTORATE

During the year under review, staffing of approved positions within the directorate was undertaken and completed. Basic audit services were provided, as required by Treasury Board, and the directorate was able to proceed with the development of an internal audit manual. Additionally, regular operational and financial audits were undertaken in the areas of Travel and Exchange (Citizenship); the Film Festivals Bureau (Cultural Affairs); the Native Friendship Centres (Citizenship); Administrative Services (Corporate Management); Financial Resources (Corporate Management), and Travel and Removal (Corporate Management).

The directorate assisted departmental managers through the provision of special services for such activities as the closing out of the Company of Young Canadians and a review of financial guidelines for certain grants programs.

In addition, the directorate acted as the departmental liaison agent in dealings with external auditors when special or field audits were conducted.

Table 9 . - COMPARATIVE STATEMENT OF REVENUE AND EXPENDITURE

(1975-76)

Program	Revenues		Expenditures	
	<u>1974-75</u>	<u>1975-76</u>	<u>1974-75</u>	<u>1975-76</u>
Administration*	\$ -	\$ -	\$ 5,988,118	\$ 9,746,961
Bilingualism Development	-	-	93,554,701	114,463,872
Arts and Culture**	-	-	4,683,994	8,051,262
Education Support	-	-	822,101	1,425,061
Post-Secondary Education Adjustment Payments	-	-	503,579,043	534,992,871
Translation	-	-	24,138,106	31,796,403
Citizenship	<u>1,418,440</u>	<u>1,346,847</u>	<u>43,591,100</u>	<u>48,038,013</u>
TOTAL**	\$1,418,440	\$1,346,847	\$676,357,163	\$748,514,443

* Administration includes the following: Office of the Secretary of State; Office of the Minister Responsible for Multiculturalism; Offices of the Under Secretary of State and Assistant Under Secretaries; all branches in the Corporate Management Sector.

** Non-budgetary expenditures are not included in this comparative statement.