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# Organization of the Government of Canada



Government  
of Canada

Gouvernement  
du Canada

1975

INFORMATION CANADA

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# Organization of the Government of Canada 1975

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## Introduction

This tenth edition of the *Organization of the Government of Canada* (OGC), reflects changes in federal government structure since the last edition.

Its purpose, however, remains unchanged from the original concept:

- (a) to make the structural and functional relationships of the myriad departments, agencies, boards, commissions, etc. more clearly understood and perceived by those with a general or academic interest in the subject; and
- (b) to provide a ready reference tool for those individuals and institutions both within and outside the federal organization where such a reference source would be of functional value to their vocation or field of interest.

The publication is therefore organized so as to accommodate such differing interests.

Organizations are dynamic phenomena. The federal organization is certainly no exception. Therefore, in the interests of accuracy, small-print dates will be found on all pages and organization charts, indicating that the information was confirmed as accurate as of that date.

## Structure of the Publication

The *Organization of the Government of Canada* is divided into three major sections: Legislature; Judiciary; Executive (with each section again sub-divided). Each sub-division contains those federal agencies which would appear to fall logically into that section. However, the reader is warned that this method of sub-dividing the federal government organization cannot be taken as absolute. For example, in the Judiciary, only three courts are included, when in actual fact there are many courts which are 'Courts of Record', such as the Canadian Transport Commission or the Immigration Appeal Court.

These 'Courts of Record' perform a dual role but, rather than listing them in two places, they were included with the Executive. On the other hand, the Executive section contains a number of agencies which might appear to be out of place. For example, the Canadian Wheat Board might be expected to appear under Agriculture. However, the minister named personally responsible for the Wheat Board also holds the Justice portfolio (i.e. Minister of Justice), and the Board therefore appears under his aegis.

## General Format

All of the texts have been standardized, and available information is presented in the following manner:

- (a) legal name of department, agency, commission, board, etc.;
- (b) address of head office and mailing address (if it differs from the walk-in address);
- (c) name of Minister (if he has been personally named), otherwise name of Portfolio;
- (d) names of Executive and/or Principal Officers;
- (e) historical background of department (including name changes);
- (f) description of the overall responsibilities;
- (g) a description of the way in which the department is organized, and/or a description of the programs administered;
- (h) location of regional offices;
- (i) list of statutes administered;
- (j) list of agencies administered.

## Numbering

Paragraph numbers rather than page numbers have been used in order to help make possible the speedy location of precise segments of information. The allotment of blocks of numbers is based on the size and/or complexity of the department and its agencies.

## Appendices

The list of Acts is an addition since the 9th edition. This list includes only those Acts which may be found throughout the OGC. Also a list of Brief Identifying Names is added.

The Glossary of Terms is expanded to include a number of definitions which cannot be found in any one book. The List of Abbreviations and Acronyms, however, are for those found in the OGC.

The organizational breakdown within each department and agency has been removed from the Key-word Index, and is now located in a new index called the Organization Locator Index.

The Key-word Index contains those words as actually used in the text. No attempt has been made to broadly group words, unless done so by the department. For example, "films" are listed only under "films" unless the department has also listed them under "culture", then "culture" has been used as a key-word.

## Acknowledgements

Information Canada would like to thank the officers of the Treasury Board Secretariat, and those in the Privy Council Office who aided in the many details associated with the OGC.

## Communications

It is accepted that communications is a two-way process. Information Canada's goal is to continue to improve *Organization of the Government of Canada* as a major communications vehicle. Therefore, all suggestions and comments as to how such improvement could be realized will be welcomed by:

The Director  
Communications Branch  
Information Canada  
171 Slater Street  
Ottawa, Ontario, K1A 0S9  
Attention: "OGC"

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## Introduction

The Legislature of the Canadian government is the Parliament of Canada. It consists of the elected House of Commons, the appointed Senate, and the Sovereign, represented by the Governor General. The general legislative powers of Parliament are defined in section 91 of the *British North America Act, 1867*, as amended. There must be a session of Parliament at least every 12 months.

## Parliamentary System

Although Canada's written constitution is silent about many of the details, constitutional practice has defined Canadian government procedures. Political parties are the mainspring of the Canadian parliamentary system and the Government is formed by the Leader of the political party able to command the support of a majority in the House of Commons. The Leader becomes the Prime Minister and selects ministers to form his Government, usually from the ranks of his supporters in Parliament. Together they form the Cabinet and are responsible for formulating and implementing policies for governing the country. The Government also is responsible for preparing legislation and guiding it through Parliament. In order to remain in office the Cabinet must be able to command the support of a majority of the Members of the House of Commons on an issue of confidence.

Those Members of Parliament who sit in opposition to the Government are responsible for questioning and criticizing Government policies and actions. They also suggest alternative proposals to Government policies. As the possible alternative Government, they stand ready with policies and programs formulated, to put forward their leaders and to form the Government at the request of the Governor General.

In the words of the British legal scholar Sir William Anson: "The most prominent if not the most important function of Parliament is legislation . . ." The acts or statutes adopted by Parliament in the exercise of its legislative powers are originally introduced as bills and may originate in either the Senate or the House of Commons. However, bills which appropriate any part of the public revenue or impose any tax must originate in the House of Commons. Private bills usually originate in the Senate, but it is not uncommon for them to originate in the House. All bills must be read three separate times in each House, be adopted by both Houses, and receive Royal Assent in order to become law.

## Committees

After receiving second reading each bill is usually referred to a committee to undergo detailed study and possible amendment. In both Houses committees are of five main types: standing committees, standing joint committees, special committees, special joint committees, and Committees of the Whole House.

## Standing and Standing Joint Committees

The standing committees are provided for in the *Rules of the Senate* and in the *Standing Orders of the House of Commons*. There are at present nine and 18 standing committees of the Senate and Commons respectively. There are four standing joint committees (i.e. having both Senate and Commons membership). Committee names suggest the subject matter with which each is concerned, (e.g., Agriculture, Public Accounts, Regional Development, Banking Trade and Commerce). In the Senate, a "Selection Committee", and in the House of Commons, a "Striking Committee", place the members on the committees. Most standing committees

\*text effective January 1975

consist of 20 members. Members may serve on more than one committee and often the same members are on the same committee year after year. In the House of Commons committees all political parties are represented in approximately the same proportion as their relative membership in the House. Standing Committees are investigatory and legislative in nature. They inquire into and study all matters referred to them. They may send for persons, papers and records and they report to their respective Houses. Committee meetings are, as a rule, open to the public.

### Special and Special Joint Committees

The special committees function in the same manner as the standing committees, but they are created in response to specific circumstances and needs. The field of inquiry of special committees is generally narrower in scope than that of the standing committees, as they are usually appointed to consider a particular topic, petition or bill. They exist from their appointment until they have presented their final report on their order of reference.

### Committee of the Whole House

A Committee of the Whole House is composed of all the Members of the House. When a House resolves itself into a Committee of the Whole, the entire House is acting as a committee and not in its ordinary function. The special function of a Committee of the Whole is the discussion of details and to this end procedure is more flexible. In the House of Commons, Committees of the Whole study in detail all bills dealing with Supply, Ways and Means, and certain other public interest bills which the House decides to refer to a Committee of the Whole.

The Senate seldom resolves itself into a Committee of the Whole, relying almost exclusively on its standing committees for the detailed examination of a bill.

## **Governor General\***

The Right Hon. Jules Léger

25

Jules Léger was born in Saint-Anicet, Québec, on April 4, 1913, the son of Alda (née Beauvais) and Ernest Léger. He attended the Collège de Valleyfield, where he obtained his B.A. in 1933; he studied law at the University of Montreal from 1933-36, and obtained his Doctorat de l'Université at the Sorbonne in 1938.

26

Upon his return to Canada, Mr. Léger was associate editor of the Ottawa daily *Le Droit* from 1938 to 1939. In July 1940 he joined the Department of External Affairs as Third Secretary, and was seconded to the office of the Prime Minister, W. L. Mackenzie King, who was also Secretary of State for External Affairs. From 1940 to 1942, he was professor of 'the history of diplomacy' at the University of Ottawa.

27

Mr. Léger was a member of the Canadian mission in Chile from 1943 to 1947. In February 1947 he was appointed to London as First Secretary. In 1948 he acted as adviser to the Canadian delegation to the General Assembly of the United Nations in Paris (September 1948-February 1949). He returned to Ottawa in February 1949 as Executive Assistant to Prime Minister Louis S. Saint-Laurent.

28

In August 1950 he was appointed Chief of the European Division, and the following February he became an Assistant Under-Secretary of State for External Affairs. In October 1953 he was appointed Ambassador to Mexico, returning in August 1954 to become Under-Secretary of State for External Affairs, a post he held until November 1958, when he was made Ambassador and Permanent Representative to the North Atlantic Council and Canadian Representative to the Organization for European Economic Co-operation in Paris. Mr. Léger took part in all the spring and winter ministerial meetings of NATO from 1958 until 1962, and in the 1959 Atlantic Congress in London.

29

In May 1962 Mr. Léger was appointed Ambassador to Italy, and in April 1964 he became Ambassador to France. On November 15, 1968 he assumed the position of Under-Secretary of State, with responsibilities in the fields of arts and cultural support, bilingualism, education and citizenship.

30

# The Sovereign\*

Her Majesty, Queen Elizabeth II

001

The Sovereign, the person on whom the Crown is constitutionally conferred, symbolizes Canada's status as a constitutional monarchy, the Canadian form of responsible government. Parliament is composed of the Crown, the Senate, and the House of Commons. Formal executive power in Canada is thus vested in The Queen. Her Majesty's authority is, however, in most cases, delegated to her representative who is appointed on the recommendation of the Prime Minister and, since 1952, has been chosen from amongst the nation's most outstanding and respected citizens. Her Majesty comes to Canada from time to time to mark events of national significance and to visit various regions of the country. In her absence, the Governor General carries out most of The Queen's functions and, of course, both act in accordance with Canadian constitutional practice.

001

The Crown is seen as a symbol of national sovereignty belonging to all Canadians, a link between citizens of every national origin and ancestry. The Queen herself stated in Toronto, in June 1973, that "the Crown is an idea more than a person" which should "represent everything that is best and most admired in the Canadian ideal".

002

In her position at the apex of Canadian state, governmental and judicial functions, the Monarch is the fountain of justice in that all judicial functions are carried on in her name. She is also *fons honoris*, the fountain of honour. In this capacity she is Sovereign of the Order of Canada, and also of the Order of Military Merit, and approves the award of the recently established Canadian Bravery decorations. Among her many associations with various groups across Canada, Her Majesty is Colonel-in-Chief of eleven Canadian Regiments, Honorary Commissioner of the Royal Canadian Mounted Police, and Patron of numerous associations and organizations.

003

The Queen is Head of the Commonwealth and as such is the symbol of the free association of the 32 member countries of this unprecedented, multilingual, international partnership which represents millions, of all races and creeds. As Canadian Head of State, but also as Head of the Commonwealth, Her Majesty was in residence at Government House, Ottawa, from 31st July to 4th August, 1973, and received and entertained Commonwealth Heads of Government and Delegations during the first Commonwealth Heads of Government Meeting to be held in Ottawa.

004

The Canadian government does not contribute to The Queen's Privy Purse which is provided by the United Kingdom Government. Only when Her Majesty is in Canada do the Canadian Government, and Provincial Governments involved, assume responsibility for expenses.

005

Her Majesty's full title, as formally proclaimed at Ottawa on May 29, 1953, four days before her Coronation, is: "Elizabeth the Second, by the Grace of God of the United Kingdom, Canada and Her other Realms and Territories Queen, Head of the Commonwealth, Defender of the Faith" (*An Act respecting the Royal Style and Titles*, SC 1952-53 c. 9).

006

Address: Buckingham Palace, London, England.



Government House  
Ottawa, Ontario  
K1A 0A1

## Principal Officers

Secretary to the Governor General and Secretary General of the Order of Canada** and of the Order of Military Merit .....	Esmond Butler, C.V.O.
Assistant Secretary to the Governor General and Director of Honours .....	C. J. Lochnan
Comptroller of the Household .....	Colonel D. C. McKinnon, C.D.
Assistant Secretary to the Governor General and Registrar of Honours .....	R. de C. Nantel, C.D.
Administrative Secretary to the Governor General .....	Brigadier General J. C. A. Garneau, C.D.
Attaché .....	Claude Sirois
Press Secretary .....	Peter Cowan
Aides-de-camp .....	Captain J. C. Desautels Captain Paul Collinge Captain Neil McNeil

## Historical Background

Prior to 1927, the Office acted as a channel of communication between the governments of Canada and the United Kingdom, His Majesty's Ambassador at Washington, various Colonial Governments, and, when necessary, directed correspondence to the appropriate Canadian government departments for reply. Subsequently, this became a function of the Department of External Affairs.

52

Today the Office of the Secretary is designated as a department, and the Prime Minister as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1903-1952, 31 Mar 1952).

## Overall Responsibilities

The Office is concerned with all matters relating to the Crown in Canada and is involved in the planning and organization of Royal visits.

55

The functions of the Office are administrative in that state documents, such as Proclamations, Commissions of Appointment, Orders-in-Council, etc. are received for the Governor General's signature. Other administrative duties include:

57

- the opening and prorogation of Parliament, investitures, and presentation of Letters of Credence by Heads of Missions;
- tour programs for the Governor General's travels in Canada, programs of visits of Heads of State and other distinguished visitors to Canada;
- organization and planning of State or official visits by the Governor General to Commonwealth and foreign countries;
- administration of the Canadian System of Honours; and
- maintenance of a close relationship with the Office of the Prime Minister and other government departments, as well as with Buckingham Palace, and other Royal Households.

59

60

## Organization

The Secretary, who is the senior officer, has the general responsibility for the effective and efficient operation of his Office. He advises the Governor General on policy matters.

62

\*text effective December 1973, updated to January 1975  
\*\*see footnote at end of text

64 The Assistant Secretary and Director of Honours is responsible for the direction and operation of the Canadian System of Honours, which includes the Order of Canada\*, the Order of Military Merit, and the Canadian Bravery Decorations.

The Comptroller of the Household administers the day-to-day operation of the household, prepares the annual estimates of the Office, and controls funds provided.

66 The Assistant Secretary and Registrar of Honours is responsible for making the travel arrangements for the Governor General's tours in Canada and abroad, and for the administration of the Honours Secretariat.

The Administrative Secretary deals with the day-to-day correspondence and the administration of the Office, including organization of some of the major ceremonial events involving the Governor General.

68 The Attaché is normally seconded from the Department of External Affairs and acts as liaison with that department and with the Diplomatic Corps.

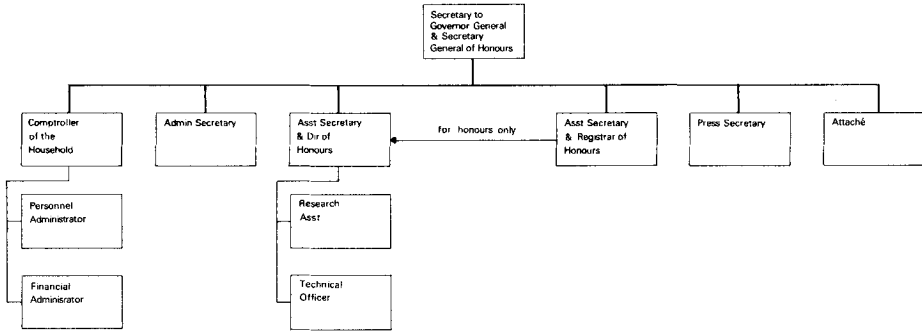
The Department of National Defence provides three officers who act as Aides-de-Camp to the Governor General for approximately two-year periods. They attend Their Excellencies both at Government House and at outside engagements.

---

\*There is an Advisory Council on the Order of Canada. Membership includes the Chief Justice of Canada (Chairman), Clerk of the Privy Council, Under-Secretary of State, Chairman of the Canada Council, President of the Royal Society, and President of the Association of Universities and Colleges.

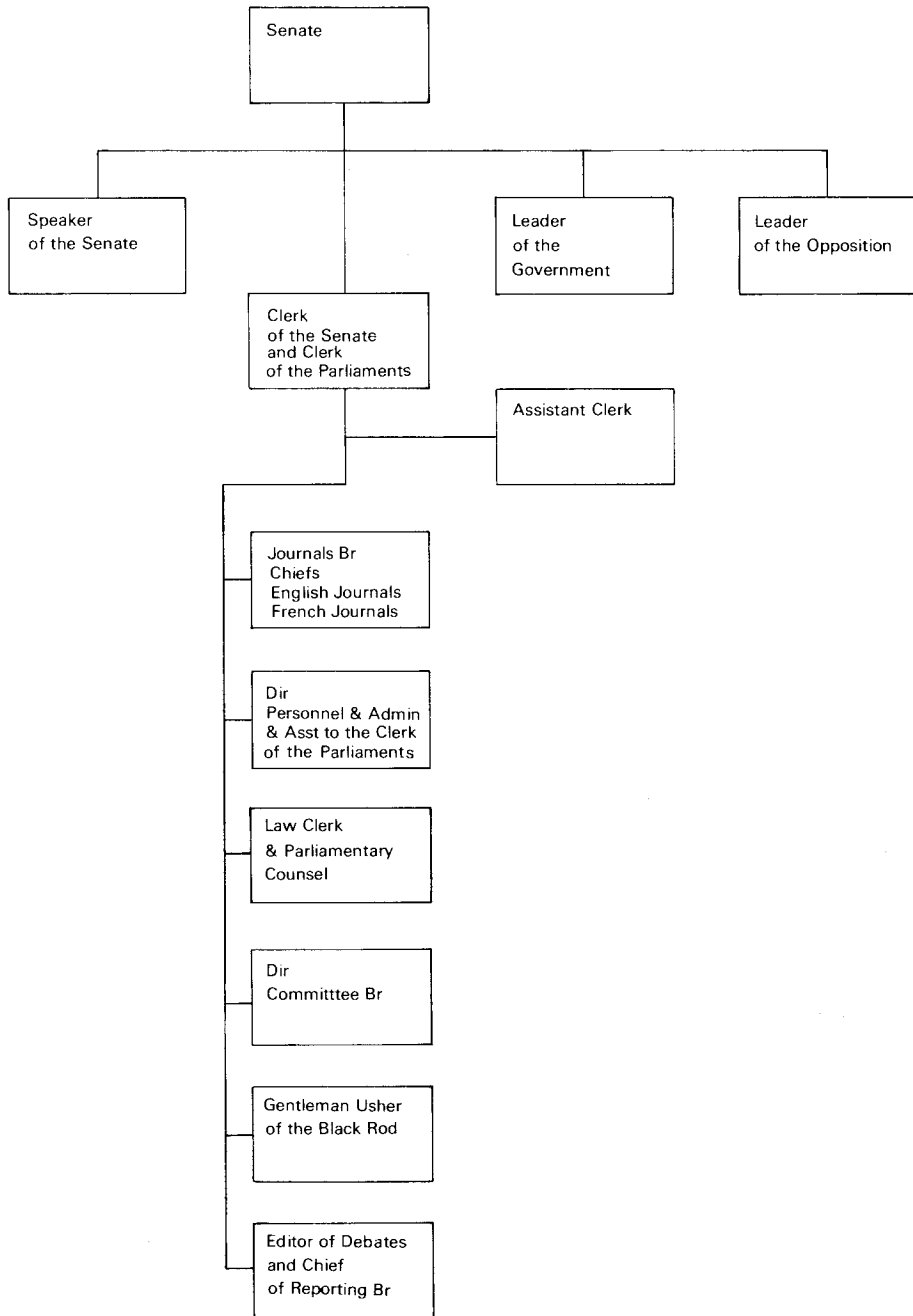
# Office of the Secretary to the Governor General 50

T B S Chan 1 Oct 1974



# Senate 75

Senate Chart - November 1973



## Senate\*

Parliament Buildings  
Ottawa, Ontario  
K1A 0A4

### Speaker

The Hon. Renaude Lapointe

### Leader of the Government

The Hon. Raymond J. Perrault P.C.

### Leader of the Opposition

The Hon. Jacques Flynn, P.C., Q.C.

### Principal Officers

Clerk of the Senate and Clerk of

the Parliaments.....	Robert Fortier, Q.C., B.A., LL.B.
Law Clerk and Parliamentary Counsel.....	E. Russel Hopkins, B.A., LL.B.
First Clerk Assistant.....	Alcide Paquette, B.A.
Gentleman Usher of the Black Rod .....	A. G. Vandelac, M.C., C.D.
Director of Committees.....	Pierre Godbout, Q.C., B.A., LL.B.
Director of Administration and Personnel and Assistant to the Clerk of the Parliaments.....	J. Walter Dean
Editor of Debates and Chief of Reporting Branch .....	T. S. Hubbard
Chief of Minutes and Journals (English).....	Mrs. Jean F. Sutherland
(French).....	Miss Madeleine Ouimet
Assistant Gentleman Usher of the Black Rod .....	Alfred Fortier, E.D., C.D.
Postmaster.....	Harold King
Supervisors (Stenographic Service [English]) .....	Mrs. Josephine Barnwell
(Stenographic Service [Bilingual]) .....	Mrs. Jocelyne Latrémouille
Chief of Stationery Branch and Furniture Control Officer .....	(vacant)
Chiefs (Joint Distribution Office) .....	J.-E. Lévesque
(Protective Service).....	W. Maheux
Manager (Parliamentary Restaurant).....	W. Pentecost

### Historical Background

As originally constituted, the Senate consisted of three divisions (Ontario, Québec, and the Maritime Provinces), each of which was represented by 24 senators. In 1915 a fourth division comprising the Western Provinces, and also represented by 24 senators, was created. As each new province entered the Union it was given representation (Manitoba and British Columbia in 1871, Prince Edward Island in 1873, Saskatchewan and Alberta in 1905, and Newfoundland in 1949).

At the present time the 102-seat Senate\*\* has the following provincial representation: Newfoundland six; Prince Edward Island four; Nova Scotia 10; New Brunswick 10; Québec 24; Ontario 24; Manitoba six; Saskatchewan six; Alberta six; and British Columbia six.

\*text effective November 1973

\*\*see para 143-146 for list.

80 With the exception of appropriation and tax bills, the Senate shares with the House of Commons authority to initiate legislation.

### Appointments

82 Senators are appointed by instrument under the Great Seal of Canada, and hold their places in the Senate until they attain the age of 75 years.

84 To be eligible for appointment a person must:

- (a) be of the full age of 30 years;
- (b) be either a natural born or a naturalized subject of the Queen;
- (c) be legally or equitably seised as of freehold for his own use and benefit of lands or tenements held in franc-alleu or in roture, within the province for which he is appointed, of the value of four thousand dollars, over and above all rents, dues, debts, charges, mortgages, and incumbrances due or payable out of or charged on or affecting the same;
- (d) have real and personal property together worth four thousand dollars over and above his debts and liabilities;
- (e) be a resident in the province for which he is appointed, and, in the case of Québec, must have his real property qualification in the electoral division for which he is appointed or be a resident therein.

Each senator must before taking his/her seat take the oath of allegiance and make a declaration that by law he/she is duly qualified to be appointed a member of the Senate of Canada.

### Vacancies

89 A senator may resign his place in the Senate by a letter of resignation addressed to the Governor General.

91 The place of a senator becomes vacant if:

- (a) for two consecutive sessions of the Parliament, he fails to give his attendance in the Senate;
- (b) he takes an oath or makes a declaration or acknowledgment of allegiance, obedience of adherence to a foreign power, or does an act whereby he becomes a subject or citizen or entitled to the rights or privileges of a subject or citizen of a foreign power;
- (c) he is adjudged bankrupt or insolvent, or applies for the benefit or any law relating to insolvent debtors, or becomes a public defaulter;
- (d) he is attainted of treason or convicted of felony or of any infamous crime; or
- (e) he ceases to be qualified in respect of property or of residence provided that he shall not be deemed to have ceased to be qualified in respect of residence by reason only of his residing at the seat of the Government of Canada while holding an office under that government requiring his presence there.

### Speaker

94 The Speaker is appointed by the Governor-in-Council by instrument under the Great Seal of Canada. Under a long standing custom the appointment is made only for the duration of a Parliament and an English speaking Speaker is succeeded by one who is French speaking and vice versa.

96 The debates and proceedings, which may be conducted in either language, are governed by rules and orders.

### Committees

100 The following standing committees are established by the Senate at the beginning of each session:

- Agriculture
- Banking, Trade and Commerce

Foreign Affairs  
Health, Welfare and Science  
Internal Economy, Budgets and Administration  
Legal and Constitutional Affairs  
Library of Parliament (Joint)\*  
National Finance  
Printing of Parliament (Joint)\*  
Regulations and other Statutory Instruments (Joint)\*  
Restaurant of Parliament (Joint)  
Rules and Orders  
Transport and Communications

In certain instances, the two Houses may unite in the formation of a special joint committee. The Senate may appoint special committees as it deems advisable and may set the terms of reference and indicate the powers to be exercised and the duties to be undertaken by such a committee.

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## Composition of the Senate

### Clerk of the Senate

The Clerk of the Senate, who is also Clerk of the Parliaments, is the chief officer. He takes minutes of all proceedings. He has the rank of a "deputy head". He reads the commission appointing a new Speaker and administers the oaths required by law to new members as one of the commissioners appointed for that purpose. As Clerk of the Parliaments, he has the custody of all the original Acts of Parliament. His seal of office is affixed to copies of all Acts delivered to the Registrar General of Canada pursuant to the *Publication of Statutes Act* (RSC 1970 c. P-40, Sec. 3) or Acts required to be produced before courts of justice. He also certifies copies of Acts, upon application, for individuals who require them.

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### Assistant Clerk

The duties of the Assistant Clerk include the reading of petitions, committee reports and other papers in the Chamber; writing the minutes of the proceedings of the Committee of the Whole and acting as Clerk to that Committee. He assists the Clerk of the Senate in the business of the Senate. At the beginning of each sitting, he provides the Speaker of the Senate with all required information on the business of the Chamber, and prepares all related documentation. With the Clerk, he acts as advisor on all matters relating to parliamentary procedure.

120

### Law Clerk and Parliamentary Counsel

The Law Clerk and Parliamentary Counsel to the Senate gives legal advice to the Senate, Committees of the Senate, and individual senators on all matters connected with past or present legislation. He is required, among other duties, to read all public and private bills which come before the Senate and check the accuracy of all references to Acts or parts of Acts referred to therein; to advise solicitors upon any matter which may be dealt with in private bills and check the form of such bills; to attend meetings of all Senate Committees which are considering legislation (whether public or private); and advise the Chairman and members of the Committee as required; and to advise the officers of the Senate on matters of law.

124

He also is required to prepare drafts of public bills for senators who wish to present such bills to the Senate.

126

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\*a joint committee means one which includes members from the Senate and the House of Commons.

## Gentleman Usher of the Black Rod

126

The Gentleman Usher of the Black Rod is responsible for supervising the details in regard to the opening of Parliament, summoning the Speaker and members of the House of Commons to hear the Speech from the Throne or for Royal Assent or prorogation. It is he who carries out the orders for the arrest or imprisonment of persons guilty of violation of privilege or contempt. He is responsible for keeping order and for the security service and for certain maintenance services. He is called upon to perform special duties when dignitaries visit the Senate; during conferences such as those held by NATO, the Commonwealth Parliamentary Association, and the Inter-Parliamentary Union; and, when a new Governor General is sworn in.

## Committees Branch

132

This branch furnishes secretarial and clerical assistance to the Senate standing and special committees; prepares reports of committees for presentation to the Senate; and arranges for the printing and distribution of the Senate Committees' proceedings. This branch also examines and prepares reports on all petitions to Parliament for private bills.

## Debates and Reporting Branch

136

This branch reports the debates of the Senate. These reports are then edited and prepared for printing. The daily edition of *Debates of the Senate* is distributed the morning after each day's sitting. A revised edition of the *Debates* is published in bound form after the end of each session. This branch also reports the evidence given before, and the proceedings of standing and special committees as ordered. The transcript of committee reports is turned over to the Committees Branch for inclusion with Minutes and other papers to be sent to the Department of Supply and Services for printing and then for sale by Information Canada.

## Journals Branch

140

This branch is responsible for the preparation and editing, from the scroll of the Clerk of the Senate, of the Minutes of the Proceedings, the Orders of the Day, and the Routine Proceedings of the Senate. These are published together under the title *Senate: Minutes of Proceedings* and are available to Members of Parliament on the morning after each day's sitting. At the close of each session of Parliament the *Minutes of Proceedings* are edited and indexed, and are published in bound form as the *Journals of the Senate of Canada*. The *Journals* constitute the authoritative record of the proceedings of the Senate.

## Senators

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<b>The Honourable</b>	<b>Designation* and/or Division</b>	<b>Mailing Address</b>
Argue, Hazen (Lib.)	Regina	Kayville, Sask.
Asselin, Martial (P.C.)	Stadacona	La Malbaie, Qué.
Barrow, A. Irvine (Lib.)	Halifax	Halifax, N.S.
Basha, Michael G. (Lib.)	West Coast	Curling, Nfld.
Beaubien, Louis-Philippe (P.C.)	Bedford	Montréal, Qué.

\*A designation is not a constituency. Senators from each province other than Québec are representative of the province "at large", but each senator is also free to designate a geographical area within his province. Each senator from Québec is appointed from one of the 24 Electoral Divisions of what was formerly Lower Canada. (The limits of the divisions are given in the *Consolidated Statutes of Canada, Chapter 1, Schedule "A"*. The spelling of the Division's names remain unchanged, except for two. Sorel is spelt Saurel in the 1859 Schedule, and Mille îles has been spelt Mille Isles, Mille îles, Mille-îles, Mille Isle ever since 1902 when the list was first published in the Senate Debates).

\*\*political affiliation.



**The Honourable**

Bélisle, Rhéal (P.C.)  
 Benidickson, William Moore (Lib.)  
 Blois, Fred M. (P.C.)  
 Bonnell, M. Lorne (Lib.)  
 Boucher, William A. (Lib.)  
 Bourget, Maurice (Lib.)  
 Buckwold, Sidney L. (Lib.)  
 Burchill, G. Percival (Lib.)

Cameron, Donald (Ind. Lib.)  
 Carter, Chesley W. (Lib.)  
 Choquette, Lionel (P.C.)  
 Connolly, Harold (Lib.)  
 Connolly, John J. (Lib.)  
 Cook, Eric (Lib.)  
 Côté, Joseph Julien  
   Jean-Pierre (Lib.)  
 Cottreau, Ernest (Lib.)  
 Croll, David A. (Lib.)  
 Davey, Keith (Lib.)  
 Denis, Azellus (Lib.)  
 Deschatelets, Jean-Paul (Lib.)  
 Desruisseaux, Paul (Lib.)  
 Duggan, James (Lib.)  
 Eudes, Raymond (Lib.)  
 Everett, Douglas D. (Lib.)  
 Fergusson, Muriel McQueen (Lib.)  
 Flynn, Jacques (P.C.)  
 Forsey, Eugene A. (Lib.)  
 Fournier, Edgar (P.C.)

Fournier, Michel (Lib.)

Fournier, Sarto (Lib.)  
 Gélinas, Louis-Philippe (Lib.)  
 Giguère, Louis de Gonzague  
 Godfrey, John M. (Lib.)  
 Goldenberg, H. Carl (Lib.)  
 Gouin, Léon Mercier (Lib.)  
 Graham, Alasdair (Lib.)  
 Greene, John James (Lib.)  
 Grosart, Allister (P.C.)  
 Haig, J. Campbell (P.C.)  
 Hastings, Earl A. (Lib.)  
 Hayden, Salter A. (Lib.)  
 Hays, Harry (Lib.)  
 Heath, Ann-Elizabeth  
   Haddon (Lib.)  
 Hicks, Henry D. (Lib.)  
 Inman, F. Elsie (Lib.)  
 Lafond, Paul C. (Lib.)  
 Laing, Arthur (Lib.)  
 Laird, Keith (Lib.)

**Designation\*  
and/or Division**

Sudbury  
 Kenora-Rainy River  
 Colchester Hants  
 Murray River  
 Prince Albert  
 The Laurentides  
 Saskatoon  
 Northumberland-  
   Miramichi  
 Banff  
 The Grand Banks  
 Ottawa East  
 Halifax North  
 Ottawa West  
 Harbour Grace

Kennebec  
 Yarmouth  
 Toronto-Spadina  
 York  
 La Salle  
 Lauzon  
 Wellington  
 Avalon  
 De Lorimier  
 Fort Rouge  
 Fredericton  
 Rougemont  
 Nepean  
 Madawaska-  
   Restigouche  
 Restigouche-  
   Gloucester  
 De Lanaudière  
 Montarville  
 De la Durantaye  
 Rosedale  
 Rigaud  
 De Salaberry  
 The Highlands  
 Niagara  
 Pickering  
 River Heights  
 Palliser-Foothills  
 Toronto  
 Calgary

Nanaimo-Malaspina  
 Annapolis Valley  
 Murray-Harbour  
 Gulf  
 Vancouver South  
 Windsor

**Mailing Address**

Sudbury, Ont.  
 Kenora, Ont.  
 Truro, N.S.  
 Murray River, P.E.I.  
 Prince Albert, Sask.  
 Lévis, Qué.  
 Saskatoon, Sask.

Nelson-Miramichi, N.B.  
 Banff, Alta.  
 St. John's, Nfld.  
 Ottawa, Ont.  
 Halifax, N.S.  
 Ottawa, Ont.  
 St. John's, Nfld.

Longueuil, Qué.  
 Yarmouth, N.S.  
 Toronto, Ont.  
 Don Mills, Ont.  
 Montréal, Qué.  
 Montréal, Qué.  
 Sherbrooke, Qué.  
 St. John's, Nfld.  
 Montréal, Qué.  
 Winnipeg, Man.  
 Fredericton, N.B.  
 Québec, Qué.  
 Ottawa, Ont.

Iroquois, N.B.

Pointe Verte, N.B.  
 Montréal, Qué.  
 Montréal, Qué.  
 Montréal, Qué.  
 Toronto, Ont.  
 Westmount, Qué.  
 Montréal, Qué.  
 Sydney, N.S.  
 Niagara Falls, Ont.  
 Toronto, Ont.  
 Winnipeg, Man.  
 Calgary, Alta.  
 Toronto, Ont.  
 Calgary, Alta.

**The Honourable**

Lamontagne, Maurice (Lib.)  
 Lang, Daniel A. (Lib.)  
 Langlois, Léopold (Lib.)  
 Lapointe, Renaude (Lib.) (Speaker)  
 Lawson, Edward M. (Ind.)  
 Lefrançois, J. Eugène (Lib.)  
 Macdonald, John M. (P.C.)  
 Macnaughton, Alan (Lib.)  
 Manning, Ernest C. (S.C.)  
 McDonald, A. Hamilton (Lib.)  
 McElman, Charles (Lib.)  
 McGrand, Fred A. (Lib.)

McIlraith, George (Lib.)  
 McNamara, William C. (Lib.)  
 Michaud, Hervé J. (Lib.)  
 Molgat, Gildas L. (Lib.)  
 Molson, Hartland de M. (Ind.)  
 Neiman, Joan (Lib.)  
 Norrie, Margaret F. (Lib.)

O'Leary, M. Grattan (P.C.)  
 Paterson, Norman McL. (Lib.)  
 Perrault, Raymond (Lib.)  
 Petten, William J. (Lib.)  
 Phillips, Orville H. (P.C.)  
 Prowse, J. Harper (Lib.)  
 Quart, Josie D. (P.C.)  
 Riel, Maurice (Lib.)  
 Riley, D. (Lib.)  
 Robichaud, Louis J. (Lib.)  
 Rowe, Frederick William (Lib.)  
 Smith, Donald (Lib.)  
 Sparrow, Herbert O. (Lib.)

Stanbury, Richard J. (Lib.)  
 Sullivan, Joseph A. (P.C.)  
 Thompson, Andrew (Lib.)  
 van Roggen, George C. (Lib.)  
 147 Walker, David (P.C.)  
 Welch, Frank C. (P.C.)  
 Williams, Guy R. (Lib.)  
 Yuzyk, Paul (P.C.)

**Designation\*  
and/or Division**

Inkerman  
 South York  
 Grandville  
 Mille Isles  
 Vancouver  
 Repentigny  
 Cape Breton  
 Sorel  
 Edmonton West  
 Moosomin  
 Nashwaak Valley  
 Sunbury

Ottawa Valley  
 Winnipeg  
 Kent  
 Ste. Rose  
 Alma  
 Peel  
 Colchester-  
 Cumberland  
 Carleton  
 Thunder Bay  
 North Shore-Burnaby  
 Bonavista  
 Prince  
 Edmonton  
 Victoria  
 Shawinigan  
 St. John  
 L'Acadie-Acadia  
 Lewisporte  
 Queens-Shelburne  
 The Battlefords

York Centre  
 North York  
 Dovercourt  
 Vancouver Point-Grey  
 Toronto  
 Kings  
 Richmond  
 Fort Garry

**Mailing Address**

Aylmer, Qué.  
 Toronto, Ont.  
 Québec, Qué.  
 Montréal, Qué.  
 Vancouver, B.C.  
 Montréal, Qué.  
 North Sydney, N.S.  
 Montréal, Qué.  
 Edmonton, Alta.  
 Moosomin, Sask.  
 Fredericton, N.B.  
 Fredericton Junction,  
 N.B.

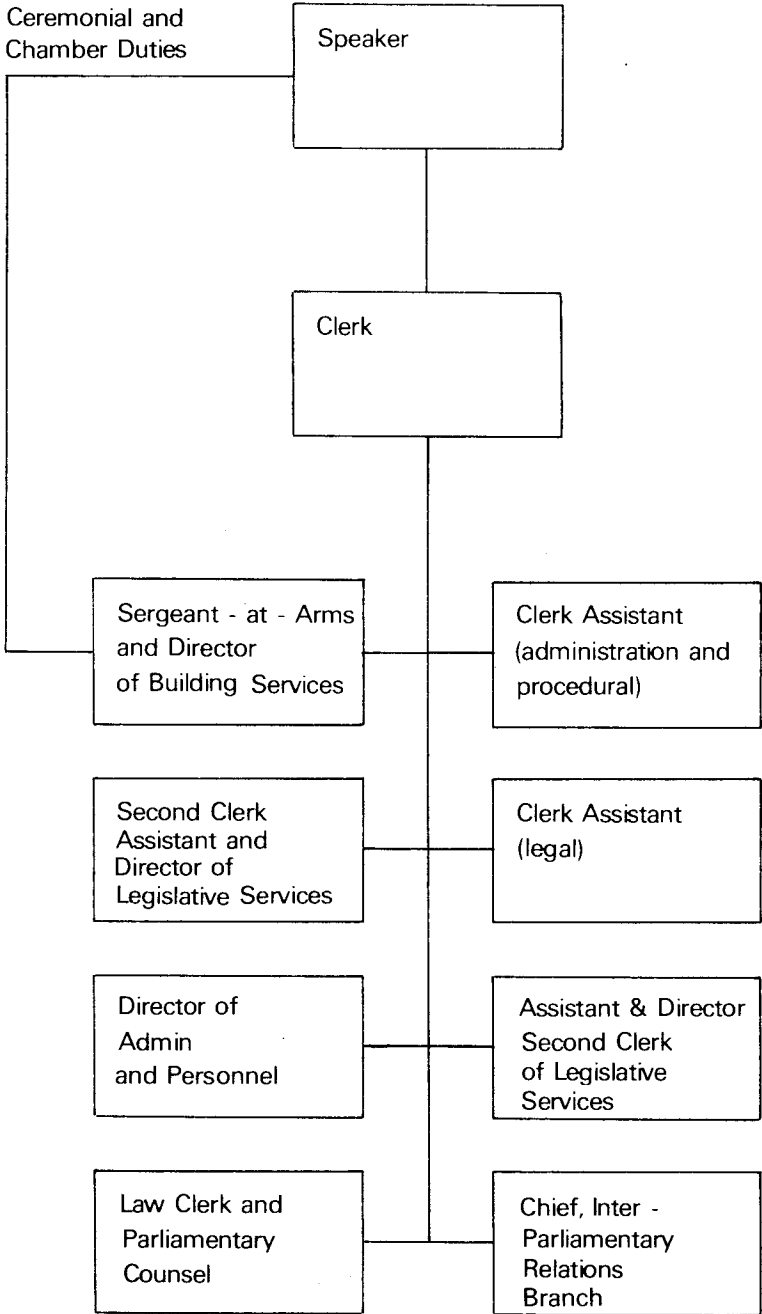
Ottawa, Ont.  
 Winnipeg, Man.  
 Buctouche, N.B.  
 Winnipeg, Man.  
 Montréal, Qué.  
 Caledon East, Ont.

Truro, N.S.  
 Ottawa, Ont.  
 Thunder Bay, Ont.  
 Vancouver, B.C.  
 St. John's, Nfld.  
 Alberton, P.E.I.  
 Edmonton, Alta.  
 Québec, Qué.  
 Montréal, Qué.  
 St. John West, N.B.  
 Fredericton, N.B.  
 St. John's Nfld.  
 Liverpool, N.S.  
 North Battleford,  
 Sask.

Toronto, Ont.  
 Toronto, Ont.  
 Kendal, Ont.  
 Vancouver, B.C.  
 Toronto, Ont.  
 Wolfville, N.S.  
 Richmond, B.C.  
 Winnipeg, Man.

# House of Commons 150

H of C Chart - July, 1973



Parliament Buildings  
Ottawa, Ontario  
K1A 0A6

**Speaker**

The Hon. James Jerome

**Deputy Speaker and Chairman of Committees of the Whole House**

Gérald Laniel

**Deputy Chairman of Committees of the Whole House**

Keith Penner

**Assistant Deputy Chairman of Committees of the Whole House**

Mrs. Albanie Morin

**Officers of the House of Commons**

Clerk of the House of Commons.....	Alistair Fraser	152
Sergeant-at-Arms and Director of Building Services.....	Lieutenant-Colonel David V. Currie, V.C.	
Clerk Assistant		
(Administrative and Procedural).....	J. Gordon Dubroy	
(Legal).....	Marcel R. Pelletier	
Law Clerk and Parliamentary Counsel.....	J. P. Joseph Maingot	
Second Clerk Assistant and Director of Legislative Services.....	Alexander Small	
Third Clerk Assistants.....	Reginald Boivin Maxime Guitard	
Deputy Sergeant-at-Arms.....	Jean-Louis Lacroix	

**Heads of Branches**

Director of Administration and Personnel.....	Georges A. St-Jacques
Assistant Director.....	Peter Macdougall
Financial Services.....	R. J. Bond
Health Unit.....	Mrs. P. M. Zahab
Postmaster.....	Y. Lavoie
Stationery, Printing and Office Machines.....	J. P. Renaud
Director of Building Services.....	Lieutenant-Colonel David V. Currie, V.C.
Maintenance Service.....	N. L. Cavan
Messenger Service.....	S. Gauthier
Page Staff.....	R. Robertson
Protective Service.....	F. J. Yates
Purchasing and Equipment.....	C. Lindsay
Restaurant and Cafeterias.....	W. Pentecost
Director of Legislative Services.....	Alexander Small
Committees and Private Legislation.....	R. Virr
Committee Reporting Services.....	F. Belzile
Distribution Office.....	E. Lévesque
Hansard Index and Reference (English).....	J. W. MacLeod
Hansard Index and Reference (French).....	(vacant)

\*text effective September 1973; updated to January 1975

Hansard Reporting Service (English) .....	J. G. Robertson
Hansard Reporting Service (French).....	H. Lacombe
Journals (English) .....	J. E. O'Connor
Journals (French).....	C. Desrosiers
Chief, Inter-Parliamentary Relations.....	I. G. Imrie

## Composition of the House of Commons

153 The *British North America Act, 1867*, federally united the then Province of Canada (formerly Upper and Lower Canada), the Province of Nova Scotia and the Province of New Brunswick, and created four provinces to be known as Ontario, Quebec, Nova Scotia and New Brunswick.

154 The Act also provided for an elected House of Commons of 181 members of whom 82 would be elected from Ontario, 65 from Québec, 19 from Nova Scotia, and 15 from New Brunswick. Provision was made for increasing the number of members from time to time and for the taking of a census of the population of Canada each tenth year commencing with 1871. As new provinces entered Confederation, they were granted representation in the House of Commons, and following each decennial census, a *Representation Act* was passed providing for a readjustment of representation in the Commons. Under present legislation, the representation of each province is computed by a mathematical formula applied to the population of each province, but subject to certain exceptions such as that which provides that no province shall have fewer members than it has senators.

157 During the 1963 and 1964-65 Sessions, the *Representation Commissioner Act* was enacted and Electoral Boundaries Commissions established under the *Electoral Boundaries Readjustment Act* to readjust the representation in the House of Commons by provinces.

158 Since the last redistribution, the House is composed of 264 elected representatives. These members are elected from 264 electoral districts. Representation by provinces is Alberta 19, British Columbia 23, Manitoba 13, New Brunswick ten, Newfoundland seven, Northwest Territories one, Nova Scotia 11, Ontario 88, Prince Edward Island four, Quebec 74, Saskatchewan 13, and the Yukon Territory one.

## Electoral Process

160 The *Canada Elections Act* provides that with certain specified exceptions any qualified elector under this Act, may be a candidate at an election. Among the specified exceptions are government contractors, members of the legislature of any province, certain public officers, and persons found guilty of corrupt or illegal election practices during designated periods following such conviction. To be nominated, a candidate must have the signature of 25 qualified electors on his nomination papers and must deposit the sum of \$200.00.

163 A qualified elector is one who is of the full age of 18 years or will attain such age on or before polling day at such election, is a Canadian Citizen, or is a British subject who qualified as an elector on June 25, 1968, has not ceased to be a resident and therefore will be a qualified elector for five years after June 26, 1970.

164 However, officials holding certain positions may not vote, (e.g. the Representation Commissioner, the Chief Electoral Officer, Assistant Chief Electoral Officer, Returning Officers during their term of office, [except where there is an equality of votes on the official addition of votes or on a recount], judges appointed by the Governor-in-Council, inmates of penal and certain other institutions, and other persons disqualified by law).

## Election of the House

A House of Commons is elected for no longer than five years following each general election, subject to earlier dissolution by the Governor General. In the event of a vacancy occurring (by death of a member or otherwise) during the life of a Parliament, a writ for the holding of a by-election must, as a rule, be issued within six months of the receipt by the Chief Electoral Officer of a warrant for the issuance of such writ. Provision is made in the *British North America Act* for a Session of the Parliament of Canada at least once in every year "so that 12 months shall not intervene between the last sitting of the Parliament in one session and its first sitting in the next session". 166

Appointment on an annual basis of 16 Parliamentary Secretaries to Ministers is provided for by the *Parliamentary Secretaries Act*. However, such an appointment does not disqualify a member from sitting and voting in the House. 169

## Senior Officers

The House has a Speaker, a Chairman of Committees of the Whole House (who is also Deputy Speaker of the House), a Deputy Chairman of Committees, and an Assistant Deputy Chairman of Committees.

### Speaker

The presiding officer of the House is the Speaker, who is chosen from the elected members at the opening of each Parliament following a general election. His term of office is only for the duration of that Parliament. In the House of Commons, when the language of the Speaker is English, the language of the Chairman of Committees, is French. In addition to presiding at all meetings of the House, the Speaker enforces the observance of its rules, maintains its rights and privileges, and acts as the official spokesman of the House as occasion may require. He is also responsible to the House for the management of its internal affairs and the operation of its branches and services. 171

In addition to the Speaker, there are three other officers elected by the House from among its members to assist him.

### Chairman

The Chairman of Committees of the Whole House is elected near the beginning of the first session after a general election. He acts for the full Parliament. It is his duty to preside over the Committee of the Whole, and also to replace the Speaker in the Chair when required. The Deputy Chairman, and the Assistant Deputy Chairman of Committees are elected at the opening of each Session, and act for that Session only. They assist the Chairman and preside over the various Committees of the Whole House and at times take the Chair of the House. 175

### Committees\*

The Standing Orders of the House provide for the following standing committees: Agriculture; Broadcasting, Films and Assistance to the Arts; External Affairs and National Defence; Finance, Trade and Economic Affairs; Fisheries and Forestry; Health, Welfare and Social Affairs; Indian Affairs and Northern Development; National Resources and Public Works; Justice and Legal Affairs; Labour, Manpower and Immigration; Regional Development; Transport and Communications; Veterans Affairs; Miscellaneous Estimates; Miscellaneous Private Bills and Standing Orders; Privileges and Elections; Public Accounts; Procedure and Organization. 178

\* A complete list of committee membership is appended to each Wednesday's edition of the *Debates of the House of Commons*. Membership changes are published in *Votes and Proceedings*. Both publications are sold by Information Canada.

181 There are also standing joint committees on Printing; Regulations and other  
Statutory Instruments; and the Library of Parliament. These committees are composed of members of the House of Commons and the Senate. In addition, special committees are appointed each Session as required. Some are joint committees of the Senate and House of Commons.\*

### **Commissioners of Internal Economy**

184 Under the *House of Commons Act* the financial administration, and control of the internal affairs of the House are vested in a body, known as the Commissioners of Internal Economy, consisting of the Speaker and four Ministers of the Crown appointed by Order-in-Council.

### **Clerk of the House**

187 The Clerk of the House, who is also a commissioner appointed to administer the Oath of Allegiance to members of the House, holds the rank of deputy minister. He is responsible for the safe-keeping of all the papers and records of the House. He has the direction and control of all its officers and clerks, subject to such orders as he may, from time-to-time, receive from the Speaker or from the House. The Clerk is the recording officer of the House, and his minutes are a summary of the daily proceedings of the House. He records all divisions when votes are taken in the House. He is frequently consulted whenever questions arise with respect to the rules, usages, and proceedings of Parliament.

### **Sergeant-at-Arms**

190 The Sergeant-at-Arms, who is also Director of Building Services, attends the Speaker with the Mace (the symbol of the authority of the House) on all required occasions. He is responsible for the safe-keeping of the Mace, and the furniture and fittings of the House. At the outset of each session, or as the service of the House from time-to-time requires, with the approval of the Speaker, he engages such sessional and temporary constables, messengers, pages, and labourers as are necessary.

### **Clerk Assistants**

193 The Clerk Assistants read the *Order Paper and Notices* and act as reading clerks for any committee reports or other documents or papers required to be read in the House. They also act as advisors to the Presiding Officer in the House or to Committees of the Whole House. All orders of the House for the production of papers or other documents are signed by the Clerk Assistants on behalf of the Clerk. When the House is in committee, one of the Clerk Assistants acts as clerk of the Committee. He takes minutes of committee proceedings, and keeps any other necessary records. He counts, but does not record, the members when votes are taken in Committees of the House. One of the Clerk Assistants acts for the Clerk in the latter's absence.

196 The Clerk Assistants are responsible for seeing that all bills, motions, and resolutions being processed through the House and any other documents required by the House are on the Table and are available to members. The Clerk Assistants scan all questions, notices of motions, etc., submitted by members for inclusion in the *Order Paper and Notices*, to ascertain if they come within the provisions of the Standing Orders. They also call the names of the members when a division takes place in the House. When the House is in committee, they keep records and minutes and prepare memoranda or other data as required.

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\*see also page 1-399

\*text effective September 1973; updated to October 1974

## Administrative Organization

Operation of the administrative organization of the House of Commons is delegated to three directors who are responsible to the Clerk of the House: Director of Administration and Personnel; Director of Building Services; Director of Legislative Services.

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### Heads of Branches

#### Director of Administration and Personnel

This director is responsible for the following administrative services:

200

- (a) Financial Services Branch is responsible for the preparation of the House of Commons estimates and for the control of expenditures in accordance with the amounts that have been authorized;
- (b) Personnel Service is responsible for the personnel administration program which includes recruitment, the classification of positions, and the administration of a salary plan. It is also responsible for the maintenance and custody of all personnel records;
- (c) Post Office Branch provides postal and other services to members and staff of the House and Library of Parliament;
- (d) Health Unit provides nursing and first aid services on Parliament Hill; and
- (e) Stationery, Printing, and Office Machines Branch is responsible for the purchase, storing, and issue of stationery supplies and office equipment.

#### Director of Building Services

The Sergeant-at-Arms, as Director of Building Services, maintains various services for the House, including a protective and security service, a uniformed messenger service, and, during the session, a uniformed page staff which services the members in the Commons Chamber. He is also responsible for the maintenance and care of the interior, including office furniture and fixtures, of that part of the Parliament Building which is under the control of the House of Commons, and for the operation of the Parliamentary Restaurant and cafeterias. In relation to the foregoing duties, he reports to the Clerk of the House; in relation to his historical ceremonial duties, he reports direct to the Speaker.

205

#### Director of Legislative Services

The Second Clerk Assistant, who is also Director of Legislative Services, is responsible for the following:

207

- (a) Joint Parliamentary Distribution Office which provides for the daily distribution of public documents to senators, members of the House of Commons, officials, and others;
- (b) Committees and Private Legislation Branch provides clerical assistance for the meetings of all standing and special committees of the House; advises on procedure in such committees, and assists chairmen of committees in the preparation of reports. This branch also handles matters relating to Private Bills and Petitions;
- (c) Index and Reference Branch prepares periodic cumulative and sessional indexes to the Commons Debates, and the sessional index to the Commons Journals. This branch also provides reference service to members, officials, and the public. The branch has both an English and a French section;
- (d) Journals Branch is responsible for the preparation, editing, and indexing of the day-to-day minutes and proceedings of the House. This report, known as *Votes and Proceedings*, is issued daily during the session. A copy, signed by the Clerk

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of the House, is forwarded to the Governor General each day. At the close of each Session the daily *Votes and Proceedings* are revised and printed in a bound volume known as the *Journals of the House of Commons of Canada*, (the official record of the proceedings of the House).

The branch also is responsible for the editing of all notices of questions, motions, resolutions and the like which are received by the Table from members of the House for inclusion in the *Notice Paper* (appended to the Order Paper). The branch has charge of the preparation of the *Order Paper and Notices*, commonly referred to as the "Order Paper", (the daily agenda of the House). The branch acts as custodian of all documents tabled from time-to-time in the House.

An information service, with respect to all documents tabled, is available to senators, members of the House of Commons, officials, newsmen, and other interested parties. The branch has both an English and a French section and the daily publications and sessional Journals appear separately in each language.

- 210 (e) Hansard Reporting Service, which also has an English and a French section, provides a verbatim reporting service covering the debates which take place in the House. Each daily edition of the *Debates of the House of Commons* is edited, translated, printed overnight, and distributed in both languages to members and others the following morning. A revised edition, in bound volumes, is published progressively during the course of each Session together with a separate index at the end of each Session. A similar reporting service in both languages provides coverage for standing and special committees; and
- 211 (f) Committee Reporting Services provides a verbatim reporting service covering the committee meetings of the House of Commons. The proceedings of the committees are edited, translated, printed, and distributed to members in both languages.

212 A system of sound amplification and simultaneous interpretation, from English to French and vice versa, is also provided in the Chamber and Committee rooms. The system provides for House or Committee proceedings to be recorded and interpreted simultaneously into five different languages in order to service international parliamentary associations, or conferences being held in Ottawa.

## Law Branch

214 Reporting direct to the Clerk of the House of Commons is the Law Branch, which is headed by the Law Clerk and Parliamentary Counsel. This branch provides assistance to members of the House of Commons in the drafting of bills, motions, and resolutions. The branch prepares memoranda and opinions on legal and constitutional subjects, and practices; advises on proposed amendments to bills, and, when amendments are adopted, inserts them in the reprinted bills, certifies all bills for printing; prepares parchments of "passed" bills for transmission to the Senate. The branch also is responsible for the editing of the annual statutes at the close of each session of Parliament.

# Alphabetical List of the Members of the House of Commons\*

First Session—Thirtieth Parliament

Name	Constituency/Mailing Address
<b>a</b>	
Abbott, A. C. (Lib.).....	Mississauga/Oakville, Ont.
Alexander, Lincoln M. (PC).....	Hamilton West/Hamilton, Ont.
Alkenbrack, A. D. (PC).....	Frontenac-Lennox and Addington/ Napanee, Ont.
Allard, Eudore (SC).....	Rimouski/Rimouski, Québec
Allmand, Hon. Warren (Lib.).....	Notre-Dame-de-Grâce/Montréal, Québec
Anderson, Hugh A. (Lib.).....	Comox-Alberni/Port Alberni, B.C.
Andras, Hon. Robert K. (Lib.).....	Port Arthur/Thunder Bay, Ont.
Andre, Harvie (PC).....	Calgary Centre/Calgary, Alta.
Andres, Wm. (Lib.).....	Lincoln/Niagara-on-the-Lake, Ont.
Appoloni, Mrs. Ursula (Lib.).....	York South/Toronto, Ont.
<b>b</b>	
Baker, George (Lib.).....	Gander-Twillingate/Gander, Nfld.
Baker, Walter (PC).....	Grenville-Carleton/Ottawa, Ont.
Baldwin, G. W. (PC).....	Peace River/Peace River, Alta.
Balfour, Jim (PC).....	Regina East/Regina, Sask.
Basford, Hon. Ron (Lib.).....	Vancouver Centre/Vancouver, B.C.
Bawden, Peter C. (PC).....	Calgary South/Calgary, Alta.
Beatty, Perrin (PC).....	Wellington-Grey-Dufferin-Waterloo Fergus, Ont.
Beaudoin, Léonel (SC).....	Richmond/Bromptonville, Québec
Béchar, Albert (Lib.).....	Bonaventure-Îles de la Madeleine Carleton, Québec
Bégin, Miss Monique (Lib.).....	Saint-Michel/Montréal, Québec
Benjamin, Les (NDP).....	Regina-Lake Centre/Regina Sask.
Blackburn, Derek (NDP).....	Brant/Brantford, Ont.
Blais, J-J. (Lib.).....	Nipissing/North Bay, Ont.
Blaker, Rod (Lib.).....	Lachine-Lakeshore/Point-Claire, Québec
Blouin, Gustave (Lib.).....	Manicouagan/Sept-Îles, Québec
Boulanger, Prosper (Lib.).....	Mercier/Pte-aux-Trembles, Québec
Breau, Herb (Lib.).....	Gloucester/Tracadie, N.B.
Brewin, Andrew (NDP).....	Greenwood/Ottawa, Ont.
Brisco, Bob (PC).....	Kootenay West/Trail, B.C.
Broadbent, Edward (NDP).....	Oshawa-Whitby/Oshawa, Ont.
Buchanan Hon. Judd (Lib.).....	London West/London, Ont.
Bussièrès, Pierre (Lib.).....	Portneuf/Charlesbourg, Québec
<b>c</b>	
Caccia, Chas L. (Lib.).....	Davenport/Toronto, Ont.
Cadieu, Bert (PC).....	Meadow Lake/Spiritwood, Sask.
Cafik, Norman A. (Lib.).....	Ontario/Pickering, Ont.
Campagnolo, Mrs. Iona (Lib.).....	Skeena/Prince Rupert, B.C.
Campbell, Miss Coline (Lib.).....	South Western Nova/Yarmouth, N.S.
Campbell, John (Lib.).....	LaSalle-Emard-Côte Saint-Paul/ LaSalle, Québec
Caouette, Armand (SC).....	Villeneuve/Val-d'Or, Québec
Caouette, Réal, (SC).....	Témiscamingue/Rouyn, Québec
Caron, Yves (Lib.).....	Beauce/Ville St-George, Québec

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\*text effective October 1974

**Name****Constituency/Mailing Address**

Carter, Walter C. (PC).....	St. John's West/St. John's, Nfld.
Chrétien, Hon. Jean (Lib.) .....	Saint-Maurice/Shawinigan, Qué.
Clark, Joe (PC) .....	Rocky Mountain/Edson, Alta.
Clarke, Bill (PC).....	Vancouver Quadra/Vancouver, B.C.
Clermont, Gaston (Lib.).....	Gatineau/Thurso, Québec
Coates, Robert C. (PC).....	Cumberland-Colchester North/ Amherst, N.S.
Collenette, D. M. (Lib.).....	York East/Toronto, Ont.
Comtois, J.-Roland (Lib.).....	Terrebonne/Repentigny, Québec
Condon, J. Larry (Lib.).....	Middlesex-London-Lambton/ Strathroy, Ont.
Corbin, Eymard (Lib.).....	Madawaska-Victoria/Edmundston, N.B.
Corriveau, Léopold (Lib.).....	Frontenac/Thetford Mines, Québec
Cossitt, Tom (PC) .....	Leeds/Brockville, Ont.
Côté, Florian (Lib.).....	Richelieu/Ste-Brigitte-des-Saults, Québec
Crouse, Lloyd R. (PC).....	South Shore/Lunenburg, N.S.
Cullen, Jack (Lib.).....	Sarnia-Lambton/Sarnia, Ont.
Cyr, Alexandre (Lib.).....	Gaspé/Chandler, Québec

**d**

Danson, Hon. Barnett J. (Lib.).....	York North/Willowdale, Ont.
Darling, Stan (PC).....	Parry Sound-Muskoka/Burks Falls, Ont.
Daudlin, Robert (Lib.).....	Kent-Essex/Kingsville, Ont.
De Bané, Pierre (Lib.) .....	Matane/Québec, Québec
Demers, Yves (Lib.) .....	Duvernay/Laval, Québec
Dick, Paul (PC) .....	Lanark-Renfrew-Carleton/Kanata, Ont.
Diefenbaker, Rt. Hon. J. G. (PC).....	Prince Albert/Ottawa, Ont.
Dinsdale, Hon. W. G. (PC) .....	Brandon-Souris/Brandon, Man.
Dionne, Charles-Eugène (SC) .....	Kamouraska/Kamouraska, Québec
Dionne, Maurice A. (Lib.).....	Northumberland-Miramichi Millertown, N.B.
Douglas, C. (Lib.).....	Bruce/Wingham, Ont.
Douglas, T. C. (NDP) .....	Nanaimo-Cowichan-The Islands/ Nanaimo, B.C.
Drury, Hon. C. M. (Lib.).....	Westmount/Ottawa, Ont.
Dubé, Hon. Jean-Eudes (Lib.) .....	Restigouche/Campbellton, N.B.
Duclos, Louis (Lib.) .....	Montmorency/Ste-Foy, Qué.
Dupont, Raymond (Lib.) .....	Sainte-Marie/Ville Lafleche, Qué.
Dupras, Maurice (Lib.).....	Labelle/St. Jérôme, Québec
Duquet, Gérard (Lib.) .....	Québec-East/Québec, Québec

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**e**

Ellis, J. R. (PC).....	Hastings/Belleville, Ont.
Elzinga, Peter (PC) .....	Pembina/Sherwood Park, Alta.
Epp, Jake (PC).....	Provencher/Steinbach, Man.
Ethier, Denis (Lib.).....	Glengarry-Prescott-Russell/Dalkeith, Ont.

**f**

Fairweather, R. Gordon L. (PC).....	Fundy-Royal/Rothesay, N.B.
Faulkner, Hon. James Hugh (Lib.).....	Peterborough/Lakefield, Ont.
Firth, Wally (NDP) .....	Northwest Territories/Yellowknife, N.W.T.
Fleming, Jim (Lib.).....	York West/Weston, Ont.
Flynn, Joe (Lib.).....	Kitchener/Kitchener, Ont.
Forrestall, J. M. (PC).....	Dartmouth-Halifax East/Dartmouth, N.S.
Fortin, André (SC) .....	Lotbinière/Victoriaville, Qué.

<b>Name</b>	<b>Constituency/Mailing Address</b>
Foster, Maurice (Lib.) .....	Algoma/Desbarats, Ont.
Fox, Francis (Lib.) .....	Argenteuil-Deux-Montagnes/ Oka, Québec
Francis, Lloyd (Lib.) .....	Ottawa West/Ottawa, Ont.
Fraser, John A. (PC) .....	Vancouver South/Vancouver, B.C.
Friesen, Benno (PC) .....	Surrey-White Rock/White Rock, B.C.

## **g**

Gauthier, C. A. (SC) .....	Roberval/Mistassini, Québec
Gauthier, Jean-Robert (Lib.) .....	Ottawa-Vanier/Ottawa, Ont.
Gendron, Rosaire (Lib.) .....	Rivière-du-Loup-Témiscouata Rivière-du-Loup, Québec
Gilbert, John (NDP) .....	Broadview/Toronto, Ont.
Gillespie, Hon. Alastair (Lib.) .....	Etobicoke/Toronto, Ont.
Gillies, James (PC) .....	Don Valley/Thornhill, Ont.
Goodale, Ralph E. (Lib.) .....	Assiniboia/Wilcox, Sask.
Goyer, Hon. Jean-Pierre (Lib.) .....	Dollard/Saint-Laurent, Québec
Grafftey, Heward (PC) .....	Brome-Missisquoi/Knowlton, Qué.
Gray, Hon. Herb (Lib.) .....	Windsor West/Windsor, Ont.
Guay, Joseph-Philippe (Lib.) .....	St. Boniface/St. Boniface, Man.
Guay, Raynald (Lib.) .....	Lévis/Lauzon, Québec
Guilbault, Jacques (Lib.) .....	Saint-Jacques/Montréal, Québec

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## **h**

Haidasz, Hon. Stanley (Lib.) .....	Parkdale/Toronto, Ont.
Halliday, Bruce (PC) .....	Oxford/Tavistock, Ont.
Hamilton, Hon. Alvin (PC) .....	Qu'Appelle-Moose Mountain/ Manotick, Ont.
Hamilton, Frank (PC) .....	Swift Current-Maple Creek/ Swift Current, Sask.
Hargrave, Bert (PC) .....	Medicine Hat/Walsh, Alta.
Hees, Hon. George (PC) .....	Prince Edward-Hastings/Cobourg, Ont.
Herbert, H. T. (Lib.) .....	Vaudreuil/Hudson, Québec
Hnatychyn, Ray (PC) .....	Saskatoon-Biggar/Saskatoon, Sask.
Hogan, Andy (NDP) .....	Cape Breton-East Richmond/ Glace Bay, N.S.
Holmes, J. R. (PC) .....	Lambton-Kent/Wallaceburg, Ont.
Holt, Mrs. Simma (Lib.) .....	Vancouver-Kingsway/Vancouver, B.C.
Hopkins, Leonard (Lib.) .....	Renfrew North-Nipissing East/ Petawawa, Ont.
Horner, J. H. (PC) .....	Crowfoot/Pollockville, Alta.
Howie, J. Robert (PC) .....	York-Sunbury/Fredericton, N.B.
Huntington, Ron (PC) .....	Capitano/West Vancouver, B.C.
Hurlburt, Ken (PC) .....	Lethbridge/Fort Macleod, Alta.

## **i**

Isabelle, Gaston (Lib.) .....	Hull/Lucerne Québec
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## **j**

Jamieson, Hon. Donald C. (Lib.) .....	Burin-Burgeo/Ottawa, Ont.
Jarvis, Bill (PC) .....	Perth-Wilmot/Stratford, Ont.
Jelinek, Hon. Otto (PC) .....	High Park-Humber Valley/Toronto, Ont.
Jerome, J. A. (Lib.) .....	Sudbury/Sudbury, Ont.
Johnston, Howard (PC) .....	Okanagan-Kootenay/Salmon Arm, B.C.
Jones, Leonard C. (Ind.) .....	Moncton/Moncton, N.B.
Joyal, Serge (Lib.) .....	Maisonneuve-Rosemont/Montréal, Qué.

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**Name****Constituency/Mailing Address****k**

Kaplan, Bob (Lib.).....	York Centre/Toronto, Ont.
Kemping, Bill (PC).....	Halton-Wentworth/Dundas, Ont.
Knowles, Stanley (NDP).....	Winnipeg North Centre/Winnipeg, Man.
Knowles, William (PC).....	Norfolk-Haldimand/Langton, Ont.
Korchinski, S. J. (PC).....	Mackenzie/Rama, Sask.

**l**

Lachance Claude-André (Lib.) .....	Lafontaine/Montréal, Québec
Lajoie, Claude G. (Lib.).....	Trois-Rivière Métropolitain/ Cap-de-la-Madeleine, Québec
Lalonde, Hon. Marc (Lib.).....	Outremont/Montréal, Québec
Lambert, Andrien (SC).....	Bellechasse/Berthier-sur-mer, Québec
Lambert, Hon. Marcel (PC).....	Edmonton West/Ottawa, Ont.
Landers, Mike (Lib.).....	Saint John-Lancaster/St. John, N.B.
Lang, Hon. Otto E. (Lib.).....	Saskatoon-Humboldt/Saskatoon, Sask.
Langlois, Paul (Lib.).....	Chicoutimi/Chicoutimi, Québec
Laniel, Gérald (Lib.).....	Beauharnois-Salaberry/Valleyfield, Québec
Lapointe, Charles (Lib.).....	Charlevoix/Tadoussac, Québec
Laprise, Gérard (SC).....	Abitibi/LaSarre, Québec
La Salle, Roch (PC) .....	Joliette/Joliette, Québec
Lawrence, Allan (PC).....	Northumberland-Durham/Janetville, Ont.
LeBlanc Fernand E. (Lib.) .....	Laurier/Montréal, Québec
LeBlanc, Hon. Roméo (Lib.) .....	Westmorland-Kent/Memramcook West, N.B.
Lee, Art (Lib.).....	Vancouver East/Vancouver, B.C.
Lefebvre, T. (Lib.) .....	Pontiac/Davidson, Québec
Leggatt, Stuart (NDP).....	New Westminster/Port Coquitlam, B.C.
Lessard, Marcel (Lib.).....	Lac-Saint-Jean/Alma, Québec
Loiselle, Bernard (Lib.) .....	Chambly/Beloeil, Québec
Loiselle, Gérard (Lib.).....	Saint-Henri/Montréal, Québec
Lumley, Ed. (Lib.) .....	Stormont-Dundas/Cornwall, Ont.

**m**

MacDonald, Hon. Daniel J. (Lib.).....	Cardigan/Bothwell, P.E.I.
MacDonald, David (PC) .....	Egmont/Alberton, P.E.I.
Macdonald, Hon. Donald S. (Lib.) .....	Rosedale/Ottawa, Ont.
MacDonald, Miss Flora (PC).....	Kingston and the Islands/ Kingston, Ont.
MacEachen, Hon. Allan J. (Lib.) .....	Cape Breton Highlands-Canso/Ottawa, Ont.
MacFarlane, Gus (Lib.).....	Hamilton Mountain/Hamilton, Ont.
MacGuigan, Mark (Lib.).....	Windsor-Walkerville/Windsor, Ont.
Mackasey, Hon. Bryce (Lib.).....	Verdun/Ottawa, Ont.
MacKay, Elmer M. (PC).....	Central Nova/Lorne, N.S.
MacLean, Hon. J. A. (PC) .....	Malpeque/Belle River, P.E.I.
Macquarrie, Heath (PC).....	Hillsborough/Victoria, P.E.I.
Maine, Frank (Lib.) .....	Wellington/Guelph, Ont.
Malone, Arnold (PC) .....	Battle River/Camrose, Alta.
Marceau, Gilles (Lib.) .....	Lapointe/Jonquière, Québec
Marchand, Hon. Jean (Lib.).....	Langelier/Ottawa, Ont.
Marchand, Len (Lib.) .....	Kamloops-Cariboo/Kamloops, B.C.
Marshall, Jack (PC) .....	Humber-St. George's-St. Barbe/ Corner Brook, Nfld.
Martin, Alan (Lib.).....	Scarborough West/Scarborough, Ont.

<b>Name</b>	<b>Constituency/Mailing Address</b>
Masniuk, Peter P. (PC).....	Portage/Inwood, Man.
Matte, René (SC) .....	Champlain/St-Marc-des Carrières, Québec
Mazankowski, Don (PC) .....	Vegreville/Vegreville, Alta.
McCain, Fred (PC).....	Carleton-Charlotte/Florenceville, N.B.
McCleave, Robert (PC).....	Halifax-East Hants/Halifax, N.S.
McGrath, James A. (PC) .....	St. John's East/St. John's, Nfld.
McIsaac, Cliff (Lib.).....	Battleford-Kindersley/North Battleford, Sask.
McKenzie, Dan (PC) .....	Winnipeg South Centre/Winnipeg, Man.
McKinley, R. E. (PC) .....	Huron-Middlesex/Zurich, Ont.
McKinnon, Allan B. (PC).....	Victoria/Victoria, B.C.
McRae, Paul E. (Lib.).....	Fort William/Thunder Bay, Ont.
Milne, Ross (Lib.).....	Pell-Dufferin-Simcoe/Brampton, Ont.
Mitges, Gus (PC).....	Grey-Simcoe/Owen Sound, Ont.
Morin, Mrs. Albanie (Lib.).....	Louis-Hébert/Sillery, Québec
Muir, Robert (PC).....	Cape Breton-The Sydneys Sydneys Mines, N.S.
Munro, Donald W. (PC).....	Esquimalt-Saanich/Victoria, B.C.
Munro, Hon. John C. (Lib.).....	Hamilton East/Hamilton, Ont.
Murta, Jack (PC).....	Lisgar/Carman, Man.

**n**

Neil, Doug (PC).....	Moose Jaw/Moose Jaw, Sask.
Nicholson, Miss Aileen (Lib.).....	Trinity/Toronto, Ont.
Nielsen, Erik (PC) .....	Yukon/Whitehorse, Yukon
Nowlan, J. P. (PC).....	Annapolis Valley/Wolfville, N.S.
Nystrom, Lorne (NDP) .....	Yorkton-Melville/Yorkton, Sask.

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**o**

Oberle, F. (PC).....	Prince George-Peace River/ Chetwynd, B.C.
O'Connell, Hon. Martin (Lib.).....	Scarborough East/Scarborough, Ont.
Olivier, Jacques (Lib.).....	Longueuil/Longueuil, Québec
Orlikow, David (NDP).....	Winnipeg North/Winnipeg, Man.
O'Sullivan, Sean (PC).....	Hamilton-Wentworth/Hamilton, Ont.
Ouellet, Hon André (Lib.).....	Papineau/Ottawa, Ont.

**p**

Paproski, Steven E. (PC) .....	Edmonton Centre/Edmonton, Alta.
Parent, Gilbert (Lib.).....	St. Catherines/St. Catherines, Ont.
Patterson, Alex (PC) .....	Fraser Valley East/Abbotsford, B.C.
Pearsall, Jack (Lib.).....	Coast Chilcotin/Powell River, B.C.
Pelletier, Hon Gérard (Lib.).....	Hochelaga/Ottawa, Ont.
Pelletier, Irénée (Lib.).....	Sherbrooke/Sherbrooke, Québec
Penner, B. Keith (Lib.).....	Thunder Bay/Dryden, Ont.
Peters, Arnold (NDP).....	Timiskaming/New Liskeard, Ont.
Philbrook, F. A. (Lib.).....	Halton/Oakville, Ont.
Pinard, Yvon (Lib.).....	Drummond/Drummondville, Québec
Portelance, Arthur (Lib.).....	Gamelin/Montréal, Québec
Poulin, Hugh (Lib.) .....	Ottawa Centre/Ottawa, Ont.
Prud'homme, Marcel (Lib.).....	Saint-Denis/Montréal, Québec

**r**

Railton S. Victor (Lib.) .....	Welland/Port Colborne, Ont.
Raines, Marke (Lib.) .....	Burnaby-Seymour/Burnaby, B.C.

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**Name****Constituency/Mailing Address**

Reid, John M. (Lib-Lab.).....	Kenora-Rainy River/Kenora, Ont.
Reynolds, John (PC).....	Burnaby-Richmond-Delta/Delta, B.C.
Richardson, Hon. James (Lib.).....	Winnipeg South/Winnipeg, Man.
Ritchie, Gordon (PC).....	Dauphin/Dauphin, Man.
Roberts, John (Lib.).....	St. Paul's/Toronto, Ont.
Robinson, W. Kenneth (Lib.).....	Toronto-Lakeshore/Toronto, Ont.
Roche, Douglas (PC).....	Edmonton-Strathcona/Edmonton, Alta.
Rodriguez, John (NDP).....	Nickel Belt/Coniston, Ont.
Romkey, William (Lib.).....	Grand Falls-White Bay-Labrador/ St. John's, Nfld.
Rondeau, Gilbert (SC).....	Shefford/Granby, Québec
Rooney, Dave (Lib.).....	Bonavista-Trinity Conception/ Lower Island Cove, Nfld.
Roy, Jean-R. (Lib.).....	Timmins/Timmins, Ont.
Roy, Marcel (Lib.).....	Laval/Chomedey, Québec
Rynard, P. B. (PC).....	Simcoe North/Orillia, Ont.

**S**

Saltsman, Max (NDP).....	Waterloo-Cambridge/Galt, Ont.
Sauvé, Hon. Jeanne (Lib.).....	Ahuntsic/Outremont, Québec
Schellenberger, Stan (PC).....	Wetaskiwin/Spruce Grove, Alta.
Schumacher, Stan (PC).....	Palliser/Drumheller, Alta.
Scott, W. C. (PC).....	Victoria-Haliburton/Kinmount, Ont.
Sharp, Hon. Mitchell (Lib.).....	Eglinton/Ottawa, Ont.
Skoreyko, William (PC).....	Edmonton East/Edmonton, Alta.
Smith, Cecil (PC).....	Churchill/Thompson, Man.
Smith, Walter (Lib.).....	Saint-Jean/Hemmingford, Québec
Stanbury, Hon. Robert (Lib.).....	York-Scarborough/Don Mills, Ont.
Stanfield, Hon. Robert (PC).....	Halifax/Ottawa, Ont.
Stevens, Sinclair (PC).....	York-Simcoe/King City, Ont.
Stewart, Craig (PC).....	Marquette/Minnedosa, Man.
Stewart, Ralph (Lib.).....	Cochrane/Ottawa, Ont.
Stollery, Peter (Lib.).....	Spadina/Toronto, Ont.
Symes, Cyril (NDP).....	Sault Ste. Marie/Sault Ste- Marie, Ont.

**t**

Tessier, Claude (Lib.).....	Compton/Megantic, Québec
Towers, Gordon (PC).....	Red Deer/Red Deer, Alta.
Trudeau, Rt. Hon. P. E. (Lib.).....	Mount Royal/Ottawa, Ont.
Trudel, Jacques-L. (Lib.).....	Montréal-Bourassa/Montréal, Qué.
Turner, Charles (Lib.).....	London East/London, Ont.
Turner, Hon. John N. (Lib.).....	Ottawa-Carleton/Ottawa, Ont.

**w**

Wagner, Claude (PC).....	Saint-Hyacinthe/Montréal, Qué.
Watson, Ian (Lib.).....	Laprairie/Laprairie, Québec
Wenman, Bob (PC).....	Fraser Valley West/Surrey, B.C.
Whelan, Hon. E. F. (Lib.).....	Essex-Windsor/Amherstburg, Ont.
Whiteway, Dean (PC).....	Selkirk/Winnipeg, Man.
Whittaker, G. H. (PC).....	Okanagan Boundary/Kelowna, B.C.
Wise, John (PC).....	Elgin/St. Thomas, Ont.
Wooliams, Eldon M. (PC).....	Calgary North/Calgary, Alta.

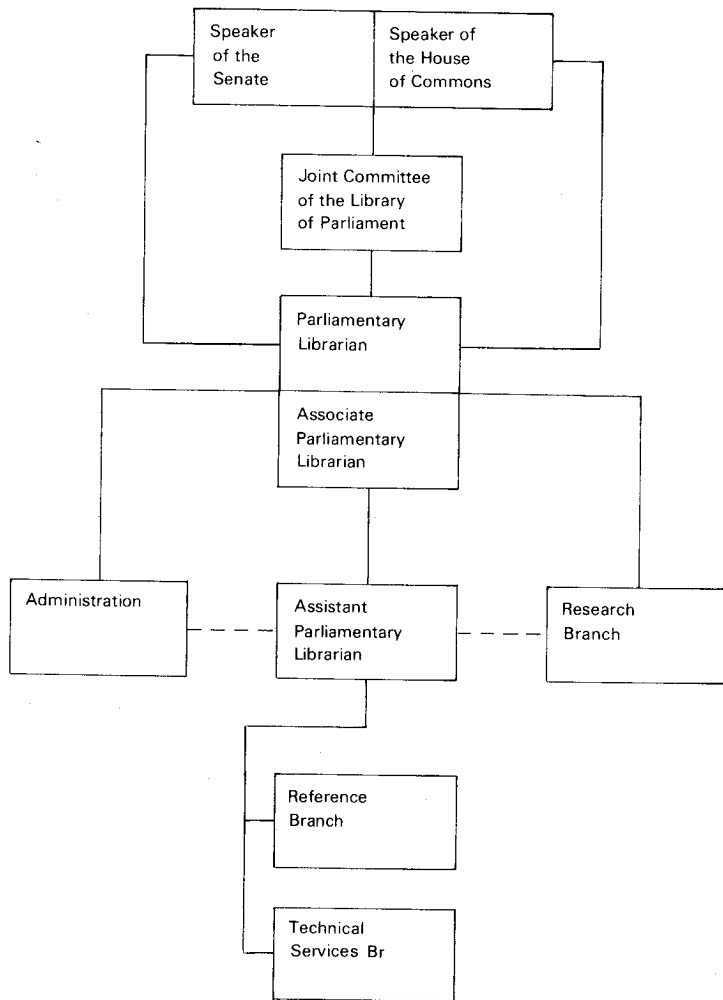
**Name****Constituency/Mailing Address****y**

Yanakis, Antonio (Lib.) .....	Berthier/Saint-Gabriel-de- Brandon, Quèbec
Yewchuk, Paul (PC).....	Athabasca/Lac-la-Biche, Alta.
Young, Roger (Lib.).....	Niagara Falls/Niagara Falls, Ont.



# Library of Parliament 300

LP Chart - October 1973



Parliament Buildings  
Ottawa, Ontario  
K1A 0A9

## Members Responsible

The Hon. James Jerome, Speaker of the House of Commons, and  
The Hon. Renaude Lapointe, Speaker of the Senate

## Principal Officers

Parliamentary Librarian ..... Erik John Spicer  
Associate Parliamentary Librarian ..... Gilles Frappier  
Assistant Parliamentary Librarian ..... A. Pamela Hardisty  
Directors  
(Reference Branch) ..... Simonne Chiasson  
(Research Branch) ..... Philip A. C. Laundry  
(Technical Services Branch) ..... Florence B. Moore  
(Administration) ..... A. Edward Luxton

## Historical Background

The Library of Parliament was established by *An Act in relation to the Library of Parliament* (SC 1871 c. 21—now the *Library of Parliament Act* [RSC 1970 c. L-7]). The Library was formed initially by the amalgamation of the legislative libraries of Upper and Lower Canada after these two provinces were united into the Province of Canada in 1841.

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The Library is designated as a department within the meaning and purpose of the *Financial Administration Act*.

## Overall Responsibilities

The direction and control of the Library of Parliament is vested in the Speaker of the Senate and the Speaker of the House of Commons, assisted by a joint committee appointed by the two Houses. The Parliamentary Librarian and the Associate Parliamentary Librarian are appointed by the Governor-in-Council. The Parliamentary Librarian holds the rank of a deputy minister.

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## Organization and Programs

The Library serves the Senate and the House of Commons in both a reference and research capacity.

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## Reference Branch

This branch answers inquiries, selects and provides source material for use in speeches, papers, etc., prepares bibliographies, indexes and abstracts, maintains a vertical file and clipping service, and lends library materials. Because of the quality and size of the collections this branch also provides substantial assistance to commissions of inquiry and task forces, government departments, the academic community and other non-parliamentary groups and individuals when such service does not interfere with parliamentary priority.

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## Research Branch

309 This branch established in 1965, complements the Reference Branch, but serves only senators and members of Parliament. Its lawyers, economists and other professional personnel prepare requested research papers and notes for speeches for senators, members of Parliament, parliamentary committees, and parliamentary associations. When possible, in addition to written work, direct staff assistance is provided by consultation (or loan) to parliamentary committees and parliamentary associations.

## Other Services

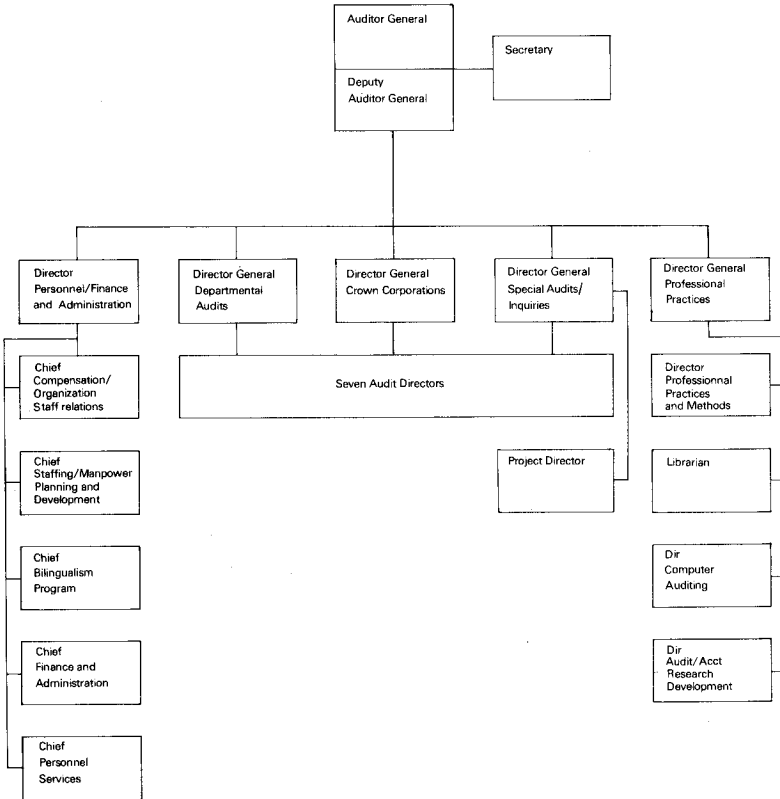
311 The Library is also the public's Information Centre for parliamentary information. The Parliamentary Librarian is the Canadian Correspondent for the Inter-Parliamentary Union's International Centre for Parliamentary Documentation at Geneva, and President and Canadian Correspondent for the Parliamentary and Administrative Libraries Section of the International Federation of Library Associations at The Hague, Netherlands. Useful contact is maintained with similar institutions throughout the world.

313 Since 1954 the Parliamentary Reading Room has been administratively part of the Library of Parliament. Its large collection of current daily and weekly Canadian and foreign newspapers, popular periodicals, and small collection of recreational literature supplements the much more extensive collections of the Library itself.

315 Early in 1973, an additional newspaper, periodical and recreational literature reading room and a small branch library to provide reference service were opened in the Confederation Building to serve parliamentarians and parliamentary staff located there.

# Auditor General 325

T B S Chart 1 Oct 1974



J. J. Macdonell

The Auditor General is appointed by the Governor-in-Council, by commission under the Great Seal of Canada to hold office during good behaviour until he attains the age of 65 years, but he is removable by the Governor General on address of the Senate and the House of Commons. The Governor-in-Council may appoint a person temporarily to perform the duties of the Auditor General during a vacancy in the office.

## Overall Responsibilities

The function of the Auditor General is to examine the accounts relating to the Consolidated Revenue Fund and to public property. He also audits the accounts of various Crown corporations and other public agencies.

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The Auditor General reports annually, to the House of Commons, the results of his examinations and in accordance with section 61 of the *Financial Administration Act* calls attention to every case in which he has observed that:

- (a) any officer or employee has wilfully or negligently omitted to collect or receive any money belonging to Canada,
  - (b) any public money was not duly accounted for and paid into the Consolidated Revenue Fund,
  - (c) any appropriation was exceeded or was applied to a purpose or in a manner not authorized by Parliament,
  - (d) an expenditure was not authorized or was not properly vouched or certified,
  - (e) there has been a deficiency or loss through the fraud, default or mistake of any person, or
  - (f) a special warrant authorized the payment of any money,
- and to any other case that the Auditor General considers should be brought to the notice of the House of Commons.

The annual report is required to be laid before the House by the Minister of Finance on or before the 31st day of December.

Notwithstanding any Act, the Auditor General is entitled to free access at all convenient times to all files, documents and other records relating to the accounts of every department, and he is also entitled to require and receive from members of the public service of Canada such information, reports and explanations as he may deem necessary for the proper performance of his duties.

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## Office of the Auditor General

La Promenade Building  
151 Sparks Street  
Ottawa, Ontario  
K1A 0G6

### Minister Designated

Minister of Finance\*

### Principal Officers

Auditor General.....	J. J. Macdonell
Deputy Auditor General.....	Rhéal Chatelain
Directors General.....	A. G. Cross
	J. R. Douglas
	C. F. Gilhooly
	H. E. Hayes

### Historical Background

The Office was originally established in 1878, when *An Act to provide for the better Auditing of the Public Accounts* provided for the appointment of the Auditor General, to examine the public accounts and report annually to the House of Commons. Present legislation governing the office is Part VII of the *Financial Administration Act*.

### Organization

The Auditor General, in committee with the Deputy Auditor General and his other senior officers, formulates and monitors objectives and policies in the areas of planning, control, administration, and communication.

Audit responsibilities are grouped under the Director General, Departmental Audits, and under the Director General, Crown Corporation/International Audits.

The Director General, Special Audits and Inquiries, conducts audits and studies of a government-wide or subject nature, or audits and studies that may be undertaken under section 62 of the *Financial Administration Act*.

The Director General, Professional Practices and Development, is responsible for maintaining and consistently applying appropriate auditing and accounting standards in the Office's work, and in organizing and operating a continuing professional development program for all members of the professional staff.

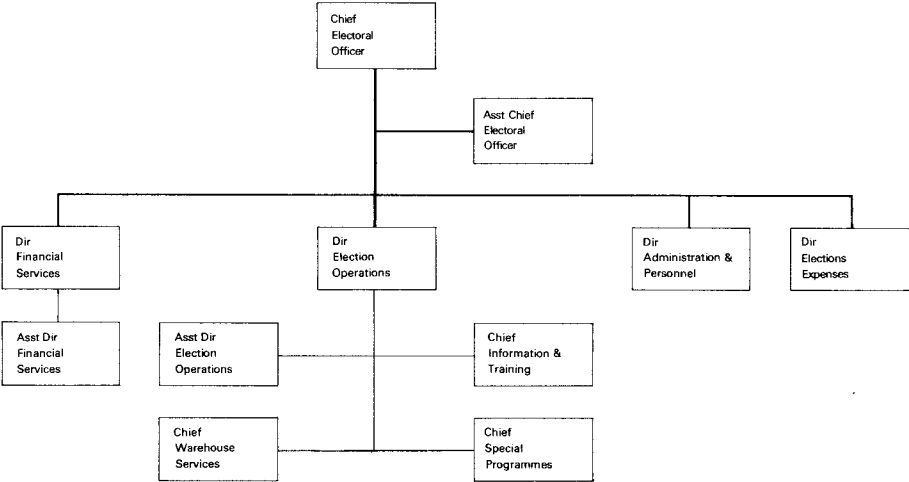
### Regional Offices

Regional managers are stationed at Halifax, N.S.; Montréal, Qué.; Toronto, Ont.; Winnipeg, Man.; Regina, Sask.; Edmonton, Alta.; and Vancouver, B.C.

\*The Office of the Auditor General is designated as a department and the Minister of Finance as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1903-1952, 31 March 1952).

# Office of the Chief Electoral Officer 340

T B S Chart 1 Oct 1974



## Head Office

440 Coventry Road  
Ottawa, Ontario  
K1A 0M6

## Minister designated

President of the Queen's Privy Council\*\*

## Principal Officers

Chief Electoral Officer ..... Jean-Marc Hamel, M.Sc. Com., M.P.A.  
Assistant Chief Electoral Officer ..... J. P. Dewis

## Historical Background

The Office of the Chief Electoral Officer of Canada was established by the *Dominion Elections Act* (SC 1920 c. 46) now the *Canada Elections Act* (RSC 1970 c. 14, [1st Supp.]). Prior to that time the *Dominion Elections Act, 1874* (SC 1874 c. 9) assigned to the Clerk of the Crown in Chancery certain of the duties now carried out by the Chief Electoral Officer. The office is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1903-1952, 31 Mar 1952).

342

## Overall Responsibilities

The Chief Electoral Officer is appointed by resolution of the House of Commons. He has the rank of a deputy head of a department under the terms of the Act. He communicates with the Governor-in-Council through the President of the Privy Council.

343

In the event of the death of the Chief Electoral Officer while Parliament is not sitting, or of his inability or neglect to perform the duties of his office, a substitute shall, upon the application of the President of the Privy Council, be appointed by the Chief Justice of Canada, or in his absence by the senior judge of the Supreme Court of Canada then present in Ottawa.

Upon his appointment such substitute shall exercise the powers and perform the duties of the Chief Electoral Officer in his place and stead until 15 days after the commencement of the next following session of Parliament unless the Chief Justice of Canada, or the judge by whom the order appointing him was made, sooner directs that such order be rescinded.

In the absence of both the Chief Justice of Canada and the judge of the Supreme Court of Canada by whom a substitute for the Chief Electoral Officer has been appointed, the order appointing such substitute may be rescinded by any other judge of the said court.

The Chief Electoral Officer, in addition to exercising the powers and performing the duties with respect to elections, exercises general direction and supervision over the administrative conduct of federal elections. After an election, he reports to the Speaker of the House of Commons on any matters arising out of the course of the election about which, in his judgment, an account ought to be submitted to the House of Commons. In addition, throughout every election, he directs all returning officers. He is also responsible for any vote taken under the *Canada Temperance Act*, and for the election of members of the Council of the Northwest Territories and the Council of the Yukon Territory.

345

\*text effective January 1975

\*\*for the purposes of the *Financial Administration Act* (OIC P.C. 1971-1527, 27 Jul 1971)



## Statutes

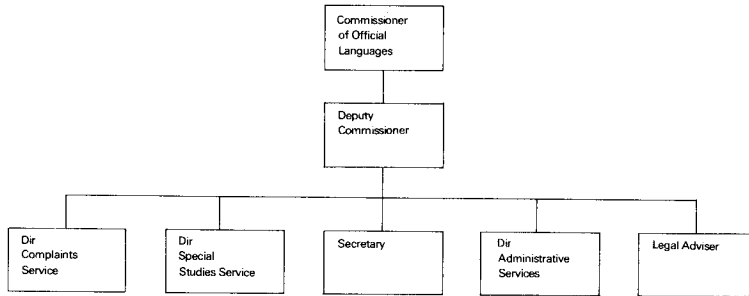
The Chief Electoral Officer is responsible to the House of Commons for the administration of the following statutes:

*Canada Elections Act* (RSC 1970 c. 14, 1st Supp)

*Canada Temperance Act* (RSC 1970 c. T-5)

# Office of the Commissioner of Official Languages 350

TBS Chart - March 1975



Keith Spicer

The Commissioner, who has the rank and powers of a deputy head, holds office during good behaviour for a term of seven years and is eligible to be re-appointed for a further term not exceeding seven years. (The present commissioner was appointed in 1970 [OIC P.C. 1970-530, 24 March 1970].)

## Overall Responsibilities

It is the duty of the Commissioner to take all actions and measures within his authority to ensure that both official languages and possess and enjoy equality of status and equal rights and privileges as to their use in all the institutions of Parliament and the Government of Canada. For that purpose, he conducts and carries out investigations either on his own initiative or pursuant to any complaint made to him, and he reports and makes recommendations with respect thereto as provided in the Act.

352

The Commissioner each year prepares and submits to Parliament an annual report relating to the conduct of his office and the discharge of his duties under the Act during the preceding year. In the report, he includes his recommendations, if any, for any proposed changes in the Act. Changes that he deems necessary or desirable in order that effect may be given to the Act according to its spirit and intent.

Every report or statement to Parliament made by the Commissioner must be made by being transmitted to the Speaker of the Senate and to the Speaker of the House of Commons for tabling respectively in those Houses.

## Office of the Commissioner

171 Slater Street  
Ottawa, Ontario  
K1A 0T8

354

## Minister Designated

Prime Minister

## Principal Officers

Commissioner of Official Languages.....	Keith Spicer
Deputy Commissioner .....	Jean-Marie Morin
Directors	
(Complaints).....	Marcel Blais
(Special Studies) .....	Lloyd Stanford
(Administration).....	G. Edgar Charron
Secretary-General .....	Guy Robitaille

## Historical Background

The *Official Languages Act* (RSC 1970 c. O-2) established the Office of the Commissioner of Official Languages for Canada and also that a Commissioner be appointed (after approval of the appointment) by resolution of the Senate and House of Commons. The Act, assented to on the 9th of July, 1969, came into force 60 days later.

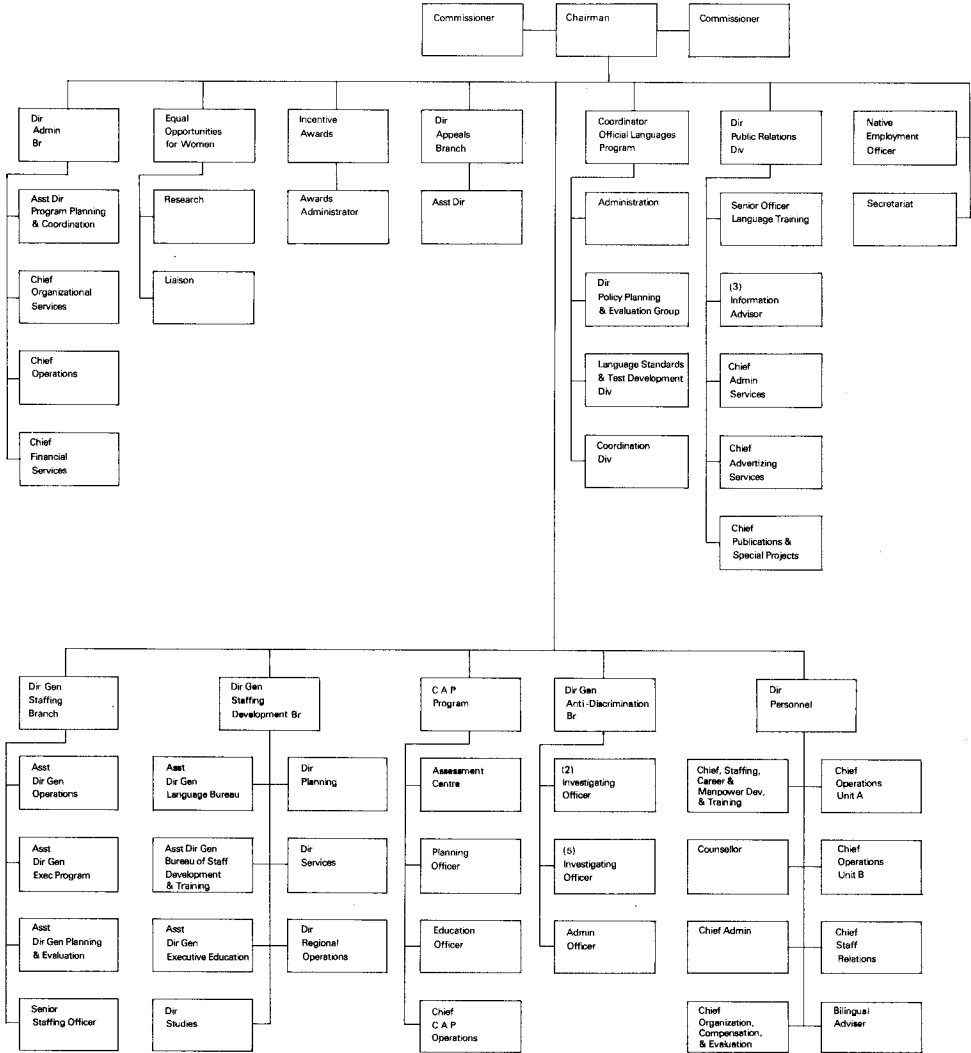
356

\* text effective March 1975

\*\*The Office is designated as a department, and the Prime Minister as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1970-702, 21 April 1970).

# Public Service Commission 360

T B S Chart 1 Oct 1974



## Head Office

Place de Ville, Tower "A"  
320 Queen Street  
Ottawa, Ontario  
K1A 0M7

## Commissioners

Chairman..... John J. Carson  
Members..... Irene E. Johnson  
Charles A. Lussier

## Historical Background

Arrangements were made for civil service appointment under the first *Civil Service Act of 1868*, but the first Civil Service Commission was established in 1908 under the *Civil Service Amendment Act*, which introduced the principle of selection by merit as established by competitive examination. This Act did not apply to positions outside Ottawa, but the 1918 Act later placed the entire civil service under the Commission. The 1962 *Civil Service Act* preserved the independence of the Commission and maintained the fundamental principles of the merit system. In March 1967, this Act was repealed by the *Public Service Employment Act* (SC 1966-67 c. 71).\*\* This Act changed the name "civil service" to "public service" in addition to reaffirming the merit principle and allowing the Public Service Commission to delegate its authority and power—except for appeals. The Commission's main task became staffing and its former responsibilities for pay, classification, and conditions of employment were transferred to the Treasury Board. The Secretary of State is the Minister designated as spokesman for the Commission in Parliament.

362

The Public Service Commission is designated as a department; the Secretary of State as Appropriate Minister; the Chairman of the Commission as deputy head within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1952-1903, 31 March 1952).

## Overall Responsibilities

The general powers and duties of the Commission are to:

- (a) appoint or provide for the appointment of qualified persons to or from within the public service under the provisions and principles of the Act;
- (b) operate and assist deputy heads with the operation of staff training and development programs;
- (c) engage competent persons to assist in the performance of its duties;
- (d) establish boards to make recommendations concerning any delegation of the Commission's authority, to make decisions concerning allegations of political partisanship;
- (e) report, as considered desirable, to the Governor-in-Council on matters about the administration and operations of the Act and regulations; and
- (f) perform such other duties and functions concerning the public service as assigned by the Governor-in-Council.

363

\*text effective October 1974  
\*\*(now RSC 1970 c. P-32)

## Organization and Programs

364 The Public Service Commission, which reports direct to Parliament, consists of a chairman and two other members, appointed by the Governor-in-Council. A commissioner holds office during good behaviour for ten years from the date of appointment and may be removed during that period only by the Governor-in-Council upon address of the Senate and the House of Commons. When the first or a subsequent term of office ends, a commissioner may be reappointed for a further term not exceeding ten years. A commissioner may not hold any other office in the public service or engage in any other employment.

The Public Service Commission is composed of the following branches and or divisions, plus several special program components: Staffing Branch, Staff Development Branch (which includes the Language Bureau and the Bureau of Staff Development and Training), Appeals Branch, Anti-Discrimination Branch, Public Relations Division, Personnel Division, Administration Division and the Secretariat. The special components include the Office of Equal Opportunities for Women, Native Employment Program, Career Assignment Program, Office of the Co-ordinator of the Official Languages Program, and Incentive Award Program.

### Staffing Branch

365 This branch has the responsibility of staffing the Public Service by means of recruitment, selection, placement, transfer, and promotion. In a number of areas, however, the Commission delegates this authority to deputy heads of departments. The branch also carries out operational manpower planning on assignment from Treasury Board for selected occupational groups.

### Staff Development Branch

366 This branch's responsibility is the development and provision of training courses having service-wide application, including language training for federal public servants through the branch's Language Bureau. Through the Bureau of Staff Development and Training, the branch also assists departments and agencies in carrying out their in-house training programs.

### Appeals Branch

367 This branch hears appeals from public servants on alleged breaches of the *Public Service Employment Act* involving appointments, promotions, or demotion or release on grounds of incapacity or incompetence.

### Anti-Discrimination Branch

368 This branch investigates complaints of discrimination on grounds of sex, race, national origin, colour, and religion made by persons within the public service, or persons seeking government employment. The branch has full authority from the Commission to take appropriate action where a complaint proves to have been justified.

### Public Relations Division

369 This division advises the Commission on public relations matters and is responsible for news releases and liaison with the news media. This division is also responsible for publications and advertising put out by the Commission, and for all general information services.

## **Personnel Division**

This division provides Commission management with advice and assistance in the areas of staffing, staff relations, training and development, classification, planning of human resources, and bilingualism. 370

## **Administration Division**

This division's responsibilities include financial management, property and material management, management improvement services, records management, library services, translation, stenographic services, and related administrative services. 371

## **Secretariat**

This office promulgates general or procedural policy. It is also responsible for replies to parliamentary and general inquiries, and for the preparation of submissions to the Governor-in-Council. 372

## **Career Assignment Program**

Its function is the development of potential executives from middle management ranks within the public service. It operates an assessment centre for the selection of candidates for its courses, and it arranges job assignments for participants who have completed the initial in-residence training phase of the program. 373

## **Office of Equal Opportunities for Women**

This office has the responsibility of ensuring that women are afforded the same opportunities as men within the public service, and that qualified women are encouraged to compete for the higher level positions. 374

## **Office of Native Employment**

This program undertakes to promote employment opportunities and career development for Indians, Inuit, Metis, and non-status Indians in the public service. 375

## **Office of the Co-ordinator of the Official Languages Program**

This office is responsible for the co-ordination of bilingual policies and programs among the various branches of the Commission, for liaison between the Commission, Treasury Board, and departments, and for the determination of the degree of language ability required by the Commission for groups and classes of positions. It is also responsible for the development and administration of texts to measure language competence. 376

## **Regional Offices**

The Commission maintains offices at: Halifax, N.S.; Québec City (sub-office), and Montréal, Qué.; Ottawa, and Toronto, Ont.; Winnipeg, Man.; Edmonton, Alta.; and Vancouver, B.C. 377

## **Incentive Award Board**

This board provides recognition to public service employees, through a system of awards for constructive and cost-saving ideas, for outstanding performance, and for long service. There are four awards programs: Outstanding Achievement, Merit, Suggestion, Long Service. 378

379 The Outstanding Achievement Award was introduced by the government in  
1966 to provide a means for publicly according recognition to career employees of  
the Public Service of Canada for outstanding accomplishment and distinguished  
service of national or international significance.

381 The objective of the Merit Award is to provide management with a means of  
recognizing exceptional and outstanding performance. A Merit Award Committee in  
each department examines nominations received from departmental officials and  
forwards their recommendations, together with supporting documentation, to the  
deputy head. After indicating a concurrence, the deputy head forwards a recom-  
mendation to the Incentive Award Board for consideration and approval of the  
specified award.

382 In brief, these awards are in recognition of performance or contributions of  
unusual merit to the operations of a department or improved service to the public,  
which may have national or international implications, and frequently come forward  
as the result of the work of appraisal boards.

383 Cash awards normally range from \$500 up to the maximum amount of \$2,500.  
In addition to the monetary award, recipients receive a Merit Award Certificate  
signed by the Chairman of the Incentive Award Board.

384 The aim of the Suggestion Award is to provide a formal structure whereby  
management may solicit, evaluate, and implement suggestions which increase  
efficiency or effect economies in the Public Service and, in accordance with the  
eligibility regulations applicable to the program, reward those whose suggestions  
are adopted. In brief, the Program provides a vehicle for:

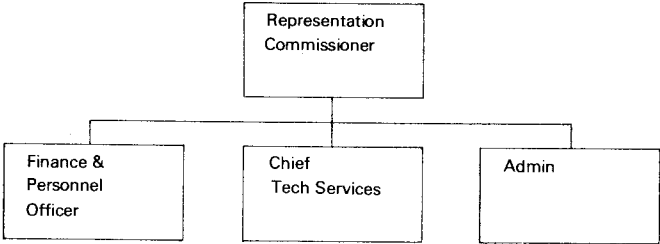
- (a) reducing costs;
- (b) increasing efficiency;
- (c) improving employee relations, and staff development.

385 The Long Service Award involves federal government employees who have  
completed 25 years of service to the Government of Canada. Recipients of this  
award receive a Retirement Certificate signed by the Prime Minister.



# Representation Commission 390

T B S Chart 1 Oct 1974



# Representation Commissioner\*

391

440 Coventry Road  
Ottawa, Ontario  
K1A 0R7

## Minister

Secretary of State

## Principal Officer

Representation Commissioner ..... Nelson Castonguay

## Historical Background

The Office of the Representation Commissioner was established on December 21, 1963 under the *Representation Commissioner Act* (SC 1963 c. 40—now RSC 1970 c. R-6). 392

The Representation Commissioner is appointed by resolution of the House of Commons and holds office during good behaviour, but is removable by the Governor General on address of the Senate and the House of Commons, and ceases to hold such office upon attaining the age of 65 years. He has the rank and all the powers of a deputy head of a department and communicates with the Governor-in-Council through the Secretary of State. 393

The Office of the Representation Commissioner is designated as a department; the Secretary of State as Appropriate Minister; the Representation Commissioner as deputy head within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1963-1905, 23 Dec 1963).

## Overall Responsibilities

The Commissioner carries out the following duties and such other duties and functions as are assigned to him by the Parliament of Canada; and may carry out such other assignments and engage in such other activities as may be authorized by the Governor-in-Council: 395

- (a) As soon as possible after the completion of any decennial census, prepare maps showing the distribution of population in each province and set out alternative proposals respecting the boundaries of electoral districts in each province;
- (b) review and study methods of registration of electors used in provincial and national elections in provinces and countries where continuous electoral rolls are maintained;
- (c) review and study methods of absentee voting used in provincial and national elections in provinces and countries where provision is made for absentee voting by electors who, by reason of absence, illness or other cause, are unable to vote at such elections in the polling districts or division in which they ordinarily reside; and
- (d) prepare a report setting forth his recommendations as to whether, or the extent to which, (b) and (c) above might be applied, or adapted for use in, federal elections in Canada.

## Electoral Boundaries Commissions

There are ten commissions. Names and addresses will be published in Part II of the Canada Gazette sometime after 1 March 1975.

\*text effective January 1975



## Introduction

Section 101 of the *British North America Act* provides that the Parliament of Canada may, from time to time, provide for the constitution, maintenance, and organization of a general court of appeal for Canada and for the establishment of any additional courts for the better administration of the laws of Canada. Under this authority there have been established the Supreme Court of Canada, which is now the final court of appeal for Canada, and the Federal Court of Canada which consists of two divisions, The Federal Court—Appeal Division known as the Federal Court of Appeal and the Federal Court—Trial Division.

There also have been established several boards that are, by statute, designated as courts of record, e.g. the Tariff Board, Immigration Appeal Board, and the Canadian Transport Commission.

The *British North America Act* provides that the Governor General shall appoint the Judges of the Superior, District and County Courts in each province except those of the Courts of Probate in Nova Scotia and New Brunswick. It also provides that the salaries, allowances, and pensions of the judges so appointed shall be fixed and provided by the Parliament of Canada. This publication does not deal with the constitution and organization of these provincial courts.

By virtue of the provisions of the *Supreme Court Act* and the *Federal Court Act*, Judges of those courts hold office during good behaviour up to the age of 75 years, except that Federal Court Judges appointed after the 1st day of June 1971 cease to hold office upon attaining the age of 70 years. Supreme Court and Federal Court Judges are removable by the Governor General on address of the Senate and House of Commons. Members of the Canadian Transport Commission and of the Tax Review Board, as well as certain officials such as the Auditor General, the Chief Electoral Officer and the Public Service Commissioners, are removable during their tenure of office only by the Governor General upon address of the Senate and House of Commons.

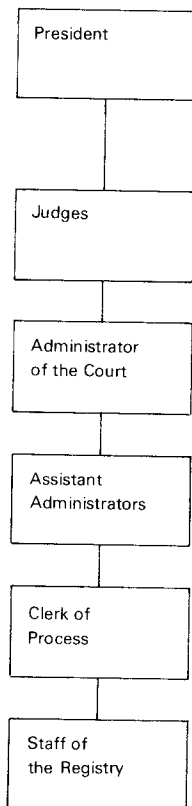
The provisions concerning salaries, allowances, and pensions of judges are found in the *Judges Act* (RSC 1970 c. J-1 as amended).

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\*text effective September 1973

# Court Martial Appeal Court of Canada 400

CMAC chart - November 1973



# Court Martial Appeal Court\*

Supreme Court of Canada Building  
Wellington Street  
Ottawa, Ontario  
K1A 0H9

## President

The Hon. Mr. Justice H. F. Gibson

## Judges

The Hon. Mr. Justice W. R. Jackett  
The Hon. Mr. Justice A. L. Thurlow  
The Hon. Mr. Justice Camil Noël  
The Hon. Mr. Justice A. Alex. Cattanach  
The Hon. Mr. Justice A. A. M. Walsh  
The Hon. Mr. Justice Rod Kerr  
The Hon. Mr. Justice Louis Pratte  
The Hon. Mr. Justice Darrel V. Heald  
The Hon. Mr. Justice Frank U. Collier  
The Hon. Mr. Justice Yves Bernier  
The Hon. Mr. Justice David M. Dickson  
The Hon. Mr. Justice Gordon C. Hall  
The Hon. Mr. Justice Gordon L. S. Hart  
The Hon. Mr. Justice Arthur R. Jessup  
The Hon. Mr. Justice William R. McIntyre  
The Hon. Mr. Justice William R. Sinclair  
The Hon. Mr. Justice David R. Verchere  
The Hon. Mr. Justice George A. Addy  
The Hon. Mr. Justice Raymond G. Decary  
The Hon. Mr. Justice Patrick Mahoney  
The Hon. Mr. Justice John J. Urie  
The Hon. Mr. Justice William F. Ryan  
The Hon. Mr. Justice Lawrence T. Pennell

## Principal Officers

Administrator of the Court ..... Walter C. Collier

Registry of the Court

Assistant Administrator ..... Robert Biljan

Clerk of Process ..... Gerald E. Parlee

## Historical Background

The Court Martial Appeal Court is a superior Court of record established by an amendment to Section 190 of the *National Defence Act* assented to March 20, 1959 (now RSC 1970 c. N-4, Part IX, sec. 201). The Court succeeds the Court Martial Appeal Board.

402

## Constitution of the Court

The Judges of the Court Martial Appeal Court consist of not less than four judges of a superior court of criminal jurisdiction as are appointed by the Gover-

403

\*text effective January 1975

nor-in-Council. The President, one of the Judges of the Court Martial Appeal Court, is designated by the Governor-in-Council. Three judges of the Court Martial Appeal Court constitute a quorum.

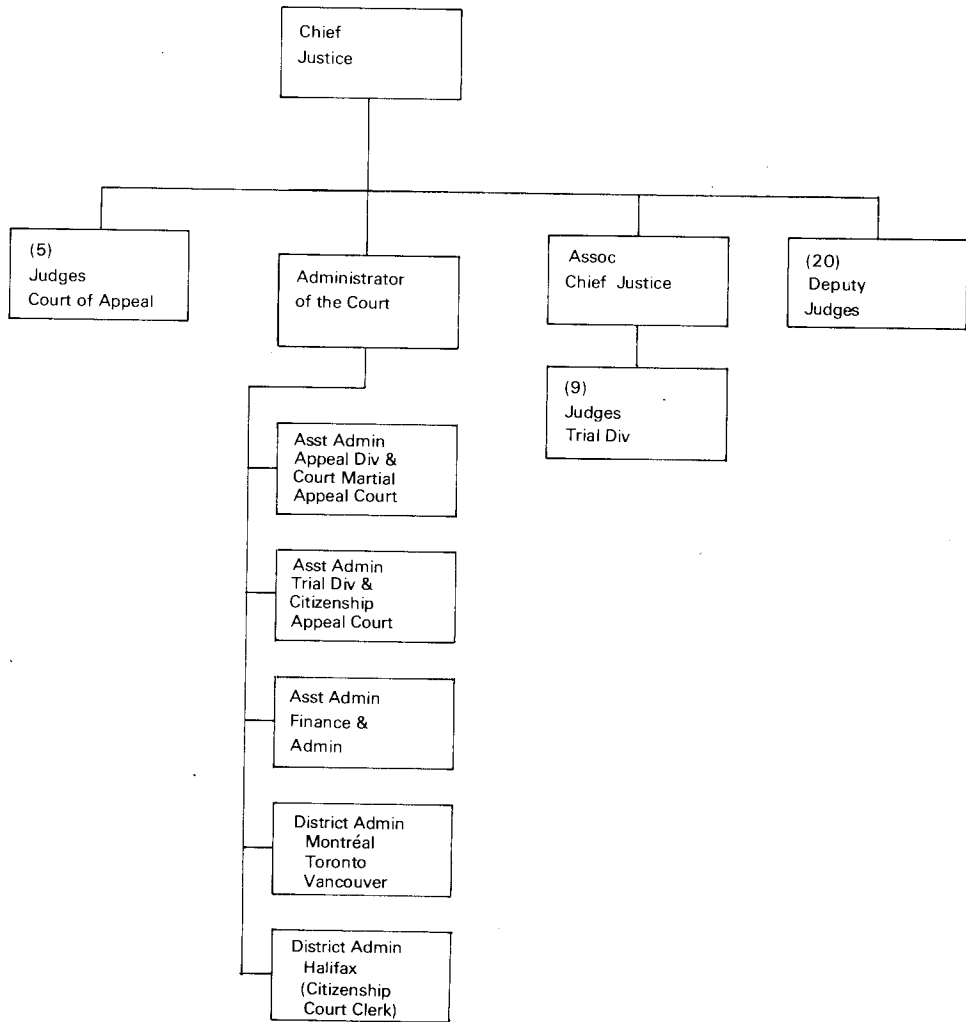
The Court may sit and hear appeals at any place or places.

405

The Administrator of the Federal Court of Canada is *ex officio* the Administrator of the Court Martial Appeal Court and the officers, clerks and employees appointed to the Federal Court perform the duties of their respective offices in relation to the Court Martial Appeal Court.

# Federal Court of Canada 415

T B S Chart 1 Oct 1974





# Federal Court of Canada\*

416

Supreme Court of Canada Building  
Wellington Street  
Ottawa, Ontario  
K1A 0H9

## Judges

Chief Justice of the Federal Court of Canada and  
President of the Federal Court of Appeal..... The Hon. Mr. Justice W. R. Jockett  
Associate Chief Justice of the Federal Court of Canada  
and President of the Federal Court—  
Trial Division ..... The Hon. Mr. Justice Camil Noel

## Court of Appeal Judges

The Hon. Mr. Justice Arthur Louis Thurlow  
The Hon. Mr. Justice Louis Pratte  
The Hon. Mr. Justice John J. Urie  
The Hon. Mr. Justice William F. Ryan

## Trial Division Judges

The Hon. Mr. Justice A. Alex. Cattanach  
The Hon. Mr. Justice Hugh Francis Gibson  
The Hon. Mr. Justice Allison Mariotti Walsh  
The Hon. Mr. Justice Rod Kerr  
The Hon. Mr. Justice Darrell Verner Heald  
The Hon. Mr. Justice Frank U. Collier  
The Hon. Mr. Justice George A. Addy  
The Hon. Mr. Justice Patrick M. Mahoney, P.C.  
The Hon. Mr. Justice Raymond G. Decary

## Principal Officers

Administrator of the Court ..... Walter C. Collier

## Registry of the Court

### Principal Office—Ottawa

Assistant Administrator—Appeal Division ..... Robert Biljan  
Assistant Administrator—Trial Division ..... René A. Barbeau  
Clerk of Process—Appeal Division ..... Gerald Parlee  
Clerk of Process—Trial Division ..... J.F.D. Cousineau

### Local Offices of the Court

Montréal, Qué.  
District Administrator ..... Joseph L. Daoust  
Toronto, Ont.  
District Administrator ..... J. A. Preston  
Vancouver, British Columbia  
District Administrator ..... David Barry Tait  
Halifax, N.S.  
District Administrator ..... (vacant)

\*text effective November 1973; updated to January 1975

Winnipeg, Man. District Administrator .....	Allen Rouse
Saskatoon, Sask. District Administrator .....	O. A. Heidgerken
Regina, Sask. District Administrator .....	F. C. Newis
Calgary, Alta. District Administrator .....	William H. Dalglish
Edmonton, Alta. District Administrator .....	M. B. Funduk
Québec City, Qué. District Administrator .....	Joachim Tardif
St. John's, Nfld. District Administrator .....	H. Cummings
Saint John, N.B. District Administrator .....	B. R. Guss
Fredericton, N.B. District Administrator .....	A. M. DiGiacinto

## Constitution of the Court

417

The Federal Court of Canada was established by the *Federal Court Act* (RSC 1970 c. 10 [2nd Supp.]) and is a court of law, equity and admiralty and it is a superior court of record having civil and criminal jurisdiction.

The Court is divided into two divisions called the Federal Court—Appeal Division and the Federal Court—Trial Division. The Appeal Division may be called the Court of Appeal or Federal Court of Appeal.

The Court of Appeal consists of the Chief Justice of the Federal Court of Canada and five other judges. The Trial Division consists of the Associate Chief Justice of the Federal Court of Canada and nine other judges. Every judge is an *ex officio* member of the Division of which he is not a regular member.

In addition to the establishment of full-time judges, an added capacity to cope with the purely judicial work of the Court is provided by the authority to invite retired federally appointed judges to act as Deputy Judges of the Court. This authority extends also to federally appointed Judges who are still in office, but only with the consent of the appropriate Chief Justice or Attorney General. Former District Judges in Admiralty are also Deputy Judges of the Court and their services can be utilized on a limited basis.

While all the full-time judges must reside in or near the National Capital Region, each Division of the Court can sit any place in Canada and the place and time of the sittings must be arranged to suit the convenience of the litigants.

## Jurisdiction of the Court

### Trial Division

#### Claims against the Crown

418

The Trial Division has original jurisdiction in all cases where relief is claimed against the Government of Canada. The expression "original jurisdiction" refers, of course, to the authority to entertain claims when they are first brought to court as

opposed to a jurisdiction to entertain appeals from some other court. Except where otherwise provided, this jurisdiction is an "exclusive" jurisdiction—i.e., except where otherwise provided, the Trial Division is the only court that has jurisdiction to entertain claims against the Government of Canada in the first instance. The main exceptions are a damage claim under \$1,000, which, if the claimant so chooses, may be brought in a provincial court under Part II of the *Crown Liability Act*, and a claim arising out of the activities of a corporate agency of the Crown which may, if the claimant so chooses, be enforced, under the statutes regulating the activities of the particular corporation, by action against the corporate agency in a provincial court.

### **Claims by the Crown**

The Attorney General of Canada has an option of enforcing any claim of the Government of Canada either in the Trial Division or in any other court that has jurisdiction.

419

### **Miscellaneous Cases involving the Crown**

Where the Government of Canada and any other party have agreed that the Court shall do so, the Trial Division may decide what amount should be paid by one party to the other or any question of law, fact or mixed law and fact. The Trial Division has jurisdiction (interpleader jurisdiction) to determine to which of two or more persons the Crown is under an obligation. The Trial Division also has jurisdiction in relation to any matter coming within the class of subject of bills of exchange and promissory notes if Her Majesty in right of Canada is a party to the proceedings.

420

### **Claims Against or Concerning Crown Officers and Servants**

The Court has concurrent jurisdiction in proceedings in which relief is sought against an officer or servant of the Government of Canada for anything done or omitted to be done in the performance of his duties. This jurisdiction extends in appropriate cases to an action for a declaration against the Attorney General of Canada or some other Minister that a legislative enactment is *ultra vires*. The Court also has exclusive jurisdiction in relation to Crown Writ proceedings concerning members of the Canadian Forces serving outside Canada.

421

### **Relief against Federal Boards, Commissions, and Other Tribunals**

The Trial Division has exclusive jurisdiction of a very broad character in respect of federal boards, commissions and other tribunals. In the *Federal Court Act*, the expression "federal board, commission or other tribunal" means any body or person having, exercising or purporting to exercise jurisdiction or powers under an Act of the Parliament of Canada other than a superior, district or county court of a province or other body set up by provincial legislation. The Trial Division's jurisdiction in respect of such tribunals is to issue

422

- (a) an injunction
- (b) a writ of *certiorari*
- (c) a writ of prohibition
- (d) a writ of *mandamus*
- (e) a writ of *quo warranto*,

or to grant declaratory relief. This jurisdiction extends, in addition to other proceedings designed to obtain equivalent relief such as actions against the Attorney General for a declaration. The statute does not seem to create a new kind of proceeding in relation to such matters; any such proceeding in the Trial Division under the *Federal Court Act*, must, I should have thought, be a proceeding that would have been available in some court even if the Act had not come into force.

Moreover, this jurisdiction of the Trial Division in respect of federal boards, commissions and other tribunals is subject to two exceptions, namely:

- (a) where the Federal Court of Appeal has jurisdiction to hear and determine an application to review and set aside a decision or order of such a tribunal, the Trial Division has no jurisdiction to entertain any proceeding in respect of that decision or order; and
- (b) where there is a right of appeal under a federal statute to the Federal Court, to the Supreme Court of Canada, to the Governor-in-Council or to the Treasury Board from a decision or order of such a tribunal, that decision or order is not subject to be reviewed or otherwise dealt with "to the extent that it may be so appealed" except "to the extent and in the matter" provided for in that statute.

### **Inter-Provincial and Federal-Provincial Disputes**

423 Section 19 of the Act operates in conjunction with certain provincial legislation to confer jurisdiction on the Trial Division in controversies between provinces or between Canada and a province.

### **Industrial Property Matters**

424 Section 20 of the Act must be read with such statutes as the *Patent Act*, the *Trade Marks Act*, the *Copyright Act*, and the *Industrial Design and Union Label Act* to ascertain the precise limits of the Court's jurisdiction in industrial property matters. Generally speaking, a person who claims that there has been an infringement of a right created by one of those statutes has a choice of proceeding in the appropriate court of his province or in the Federal Court. On the other hand, the jurisdiction of supervising the registration or grant of such rights is vested in the Federal Court. Put another way, the Federal Court has a concurrent jurisdiction in infringement actions and an exclusive jurisdiction in impeachment or expungement proceedings.

### **Admiralty Jurisdiction**

425 Section 22 of the Act continues the Admiralty jurisdiction that was conferred on the Court by the *Admiralty Act*, but without the limitations on such jurisdiction imposed by that statute when it was conferred the jurisdiction of the High Court of Justice in England as of a time when it was subject to various artificial statutory and other limitations on the original jurisdiction of the High Court of Admiralty. Having regard to the problems created by the history of Admiralty jurisdiction, section 22 of the Act contains many detailed provisions designed either to resolve doubts as to the extent of that jurisdiction or to extend that jurisdiction.

### **Income Tax and Estate Tax Appeals**

Section 24 of the Act provides for the Trial Division exercising jurisdiction in the appeals that may be taken to the Federal Court from assessments under the *Income Tax Act* and the *Estate Tax Act*.

### **Citizenship Appeals**

426 Section 21 of the Act confers on the Trial Division jurisdiction to act as the Citizenship Appeal Court in appeals under the *Canadian Citizenship Act* from decisions of citizenship courts.

### **Aeronautics—Interprovincial Works and Undertakings**

Concurrent jurisdiction is conferred on the Trial Division by section 23 of the Act in respect of a claim in relation to a matter coming within either of the above classes of subjects unless such jurisdiction has been otherwise specially assigned.

## **Residuary Jurisdiction**

Section 25 of the Act confers original jurisdiction on the Trial Division in any case in which a claim for relief is made under the laws of Canada if there is no other Canadian Court that has such jurisdiction. In this context, a "law of Canada" is not limited to a statute enacted by the Parliament of Canada. The expression extends to include laws "within the legislative competence" of Parliament.

427

## **Miscellaneous Jurisdiction of Trial Division**

Many federal statutes confer jurisdiction in specific matters on the Federal Court. If, in any matter other than an "appeal", such a statute does not specify whether jurisdiction is conferred on the Trial Division or the Court of Appeal, the Trial Division has jurisdiction. In any such case, however, the jurisdiction may be transferred to the Court of Appeal.

## **Federal Court of Appeal**

### **Appeals from Trial Division**

The Court of Appeal has jurisdiction in appeal from every decision of the Trial Division whether that decision is an interlocutory decision or a final decision.

428

### **Appeals from Other Tribunals**

Various statutes, as amended by the *Federal Court Act* or as enacted at the same time as that Act or since, provide for an appeal to the Federal Court of Appeal. In other cases, there is provision for an appeal to the Federal Court without specifying which division has jurisdiction. In the latter cases, except in the case of an income tax or estate tax appeal, the jurisdiction is vested in the Court of Appeal unless it has been transferred to the Trial Division.

429

Among the statutes providing expressly for an appeal to the Court of Appeal are:

- (a) the *Broadcasting Act*,
- (b) the *Immigration Appeal Board Act*,
- (c) the *National Energy Board Act*,
- (d) the *Railway Act*, and
- (e) the *Government Railways Act*.

Such statutes as the *Canada Shipping Act*, the *Canadian and British Insurance Companies Act*, the *Excise Tax Act*, the *Patent Act*, and the *Trade Marks Act* provide for appeals to the Federal Court. Such appeals are appeals to the Court of Appeal by virtue of section 30 except in the case of certain appeals under the *Canada Shipping Act* and the *Trade Marks Act* where jurisdiction has been transferred to the Trial Division under section 30(2) of the Act.

### **Review of Decisions of Federal Boards and Commissions**

Section 28 of the Act confers on the Federal Court of Appeals a jurisdiction to hear and determine an application to review and set aside a decision of a federal board, commission or other tribunal:

430

- (a) if the decision is not of an administrative character, or
- (b) even if the decision is of an administrative character, if it is required by law (expressly or implicitly) to be made on a judicial or quasi-judicial basis.

Section 28 applies to a decision of any tribunal having, exercising, or purporting to exercise powers conferred by or under a federal statute other than a superior, county or district court of a province or other body constituted by or under provincial law. It does not apply to a decision or order of the Governor-in-Council, the Treasury Board, a superior Court or the Pension Appeals Board, or to a decision or order concerning "service" offences under the *National Defence Act*. Furthermore,

section 28 does not apply to the extent that there is a right of appeal to the Federal Court itself, the Supreme Court of Canada, the Governor-in-Council, or the Treasury Board.

432 Unlike the jurisdiction conferred by Section 18 on the Trial Division which is a jurisdiction in respect of pre-existing well-known remedies, the jurisdiction conferred by section 28 on the Court of Appeal would seem to be defined in the statute itself. It is a jurisdiction to review and set aside a decision made by a tribunal on the ground that the tribunal did one of three things, viz:

- (a) failed to observe a principal of natural justice or otherwise acted beyond or refused to exercise its jurisdiction;
- (b) erred in law in making its decision or order, whether or not the error appears on the face of the record, or
- (c) based its decision or order on an erroneous finding of fact that it made in a perverse or capricious manner or without regard for the material before it.

There is here no cross-reference to pre-existing remedies and it is to be hoped that this law will turn out to be free of those rules developed in earlier times that were not based on obvious principles of justice.

434 It should be emphasized that the jurisdiction of the Court of Appeal under Section 28 is not an appeal jurisdiction. It is a jurisdiction to "set aside" a decision of a board, commission or other tribunal, but does not involve a power to substitute a decision of the Court of Appeal for the decision of the tribunal.

Another important feature of this jurisdiction is that, unlike the situation in other proceedings in the Court of Appeal, a duty is imposed on the Court to ensure that applications to "set aside" are determined "without delay". In other matters, if the parties concur in delay, the Court has no duty to interfere. In applications to "set aside", the Court has a duty to act, of its own motion, to ensure that each application is "heard and determined" without delay.

### **Appeals from Tribunals and Reviews under Section 28 Affecting the Same Decision**

436 Special consideration is required for those decisions that fall within the words of section 28(1) of the *Federal Court Act* in respect of which there is elsewhere in the statutory law a provision for an appeal.

I have in mind, on the one hand, a decision in respect of which there is an unlimited right of appeal, such as a decision of the Commissioner of Patents that can be appealed under section 44 of the *Patent Act*, which reads as follows:

44. Every person who has failed to obtain a patent by reason of refusal or objection of the Commissioner to grant it may, at any time within six months after notice as provided for in sections 42 and 43 has been mailed, appeal from the decision of the Commissioner to the Exchequer Court and that Court has exclusive jurisdiction to hear and determine such appeal.

438 On the other hand, I have in mind decisions in respect of which there is a right of appeal that is restricted to an appeal on a question of law, or an appeal on a question of law "including jurisdiction" such as appeals from decisions of the Tariff Board under the *Customs Act* or the *Estate Tax Act*, and appeals from decisions under the *Broadcasting Act*, the *Immigration Appeal Board Act*, the *National Energy Board Act*, the *Railway Act*, and the *Government Railways Act*.

In respect of these latter appeals, reference must be made to section 29 of the Act, which reads in part as follows:

29. Notwithstanding sections 18 and 28, where provision is made by an Act of the Parliament of Canada for an appeal to the Court, . . . from a decision or order of a federal board, commission or other tribunal, . . . that decision or order is not, to the extent that it may be so appealed, subject . . . to be . . . set aside . . . except to the extent and in the manner provided for in that Act.

It is clear from section 29 that sections 18 and 28 of the *Federal Court Act* do not in any way cut down or change the remedies available by virtue of a special statutory provision for appeal from a particular class of decision.

Secondly, it seems clear, from section 29, that, to the extent that remedies are available by virtue of such a special statutory appeal provision, no remedy is available by way of application to set aside under section 28. There is, in other words, no overlap. Any particular relief that is available under an appeal provision cannot be granted on an application to set aside.

Finally, any relief that is not available by virtue of such a statutory appeal provision but is provided for by section 28 is available on an application to set aside under section 28 notwithstanding the existence of the special statutory appeal provision.

In other words, the whole area covered by section 28 is covered in a case where there is a statutory right of appeal, but the person aggrieved can only get his relief

- (a) by proceeding under the statutory appeal provision for the relief that is available thereunder, and
- (b) by applying to set aside under section 28 for relief that is not available under the statutory appeal provision but is available under section 28.

In the case of an unrestricted right of appeal, the matter is relatively simple. It seems clear that any grievance that may be remedied by an application to set aside a decision under section 28 may be remedied by the exercise of an unrestricted right of appeal. It follows, I should have thought that section 28 can have no application, for example, to a "decision" from which there is an appeal under section 44 of the *Patent Act*. In such a case, therefore, it would not seem that a person who desires to attack a decision need not concern himself about section 28.

On the other hand, where this is a right of appeal restricted to questions of law and it is only available if leave to appeal is obtained, the appellant may well feel that he must proceed under section 28 at the same time that he seeks leave to appeal in order to be sure that he is protected against all contingencies. If leave to appeal is refused, he can then proceed with his application to set aside. If the Court should find that he has a grievance covered by section 28 that cannot be remedied by an appeal on a question of law, it can then exercise its powers under section 28.

Where there is such a restricted right of appeal, it might be thought that the sensible course to follow, having instituted the section 28 proceeding at the same time as the appeal proceeding, would be to leave the section 28 proceeding in abeyance until such time, if any, as it appeared necessary to invoke it. This would simplify the conduct of the matter. However, any such attempt would run foul of section 28(5), which requires that the section 28 application be heard and determined "without delay".

Where, therefore, a party desires to have the section 28 proceeding as a second string to his bow, he must carry it on contemporaneously with the appeal, and, indeed, so as not to run foul of section 28(5), he will have to ensure that the appeal proceeding is brought to hearing "without delay" because the section 28 proceeding cannot, in such a case, be heard and decided before the appeal proceeding is heard and decided.

To facilitate a party who is thus faced with the necessity of carrying on the two proceedings simultaneously, the Rules of Court have been framed so that, to the extent possible, having regard to the various statutory provisions, the two proceedings can be joined together and treated as one proceeding.

Rule 1314 has been included in the Rules to facilitate this. It provides for an order, after the appeal has been commenced and the section 28 application has been launched by which the two proceedings are joined, and for directions as to the conduct of the joint proceedings. Such an order, in addition to dealing with mechanical details such as the style of cause to be used in the joint proceedings, would give directions as to the preparation of a single case, would fix dates for filing and service of memoranda of points of argument and would fix the date for the

hearing of the joint proceedings. In other words, where there is an appeal in relation to a particular decision, the procedure would be assimilated to that provided for an application to set aside and the Court would make a special order establishing a program of dates for the various steps to be taken in the case.

### **References by Federal Boards and Commissions**

446 Where an application may be made to "set aside" a decision of a board, commission, or other tribunal, the tribunal may, at any stage of the proceedings, refer any question or issue of law, of jurisdiction, or of practice and procedure to the Court of Appeal for hearing and determination. In respect of such a reference, the Court has a duty, as in the case of an application to "set aside", to ensure that the matter is heard and determined without delay.

### **Administrative Machinery of the Court**

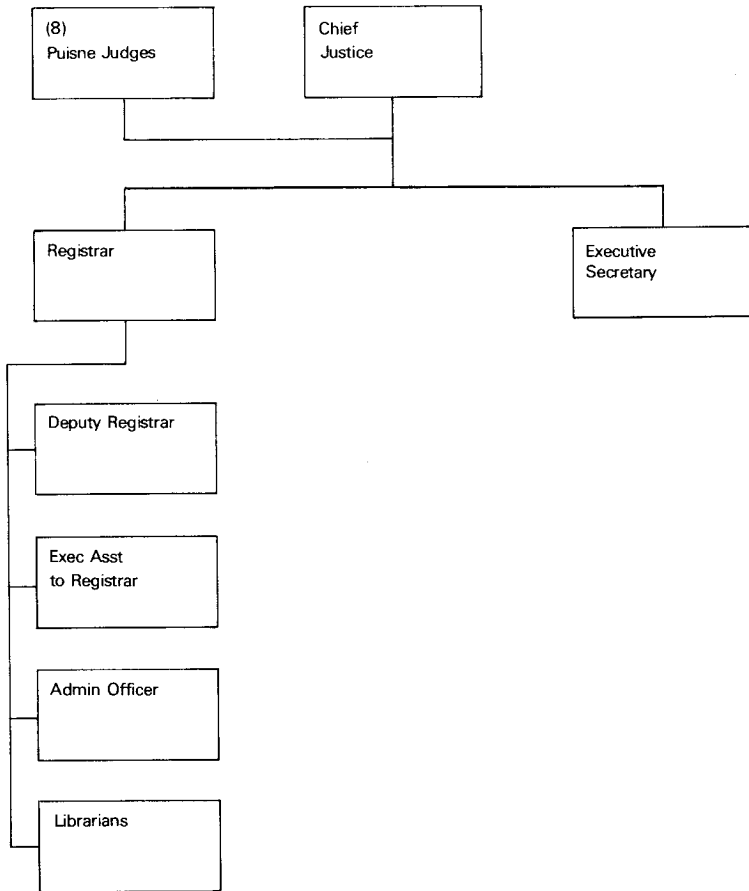
448 The Court has one Registry for all of Canada. That Registry consists of a principal office in Ottawa and other offices in the different parts of the country where the convenience of litigants makes it expedient that there be such offices.

The officer of the Court who has overall responsibility for the operation of the Registry is known as the Administrator of the Court.



# Supreme Court of Canada 450

TB S Chart 1 Oct 1974



Supreme Court Building  
Wellington Street  
Ottawa, Ontario  
K1A 0J1

**Chief Justice of Canada**

The Right Hon. Bora Laskin, P.C.

**Puisne Judges**

- The Hon. Mr. Justice Ronald Martland
- The Hon. Mr. Justice Wilfred Judson
- The Hon. Mr. Justice Roland Almond Ritchie
- The Hon. Mr. Justice Wishart Flett Spence
- The Hon. Mr. Justice Louis-Philippe Pigeon
- The Hon. Mr. Justice Robert George Brian Dickson
- The Hon. Mr. Justice Jean Beetz
- The Hon. Mr. Justice Louis-Philippe de Grandpré

**Principal Officers**

- Registrar..... François des Rivières, Q.C.
- Deputy Registrar..... Mills Shipley

**Historical Background**

The Supreme Court of Canada was established by the *Supreme and Exchequer Court Act* (SC 1875 c. 11 now the *Supreme Court Act* [RSC 1970 c. S-19]). 452

**Overall Responsibilities**

The Supreme Court has, holds, and exercises exclusive ultimate appellate civil and criminal jurisdiction within and for Canada, and the judgment of the Court in all cases is final and conclusive. 453

The Court also has jurisdiction to head and consider matters referred to it by the Governor-in-Council, and other matters under the jurisdiction conferred upon it by statute.

**Constitution of the Court**

The Supreme Court consists of a chief justice, called the Chief Justice of Canada, and eight puisne judges, who are appointed by the Governor-in-Council by letters patent under the Great Seal. Any person may be appointed a judge who is or has been, a judge of a Superior Court of any of the provinces of Canada, or a barrister or advocate of at least ten years' standing at the bar of any of the provinces. At least three of the judges must be appointed from among the judges of the Court of Queen's Bench or of the Superior Court, or the barristers or advocates of the Province of Québec. The judges cease to hold office upon attaining the age of 75 years. 455

**Registrar of the Court**

The Registrar is appointed by the Governor-in-Council by an instrument under the Great Seal, and must be a barrister of at least five years' standing. Subject to the 457

\*text effective September 1973; updated to January 1975

direction of the Minister of Justice, the Registrar oversees and directs the officers, clerks, and employees appointed to the Court. He also has authority to exercise such of the jurisdiction of a judge sitting in chambers as may be conferred upon him by general rules or orders under the *Supreme Court Act*.

## Deputy Registrar

459 The Deputy Registrar is appointed also by the Governor-in-Council, by an instrument under the Great Seal, and must be a barrister of at least five years' standing. He exercises and performs such powers and duties of the Registrar as are assigned to him by the Registrar, and may exercise and perform all the powers and duties of the Registrar if he is absent or unable to act or the office of the Registrar is vacant.

The Registrar or the Deputy Registrar, as the Minister directs, reports and publishes the judgments of the Court.

## Court Reports

461 The reports of the decisions of the Court are published as the *Canada Supreme Court Reports / Recueil des arrêts de la Cour Suprême du Canada*. These reports are utilized for judicial guidance and are also sold to the legal profession and to the public.

## Supreme Court Library

463 The Library, which deals with both French civil law and English common law, is utilized by the judges and officials of both the Supreme Court of Canada and the Federal Court of Canada and by members of the legal profession practising before these courts. It is also accessible to, and is largely used by, departmental solicitors and members of the bar in general.



## Introduction

The Executive power in Canada is vested in the Queen by the (BNA) *British North America Act, 1867*.

It consists of:

- (a) statutory power which is derived from the BNA Act and from legislation of Parliament; and
- (b) prerogative power which may be described as a residual authority of the Sovereign as Head of the State.

The Governor General is the Queen's representative in Canada. The Executive function is expressed on behalf of the Queen by the Governor-in-Council.

The Governor-in-Council is the Governor General, the representative of the Queen as Sovereign of Canada, "acting by and with the advice of the Queen's Privy Council for Canada" (Section 13, BNA Act).

The Privy Councils in Canada and in the United Kingdom are the only bodies of their kind in the Commonwealth. The Members of the Canadian Privy Council, when duly sworn, remain Privy Councillors for life. However, in actual constitutional practice the Executive body is the Committee of the Privy Council, which is composed of those members who make up the administration of the day (i.e. the Cabinet). The formal acts of the Governor-in-Council emerge as orders or minutes\*\* of council, supplemented when necessary by a proclamation.

The Cabinet, headed by the Prime Minister, is composed of the ministers of the Crown who make up the administration in power. Ministers are required to take an oath as Privy Councillors, and, in addition, an oath of ministerial office. In practice, they are chosen from among the members of the House of Commons or Senate, or they seek election to the House of Commons shortly after their appointment to the Cabinet.\*\*\* The Cabinet has no statutory basis; its functions rest on conventions and customs created in the development of a constitutional monarchy and democratic system. The Cabinet remains in office only so long as it retains the confidence of the House of Commons. Cabinet Ministers are normally put in charge of departments which are established by statute. There are also Ministers of State\*\*\*\* some of whom are responsible for Ministries of State which are established to develop new and comprehensive policies in areas of federal concern. Other Ministers of State may be assigned special responsibilities by the Governor-in-Council.

The numerous and varied activities of the government are coordinated by the Cabinet. As a policy-making body, the Cabinet is expected to provide Parliament and the country with policies required for governing Canada.

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\*text effective January 1974

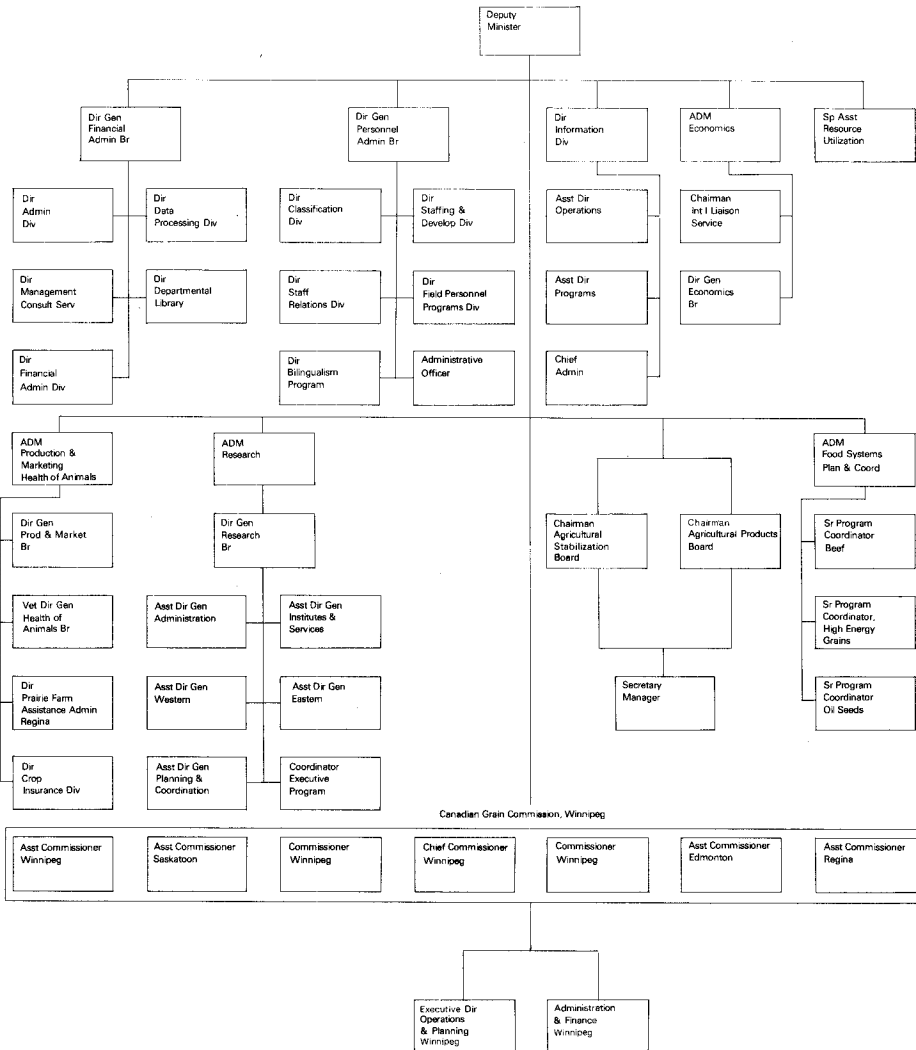
\*\* commonly referred to as Orders-in-Council, and Cabinet Minutes

\*\*\* see para 6023

\*\*\*\* Prior to 1970, they were known as Ministers without Portfolio

# Department of Agriculture 500

TBS Chart - 1 Oct 1974



**Head Office**

Sir John Carling Building  
Central Experimental Farm  
Ottawa, Ontario  
K1A 0C5

**Minister**

The Hon. Eugene F. Whelan, P.C., M.P.

**Principal Officers**

Deputy Minister .....	Sydney B. Williams
Assistant Deputy Ministers	
(Research) .....	(vacant)
(Production and Marketing; Health of Animals) .....	W. E. Jarvis
(Economics) .....	Dr. Rolland Poirier
(Food Systems) .....	Dr. A. E. Hannah

**Historical Background**

The Department of Agriculture (originally the Bureau of Agriculture created by an Act of the Legislature of the Province of Canada 1852) was established by an Act of the Organization of the Department of Agriculture SC 1867-68 c. 53, assented to May 22 1868—now the *Department of Agriculture Act* (RSC 1970 c. A-10). 502

**Organization and Programs**

The department's organizational structure comprises the executive, seven branches, and several special administrations. 505

**Executive**

The Minister of Agriculture is the executive head of the department. He is responsible to Parliament for initiating and administering all federal legislation relating to agriculture. Assisting him is the deputy minister who is the administrative head of the department and its senior public servant. 510

The deputy minister, the four assistant deputy ministers and four directors-general form a senior executive that formulates and directs the departmental programs within the framework of federal legislation. At present, the department administers some 30 Acts affecting the agricultural industry.

**Information Division**

Using all channels of communication, this division conducts a public information program to keep the agricultural industry and the public informed about policies, programs, and activities of the department and of new knowledge gained from its agricultural research. Services of the Information Division are provided in both official languages through four sections: News Media Services, Public Services, Publications, Research and Development. 515

**Research Branch**

This branch is the principal agricultural research organization serving Canadian agriculture. Its headquarters is located on the Central Experimental Farm at Ottawa, 520

\*text effective October 1974; names updated to January 1975

along with a research station, three research services (engineering, ornamentals and statistical), and five research institutes (animal, biosystematics, chemistry and biology, food, and soil). An additional institute, specializing in research on the use of chemicals in pest control, is at London, Ontario. The branch also has 34 other establishments—research stations, experimental farms, and substations—located across Canada to serve areas of varied soil and climatic conditions.

523 The research program is problem-oriented with objectives specifically designed to solve the problems of production, protection, and utilization of Canada's major agricultural crops and animals. In addition, extensive soil surveys are carried out, and research is conducted on mycology and plant and insect taxonomy.

## Production and Marketing Branch

525 This branch administers legislation and carries out programs in agricultural production and marketing to assist producers to realize fair market returns. The branch is composed of the following seven divisions and two services.

### **Dairy, Fruit and Vegetable, Livestock, and Poultry Divisions**

527 These divisions are responsible for grading, inspection, market regulation, and promotion of dairy products; fresh and processed fruit, vegetables, honey, and maple products; livestock and livestock products; and poultry and poultry products, respectively.

### **Grains and Special Crops Division**

529 This division develops programs to assist producers of grains and special crops.

### **Plant Products Division**

531 This division regulates the farm inputs—feeds, fertilizers, control products (pesticides), and seeds—to ensure they are useful and effective, safe to man, animals, and the environment; and truthfully represented in the marketplace.

### **Plant Protection Division**

534 This division enforces regulations to prevent the introduction and spread of plant diseases and insects, maintains the high quality of seed potatoes, and ensures that plant and plant product exports meet requirements of importing countries.

### **Marketing Services**

535 This service provides marketing advisory services to the branch and the agricultural industry, and disseminates information on the production and marketing of agricultural products.

### **Food Advisory Services**

537 This service acts as a link between the department and consumers, co-operating in the development of markets for Canadian food products, and advising consumers on food buying, preparation, and grades.

## Health of Animals Branch

542 This branch is the veterinary agency of the department and operates throughout Canada. It carries out animal disease control and eradication measures. Branch inspectors at meat packing and other food processing plants ensure that hygienic and wholesomeness standards are met. Its laboratories conduct research and provide diagnostic services. Activities also include the Rabies Indemnification Program. Three divisions make up the branch.



## **Contagious Diseases Division**

In this division, veterinarians are engaged in the control and eradication of diseases established within Canada, and prevention of the entry of foreign animal diseases into the country. They ensure that health standards of export animals meet the requirements of importing countries. 544

## **Meat Inspection Division**

Veterinarians in the Meat Inspection Division carry out continuous ante and post-mortem inspection of all meat and poultry at various stages of processing. They ensure that processing is done under hygienic conditions and that meat products are wholesome and fit for human consumption and meet export standards. Other responsibilities involve the humane slaughter of food animals and the examination of meats imported into Canada. The division provides an interprovincial meat inspection service to provinces to allow inspection in plants not under federal jurisdiction. 546

## **Animal Pathology Division**

The staff of the Animal Pathology Division carry out research on animal diseases that could cause significant economic losses in livestock. They also ascertain the nature, causes and prevention of animal diseases. This division also provides diagnostic and consultative services in conjunction with the functions of the other two divisions, and on behalf of the livestock industry in general. 548

## **Economics Branch\***

This branch provides the social science component, primarily economics, that is essential in developing policies and programs to: 553

- (a) help the agriculture and food industry achieve maximum growth;
- (b) maintain and enhance the industry's economic viability; and
- (c) meet the social requirements associated with regional economic disparities and personal welfare within the agriculture and food sector.

The branch identifies agricultural economic problems and opportunities, recommends policies and programs, and contributes to a better understanding of opportunities and problems through research. It projects trends and prospects in agriculture, disseminates economic information, and develops and operates certain national economic programs for agriculture.

The branch comprises a Program Co-ordination and Development Group, a Policy Advisory Group and five divisions: Marketing and Trade, Farm and Rural Development, CANFARM (Canadian Farm Management Data System), Research, Administration. In addition to the headquarters office at Ottawa, the branch has regional offices at Truro, N.S.; Regina, Sask.; and Vancouver B.C. and has economists assigned to Research Branch stations at Charlottetown P.E.I.; Ste. Foy, Qué., and Lethbridge, Alta. 555

## **Financial and Administration Branch**

This branch develops and applies departmental administrative policies and procedures and advises the department's senior executive on administrative matters. It provides financial, property, material, office management, and consulting services for the department as a whole. The department's data processing and library services, and the emergency measures planning section are also in the domain of this branch. 560

\* see also para 761

## Personnel Administration Branch

565 This branch provides advice to line management on manpower development, training, personnel research, classification and pay, staff relations, employment and staff services. In doing so, it serves a staff of about 10,000.

## Food Systems Branch

570 This branch was established in 1972 to bring a new approach to agricultural co-ordination and development based on a market-oriented food systems concept. Its responsibilities include providing leadership on behalf of the department in the development of national objectives for the food system, ensuring a flow of information among components of the system, and identifying opportunities and constraints. The branch works with all segments of the food system, including producers, processors, distributors, and government. It is functioning initially in four areas; beef, horticulture, oilseeds, and high-energy grains. Other commodities will be developed after experience is gained in these systems.

## International Liaison Service

575 This service, established in 1969, is the department's 'foreign affairs' arm. It maintains liaison on behalf of the department with international agencies such as the Food and Agriculture Organization, the Organization for Economic Co-operation and Development, and the World Food Program. The service co-ordinates departmental participation in these organizations, and in aid and development programs undertaken by the Canadian International Development Agency, the International Development Research Center, and international foundations. It also reports regularly on agriculture policy trends abroad and evaluates the impact of these changes on Canadian agriculture and trade.

## Statutes

580 The Minister is responsible for:

*Agricultural Products Board Act* (RSC 1970 c. A-5)\*  
*Agricultural Products Co-operative Marketing Act* (RSC 1970 c. A-6)\*  
*Agricultural Products Marketing Act* (RSC 1970 c. A-7)  
*Agricultural Stabilization Act* (RSC 1970 c. A-9)\*  
*Animal Contagious Diseases Act* (RSC 1970 c. A-13)  
*Canada Agricultural Products Standards Act* (RSC 1970 c. A-8)  
*Canada Dairy Products Act* (RSC 1970 c. D-1)  
*Canada Grain Act* (RSC 1970 c. G-16)  
*Canadian Dairy Commission Act* (RSC 1970 c. C-7)\*  
*Cheese and Cheese Factory Improvement Act* (RSC 1970 c. C-17)  
*Cold Storage Act* (RSC 1970 c. C-22)  
*Criminal Code* (RSC 1970 c. C-34, Sec. 188 Race Track Supervision)  
*Crop Insurance Act* (RSC 1970 c. C-36)  
*Department of Agriculture Act* (RSC 1970 c. A-10)  
*Destructive Insect and Pest Act* (RSC 1952 c. 81)  
*Experimental Farm Stations Act* (RSC 1970 c. E-14)\*  
*Farm Credit Act* (RSC 1970 c. F-2)  
*Farm Products Marketing Agencies Act* (SC 1970-71-72 c. 65)  
*Farm Syndicates Credit Act* (RSC 1970 c. F-4)\*  
*Feeds Act* (RSC 1970 c. F-7)  
*Fertilizers Act* (RSC 1970 c. F-9)  
*Fruit, Vegetables and Honey Act* (RSC 1970 c. F-31)

\*The Act requires the Minister to submit an annual report to the House of Commons.

*Hay and Straw Inspection Act* (RSC 1970 c. H-2)  
*Humane Slaughter of Food Animals Act* (RSC 1970 c. H-10)  
*Inspection and Sale Act* (RSC 1970 c. I-14)  
*Livestock and Livestock Products Act* (RSC 1970 c. L-8)  
*Livestock Feed Assistance Act* (RSC 1970 c. L-9)\*  
*Livestock Pedigree Act* (RSC 1970 c. L-10)  
*Maple Products Industry Act* (RSC 1970 c. M-2)  
*Meat Inspection Act* (RSC 1970 c. M-7)  
*Milk Test Act* (RSC 1970 c. M-13)  
*Pest Control Products Act* (RSC 1970 c. P-10)  
*Pesticide Residue Compensation Act* (RSC 1970 c. P-11)  
*Prairie Farm Assistance Act* (RSC 1970 c. P-16)\*  
*Seeds Act* (RSC 1970 c. S-7)  
*Wheat Co-operative Marketing Act* (RSC 1970 c. W-9)

### **Other Agencies**

The minister also is responsible for the following agencies:

#### **Agricultural Products Board**

This board has the authority to buy, sell or import agricultural products. It may purchase and hold commodities for later sale, emergency relief in Canada or assistance programs abroad. 585

#### **Agricultural Stabilization Board**

This Crown Corporation, with its advisory committee of farmers and representatives of farm organizations, administers the *Agricultural Stabilization Act*, which in 1958 replaced the *Agricultural Prices Support Act*. Under this legislation, the board can take measures to stabilize prices of agricultural products. The objective is to maintain a fair relationship between farmers' production costs and the prices they receive for their produce. 590

The board is designated a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*. The board is an agent of Her Majesty.

The board may stabilize the price of a product in one or more of three ways: by buying the product, by granting a deficiency payment, or by making a fixed payment to the producer.

#### **Canadian Dairy Commission (see para 700)**

#### **Canadian Grain Commission**

Established in 1971 under the new *Canada Grain Act*, the commission continues the functions of the former Board of Grain Commissioners, which had been in operation since 1921. The commission provides general supervision of grain handling in this country, recommends and implements grade specifications for Canadian grain, licenses grain elevators, inspects and weighs grain, provides documentation services relating to grain delivered to terminal elevators, and operates a cereals and oilseeds research laboratory and six Canadian government elevators in Western Canada. The head office of the commission is at Winnipeg. 595

#### **Canadian Livestock Feed Board (see para 725)**

#### **Crop Insurance Administration**

This agency administers the federal *Crop Insurance Act*, which was passed in 1959 to assist the provinces in protecting farmers against the financial effects of 600

\*The Act requires the Minister to submit an annual report to the House of Commons.

600 fluctuating yields and crop disasters. Under the Act, which has undergone periodic  
(Cont'd) amendment since 1959, the federal government shares with the provinces the  
administrative costs of their all-risk crop insurance programs and contributes to the  
farmers' premium cost. By providing financial protection against crop losses from  
drought, wind, frost, plant disease, and other hazards, crop insurance plays an  
important role in achieving economic stability for farmers. Headquarters are at  
Ottawa.

Farm Credit Corporation (see para 750)

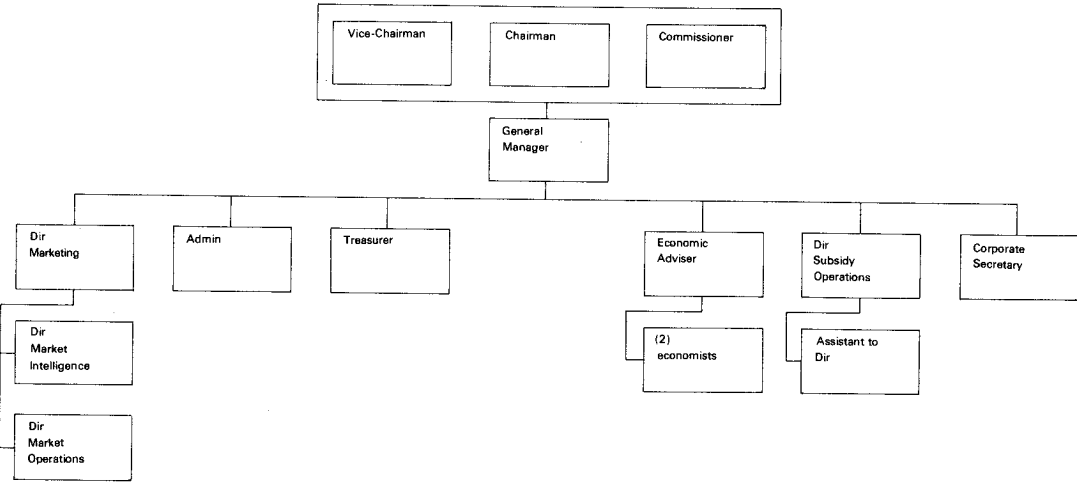
National Farm Products Marketing Council (see para 790)

Prairie Farm Assistance Administration (PFAA)

610 Established under the *Prairie Farm Assistance Act of 1939*, this administration  
helps farmers in the western spring wheat area to continue their farm operations  
when serious crop failure occurs. Payments are made to farmers operating in areas  
where the average yield of wheat is eight bushels or less per acre. PFAA offices are  
at Regina, Sask.

# Canadian Dairy Commission 700

T B S Chart 1 Oct 1974



## Head Office

Pebb Building  
2197 Riverside Drive  
Ottawa, Ontario  
K1A 0Z2

## Minister

Minister of Agriculture

## Members of Commission

Chairman..... E. Powers  
Vice-Chairman..... Jules Thibaudeau  
Commissioner..... H. M. Johnson

## Historical Background

The Canadian Dairy Commission was established by the *Canadian Dairy Commission Act* (SC1966 c. 34). The Commission is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1966-2287, 9 Dec 1966; SOR/66-559). The Commission is an agent of Her Majesty. 702

The commission consists of three members appointed by the Governor-in-Council who also designates which member is to serve as chairman and which as vice-chairman. 703

The Minister appoints a consultative committee of nine members\*\* to assist the commission by advising on matters pertaining to the dairy industry. The consultative committee meets at such times as are fixed by the commission.

## Overall Responsibilities

The purpose of the commission is to maintain a national dairy policy and to achieve a sound, healthy, and viable industry. 705

It administers the price stabilization program for manufacturing milk and cream, that forms part of the mechanism for controlling the industry and enforcing policies. Sub-objectives are:

- (a) develop dairy farms to viable units in size and efficiency through administration of subsidy assistance by quotas;
- (b) improve the quality of dairy production by relating quality to subsidy assistance;
- (c) maintain the price of milk products at a level that is acceptable to the consumer and competitive with substitute products and that will, with subsidy assistance (to the extent necessary), maintain a reasonable return to the efficient producer;
- (d) encourage modernization of the industry from producer to retailer by economic and cost studies by dissemination of information, and through the administration of the subsidy and price support programs; and
- (e) protect the domestic and traditional export markets from competition through unfair practices, by surveillance of world prices and world trade practices.

\*text effective December 1974  
\*\*see para 707

**Canadian Dairy Commission Consultative Committee**

Chairman, Philippe Pariseault ..... Granby, Québec

**Members**

Donald G. Anderson ..... Charlottetown, P.E.I.

S. G. K. Ault ..... Winchester, Ont.

L. T. Clark ..... Regina, Sask.

Fernand Forest ..... St-Gregoire de Becancour, Richelieu County, Québec

Pierre St-Martin ..... Montréal, Québec

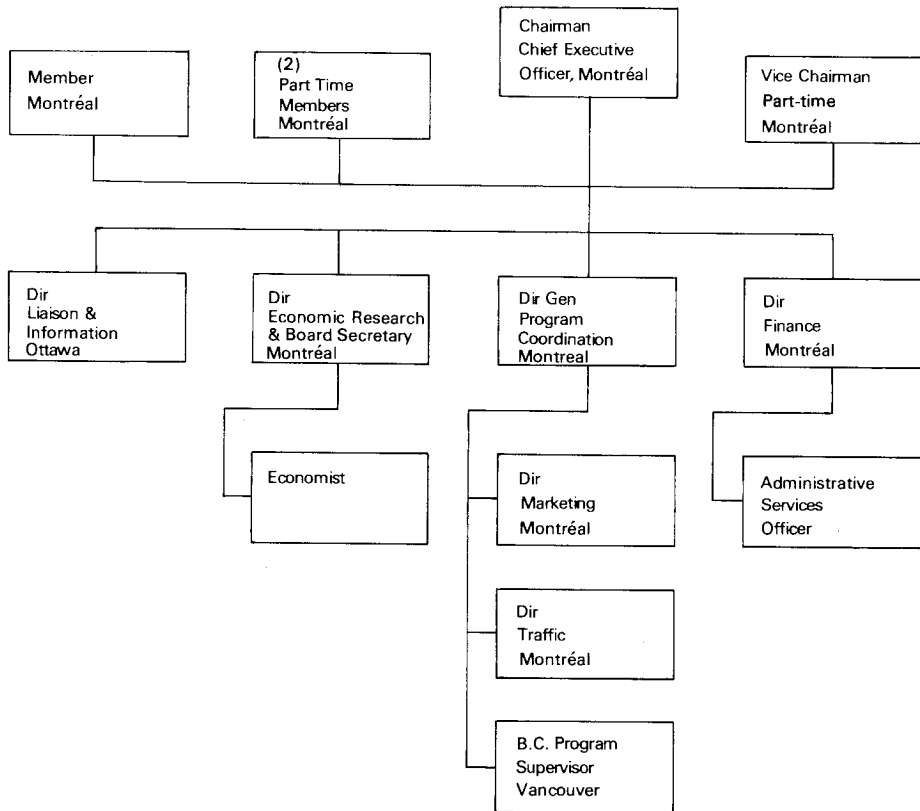
Kenneth G. McKinnon ..... Port Elgin, Ont.

George R. McLaughlin ..... Toronto, Ont.

G. J. Okulitch ..... Vancouver, B.C.

# Canadian Livestock Feed Board 725

T B S Chart 1 Oct 1974





## Head Office

5250 Ferrier Street  
Montréal, Québec

## Mailing Address

P.O. Box 2250  
St-Laurent Postal Station  
Montréal, Québec  
H4L 4Y7

## Minister Designated

Minister of Agriculture\*\*

## Members of the Board

Chairman, Roger Perreault..... Pierrefonds, Roxboro, Qué.  
Vice-Chairman, G. Sonneveld ..... Blenheim, Ont.

## Other Members

L. A. Currie ..... White Rocks, B.C.  
A. S. Mair ..... Riverview, N.B.  
J. M. McDonough ..... Winnipeg, Man.

## Historical Background

The Canadian Livestock Feed Board was established by the *Livestock Feed Assistance Act* (SC 1966 c. 52—now RSC 1970 c. L-9). This board is designated an Agency Corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1969-829, 4 May 1969; SOR/67-230). The board is an agent of Her Majesty. 727

## Overall Responsibilities

The board consists of three to five members appointed by the Governor-in-Council who also designates which member is to serve as chairman and which as vice-chairman. 728

The Governor-in-Council also appoints an advisory committee (para 732) which consists of seven members. The committee meets at the call of the Minister or the board.

The objects of the board are to ensure: 730

- (a) the availability of feed grain to meet the needs of livestock feeders;
- (b) the availability of adequate storage space in eastern Canada for feed grain to meet the needs of livestock feeders;
- (c) reasonable stability in the price of feed grain in eastern Canada and in British Columbia; and
- (d) fair equalization of feed grain prices in eastern Canada and in British Columbia.

The board may, if authorized by the Governor-in-Council, buy or enter into contracts or agreements for the purchase of feed grain from agents of the Canadian Wheat Board or an agent thereof, including foreign agencies, for storage and resale for consumption by livestock in eastern Canada and British Columbia.

\*text effective January 1975

\*\*OIC P.C. 1968-2155, 26 Nov 1968

**Canadian Livestock Feed Board Advisory Committee**

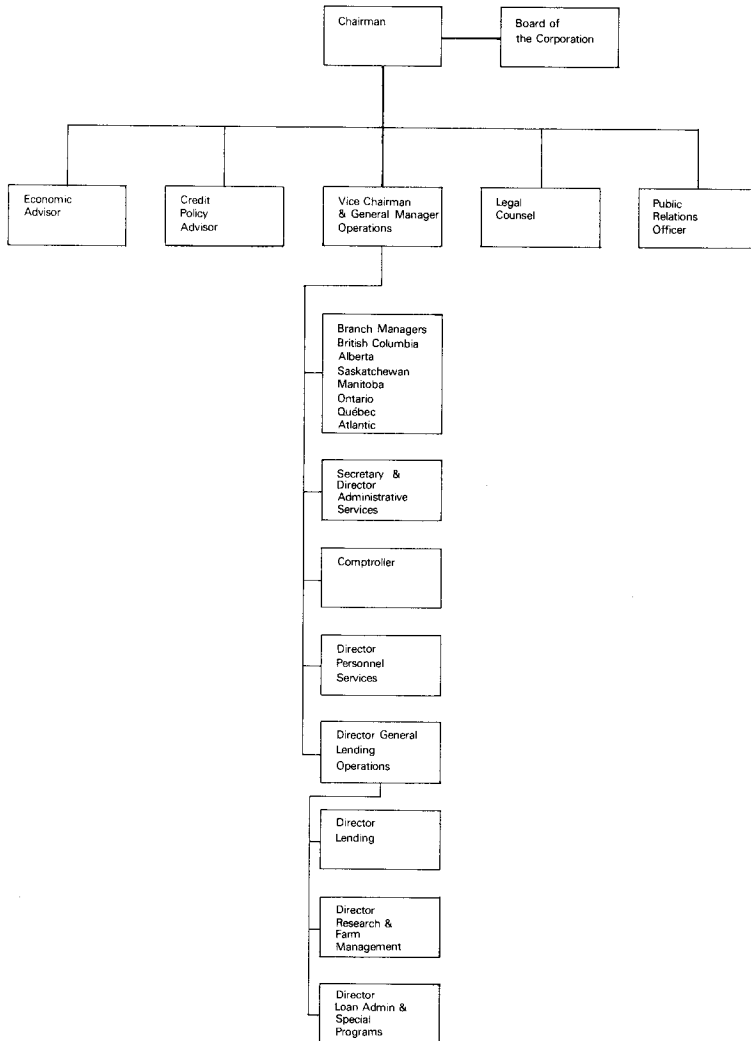
Chairman, Charles Huffman ..... Harrow, Ont.  
Secretary, Charles Yeo ..... St. Eleanor's, P.E.I.

**Members**

James Jacklin ..... Elmwood, Ont.  
Delmer Bennett ..... Foresters Falls, Ont.  
Paul Couture ..... Montréal, Québec  
Jean-Paul Massicotte ..... Montréal, Québec  
Ross Hill ..... R.R. # 5, Truro, N.S.

# Farm Credit Corporation 750

FCC Chart - July 1973



# Farm Credit Corporation\*

751

## Head Office

Haldon House  
2255 Carling Avenue  
Ottawa, Ontario

## Mailing Address

P.O. Box 6309  
Postal Station "J"  
Ottawa, Ontario  
K2A 3W9

## Minister Designated

Minister of Agriculture

## Members of the Corporation

Chairman..... Baldur K. Kristjanson  
Vice-Chairman..... Philippe André Lanoix

## Members

W. E. Jarvis  
H. G. P. Taylor  
T. K. Shoyama

## Historical Background

The Farm Credit Corporation (FCC) was established by the *Farm Credit Act* (SC 1959 c. 43, now RSC 1970 c. F-2) as successor to the Canadian Farm Loan Board. The corporation is responsible for the administration of the *Farm Credit Act* and the *Farm Syndicates Credit Act* (RSC 1970 c. F-4). The corporation also acts as an agent of the Department of Agriculture in administering the Land Transfer Plan of the Small Farm Development Program.

752

The FCC is designated as a proprietary corporation (Schedule D), and the Minister of Agriculture the Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1959-1338, 16 Oct 1959). The FCC is an agent of Her Majesty.

## Overall Responsibilities

An advisory committee of farmers and other qualified persons, appointed by the Minister, advises the corporation with respect to policy and other matters referred to it by the Minister or the corporation.

753

The *Farm Credit Act* is designed to meet the long-term mortgage credit needs of Canadian farmers. It provides two types of mortgage loans. Under Part II of the Act, loans may be made up to 75 percent of the appraised value of the farm land and buildings taken as security not exceeding \$100 thousand for any farmer alone or jointly with others in a single farming business. Under Part III, supervised loans may be made to young farmers up to 75 percent of the appraised value of land and chattels, not exceeding \$100 thousand for any farmer alone or jointly with others in a single farming business. Special provision is made under this Part for loans up to 90 percent of farm assets where the owner-operator is under 35 years of age and management will be considerably above average.

Part III loans are further secured by compulsory insurance on the life of the borrower in the amount by which the loan exceeds 75 percent of the appraised value of the land, and a borrower's farming operations are subject to supervision by the corporation until the loan is reduced to 75 percent of the appraised value of the farm.

755

To be eligible under either Part II or III, persons must be principally occupied in farming and be of legal age to enter into a mortgage agreement. Individual appli-

\*text effective October 1974; names updated to January 1975

cants under Part III must be less than 35 years of age. Loans may be made only to Canadian citizens or those with landed immigrant status. All loans are repayable on an amortized basis within a period not exceeding 30 years. The interest rate varies with the cost of money to the corporation.

Funds for lending to farmers under the *Farm Credit Act* are borrowed at current interest rates from the Minister of Finance. The aggregate amount of such borrowings outstanding at any time may not exceed 25 times the capital of the corporation which was set at \$66 million by a 1972 amendment to the Act.\*

757

The *Farm Syndicates Credit Act* authorizes the Farm Credit Corporation to make loans to syndicates. A syndicate is a group of three or more farmers, the majority of whom have farming as their principal occupation, who have signed an agreement acceptable to the Farm Credit Corporation with respect to the joint purchase and use of machinery, equipment or buildings which can be used profitably by them in their farming operations. Co-operative farm associations and certain farming corporations may qualify as syndicates for loans without the members entering into a formal syndicate agreement. A syndicate may borrow up to 80 percent of the cost of farm machinery, buildings (including site and other improvements) and installed equipment suitable for joint use, to a maximum of \$15 thousand per member or \$100 thousand, whichever is the lesser. The corporation obtains funds for lending under this legislation from the Minister of Finance at current interest rates. Amounts owing by the corporation on this account may not exceed \$25 million.

Loans are re-payable over a period not exceeding 15 years for buildings and permanently installed equipment, and seven years for mobile machinery. Loans are secured by a promissory note signed by the members of the syndicate and such other security deemed necessary by the corporation. The interest rate is based on the cost of funds to the corporation and its expenses in servicing loans. An initial charge of one percent of the amount of each loan is made at the outset to help cover the costs of making the loan.

759

Appeal boards have been established in each province except Newfoundland. These boards, appointed by the corporation under Section 11(d) of the *Farm Credit Act*, will hear appeals from any person or group which is dissatisfied with the corporation's decision on any application under either of the Acts administered by it. These boards are composed of farmers who have established reputations for sound judgment and an active interest in agriculture in their communities. The board members, who serve on a part-time basis, make recommendations to the corporation on each application referred to them.

## Organization and Programs

761

The Small Farm Development Program\*\* which came into effect in September 1972 is operative in those provinces which have entered into an agreement with the federal government. Under the Land Transfer Plan of this program, the Farm Credit Corporation makes assistance available in the form of a grant to owners of small farms who wish to sell so that they may retire or take advantage of other opportunities. If a seller is eligible for a grant it will be based on \$1500 plus ten percent of the sale price of the farm up to \$20 thousand but not exceeding \$3500 cash value. The Corporation makes available a special credit in order to enable small farm operators to buy more land on agreement for sale, as the land becomes available under the program.

\*Bill C-34, an Act to amend the *Farm Credit Act* was tabled in the House of Commons, November 1, 1974

\*\*administered jointly with the Economics Branch, Department of Agriculture.

## Regional Offices

The corporation also has branch offices at Kelowna, B.C.; Edmonton, Alta.; Regina, Sask.; Winnipeg, Man.; Toronto, Ont.; Ste-Foy, Qué.; and Moncton, N.B. The latter serves the provinces of Newfoundland, Prince Edward Island, Nova Scotia, and New Brunswick.

772

The corporation's 222 credit advisors, operating from 117 local field offices, are responsible for:

774

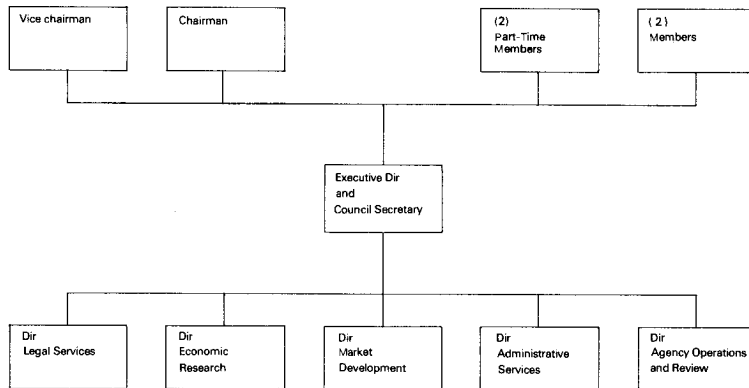
- (a) informing local farmers about the services available;
- (b) pre-loan counselling on credit use, farm planning and farm management;
- (c) advising farmers in forming syndicates;
- (d) accepting applications;
- (e) making farm appraisals; and
- (f) supervising the farming operations of Part III borrowers and such Part II borrowers as contract for this service.

## Farm Credit Corporation Advisory Committee

Chairman.....	(vacant)
Members	
W. Collins.....	B.C.
J. R. Stilborn.....	Sask.
A. Vielfaure.....	Man.
G. A. Higgs.....	Ont.
R. L. Younge.....	Qué.
Albert Desjardins.....	N.B.
Leonard J. Bradley.....	P.E.I.
(2 vacancies)	

# National Farm Products Marketing Council 790

TBS Chart 1 Oct 1974



## Head Office

Booth Building  
165 Sparks Street  
Ottawa, Ontario  
K1P 5B9

## Minister

Minister of Agriculture

## Members of the Council

Chairman, P. Babey..... Ottawa, Ont.  
Vice-Chairman..... (vacant)

### Members

R. Ferguson..... Ottawa, Ont.  
J. A. Lévesque..... Ottawa, Ont.

### Part-time Members

H. Hill..... Truro, N.S.  
A. Vielfaure..... La Broquerie, Man.

## Principal Officers

Executive Director and Council Secretary..... Dr. H. V. Walker  
Directors  
(Agency Operations and Review)..... (vacant)  
(Legal Services)..... R. Minuk  
(Economic Research)..... D. Kidd  
(Market Development)..... Dr. R. Ali  
(Administrative Services)..... L. P. Kavanagh

## Historical Background

The Council was established by section 3 of the *Farm Products Marketing Agencies Act* assented to 12 Jan 1972 (SC 1970-71-72 c. 65). 792

## Overall Responsibilities

The duties of the Council are:

- (a) to advise the Minister on all matters relating to the establishment and operation of agencies under this Act with a view to maintaining and promoting an efficient and competitive agriculture industry;
- (b) to review the operations of agencies with a view to ensuring that they carry on their operations in accordance with the objects set out in section 22; and
- (c) to work with agencies in promoting more effective marketing of farm products in interprovincial and export trade.

In carrying out its duties the Council shall consult, on a continuing basis, with the governments of all provinces having an interest in the establishment or the exercise of the powers of any one or more agencies under this Act or with any body or bodies established by the government of any province to exercise powers similar to those of the Council in relation to intraprovincial trade in farm products. 794

\*text effective January 1975



## Organization and Programs

796

The Council aims to assist Canadian agriculture to maintain and promote an efficient, competitive and expanding agriculture industry. The Council's role is to consult with, and coordinate the views of, producers, commodity boards, and governments at the provincial and federal levels and to assist in the establishment and operation of national marketing agencies. In this role, the Council will offer assistance to agencies, and will review their operations. The Council is keenly interested in helping agencies to improve the effectiveness of the marketing of farm products in interprovincial and export trade.

### Other Agencies

798

The following agencies were created pursuant to section 17(1) of the Act, and established by Proclamation:

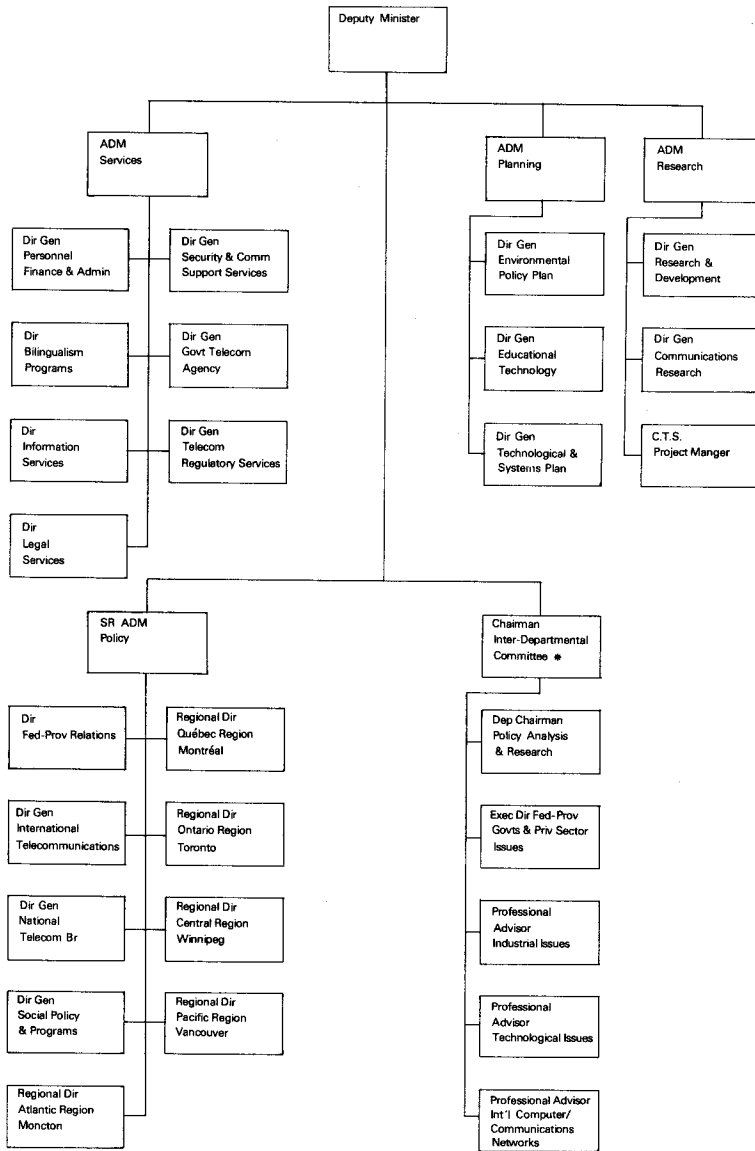
Canadian Egg Marketing Agency (SOR/73-1, 19 Dec 1972); and

Canadian Turkey Marketing Agency (SOR/74-108, 12 June 1974)

The agencies are not agents of Her Majesty. The Chairmen and members are not part of the Public Service of Canada, and all are Order-in-Council appointments. The affairs of an agency may be wound up by Proclamation. An agency shall submit a report to the Council and the Minister within three months after the termination of each fiscal year.

# Department of Communications 800

T B S Chart 1 Oct 1974



\* for Computer/Communications Program and Policy Coordination

## Head Office

Berger Building  
100 Metcalfe Street  
Ottawa, Ontario  
K1A 0C8

## Minister

The Hon. Gérard Pelletier, P.C., M.P.

## Principal Officers

Deputy Minister ..... Maxwell F. Yalden  
Senior Assistant Deputy Minister (Policy)..... de Montigny Marchand  
Assistant Deputy Ministers  
(Space Program) ..... Dr. John H. Chapman  
(Research) ..... D. F. Parkhill  
(Services) ..... André Lapointe

## Historical Background

The Department of Communications was established under Part II of the *Government Organization Act* 1969 (SC 1968-69 c. 28, now *Department of Communications Act* RSC 1970 c. C-24). 802

## Overall Responsibilities

The department is responsible for ensuring that all Canadians obtain access to a rapidly expanding range of communications services. Fulfillment of this task involves not only technological research and planning, but also exploration of the complex social, human, and economic issues which result from changing patterns of communications. The department protects Canadian interests in international telecommunications systems, and, further, maintains the availability of the radio frequency spectrum to permit the development and growth of radio communications. 805

## Organization and Programs

Each of the four branches of the department, i.e. Policy, Space Program, Research, and Services, is under the authority of an assistant deputy minister (ADM). 815

## Policy

Responsibility for the overall formulation and implementation of departmental policy resides primarily with the office of the senior assistant deputy-minister. Reporting to him are directors-general for National Telecommunications (studies and planning for domestic systems development); International Telecommunications (studies, planning and negotiations in the international telecommunications sphere, including arrangements for, and participation in, conferences); Economic Policy and Statistics; Social Policy and Programs; and Federal-Provincial Relations. The department's field organization, headed up by five regional directors also reports to the senior assistant deputy minister. It is concerned with radio licensing matters and policing of the electromagnetic spectrum. 825

\*text effective October 1974; names updated to January 1975

## Research

850 This group's responsibility includes the carrying out of research over a broad spectrum of the complex field of communications, both in house and through a system of university research contracts. It aids in the development of new communications systems, provides scientific advice to aid in the formulation of departmental policy and seeks to ensure that an adequate level of communications research and development capability is maintained in Canada. The Department's own principal research facility is the Communications Research Centre\*, near Ottawa. Reporting to the assistant deputy minister (research) are four directors-general, responsible for: research policy and planning; educational systems technology; radio and radar research; and technology and systems research and development.

## Space Program

865 Under a major departmental reorganization carried out in 1974, all space and space-related activities were grouped under a single assistant deputy minister, whose responsibilities include the Communications Technology Satellite (currently the department's single largest budget item); relations with Telesat Canada and other agencies and departments concerned with space; development of new space systems and applications; and important planning and international functions in this rapidly-growing area of communications technology. Reporting to the assistant deputy minister are three directors-general, responsible for: space programs; space applications; and space technology.

## Services

880 The fourth sector of the department includes the Telecommunications Regulatory Service, which plans and implements the regulation of the radio spectrum. Also reporting to the assistant deputy minister (services) are central services that include personnel, and finance and administration; legal services; information services; and bilingualism programs. Security and Communications Support Services and the Government Telecommunications Agency, which plans and runs telecommunication services for the federal government, also report through this assistant deputy minister.

## 900 Regional Offices

### Atlantic Region

Regional Director,  
Department of Communications,  
Terminal Plaza Bldg., 7th floor,  
P.O. Box 1290, 1222 Main St.,  
Moncton, N.B.  
E1C 1M2

### Quebec Region

Regional Director,  
Department of Communications,  
20th floor—2085 Union Street,  
Montréal, Québec  
H3A 2C3

### Ontario Region

Regional Director,  
Department of Communications,  
9th floor—55 St. Clair Ave. E.,  
Toronto, Ontario  
M4T 1M2

### Central Region

Regional Director,  
Department of Communications,  
1 Lombard Place, Room 2300,  
Winnipeg, Manitoba  
R3B 2Z8

\*formerly the Defence Research Telecommunications Establishment of the Defence Research Board, the duties, functions, and powers were transferred from the Department of National Defence (OIC P.C. 1970-35, 14 Jan 1970)

## **Pacific Region**

Regional Director,  
Department of Communications,  
Suite 300—325 Granville St.,  
Vancouver, British Columbia  
V6C 1S5

### **Other Offices**

District Offices are located at Whitehorse, Y.T.; Prince Rupert, Prince George, Kelowna, and Victoria, B.C.; Yellowknife and Fort Smith, NWT; Grande Prairie, Edmonton, and Calgary, Alta.; Saskatoon and Regina, Sask.; Thompson and Winnipeg, Man.; Kenora, Thunder Bay, North Bay, Sault Ste Marie, Kitchener, London, Hamilton, Toronto, Ottawa, Windsor, and Kingston, Ont.; Montréal, Trois-Rivières, Rouyn, Port-Alfred, Sept-Îles, Québec City, and Sherbrooke, Qué.; St. John, Moncton, and Bathurst, N.B.; Halifax and Sydney, N.S.; Montague, P.E.I.; and, Cornerbrook and St. John's, Nfld: 905

Monitoring stations are located at Surrey, B.C.; Fort Smith, NWT; Melville, Sask.; Thunder Bay, Acton, and Almonte, Ont.; St. Rémi, Senneterre, and St. Lambert de Lévis, Qué.; and at Montague, P.E.I.

### **Statutes**

The Minister is responsible for the: 910

*Broadcasting Act* (RSC 1970 c. B-11, Part II Canadian Radio-Television Commission)

*Canadian Overseas Telecommunication Corporation Act* (RSC 1970 c. C-11)

*Department of Communications Act* (RSC 1970 c. C-24)

*National Transportation Act* (RSC 1970 c. N-17)\*

*Radio Act* (RSC 1970 c. R-1)

*Railway Act* (RSC 1970 c. R-2)\*

*Telegraphs Act* (RSC 1970 c. T-3)

### **Other Agencies**

The minister is responsible for the: 920

Canadian Overseas Telecommunication Corporation (see para 1000)

Canadian Radio-Television Commission (see para 1050)

Canadian Transport Commission (Telecommunications Committee) (see para 8900)

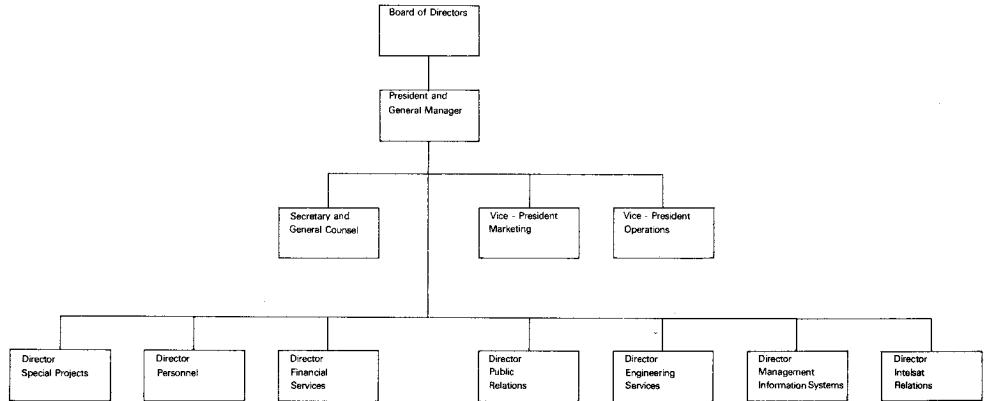
### **Communications Research Advisory Board**

The mandate of the board is to advise the Department of Communications on the quality, management, and relevance of its research program to departmental goals. It will also recommend measures to improve coordination with similar programs in industry, universities and elsewhere in government and offer advice on matters specifically referred to it by the department's assistant deputy minister for research. 930

\* concerning telegraphs or telephones.

# Canadian Overseas Telecommunication Corporation 1000

COTC Chart - 1 January, 1975



# Canadian Overseas Telecommunication Corporation\*

1001

## Head Office

625 Belmont Street  
Montréal, Qué.  
H3B 2M2

## Minister

Minister of Communications

## Board of Directors

Chairman.....	Jean-Claude Delorme
Directors	
E. Bragg.....	Collingwood, Nova Scotia
Joseph H. Cohen.....	Vancouver, British Columbia
Roland-G. Lefrançois, Q.C. ....	Montréal, Québec
De Montigny Marchand.....	Ottawa, Ontario
François Mercier, Q.C.....	Montréal, Québec
Mrs. Patricia Ann Tomlinson.....	Toronto, Ontario

## Executive Officers

President and General Manager.....	Jean-Claude Delorme
Secretary and General Counsel.....	Donat-J. Lévesque
Vice-presidents	
(Marketing).....	Norman T. Byrne
(Operations).....	John S. Crispin
Directors	
(Special projects).....	D. V. Doran-Veevers
(Personnel).....	Pierre Groulx
(Financial Services).....	Yves Langlois
(Public Relations).....	Hubert Potvin
(Engineering Services).....	Robert Séguin
(Management Information Systems).....	Frank P. Urbanski
(intelsat Relations).....	Marcel Perras

## Historical Background

The Canadian Overseas Telecommunication Corporation was established by the *Canadian Overseas Telecommunication Corporation Act* (SC 1949 c. 10, now RSC 1970 c. C-11). The Corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. The Corporation is an agent of Her Majesty.

1002

## Overall Responsibilities

The corporation was created for the following purposes:

- (a) to establish, maintain and operate in Canada and elsewhere external telecommunication services for the conduct of public communications;
- (b) to carry on the business of public communications by cable, radiotelegraph, radiotelephone or any other means of telecommunication between Canada and any other place;

1004

\*text effective October 1973; updated to January 1975

- (c) to make use of all developments in cable and radio transmission or reception for external telecommunication purposes as related to public communication services;
- (d) to conduct investigations and research with the object of improving the efficiency of telecommunication services generally; and
- (e) to co-ordinate Canada's external telecommunication services with the telecommunication services of other nations.

The corporation provides overseas telecommunication services—telephone, telegraph, telex, private wire, video and data—to almost all countries of the world through interconnections with global networks of submarine cables, high-frequency radio circuits, and satellite circuits linking all continents.

### Regional Offices

1023 The corporation also maintains stations, and offices at the following locations: Corner Brook, Deer Lake, and St. John's, Nfld.; Beaver Harbour, Halifax, and Mill Village, N.S.; Drummondville, Grosses-Roches, and Yamachiche, Qué.; Toronto, Ont.; Winnipeg, Man.; Lake Cowichan, Port Alberni, and Vancouver, B.C.; Keawaula, Hawaii and Washington, D.C., U.S.A.



# Canadian Radio-Television Commission\*

1051

Berger Building  
100 Metcalfe Street  
Ottawa, Ontario  
K1A 0N2

## Minister designated

Minister of Communications\*\*

## Members of the Commission

Chairman..... Pierre Juneau  
Vice-Chairman..... Harry J. Boyle  
Commissioners..... Mrs. Pat Pearce  
Harold Dornan  
Rhéal Therrien

### Part-time members

Armand H. Cormier..... Moncton, N.B.  
Dr. Northrop Frye..... Toronto, Ont.  
Mrs. Rosalie A. Gower..... Vernon, B.C.  
John Shanski..... Winnipeg, Man.  
Dr. Gordon Thomas..... St-Anthony, Nfld.  
Jacques Hébert..... Montréal, Qué.  
Jacques de la Chevrotière..... Québec, Qué.  
Harold Bower..... Regina, Sask.  
Brian Land..... Downsview, Ont.  
Donald H. McDougall..... Halifax, N.S.

## Historical Background

Formerly the Board of Broadcast Governors, the Canadian Radio-Television Commission (CRTC) was established under Part II of the Broadcasting Act (SC 1967-68 c.25—now RSC 1970 c.B-11). CRTC is designated as a department within the meaning and purpose of the Financial Administration Act (OIC P.C. 1959-621, 21 May 1969).

1052

## Overall Responsibilities

The commission is authorized to regulate and supervise all aspects of the Canadian broadcasting system with a view to implementing the broadcasting policy enunciated in *Section 3 of the Broadcasting Act* subject to the limitations given in the Act.

1054

The commission is the licensing authority and applications for licences, and amendments to licences are filed with the Secretary, Canadian Radio-Television Commission, Ottawa.

1057

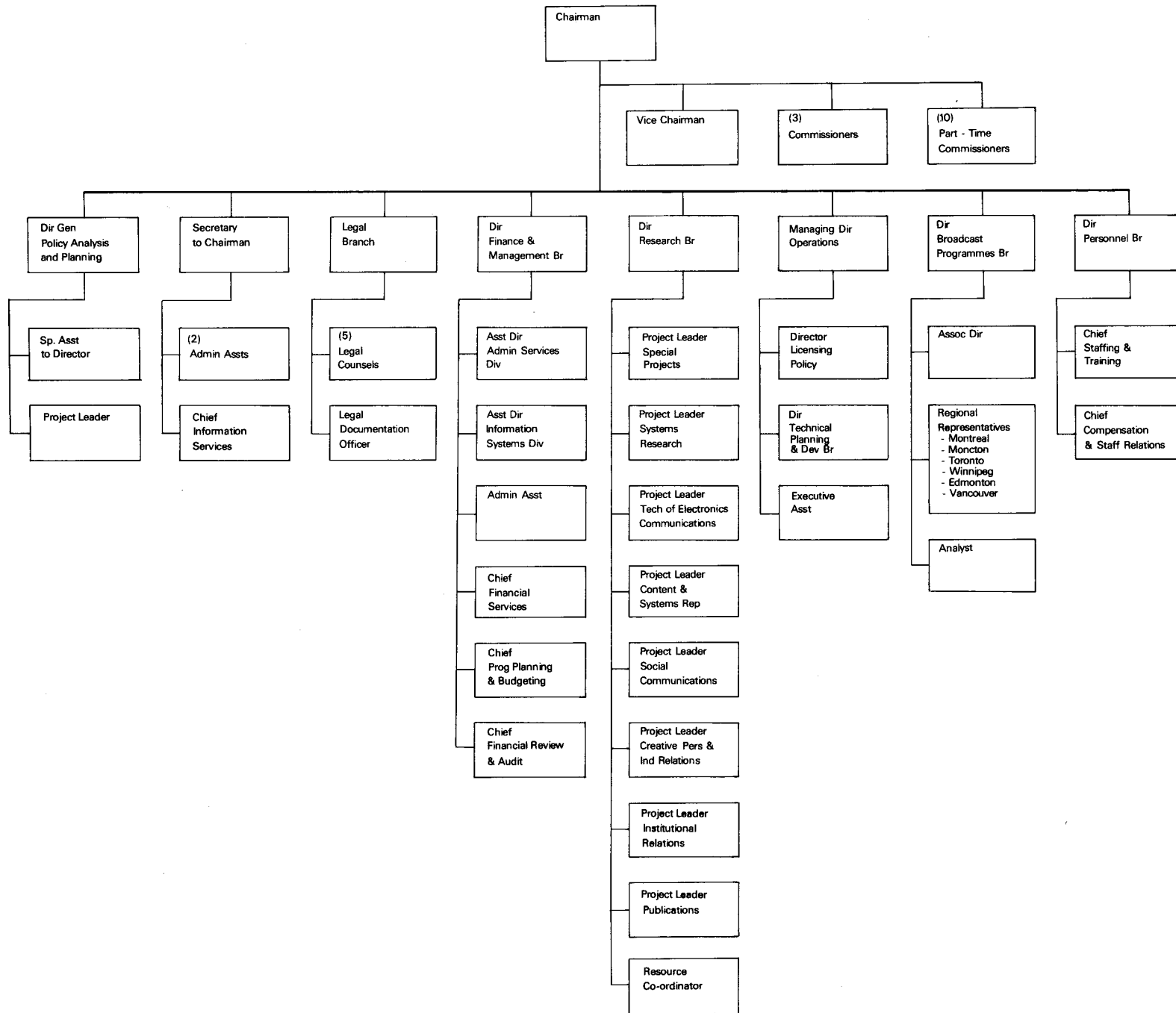
Section 16 of the Act states the Commission's powers to make regulations.

\*text effective September 1973; updated to January 1975

\*\*OIC P.C. 1959-621, 21 May

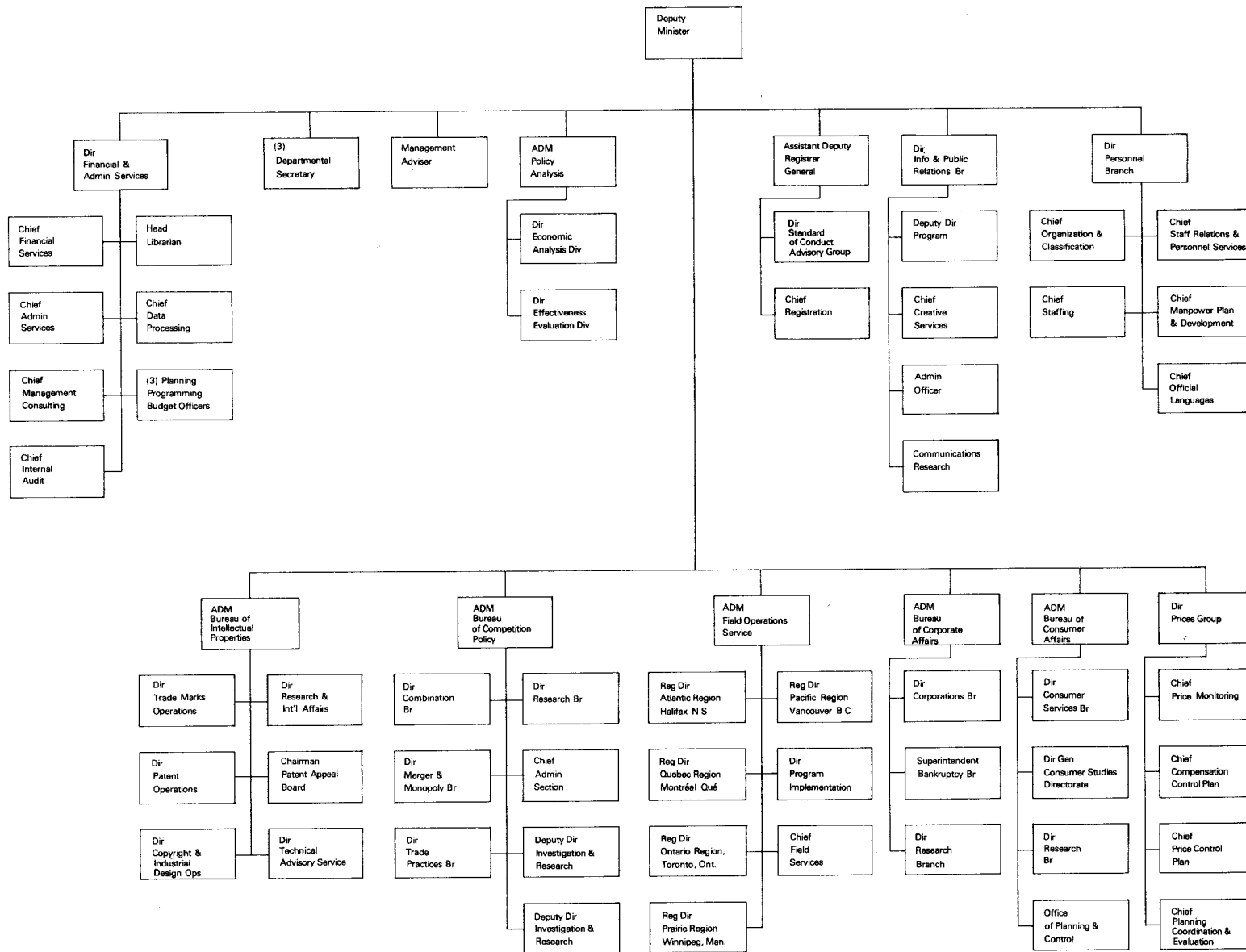
# Canadian Radio - Television Commission 1050

T B S Chart 1 Oct 1974



# Department of Consumer and Corporate Affairs 1100

T B S Chart 1 Oct 1974



**Head Office**

Place du Portage  
Hull, Québec  
K1A 0C9

**Minister**

The Hon. André Ouellet, P.C., M.P., Minister of Consumer and Corporate Affairs and Registrar General of Canada

**Principal Officers**

Deputy Minister and Deputy Registrar General .....	Dr. Sylvia Ostry
Assistant Deputy Ministers	
(Policy Analysis Group) .....	Dr. A. Loyns
(Consumer Affairs) .....	C. M. Bolger
(Corporate Affairs).....	J. L. Howard, Q.C.
(Intellectual Property).....	A. M. Laidlaw, Q.C.
(Competition Policy).....	R. J. Bertrand
(Field Operations Service).....	N. van Duyvendyk
Director (Program Implementation).....	R. H. McKay
Regional Directors:	
(Atlantic).....	W. Empke
(Québec) .....	S. Bourque
(Ontario).....	J. Fell
(Prairie).....	D. D. Quiring
(Pacific).....	M. C. Monaghan
Departmental Secretary.....	J. S. Rayner
Directors	
(Policy Analysis Group) .....	H. E. English (acting)
(Prices Group).....	Hugh Bardon (acting)
(Financial and Administration Services).....	H. Browne (acting)
(Information & Public Relations Services) .....	K. A. Prittie
(Personnel).....	L. V. Thornton
(Legal Branch).....	D. Q. Patterson

**Historical Background**

The Department of Consumer and Corporate Affairs was established by the *Department of Consumer and Corporate Affairs Act* (SC 1967 c. 16—now RSC 1970, c. C-27) which received Royal Assent on December 21, 1967. This statute transformed the former Department of the Registrar General into the department as it is known to-day. 1102

There continues to be a Registrar General of Canada who registers all instruments of summons, proclamations, commissions, letters patent, letters patent of land, writs and other instruments and documents issued under the Great Seal, and all bonds, warrants of extradition, warrants for removal of prisoners, leases, releases, deeds of sale, surrenders and all other instruments requiring registration. 1103

As Registrar General of Canada, the Minister of Consumer and Corporate Affairs also is the custodian of the Great Seal of Canada, the Privy Seal of the Governor General, the Seal of the Administrator of Canada, and the Seal of the Registrar General of Canada. 1105

\*text effective October 1974; names updated to February 1975

## Overall Responsibilities

1107 The duties, powers and functions of the Minister extend to and include all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other department, branch or agency of the Government of Canada, relating to:

- (a) consumer affairs;
- (b) corporations and corporate securities;
- (c) combines, merger, monopolies and restraint of trade;
- (d) bankruptcy and insolvency;
- (e) patents, copyrights, and trade marks;\*
- (f) standards of identity and performance in relation to consumer goods; and
- (g) legal metrology

1108 In exercising his powers and carrying out his duties and functions in relation to consumers' affairs under the Act, the Minister shall:

- (a) initiate, recommend or undertake programs designed to promote the interests of the Canadian consumer;
- (b) coordinate programs of the Government of Canada that are designed to promote the interests of the Canadian consumer;
- (c) promote and encourage the institution of practices or conduct tending to the better protection of the Canadian consumer and cooperate with provincial governments or agencies thereof, or any bodies, organizations or persons, in any programs having similar objects; and
- (d) undertake, recommend or assist in programs to assist the Canadian consumer to be more fully informed about goods and services offered to the consumer.

## Office of the Registrar General

1110 The Registration Office records such official documents as proclamations, commissions of appointment, letters patent granting lands, and corporation letters patent, and seals all instruments issued under the Great Seal of Canada, under the Seal of the Registrar General of Canada, and most of the instruments issued under the Privy Seal of the Governor General (see para 1180).

## Organization and Programs

The department is composed of four bureaux plus two functional services: Field Operations; Information and Public Relations. There are a number of specialized staff support groups in order to provide the Deputy Minister and the bureaux with staff support in the area of policy activities and coordination, and financial administration.

## Bureau of Competition Policy

1115 This bureau is responsible for investigating combines and other restrictive practices and for submitting evidence to the Restrictive Trade Practices Commission as provided in the *Combines Investigation Act*.

1116 Investigations are instituted on the formal application of six citizens, or on direction of the Minister, or, as is usually the case, on the initiative of the Director of Investigation and Research. In the conduct of investigations the Director is authorized to examine witnesses, search premises and require written returns. These powers may only be exercised, however, upon certification by a member of the Commission. When the Director has gathered all the information available, and if he believes it proves the existence of a forbidden practice, he may submit a statement of the evidence to the Commission and to the parties believed to be respon-

\*and since 1970, industrial design

sible for the practice. Alternatively, he may send the report to the Attorney General of Canada for his consideration as to whether an offence has been committed and for any further action.

### **Restrictive Trade Practices Commission**

The Commission, comprising not more than three members, considers the evidence submitted to it by the Director of Investigation and Research. The Commission may receive further evidence or material and give all persons involved an opportunity to be heard. After a formal hearing at which arguments are submitted by the Director of Investigation and Research, by the persons under inquiry, and, by other interested parties, the Commission, in a written report to the Minister, reviews the evidence and material, appraises the effect on the public interest of arrangements and practices disclosed in the evidence, and makes recommendations as to the application of remedies provided in the Act, or other remedies. 1120

On receipt of the report, the Minister may refer the matter to the Attorney General for legal proceedings, or he may take such other action as he deems advisable. However, the Minister is required by statute to publish each Commission report within 30 days of its receipt. Copies are sold by Information Canada. 1125

### **Bureau of Consumer Affairs**

The bureau, formerly the Consumer Affairs Branch, coordinates government activities in the field of consumer affairs. The bureau is composed of: Consumer Services Branch; Research Branch; Consumer Standards Directorate. 1130

#### **Consumer Services Branch**

This branch provides direct assistance to consumers before and after they make purchases and provides information so that maximum benefits can be obtained from market place purchases. A focal point for consumer inquiries is provided through Box 99, Ottawa, K1N 8P9, which serves as a nation-wide address for consumer information. 1135

#### **Consumer Research Branch**

This branch conducts research into a wide range of consumer problems and makes recommendations with respect to consumer problems, information programs, and legislation. 1140

#### **Consumer Standards Directorate**

This directorate has three broad areas of responsibility with respect to standards for consumers. "Legal metrology" controls the types and use of weighing and measuring devices in order to ensure accurate measurement in all transactions. "Protection of the consumer against fraud" is concerned with true labelling, marking, packaging and advertising of prepackaged consumer goods, textiles, precious metals, and food products. "Product safety" covers the field of hazardous consumer products from household chemicals to toys to dangerously flammable textiles. 1145

#### **Office of Planning and Coordination**

This office, which has been added to the Office of the Assistant Deputy Minister, coordinates the development of the operational and longer-term plans for the Consumer Affairs program. It conducts a review and analysis of all project proposals. Moreover, it coordinates the programs of the several branches taking into consideration program interfaces with the Field Operations Service and the Information and Public Relations Branch. 1150

## Bureau of Corporate Affairs

1165 This bureau regulates much of the legal framework in which business operates when it incorporates under federal legislation. The bureau is composed of the Corporations Branch, the Bankruptcy Branch, the Corporate Research Branch (no write-up), the Securities Branch, and the Registration Division.

### Corporations Branch

1170 This branch has as its primary purpose the administration of the *Canada Corporations Act* which deals with the incorporation of corporations, the filing of financial statements and annual summaries, the maintenance of a register of mortgages and charges of such corporations whether federally or provincially incorporated. (*Section 14 of Part III of the Corporations and Labour Unions Returns Act* requires that one duplicate of the information in Section "A" of the returns be deposited with the department). This branch also administers the *Boards of Trade Act*, the *Trade Unions Act*, and the *Pension Fund Societies Act*.

### Bankruptcy Branch

1175 This branch is responsible for carrying out the provisions of the *Bankruptcy Act*. The Superintendent of Bankruptcy has certain powers of control over the trustees throughout Canada in the discharge of their duties. He investigates and reports to the Minister on matters pertaining to the administration of the Act. The Superintendent also is responsible for investigating allegations as to offences and irregularities occurring prior to the bankruptcy, and reporting his findings to the Deputy Attorney General of the Province concerned, where appropriate.

1176 The branch has regional offices in Montréal, Qué., Toronto, Ont., and Vancouver, B.C.

### Securities Branch

1178 This branch is responsible for formulating and administering policies relating to the role of the federal government in the area of securities market regulations.

### Registration Division

1180 All of the work of the Office of the Registrar General is performed by the Registration Division. The division is responsible for the publication in the *Canada Gazette* of all proclamations and notices of all appointments made by Order-in-Council (except appointments of Consuls, Vice-Consuls, Ambassadors, and Sub-Inspectors of the RCMP).

The division is also responsible for the record of the *Declaration of the Conflict of Interests* deposited with the Office of the Assistant Deputy Registrar General of Canada.

## Bureau of Intellectual Property

1190 In January, 1973, a Bureau of Intellectual Property was created to provide a coordinated, concentrated approach to the department's responsibilities for patents, trademarks, copyright, and industrial design. Legislation governing these four areas provide for the granting of temporary monopolies to the inventor or creator in order to encourage the disclosure of ideas and knowledge while at the same time providing financial protection and development incentives.

The formation of the bureau provides a focal point for an intensive study of the recommendations (made in the Economic Council of Canada's report on Industrial and Intellectual Property), that will eventually result in a revision of all existing laws dealing with this area.

## Patents and Trade Marks

The Patent and Copyright Office and the Trade Marks Office, originally with the Department of Trade and Commerce, were transferred to the Department of the Secretary of State on December 1, 1927. Responsibility for the *Patent Act* on February 3, 1964 and the *Copyright Act* on February 9, 1965, became the responsibility of the Minister of Justice. A year later, the *Trade Marks Act* also became his responsibility. However, in December 1965, this responsibility was transferred to the President of the Privy Council, but administration of the two offices remained with the Secretary of State until the formation of the Department of Consumer and Corporate Affairs. 1195

### Patents Branch

This branch administers the *Patent Act* which relates to the granting of patents of invention. The branch publishes the *Patent Office Record* weekly. 1200

Canadian and foreign patents may be consulted at the Patent Office Library. British patents and abridged specifications thereof from 1617 to date and United States patents from 1845 to date are available, as well as many patents, indexes, journals and reports from Australia, India, Ireland, New Zealand, Pakistan, South Africa, Austria, Belgium, Colombia, Czechoslovakia, Egypt, France, Germany, Italy, Japan, Mexico, the Netherlands, Norway, Sweden, Switzerland and Yugoslavia. A list of the foreign patents available is published in the *Patent Office Record*. 1201

### Trade Marks Branch

This branch is responsible for the administration of the *Trade Marks Act*. The branch maintains a complete record of all trade marks registered under that Act or previous statutes relating to trade marks. It publishes the *Trade Marks Journal* weekly, in which applications for the registration of trade marks are advertised, in order to give interested parties the opportunity to file their opposition to Trade Mark applications. 1205

### Research and International Affairs

This branch is responsible for the development of policies and the revision of legislation relating to intellectual property in Canada; the identification of the need for domestic and international protection of intellectual property rights; and represents Canada's interests in international intellectual property organizations. 1208

### Copyright and Industrial Designs Branch

This branch administers: the *Copyright Act*, (which provides for the registration of copyright in literary, dramatic, musical, and artistic works); the *Industrial Design Act* (which deals with the registration of industrial designs); and the *Timber Marking Act* (a mark embossed on steel hammers which are used to stamp the end of all logs owned by the registrant). 1210

### Technical Advisory Services Branch

The Branch is responsible for developing and implementing policies for purposes of increasing public awareness of intellectual property matters, and allowing easier access to the rights and privileges afforded by intellectual property legislation. This Branch coordinates departmental policies in the field of intellectual property with the activities of other agencies and departments. 1212

## Functional Services

### Field Operations Service

This service was created in the summer of 1972 in order to give a uniform inter- 1215



pretation of all laws administered by the department throughout Canada; to develop a capacity for the future enforcement of new legislation; and to make the department's field service more readily accessible to the public and more responsive to their needs.

1216 The service has regional offices in Halifax, Montréal, Toronto, Winnipeg, and Vancouver, together with district offices in 30 centres. It encompasses a small headquarters component and all of the departmental staff permanently located outside Ottawa, is responsible for the enforcement and execution of legislation, programs, and projects planned and developed under the Consumer Affairs, Corporate Affairs, and Combines Investigation Programs.

1218 The field force includes inspectors of weights and measures, electricity and gas measurement, textiles, packaging and labelling of consumer products, hazardous products, and of a wide range of meat, fish and agricultural products sold in retail stores.

1219 Other activities include the provision of a consumer consulting, information and enquiries service, the administration and surveillance of both commercial and individual bankruptcies, and the investigation of misleading advertising complaints.

### **Information and Public Relations Service**

1220 This service initiates and advises on the planning and implementation of proposed information programs and projects, provides active support for the operational programs of the department and produces and distributes information material for use by national, regional and local mass communication media.

## **Staff Support Groups**

### **Departmental Secretariat**

1225 This secretariat provides liaison between the Minister's office, other federal departments, provincial governments and the public.

### **Policy Analysis Group**

1230 This Group assists the Minister and the Executive Committee in defining and elaborating the objectives of the Department and its role in the Federal Government. It is also responsible for preparing briefs on all policy issues affecting the jurisdiction of the Department. The Group consists of two divisions: Economic Analysis; Policy Effectiveness Evaluation.

1232 The Economic Analysis Division is responsible for advising on all policy issues affecting the jurisdiction and role of the Department in the Federal Government; and for the coordination of policy analysis within the Department.

1234 The Policy Effectiveness Evaluation Division's role is to assist in defining the overall objectives of the Department in a more specific and operational manner and, thence to assess performance and to develop criteria making it possible to:

- (a) measure the effectiveness, relevance and sufficiency of existing or proposed policies;
- (b) assist the Executive Committee and those in charge of the Bureaus in choosing between various means of better discharging the Department's responsibilities.

### **Prices Group**

1235 This group is responsible for providing the department with analyses of price performance in the micro-economy, and for maintaining a contingency plan for prices and incomes controls. (Prior to December 1973 the Group was called the Special Study Group, and, originally the Prices and Incomes Commission.)

## **Financial and Administrative Services Branch**

This branch is responsible for the planning, advising and servicing of all branches of the department with respect to estimates, accounting, revenue, purchasing and stores, accommodation and maintenance, library, forms and records management, suggestion award plan, building security, and the coordination of transcribing services. 1240

## **Personnel Branch**

This branch is responsible for manpower planning and development, staff relations, classification and pay administration as well as employee welfare and counselling. 1245

## **Legal Branch**

The branch lawyers, who are seconded from the Department of Justice, advise departmental senior officials on a wide range of legal matters. They assist in the preparation and conduct of cases that the department has turned over to the Attorney General of Canada for consideration and possible prosecution. 1250

The Legal Branch's advisory responsibilities fall into one of four principal areas: 1252

- (a) advises the department on trade practices covered by the Combines Investigation to protect economic competition;
- (b) counsels on possible violations of consumer protection legislation, including the *Food and Drugs Act*, *Textile Labelling Act*, *Weights and Measures Act*, and *Hazardous Product Act*. (There is a provision in the latter Act that allows the convening of a Hazardous Products Review Board.)
- (c) helps draft the regulations that assist in enforcing specific statutes. It also advises on cases under the *Bankruptcy Act*; and
- (d) counsels the department on corporate matters that arise under the *Canada Corporations Act* or related statutes.

Apart from these primary duties, the Legal Branch also gives legal opinions to the department about matters involving intellectual property, principally patents and copyright. 1254

## **Regional Offices**

### **Pacific Region**

Department of Consumer & Corporate Affairs  
P.O. Box 10059  
Pacific Centre Limited  
700 West Georgia St.  
Vancouver, B.C. V7Y 1C9

1260

### **District Offices**

3rd Floor, Federal Building  
277 Winnipeg Street  
Penticton, B.C. V2A 6J9

3625 Lougheed Highway  
Vancouver, B.C. V5M 2A7

32 Federal Building  
1323 - 5th Avenue

317 - 816 Government St.  
Victoria, B.C. V8W 1W9

Prince George, B.C. V2L 3L3

542 Baker St.  
Nelson, B.C.

### **Prairie Region**

Department of Consumer & Corporate Affairs  
300-303 Main St.  
Canadian Grain Commission Bldg.  
Winnipeg, Man. R3C 3G7

1261

## District Offices

Barnett Bldg.  
1008-7th Avenue S.W.  
Calgary, Alberta T2P 1A7

Oliver Bldg.  
10225-100 Avenue  
Edmonton, Alta. T5J 0A1

1825 McIntyre St.  
4th floor, Derrick Bldg.  
Regina, Sask. S4P 2R2

279-3rd Avenue N.  
Saskatoon, Sask. S7K 2H8

Federal Building  
400-269 Main Street  
Winnipeg, Man. R3C 1B2

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## Ontario Region

Department of Consumer & Corporate Affairs  
706 Global House  
480 University Avenue  
Toronto, Ont. M5G 1V2

## District Offices

P.O. Box 308  
212 Federal Building  
Belleville, Ont. K8N 5A5

P.O. Box 722  
Brockville, Ont. K6V 5V8  
1859 Leslie Street  
Don Mills, Ont. M3B 2M1

10 John St. S.  
Hamilton, Ont. L8N 2B7

585 Wentworth St. N.  
Hamilton, Ont. L8L 5X5

398 King St. E.  
Kingston, Ont. K7K 2Y3

781 Richmond St.  
London, Ont. N6A 3H4

C.N. Lower Tower Building  
3rd floor, 205 York St.  
London, Ont. N6A 1B4

5th Floor  
West Memorial Bldg.  
344 Wellington St.  
Ottawa, Ont. K1A 0E2

540 Wellington Street  
Ottawa, Ont. K1R 6K5

P.O. Box 96  
201 Charlotte St.  
Peterborough, Ont. K9J 6Y5

1283 Sparks St.  
Sudbury, Ont. P3A 2C7

430 Waterloo Street South  
Thunder Bay, F, Ont.

3223-B Sandwich St.  
Windsor, Ont. N9C 1A9

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## Québec Region

Department of Consumer & Corporate Affairs  
12th Floor  
855 Ste-Catherine St. East,  
Montréal, Qué. H2L 4N4

## District Offices

2025 Fullum St.  
Montréal, Qué. H2K 3N5  
Edifice Banque de Montréal  
800 Place d'Youville  
18th Floor, Room 1801  
Québec, Qué. G1R 3P4

25 Wellington St. N.  
Room 412  
Sherbrooke, Qué. J1H 5B1

2nd Floor  
Edifice Trust Royal  
1300, Notre Dame St.  
Trois-Rivières, Qué. G9A 4X3

## Atlantic Region

Department of Consumer & Corporate Affairs  
6th Floor, Montreal Tower  
5151 George Street  
Halifax, N.S. B3J 1M5

### District Offices

3rd Floor, Room 4  
Dominion Bldg.  
Charlottetown, P.E.I. C1A 4A9

3rd Floor  
51 Regent St.  
Fredericton, N.B. E3B 3W3

Ralston Bldg.  
Room 40, 1557 Hollis St.  
Halifax, N.S. B3J 1V5

Standards Building  
295 Bayside Drive  
Saint John, N.B. E2J 1B1

5th Floor,  
Sir Humphrey Gilbert Bldg.  
Duckworth St.  
St. John's, Nfld. A1C 1G4  
Room 101, Federal Building  
Corner Dorchester & Charlotte Sts.  
Sydney, N.S. B1P 5Z2  
53 Queen St.  
Dartmouth, N.S. B2Y 1G2

### Statutes

The Minister is responsible for the administration of the following statutes;

1270

*Bankruptcy Act* (RSC 1970 c. B-3)\* as amended  
*Boards of Trade Act* (RSC 1970 c. B-8)  
*Canada Cooperative Associations Act* (RSC 1970 c. C-29)  
*Canada Corporations Act* (RSC 1970 c. C-32) as amended  
*Combines Investigation Act* (RSC 1970 c. C-23)\* as amended  
*Companies' Creditors Arrangement Act* (RSC 1970 c. C-25)  
*Consumer Packaging and Labelling Act* (SC 1970-71-72 c. 41) proclaimed in force  
1 March 1974  
*Copyright Act* (RSC 1970 c. C-30) as amended  
*Department of Consumer and Corporate Affairs Act* (RSC 1970 c. C-27)\*  
*Electrical and Photometric Units Act* (RSC 1952 c. 92)  
*Electricity Inspection Act* (RSC 1970 c. E-4) as amended  
*Farmers' Creditors Arrangement Act* (RSC 1970 c. F-5)\*  
*Gas Inspection Act* (RSC 1970 c. G-2)  
*Hazardous Products Act* (RSC 1970 c. H-3)\*  
*Industrial Design Act* (RSC 1970 c. I-8) as amended  
*National Trade Mark and True Labelling Act* (RSC 1970 c. N-16)  
*Patent Act* (RSC 1970 c. P-4)\* as amended  
*Pension Fund Societies Act* (RSC 1970 c. P-9)\*  
*Precious Metals Marking Act* (RSC 1970 c. P-19)  
*Public Officers Act* (RSC 1970 c. P-30, Sec. 32)  
*Public Servants Inventions Act* (RSC 1970 c. P-31)  
*Textile Labelling Act* (RSC 1970 c. 46 [1st Supp])  
*Timber Marking Act* (RSC 1970 c. T-8)  
*Trade Marks Act* (RSC 1970 c. T-10) as amended  
*Trade Unions Act* (RSC 1970 c. T-11)\*  
*Weights and Measures Act* (RSC 1952 c. 292)  
*Winding-up Act* (RSC 1970 c. W-10; Part I) as amended

\*under the Act the Minister is required to submit a report annually to the House of Commons

1271 The department participates, at the retail level, in the administration of the following statutes:

*Canada Agricultural Products Standards Act* (RSC 1970 c. A-8)  
*Canada Dairy Products Act* (RSC 1970 c. D-1)  
*Currency and Exchange Act* (RSC 1970 c. C-39)  
*Fish Inspection Act* (RSC 1970 c. F-12) as amended  
*Food and Drugs Act* (RSC 1970 c. F-27)  
*Maple Products Industry Act* (RSC 1970 c. M-2)

### **Other Agencies**

The Minister is responsible for the following agencies:

#### **Canadian Consumer Council**

1275 The council was established to advise or assist the Minister or perform such duties and functions as the Governor-in-Council may specify. The remuneration and expenses to be paid to the persons appointed as members thereof are fixed by the Governor-in-Council.

#### **Copyright Appeal Board**

1280 The Copyright Appeal Board comprises three members, appointed by the Governor-in-Council. It is responsible for approving fees, royalties or other charges which the Performing Rights Societies propose to collect in compensation for the issue or grant of licenses for the performance in Canada of dramatico-musical or musical works.

#### **Food Prices Review Board**

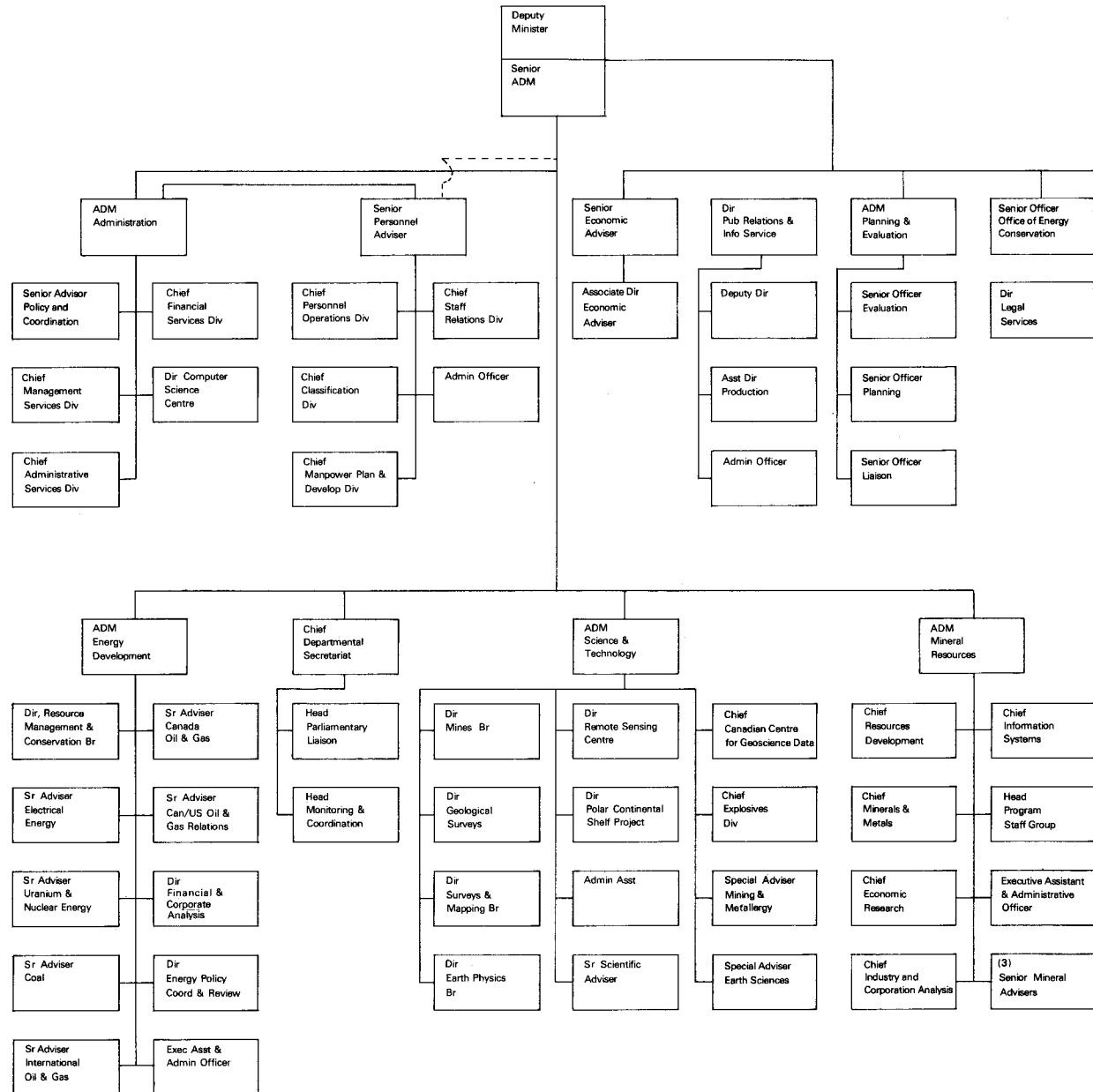
1285 The Food Prices Review Board was established by *Order-in-Council P.C. 1973-1239* of May 25, 1973 and its terms of reference revised by *Order-in-Council P.C. 1973-2480* of August 21, 1973. It reports to Parliament through the Minister of Consumer and Corporate Affairs.

Established under the *Inquiries Act*, the board consists of a chairman and four commissioners.

The board conducts two types of examination of food prices. In addition to preparing a regular quarterly review of food price trends, it is authorized to make special inquiries into the causes of particular food price increases.

# Department of Energy, Mines and Resources 1400

T B S Chart 1 Oct 1974



**Head Office**

58 Booth Street  
Ottawa, Ontario  
K1A 0E4

**Minister**

The Hon. Donald S. Macdonald, P.C., M.P.

**Principal Officers**

Deputy Minister .....	T. K. Shoyama
Senior Assistant Deputy Minister .....	G. M. MacNabb
Senior Economic Advisor .....	Dr. I. A. Stewart
<b>Assistant Deputy Ministers</b>	
(Mineral Development) .....	J. P. Drolet
(Energy Development) .....	W. H. Hopper
(Science and Technology) .....	Dr. C. H. Smith
(Planning and Evaluation) .....	Dr. A. T. Prince
(Administration) .....	Dr. S. G. Gamble

**Historical Background**

Energy, Mines and Resources (EMR) is a comparatively new department but some of its components have long histories—one predates Confederation. The original department, Mines and Technical Surveys (M & TS) was formed in 1949, made up of segments of other departments having a base in earth sciences plus astronomy. The theme of the department at that time was that its work encompassed everything “from the bowels of the earth to the outermost galaxies of the universe.” In January, 1966, control of the Water Resources and Resource Development Branches was transferred to M & TS from the Department of Northern Affairs and National Resources. 1402

In October, 1966, M & TS was reorganized and became Energy, Mines and Resources (the *Department of Energy, Mines and Resources Act*, RSC 1970 c. E-6) with a new and important role of policy-maker in energy development added. In April 1970, the astronomy division of the Observatories Branch was transferred to National Research Council and that branch was renamed Earth Physics Branch. In June, 1971 the Water Sector (Inland Waters, Marine Sciences, and Policy Research and Coordination Branches) was transferred to the new Department of the Environment. 1405

The EMR history is comparatively short, but some branches have been in existence for more than a century. The Geological Survey of Canada, founded in 1842 by Sir William Logan, is the oldest scientific organization in Canada. Earth Physics Branch, formerly the Dominion Observatory, dates from 1871. Parts of the Surveys and Mapping Branch were established in 1872, and Mines Branch was formed in 1907. 1410

**Overall Responsibilities**

The objective of the Department of Energy, Mines and Resources is to enhance the discovery, development and use of the country's mineral and energy resources and broaden the knowledge of Canada's landmass for the benefit of all Canadians. To attain this objective, the department devises and fosters national policies based on research and data collection in the earth, mineral, and metal sciences, and on 1415

\*text effective October 1974; names updated to January 1975

social and economic analyses. The department also carries out an earth sciences program directed toward the conservation and use of the Canadian landmass, and it provides, as a national service, the scientific and technical information generated in this program (such as topographic and geological maps, atlases and remote sensing data) to a wide span of customers across the country.

## Organization and Programs

1420 The department comprises: Energy Development, Office of Energy Conservation, Mineral Development, Science and Technology.

### Energy Development

1425 This sector is responsible for coordinating, promoting and recommending national policies and programs with respect to energy. Its mandate entails studies and appraisals of all aspects of energy resource development, production, transportation, processing, and use. It is concerned with such matters as:

- (a) the quantity and quality of existing and projected resources of energy;
- (b) the demand for energy in Canada and the availability of surplus resources;
- (c) regional development aspects associated with energy, energy transportation systems and the lead-time for their development;
- (d) policies to control foreign ownership of energy resources;
- (e) the role of the federal government itself vis-à-vis energy resource development;
- (f) the economic impact of the energy industries and the financial needs of those industries;
- (g) the scale and type of energy research that should be carried on in Canada;
- (h) the outlook for developing new energy resources to meet future needs; and
- (i) the environmental problems posed by the development, transportation, processing and use of various energy forms.

The sector also has a mandate for the management and conservation of non-renewable resources in certain land and offshore areas under federal jurisdiction.

1427 The sector includes the Resource Management and Conservation Branch which has, as its principal function, the administration and management of the federal interest in mineral resources off Canada's east and west coasts and in Hudson Bay and Hudson Strait.

### Office of Energy Conservation

1431 The office was established in November 1973 and is responsible for policy, advice, research and increased public awareness concerning the essential role of energy conservation. It serves as a focus through which the views and ideas of various agencies, as well as of provincial governments and private groups, may be expressed concerning the conservation of energy.

### Mineral Development

1435 This sector studies, analyzes, and provides economic, foreign trade, marketing, social, statistical, and financial information on non-renewable resources. It develops policy proposals for the government and the Canadian mineral industry for the determination of policies and decisions that will ensure an adequate, dependable and timely flow of minerals to meet the country's needs at reasonable cost and contribute to the Canadian long-range economy and well-being.

1440 Many of its activities are concerned with examining and anticipating mineral and related resource issues and perspectives so as to assess the economic and social



merits of alternative policy and program options. Hence, there is an emphasis on integrating broad social science analysis (economic, political science, sociology, law, commerce, and geography management sciences) with technical economic analyses of mineral industry behaviour and problems.

Studies may be regional, national, or international in character. Program activities include comprehensive studies on: mineral commodities, including institutional, corporate and technological factors in supply-demand relationships; mineral sector development planning, including forecasts and futures research; economic and social development; mineral policy analysis, including taxation and legislation; and multi-resource development harmonization and foreign industry developments.

Such activities reflect a concern for the effects of changing technology, mineral marketing, further processing, transportation, foreign ownership and control, domestic and international capital flows, mineral sector financing, multi-national firm behaviour, labour-management relations, government-industry relations, intergovernmental mechanisms and cooperation, manpower training and mobility, aspects of environmental quality standards, tariffs, conservation, mineral recovery, foreign development strategies, social stability, community development objectives, social dislocation, resource potential, mining community cultural patterns, attitudes and perception, modelling and forecasting techniques.

## Science and Technology

This sector carries out a broad range of scientific research and data collection pertaining to the earth sciences; geodesy, geology, geophysics, geochemistry, mineralogy, metallurgy, geography. It is responsible for acquiring a knowledge of the physical characteristics of the Canadian landmass, its energy and mineral resource potential, and related basic data essential for engineering and resource development purposes. Through its surveys, maps, and reports, it furnishes the scientific data about the earth's crust necessary for the efficient development, use and conservation of the country's natural resources.

The Sector comprises the Surveys and Mapping Branch, the Geological Survey of Canada (which includes the Atlantic Geoscience Centre), the Canada Centre for Mineral and Energy Technology (formerly the Mines Branch), the Earth Physics Branch, the Polar Continental Shelf Project, the Canada Centre for Remote Sensing, the Explosives Division, and the Office of Energy, Research and Development.

### Surveys and Mapping Branch

This branch maintains and extends a network of horizontal and vertical control points across Canada, carries out the topographical mapping of the country at scales varying from 1:25,000 to 1:1,000,000 and legal or property surveys on Crown lands. It also participates in the survey and demarcation of interprovincial and territorial boundaries; prepares descriptions and diagrams of federal electoral districts, and is the sole agency in Canada for the preparation of aeronautical charts. The branch is responsible for the production of the *National Atlas of Canada*, which includes maps representative of many disciplines. The branch produces the thematic maps for the Atlas and for various other purposes within the department and for other government agencies.

### Geological Survey of Canada

The Geological Survey of Canada provides a systematic knowledge of the geology of Canada. It ascertains the potential abundance and distribution of its mineral and energy resources and facilitates the exploration, discovery and development of

these resources. It promotes the effective use of the Canadian landmass and identifies geological processes that effect environmental equilibrium. Its key areas of activity include:

- (a) energy resource potential studies and mineral resource potential studies,
- (b) environmental studies along the Mackenzie Valley corridor, and
- (c) studies in marine geology and geophysics.

It publishes its research in memoirs, bulletins, papers, and maps and in numerous scientific and technical journals.

### **Canada Centre for Mineral and Energy Technology\***

1480 This branch is a large laboratory and pilot-plant complex carrying out applied and basic research in order to assist the Canadian mineral industry in the more efficient extraction of minerals, and to improve and broaden the uses of metals and minerals. Its facilities include a Mining Research Centre which carries out research on such matters as stability of underground and open-pit mines, methods of rock breakage, problems of environmental engineering and methods of obtaining maximum performance in mining operations. It is concerned with the identification of mineral deposits of economic interest; the production of raw materials by developing new mining technology; the processing and conversion of minerals, metals and fuels by improving methods for recovery and uses; and the improvement of the environment by preventing or abating pollution arising from mining, metallurgical, and energy-producing operations.

### **Earth Physics Branch**

1485 This branch investigates the magnetic, gravity and seismic characteristics of the earth as a whole and of the Canadian landmass in particular. It utilizes the results of its research and of the research done elsewhere to obtain new and more detailed knowledge of the Canadian landmass, leading to improved magnetic and gravity charts, improved knowledge of earthquake hazards and improved detection of underground nuclear explosions.

1490 Some major programs are:

- (a) studies on the properties and characteristics of the earth's crust and deep interior;
- (b) a study of the magnetic field in Canada and its variations, both to aid navigation and to investigate the ancient history of the earth; and
- (c) the study of variations in the gravitational field in Canada, relating this to the shape of the earth and to problems in accurate surveying.

The branch is concerned with the recovery of meteorites and the investigation of meteorite craters.

### **Polar Continental Shelf Project**

1495 This project seeks to increase the scientific and technical knowledge about the arctic regions of Canada. The project works direct with other branches of the department in planning and carrying out an integrated program of arctic research and surveys; it conducts independent investigations to obtain information about arctic phenomena, resources or conditions, and it cooperates with other government departments and agencies and with universities to provide expertise and facilities for arctic studies.

1500 Major programs, most of which are undertaken in cooperation with other departmental branches or agencies, include:

- (a) aeromagnetic surveys of arctic regions and the preparation of aeromagnetic maps;
- (b) geodetic and topographic surveys of arctic regions to improve surveying techniques and knowledge of glaciology;

\*formerly the Mines Branch

- (c) the investigation of the marine geology of the arctic continental shelf and continental slope; and
- (d) the investigations of the terrestrial geology of arctic regions.

### **Canada Centre for Remote Sensing**

This centre is responsible for coordinating and providing technology for a national program for resource satellites and remote airborne sensing. In 1971, Canada and the United States agreed on a joint program for use of satellites and aircraft in surveys of the natural environment. The objective of the program is the use of remote sensing technology for the monitoring of air, water, land, forest, and crop conditions and the mapping of movements of ice and of ocean currents in Canadian and American waters and the observation of geological, hydrological, vegetation, and soil phenomena. Under the agreement, the centre receives data direct from NASA's Earth Resources Technology Satellite (ERTS), which was launched in July 1972. The Canadian ground readout station is located in Prince Albert, Sask., and the data-handling facilities are in Ottawa, Ont. Canada has a high-altitude remote sensing aircraft program to supplement the satellite data to provide greater detail where required. 1505

The Canadian Advisory Committee on Remote Sensing, composed of representatives of federal and provincial governments, universities and industry interested in the data produced by remote sensing, advises the director of the centre on policy and priorities. 1508

### **Explosives Division**

The Explosives Division is responsible for regulating all factories that produce commercial blasting explosives, military explosives, blasting accessories, gunpowder, smokeless powders and percussion primers, ammunition, fireworks and other pyrotechnics\*, and for the quality and safety of their products. This responsibility extends also to the road transportation of these items and to their storage and importation.

### **Office of Energy, Research and Development**

This office acts as the Secretariat to the Federal Task Force on Energy Research and Development, established January 1974.

### **Regional Offices**

The Department has no regional offices. 1509

### **Statutes**

The Minister is responsible for the: 1510

*Arctic Waters Pollution Prevention Act* (RSC 1970 c. 2 [1st Supp.])

*Atomic Energy Control Act* (RSC 1970 c. A-19)

*Canada Lands Surveys Act* (RSC 1970 c. L-5, except Part III)

*Department of Energy, Mines and Resources Act* (RSC 1970 c. E-6)

*Emergency Gold Mining Assistance Act* (RSC 1970 c. E-5)

*Energy Supplies Emergency Act* (SC 1973-74 c. 52)

*Explosives Act* (RSC 1970 c. E-15)

*National Energy Board Act* (RSC 1970 c. N-6)

*National Parks Act* (RSC 1970 c. N-13)

*Oil and Gas Production and Conservation Act* (RSC 1970 c. O-4) as amended

*Public Lands Grants Act* (RSC 1970 c. P-29)

---

\*the art of making or the manufacture and use of fireworks

*Representation Commissioner Act* (RSC 1970 c. R-6, art. 8[2])  
*Resources and Technical Surveys Act* (RSC 1970 c. R-7) as amended  
*Territorial Lands Act* (RSC 1970 c. T-6)

## **Other Agencies**

1515 The Minister is responsible also for the following agencies:

Atomic Energy Control Board (see para 1525)

Atomic Energy of Canada Limited (see para 1575)

Board of Examiners for Dominion Land Surveyors

Secretary ..... R. O. Semper  
Surveyor-General of Canada ..... D. R. Slessor

1517 The board has control over all matters relating to the examination, admission and qualifications of candidates who wish to qualify as Dominion Land Surveyors or Dominion Topographical Surveyors.

The Governor-in-Council appoints the board which consists of the Surveyor-General of Canada (Lands) and two other members. The Minister of Energy, Mines and Resources appoints a person as secretary to keep records of all proceedings and correspondence of the board.

Canadian Permanent Committee on Geographical Names

Chairman ..... J. P. Drolet  
Secretary ..... G. F. Delaney

1519 The committee has just completed its 75th year of work and has as its task the recording, controlling, and coordinating of names. The board also is responsible for the standardization of geographical names.

Columbia River Treaty Permanent Engineering Board

Chairman ..... G. M. MacNabb

1521 The duties and responsibilities of the Board to the governments of Canada and the United States include:

- (a) assembling records of the flows of the Columbia and Kootenay Rivers at the Canadian-American border;
- (b) reporting to either government whenever there is a substantial deviation from the hydroelectric and flood control operating plans;
- (c) assisting in reconciling differences between the two entities\*;
- (d) making periodic inspections and making reports ensuring that the treaty objectives are being met;
- (e) making reports to Canada and the U.S. at least once a year;
- (f) investigating and reporting with respect to any other matter coming within the scope of the treaty; and
- (g) consulting with the two governments in the establishment and operation of a hydrometeorological system as required by the treaty.

Eldorado Nuclear Limited (see para 1625)

Energy Supplies Allocation Board (see para 1650)

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\* representing Canada, the British Columbia Hydro and Power Authority, and the U.S., a joint board with members drawn from both the Bonneville Power Administration (Department of the Interior), and the Corps of Engineers (Department of the Army).

## **Interprovincial Boundary Commissions**

Interprovincial Boundary Commissions are viable bodies created as the need arises to demarcate or maintain interprovincial or provincial territorial boundaries. The terms in-office of these commissions are not fixed and they are usually disbanded when their tasks are completed. The Surveyor-General of Canada is the federal government representative on such commissions with representatives appointed by the provinces concerned.

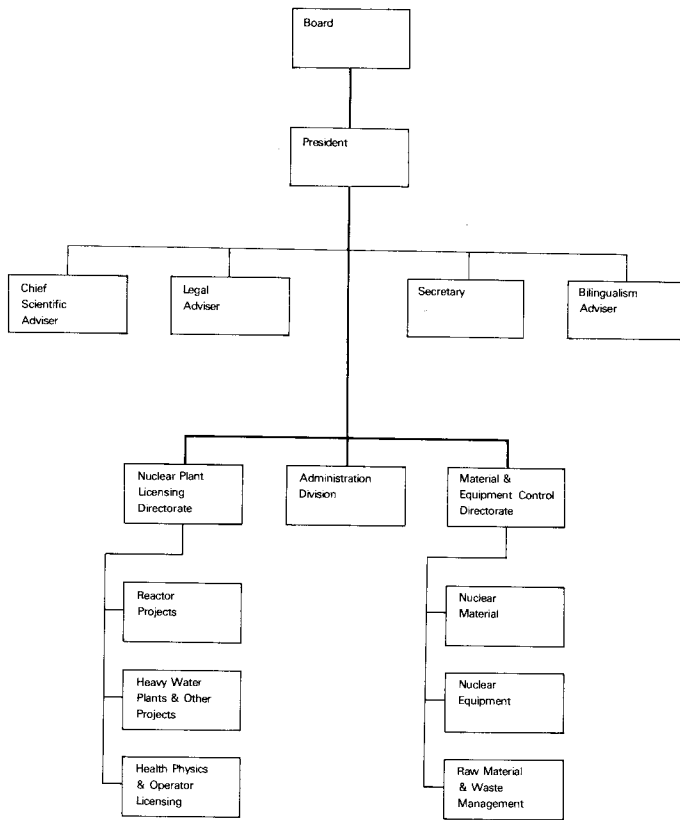
1523

**National Energy Board (see para 1700)**

**Uranium Canada Limited (see para 1750)**

# Atomic Energy Control Board 1525

AECB Chart - July 1973



# Atomic Energy Control Board\*

1526

## Head Office

107 Sparks Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 1046  
Ottawa, Ontario  
K1P 5S9

## Minister designated

Minister of Energy, Mines and Resources\*\*

## Members of the Board

President (vacant)

Members

Miss S. O. Fedoruk ..... Saskatoon, Sask.

Prof. L. Amyot ..... Montréal, Qué.

Dr. W. G. Schneider (President, National Research Council)  
(one vacancy)

## Historical Background

The Atomic Energy Control Board was established in 1946 by the *Atomic Energy Control Act* (now RSC 1970 c. A-19). The board is designated as a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*. The Board is an agent of Her Majesty. 1527

## Overall Responsibilities

The board consists of five members, being the President of the National Research Council (ex officio) and four others appointed by the Governor-in-Council. One member is appointed by the Governor-in-Council to be the president of the board. 1528

The *Atomic Energy Control Act*, in its preamble states in part that:

“ . . . it is essential in the national interest to make provision for the control and supervision of the development, application and use of atomic energy, and to enable Canada to participate effectively in measures of international control of atomic energy . . . ”.

The board is primarily a regulatory body which controls the development, application, and use of atomic energy through the authority of the Act and through regulations approved by the Governor-in-Council. 1529

## Organization and programs

The board controls by means of a comprehensive licensing system, all dealings in prescribed atomic energy substances and equipment, for the purpose of assuring that such substances and equipment are utilized with proper consideration of health and safety and of national and international security. The board's licensing system is administered with the cooperation of other relevant federal and provincial government departments. 1530

The health and safety control of prescribed atomic energy substances and equipment is effected by requiring all prospective licensees to make application to the board and to include with that application, all relevant information on the details of the substance or equipment and its proposed use, as well as operational and safety procedures and equipment, qualifications and experience of users or opera- 1532

\*text effective January 1975

\*\*OIC P.C. 1969-2001, 15 Oct. 1969; SOR/69-529

tors, radioactive waste management proposals, environmental considerations, etc. This information is evaluated by the board's technical staff and advisers, and, if the application is found acceptable, an appropriate licence is then issued. Board inspection officers visit licensees to assure their compliance with the licence and with the *Atomic Energy Control Regulations*.

1534 The security control of prescribed atomic energy substances and equipment assures that Canada's national policies and international commitments are met. This is effected by controlling the import and export of such substances and equipment in cooperation with other federal government agencies. Provisions of the Non-Proliferation Treaty are administered under a safeguards agreement which provides for the inspection of the Canadian nuclear program by officers of the International Atomic Energy Agency.

1536 The *Atomic Energy Control Act* empowers the board to award grants for atomic energy research. Such grants are co-ordinated with National Research Council grants for both basic and applied research in atomic energy.

The *Nuclear Liability Act* (RSC 1970 c. 29, 1st supp; not yet proclaimed) assigns to the board certain responsibilities relating to the liability indemnification of nuclear installations.

The board is composed of the Nuclear Plant licensing Directorate, the Administration Division, and the Material and Equipment Control Directorate.

## Nuclear Plant Licensing Directorate

1538 This directorate is responsible for safety evaluation and licensing of power and research reactors, heavy water plants, and other projects.

## Administration Division

1540 This division is responsible for the general administrative functions of the board as well as the administrative aspects of radioisotope licensing.

## Material and Equipment Control Directorate

1542 This directorate is responsible for safeguards activities, licensing of the processing and fabrication of fissionable substances, import and export control of nuclear materials and equipment, licensing of accelerators, safety evaluation of major radioisotope equipment, transportation regulatory activities, raw materials, and waste management.

1544 In addition to its own staff of technical experts, the board benefits from advice from other federal departments such as the Radiation Protection Bureau of the Department of National Health and Welfare and from provincial government departments including Health, Labour, and Environment. The board appoints advisory committees such as the Reactor Safety Advisory Committee whose membership is drawn from federal, provincial, and municipal levels of government. Advisors, inspectors, and advisory committees not only provide a more extensive and specialized advisory and inspection resource, but also facilitate inter-governmental and inter-departmental cooperation in areas of interest to the board.



## Head Office

275 Slater Street  
Ottawa, Ontario  
K1A 0S4

## Minister Designated

Minister of Energy, Mines and Resources\*\*

## Board of Directors

Fernand Bonenfant ..... Québec City, Qué.  
H. M. Caron ..... Montréal, Qué.  
Y. F. DeGuise ..... Montréal, Qué.  
D. A. Golden ..... (President Telesat) Ottawa, Ont.  
J. S. Foster ..... (President, Atomic Energy of Canada)  
C. A. Grinyer ..... Caledon, Ont.  
Nancy E. Henderson ..... Calgary, Alta.  
A. J. O'Connor ..... Fredericton, N.B.  
H.G.Thode ..... Hamilton, Ont.  
F. C.Wallace ..... Toronto, Ont.

## Officers

President ..... J. S. Foster  
Vice-Presidents  
(Administration and Planning) ..... A.M. Aikin  
(Commercial Products) ..... (vacant)  
(Whiteshell Nuclear Research Establishment) ..... R. G. Hart  
(Chalk River Nuclear Laboratories) ..... A. J. Mooradian  
(Power Projects) ..... J. A. Pom  
General Manager Heavy Water Projects ..... A. Dahlinger  
Secretary and General Counsel ..... A. H. M. Laidlaw  
Treasurer ..... E. Deslauriers

## Historical Background

Atomic Energy of Canada Limited was incorporated as a Crown company in 1952 under the provisions of the *Companies Act* (RSC 1952 c. 53). On April 1, 1952 the company took over the operations of the Chalk River project from the National Research Council which had been operating this establishment.

1577

The Company is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC, P.C. 1952-4307, 23 October, 1952). The Company is an agent of Her Majesty.

## Overall Responsibilities

The main activities of the company are:

- (a) the development of economic nuclear power;
- (b) scientific research and development in the atomic energy field;
- (c) the operation of nuclear reactors; and
- (d) the production of radioactive isotopes and associate equipment such as Cobalt-60 beam therapy units for the treatment of cancer.

1578

\*text effective January 1975

\*\*OIC, P.C. 1969-2001, 15 October, 1969; SOR/69-529

## **Organization and Programs**

1580 Chalk River Nuclear Laboratories and the Whiteshell Nuclear Research Estab-  
lishment engage in fundamental and applied research in physics, chemistry, biology  
and medicine, and in engineering development related to design and construction  
of nuclear power plants.

1582 Commercial Products Division processes and markets radioactive isotopes  
and designs, manufactures and markets equipment for the application of radio-  
active isotopes.

1585 Power Projects, an engineering group located in Sheridan Park, is responsible  
for the design and management of nuclear power station projects.

1590 Heavy Water Projects is responsible for the rehabilitation of the Glace Bay heavy  
water plant and for management of the heavy water supply and demand program.

### **Regional Offices**

1595 Chalk River Nuclear Laboratories, Chalk River, Ont. K0J 1J0

Commercial Products, P.O. Box 6300, Station "J", Ottawa, Ont. K2A 3W3

Heavy Water Projects, P.O. Box 3504, Ottawa, Ont. K1Y 4G1

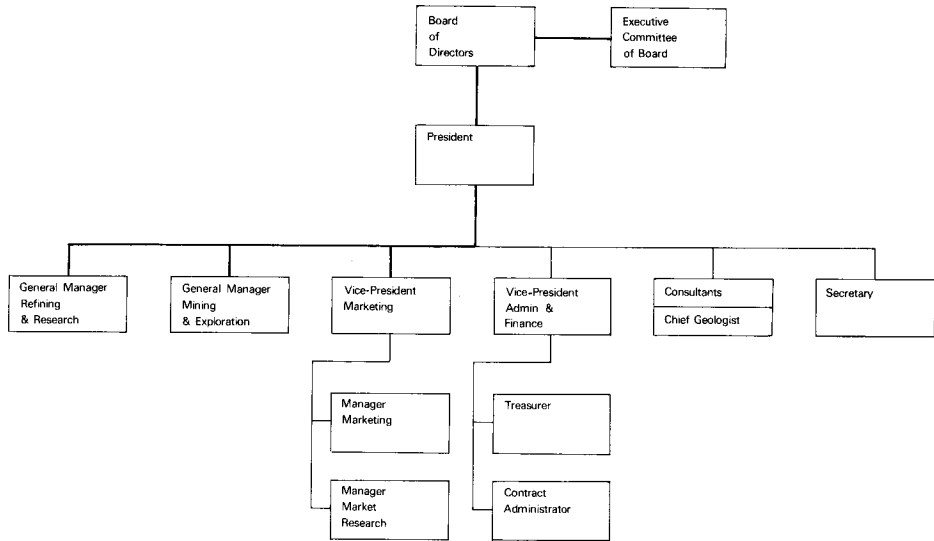
Power Projects, Sheridan Park, Research Community, Mississauga, Ont. L5K 1B2

Whiteshell Nuclear Research Establishment, Pinawa, Man. R0E 1L0

Glace Bay Heavy Water Plant, P.O. Box 5, Glace Bay, N.S. B1A 5V1

# Eldorado Nuclear Limited 1625

ENL Chart - October, 1973



**Head Office**

Suite 800  
151 Slater Street  
Ottawa, Ontario  
K1P 5H3

**Minister Designated**

Minister of Energy, Mines and Resources\*\*

**Principal Officers**

Chairman, W. M. Gilchrist.....	Ottawa, Ont.
President, N. M. Ediger.....	Ottawa, Ont.
Executive Vice-President, C. Baschenis.....	Port Hope, Ont.
Vice-President (Marketing), J. C. Burger.....	Port Hope, Ont.
Secretary, R. C. Powell.....	Port Hope, Ont.
Treasurer, G. A. Frost.....	Port Hope, Ont.

**Historical Background**

The original company, then known as Eldorado Gold Mines Limited, carried out exploration activities in the Northwest Territories. In June 1943, the company changed its name to Eldorado Mining and Refining Limited. (Both companies were incorporated under the *Companies Act of Ontario*.) On 28 Jan 1944, the issued and outstanding shares were expropriated and held by the Minister of Munitions and Supplies in trust for His Majesty the King in Right of Canada. Later Eldorado Mining and Refining (1944) Limited was incorporated under the *Companies Act*, for the purpose of acquiring the property, assets, and rights, and assuring the obligations and liabilities of Eldorado Mining and Refining Limited. 1627

The Company is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act* OIC P.C. 1968-1057, 22 May 1969; SOR/69-262). The Company is an agent of Her Majesty.

**Overall Responsibilities**

The function of the company is to mine and mill uranium ores and to refine uranium concentrates to produce a purified oxide, uranium metal, uranium hexafluoride, and zirconium. 1628

**Organization**

Administrative offices of the company are in Port Hope, Ont. The organization of the company consists of the following divisions: 1630

**Research and Development**

The Research and Development Division located in Ottawa, Ont., deals with the development of improved methods of milling and refining. 1632

**Refining Division**

The Refining Division, at Port Hope, Ont., refines uranium concentrates to orange oxide and/or metal and other compounds, and produces zirconium. 1634

\*text effective September 1973; updated to January 1975

\*\*OIC P.C. 1969-2001, 15 Oct. 1969

## Beaverlodge Operation

1636 The Beaverlodge Operation at Eldorado, Sask., is engaged in mining uranium ores from which U<sub>3</sub>O<sub>8</sub> concentrates are produced.

## Other Agencies

1638 The company has two wholly-owned subsidiaries; Eldorado Aviation Limited, and Northern Transportation Company Limited (both situated at Edmonton, Alta.).

### Eldorado Aviation Limited

1640 This corporation was established on April 23, 1953. The Company is designated as a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. (OIC P.C. 1953-1953, 6 July 53). The Company is an agent of Her Majesty. It is engaged in the aerial transportation of company personnel and priority freight between Edmonton, Alta., and the northern sites of both Eldorado Nuclear and the Northern Transportation Company Ltd. The Corporation reports to Parliament through the Minister of Energy, Mines and Resources (OIC P.C. 1969-2001, 15-10-69; SOR/69-529).

### Northern Transportation Company Limited

1642 This company was incorporated in 1947 under the title of Northern Transportation Company (1947) Limited, the date being omitted from the name in 1952. Previously a company chartered under an Alberta statute, it has been a wholly-owned subsidiary of Eldorado Nuclear Limited since that Crown company was established. The Company is designated as a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. The Company is an agent of Her Majesty. It carries out the business of a common carrier in the Mackenzie River watershed and the west-central Arctic. The Company reports to Parliament through the Minister of Transport (OIC P.C. 1970-768, 30-4-70).

# Energy Supplies Allocation Board\*

1661

## Head Office

Canadian Building  
219 Laurier Avenue West  
Ottawa, Ontario

## Mailing Address

P.O. Box 2578, Station D  
Ottawa, Ontario  
K1P 5W6

## Minister Designated

Minister of Energy, Mines and Resources

## Members of the Board

Chairman, Neil J. Stewart ..... Ottawa, Ont.  
Vice-chairman, W. D. Archibald..... Toronto, Ont.  
Members  
C. Drabble..... Edmonton, Alta.  
A. Beaupré..... Québec City, Qué.  
(one vacancy)

## Historical Background

The Energy Supplies Allocation was established under the *Energy Supplies Emergency Act*,\*\* assented to 14 Jan 1974 (SC 1974 c. 52). The Board is designated as a department, and the Minister as the Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1974-1014, 2 May 1974; SI/74-55).

1662

The chairman and four members are appointed by Governor-in-Council. One of the members of the Board may be designated by the Governor-in-Council to be Vice-chairman. The members of the Board and any persons engaged under subsection 5(2) of the *Energy Supplies Emergency Act* shall be deemed to be persons employed in the Public Service of Canada.

## Mandatory Allocation of Supplies

When the Governor-in-Council is of the opinion that a national emergency exists by reason of actual or anticipated shortages of petroleum or disturbances in the petroleum markets that affect or will affect the national security and welfare and the economic stability of Canada, and that it is necessary in the national interest to conserve the supplies of petroleum products within Canada, the Governor-in-Council may, by order, so declare and by that order authorize the establishment of a program for the mandatory allocation of petroleum products within Canada in accordance with this Act.

1664

## Special Tribunal

The Governor-in-Council may make regulations providing for the establishment and conduct of a tribunal for the hearing and determination of complaints of deprivation of property occasioned by any regulation under this Act, prescribing the time within which complaints may be made and the procedure to be followed thereon, and respecting the determination and payment of compensation for such deprivation of property.

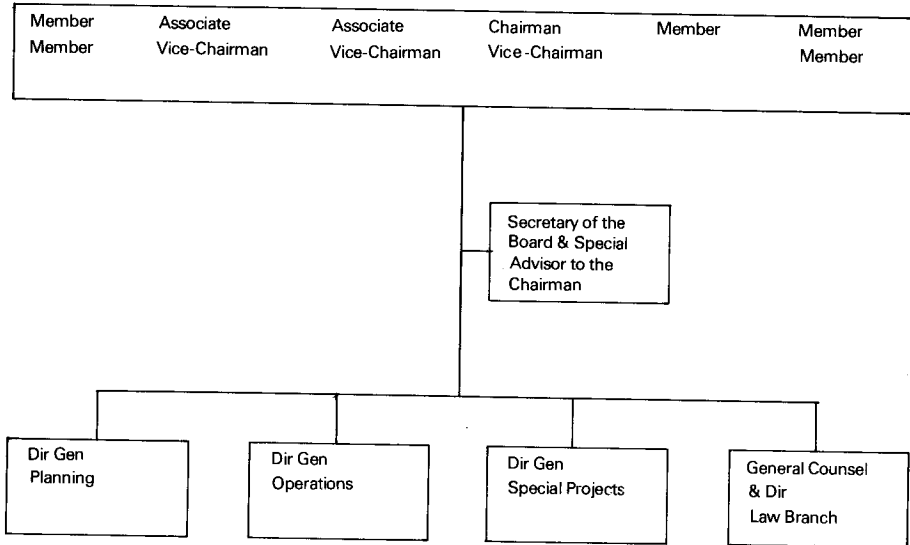
1666

\*text effective January 1975

\*\*The Act, except for Part V dealing with the *National Energy Board Act*, expires 30 June 1976

# National Energy Board 1700

T B S Chart 1 Oct 1974



# National Energy Board\*

1701

## Head Office

Trebla Building  
473 Albert Street  
Ottawa, Ontario  
K1A 0E5

## Minister designated

Minister of Energy, Mines and Resources\*\*

## Members of the Board

Chairman ..... Marshall A. Crowe  
Vice-Chairman..... Douglas M. Fraser  
Associate Vice-Chairmen ..... J. G. Stabback  
(one vacancy)  
Members..... A. Cossette Trudel  
C. G. Edge  
J. Farmer  
R. F. Brooks  
W. A. Scotland

## Historical Background

The National Energy Board was established in June 1959 under the National Energy Board Act (SC 1959 c. 46—now RSC 1970 c. N-6). The Board is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1959-1038, 14 Aug 1959).

1701

## Overall Responsibilities

The National Energy Board was established to assure the best use of energy resources in Canada and to regulate:

- (a) the construction and operation of oil and gas pipe lines subject to the jurisdiction of Parliament
- (b) the tolls charged for transmission by pipe lines, imports and exports of gas
- (c) the export of electric power and
- (d) the construction of lines for the exportation and importation of power.

Effective 1 March 1973, amendments to the *National Energy Board Part VI Regulations* were approved. These had the effect of bringing under licence the export of crude oil and equivalent hydrocarbons. Further amendments to the *Part VI Regulations* were approved, effective 27 June 1973, that imposed export controls on motor gasoline and middle distillates.

1703

The board is also responsible for studying and keeping under review all matters relating to energy within the jurisdiction of Parliament. It makes recommendations to the Minister on such measures as it considers necessary or advisable in the public interest with regard to such matters.

1705

Nine members, appointed by the Governor-in-Council, constitute the board. They are appointed for a period of seven years or until the age of 70. Four members are designated as chairman, vice-chairman and two associate vice-chairmen, respectively. Sittings are held at such times and other places as necessary.

1707

\*text effective January 1975

\*\*OIC P.C. 1969-2001, 15 Oct 1969



## Head Office

580 Booth Street  
Ottawa, Ontario  
K1A 0E4

## Minister designated

Minister of Energy, Mines and Resources\*\*

## Directors

Gordon M. MacNabb  
Senior Assistant Deputy Minister  
Department of Energy, Mines  
and Resources

Thomas K. Shoyama  
Deputy Minister  
Department of Energy, Mines  
and Resources

Jean-Paul Drolet  
Assistant Deputy Minister  
Mineral Development  
Department of Energy, Mines  
and Resources

O. John C. Runnalls  
Senior Advisor,  
Uranium and Nuclear Energy  
Department of Energy, Mines  
and Resources

Miss Pamela A. McDougall  
Director General  
Bureau of Economic  
and Scientific Affairs  
Department of External Affairs

A. M. Guérin  
Assistant Deputy Minister  
Department of Industry, Trade  
and Commerce

James T. Lyon  
Director, Legal Services  
Department of Energy, Mines  
and Resources

(vacant)  
Assistant Deputy Minister  
Department of Finance

## Principal Officers

President .....	Gordon M. MacNabb
Executive Vice-President.....	O. John C. Runnalls
Vice-President .....	Thomas K. Shoyama
Vice-President .....	Jean-Paul Drolet
Secretary .....	James T. Lyon

## Historical Background

Uranium Canada (UCAN) was incorporated under the *Canada Corporations Act* June 21, 1971. The Company is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC, P.C. 1971-1610, 11 Aug. 71 SOR/71-404). The Company is an agent of Her Majesty.

1752

## Overall Responsibilities

Business-UCAN, a Crown company, is to hold title to the Crown's share of the joint venture stockpile of uranium concentrates established under an agreement with Denison Mines Ltd. entered into as of Jan. 1, 1971, and to act on behalf of the federal government in the acquisition and sale of this uranium. Denison Mines Ltd.

1753

\*text effective September 1973; updated to January 1975  
\*\*OIC P.C. 1971-1610, 11 August 1971

is to act as the sales agent for joint venture uranium. UCAN has been authorized also to act as sales agent for the general government uranium stockpile purchased in the 1963-1970 period.

Capital—1,000 shares of no par value, all issued.

Accounts—The balance sheet at Dec. 31, 1971, issued June 1972, showed interest in joint stockpile of uranium concentrates \$9,318,967 (the cost to the corporation of its 76% share in the joint stockpile 2,005,667 lbs of uranium concentrates); accounts payable \$53,428, advances from Canada \$9,169,369, contractor's holdbacks \$96,161.



# Department of the Environment\*

1801

## Head Office

Fontaine Building  
Hull, Quebec

## Mailing Address

Ottawa, Ontario  
K1A 0H3

## Minister

The Hon. Jeanne Sauvé, P.C., M.P., Minister of the Environment  
and Minister of Fisheries for Canada

The Hon. Roméo LeBlanc, P.C., M.P., Minister of State (Fisheries)\*\*

## Principal Officers

Deputy Minister .....	J. Blair Seaborn
Senior Assistant Deputy Ministers	
(Fisheries and Marine).....	K. C. Lucas
(Environmental Services) .....	Jean Lupien
Assistant Deputy Ministers	
(Planning and Finance) .....	W. E. Armstrong
(Ocean and Aquatic Affairs) .....	Dr. A. E. Collin
(Environmental Protection) .....	L. Edgeworth
(Fisheries Management and Research).....	David J. McEachran
(Atmospheric Environment).....	J. R. H. Noble
(Environmental Management) .....	Dr. John S. Tener

## Historical Background

The Department of the Environment was established by the *Government Organization Act, 1970* (SC 1970-71-72, c. 42, sec. 2) and came into being upon receiving Royal Assent on June 11, 1971. The department was created to amalgamate major federal responsibilities concerning the protection, preservation and enhancement of environmental quality and related renewable resources.

1802

## Overall Responsibilities

The duties, powers and functions of the Minister extend to and include all matters over which the Parliament of Canada has jurisdiction, not by law assigned to any other branch, department or agency of the Government of Canada, related to the above responsibilities.

1805

In exercising his powers and carrying out his duties and functions in relation to the Canadian environment, the Minister shall:

1807

- manage the productivity of renewable resources in order to harvest more of these resources and yet maintain their basic productivity and diversity;
- guide the activities of man so that the natural environment becomes and remains healthy, pleasant, and bountiful; and
- provide essential information and services to aid in understanding and making use of the natural environment.

## Organization and Programs

The department, also known as Environment Canada has two principal components: Environmental Services, and Fisheries and Marine Service. Various service and advisory functions are provided to the department by Planning and Finance Service.

1810

\*text effective October 1974; names updated to January 1975

\*\*see also para 1995

## Environmental Services

### Atmospheric Environment Service

1812 The Atmospheric Environment Service (AES), a scientific (service-oriented) organization which supplies meteorological services to Canadians, is composed of three directorates and two branches in order to carry out AES programs. In addition, several units provide staff support to the Senior Assistant Deputy Minister (Environmental Services). All of these units which include the Central Services Directorate, Field Services Directorate, Atmospheric Research Directorate, Atmospheric Instruments and Administrative Branches are co-located at the AES Headquarters, 4905 Dufferin St., Downsview, Ontario.

1818 The field programs and services of the AES are directed through six regional offices. These regional centres administer over 50 weather services to the public and special users. Networks are also maintained for obtaining surface and upper-air data on a continuous daily basis. These networks comprise approximately 300 first-order surface observing stations and over 2200 climatological stations.

1820 Services are provided to a wide range of weather sensitive industries and enterprises including aviation services, construction, forestry, agriculture, marine services, recreation and tourism, resource management, fisheries and many others. Another important function is the provision of data and information concerning ice in navigable waters. This information is used mainly by shipping companies, and agencies concerned with flood control and the operation of hydro-electric dams.

1822 The Service is involved with the quality and behaviour of the atmosphere. Research is carried out on problems relating to atmospheric processes, air quality and environmental interrelationships in addition to continuing research in direct support of weather forecasting and observing systems. Special emphasis is placed on long-term trends in the constituents of the atmosphere and their impact on Canada's climate. Funds are granted each year to Canadian universities in aid of meteorological research.

1824 AES has special commitments to the Department of Transport and the Department of National Defence, to provide, on a priority basis, meteorological, sea-state and ice information services to meet ever changing transportation and military needs as formally stated by these departments.

1826 Internationally, AES actively supports the World Meteorological Organization and other international offices through effective participation in the planning and implementation of international scientific and operational programs. AES also provides technical assistance, consultation and advice in support of Canadian International Development Agency's programs to assist individual nations.

### Environmental Management Service

1827 This service comprises the Policy and Program Development Directorate, Canadian Forestry Service, Inland Waters Directorate, Canadian Wildlife Service and the Lands Directorate. It also deals with environmental assessments and provides general leadership in the management of Canada's renewable resources for continued productivity.

1828 The Environmental Management Service has five regions:  
Pacific and Yukon-Vancouver, B.C.  
Western and Northern-Edmonton, Alta.  
Ontario-Burlington, Ont.  
Québec-Québec City, Qué.  
Atlantic-Halifax, N.S.

#### Policy and Program Development Directorate

1829 The Directorate is concerned with the coordination and integration of the broad range of interests in the Environmental Management Service. It provides a unified

approach to environmental concerns and ensures that the inter-relationships are considered in resource management problems. It is responsible for advising on policy developments pertaining to the environment.

### Canadian Forestry Service

This service is engaged in a number of major research activities to promote the effective management and use of the forest resources of the nation. The work is performed at six regional establishments and eight research institutes located throughout Canada. 1830

The service conducts research to improve forest productivity. Studies of soils, fertilizers, genetics and tree biology provide information for improvements in forest management. Methods are sought for increasing forest yields and improving harvesting and reforestation practices. Studies are also conducted to improve techniques for determining the size, growth, and yield of forests. Inventory information is made available to industries and provincial and federal government agencies. Forest management assistance is provided on federal lands administered by other departments such as Indian Affairs and Northern Development, National Defence, and the National Capital Commission. 1832

A national survey of forest insects and diseases is conducted annually. Extensive research is being made on methods to combat destructive insects and diseases. Forest fire researchers are studying methods of fire suppression, forest flammability measurement, improved techniques of fire protection and safer and more effective methods for burning slash.\* 1834

Economic studies are made of forest resources, forest industries, and forest products marketing. 1836

Forest Products Research laboratories in Ottawa and Vancouver assist in developing new uses for wood and improving present utilization techniques. Research is conducted on the properties and behaviour of wood, protection of wood in use, structural applications, sawmilling, veneering, secondary conversion of wood, chemical composition, utilization of derivatives, pulping processes, packaging, gluing and composite products. 1838

Operating grants are made to four Canadian universities with forestry faculties offering post-graduate training to assist their development through the support of research by faculty members and post-graduate students. 1840

The federal government continues to share the cost of forest inventory and land capability studies in Newfoundland and Labrador under an eight-year program which began in the 1966-67 fiscal year. 1842

### Inland Waters Directorate

The Directorate plans and participates in national and international water resource management programs. 1846

The Directorate is responsible for national policies concerning water quality and water quantity, and national policies, and functional direction for comprehensive river basin studies under the *Canada Water Act*. The Directorate cooperates with the provinces and the United States in developing joint programs for water resource management, and flood damage reduction. 1848

Regional Offices at Vancouver, Regina, Toronto, Montréal and Halifax, direct the federal and federal-provincial water programs in their respective regions. 1850

The Canada Centre for Inland Waters at Burlington, Ontario is the major national freshwater research and survey centre for the Department of the Environment. The centre undertakes research in the natural and social sciences. 1852

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\*An open tract in a forest strewn with debris.

## Canadian Wildlife Service (CWS)

1854 This service is primarily responsible for the administration of the *Migratory Birds Convention Act*. The service revises annually the *Migratory Birds Regulations* which govern open seasons on migratory game birds and the issuing of hunting permits under the Act. Research is also conducted into wildlife problems in the Northwest and Yukon Territories, and the national parks, and, on that basis CWS provides advice on wildlife management.

1856 The Canadian Wildlife Service conducts wildlife research in the territories and national parks, advises on wildlife management problems in the parks, territories and the provinces, and cooperates with other agencies in dealing with national and international problems related to wildlife resources (such as rare and endangered species and toxic chemicals).

1858 The Western Regional Office in Edmonton is responsible for British Columbia, Alberta, Saskatchewan, Manitoba, the Northwest Territories and the Yukon. The Eastern Regional Office in Ottawa is responsible for the rest of the country.

## Lands Directorate

1860 The primary responsibility of the directorate is to provide expertise and technical assistance in the areas of land use and planning in environmental programs and cross-mission studies. The function of the directorate has been divided into three branches.

1862 The Land Evaluation and Mapping Branch conducts various national and regional mapping programs such as the Canada Land Inventory, and specialized resources mapping programs such as the Territorial Land Use Map Series. Within this branch a computerized land management information system is being established to permit rapid retrieval and analyses of the Canada Land Inventory and related data.

1864 The Land Use Studies Branch focuses primarily upon open space and outdoor recreation and the assessment of land for these purposes. This branch is also concerned with socio-economic analyses related to land and land use.

1866 The Land Use Planning Branch conducts or participates in specific planning studies. It provides planning assistance and expertise to other agencies engaged in planning programs and is also responsible for the creation and implementation of land use planning systems.

1867 Three regional offices at Halifax, Edmonton and Vancouver plan and administer approved federal and federal-provincial lands programs in their regions. Programs in Ontario and Québec are administered from the Land's Directorate's headquarters.

## Environmental Protection Service

1868 The Service develops and enforces environmental protection regulations, standards, protocols, and other protection and control instruments which are used to implement federal environment legislation. The Service is also the source of information for other federal departments administering legislation within the framework of which environmental regulations are to be developed.

The Service develops national effluent and emission standards in consultation with the provinces and industry. It is the public's point of contact within the department on problems relating to the protection of the environment.

1870 The Water Pollution Control Directorate's principal objective is control and abatement of water pollution in Canada. The Directorate comprises three branches: Abatement and Compliances; Technology Development; Water Pollution Programs.

1872 The Abatement and Compliance Branch is responsible for designing technical solutions to water pollution problems, for developing appropriate regulatory instruments, and for ensuring equitable enforcement of them across Canada.

The Technology Development Branch conducts programs aimed at developing and implementing new Canadian technology for pollution control. The branch manages the activities of the Wastewater Technology Centre at the Canada Centre for Inland Waters at Burlington, Ontario. A special program focusing on northern water pollution control technology is based at Edmonton, Alberta. 1874

The Water Pollution Programs Branch conducts programs of pollution abatement in specific areas, under specific federal-provincial, or international agreements. 1876

The broad objectives of the Air Pollution Control Directorate are to preserve, restore, or enhance the quality of the ambient air in Canada. 1878

The Air Pollution Programs Branch carries out the surveillance of air pollution in Canada, collects and evaluates information regarding air pollution sources, conducts source and area surveys and studies, assesses social and economic effects of air pollution control regulations and programs, ensures the development of air pollution control regulations, and develops cooperative programs. 1880

The Abatement and Compliance Branch is responsible for carrying out engineering and technical assessment of pollution emissions, emission controls, and abatement methods to establish the technical basis for development of air pollution regulations. 1882

The Technology Development Branch is responsible for fostering the development and demonstration of control technology and scientific and technical means for the control and abatement of air pollution. 1883

Within the Ecological Protection Branch, the Ecological Impact Division is responsible for developing and implementing ecological protection regulations, guidelines and codes of good practice; analysing and appraising ecological impact studies; implementing ecological impact control measures; and associated enforcement and surveillance programs. 1884

The Noise Control Division provides a national approach to scientific management of noise control. The Environmental Contaminants Control Division coordinates the national programs for control and disposal of hazardous or toxic wastes, including pesticides. The Coordination Unit, Protocols and Toxicology Division is concerned with the pre-testing of substances that could cause environmental problems. 1886

The Solid Wastes Management Division is developing a program to coordinate the management of domestic, industrial, and agricultural solid wastes, with emphasis on resource recovery and recycling. 1888

The Environmental Emergency Branch's function is to develop a national state of preparedness in order to cope with accidents (such as oil spills) and to coordinate improvements in close liaison with provincial authorities and industry. A Centre of Spill Technology has been established at Burlington, Ontario to develop, evaluate and disseminate new counter-measures to deal with environmental accidents. Assisted by computerized inventories of equipment and expertise, operations centres, located across the country, coordinate rapid response to spills. 1890

The Federal Activities Protection Branch is the focal point for developing and managing a program for the clean up of existing sources of pollution from federal activities, and for the prevention of adverse environmental effects from all new projects initiated by the federal government. 1892

## Fisheries and Marine Service 1894

The Fisheries and Marine Service has a broad range of responsibilities related to the aquatic environment and the living resources of ocean and inland waters. The Service is organized into two main areas: 1896

Fisheries Management and Research; and Ocean and Aquatic Affairs. 1898

An International Fisheries and Marine Directorate, established in 1973, serves as the focus for development of departmental policy in the international fisheries and 1900



marine environmental fields. The Directorate is responsible for the conduct of negotiations in support of Canada's international fisheries and marine initiatives. Of particular importance is the organization of Canadian participation in 11 commissions, and arrangements under 10 other agreements concerned with management of Canadian fisheries under international regulation, and for protection of the marine environment. The Directorate also provides the departmental input into Canadian fisheries and marine environmental overseas aid programs administered through the Canadian International Development Agency, and the United Nation's Food and Agriculture Organization.

1910 Other groups within the Fisheries and Marine Service include the Provincial and Federal Affairs Branch, responsible for liaison between federal and provincial departments on policy coordination and other areas of joint concern, and the Information and Publications Branches.

### **Fisheries Management and Research**

1920 Fisheries Management and Research programs are directed toward the objectives of ensuring maximum economic and social benefit to Canada from the use of fisheries and other aquatic living resources of coastal and inland waters, and of maintaining and conserving these resources and the aquatic environment in a healthy, productive state. In pursuit of these objectives, specific programs are carried on in all regions to ensure

- 1925
- (a) the conservation, protection and, within available limits, the development, and expansion of fisheries resources;
  - (b) the maintenance of high-quality standards for fish and fishery products for human consumption; and
  - (c) assistance to fishermen and industry in the development of new products, and more effective harvesting production and marketing.

Other related activities cover enforcement of fisheries regulations (including the operation of a major ocean patrol fleet and surveillance aircraft); the management of small craft harbours throughout Canada for use by both commercial fisheries and recreational boating; the provision of a low-cost fishing vessel insurance plan; a vessel construction subsidy administration; and sport fishing studies.

1930 Programs of biological and technical research on fish and other aquatic flora and fauna, directly supporting national and international fisheries activities, are conducted from research stations located in coastal and inland areas. These establishments include fisheries biological research stations at Nanaimo, B.C., St. Andrews, N.B., St. John's, Nfld.; and fisheries technological laboratories at Vancouver, B.C. and Halifax, N.S.

1935 Management-oriented fisheries research is also conducted at the Pacific Environment Institute, West Vancouver, B.C.; the Freshwater Institute, Winnipeg, Man.; the Canada Centre for Inland Waters, Burlington, Ont.; the Arctic Biological Station, Ste. Anne de Bellevue, Qué.; and the Bedford Institute of Oceanography, Dartmouth, N.S.

### **Ocean and Aquatic Affairs**

1940 Grouped under Ocean and Aquatic Affairs is a wide range of programs which contribute to the management and development of non-renewable ocean resources. These programs also aid in the understanding of ecological processes within the aquatic and marine environment, as well as the precautions and remedies required to restore and protect that environment and the associated resources.

1942 Programs are centred at Fisheries and Marine Service institutes and laboratories across Canada, but principally at the Bedford Institute of Oceanography in Dartmouth, N.S.; Ocean and Aquatic Affairs regional headquarters in Victoria, B.C. (to be relocated at the Centre for Oceanography, Patricia Bay, B.C.); and the Canada Centre for Inland Waters, Burlington, Ontario.

Oceanographic programs concentrating on physical, chemical, and biological phenomena contribute to the understanding, exploitation, and management of renewable and non-renewable marine resources. Other activities include, the operation of a Marine Environmental Data Service, comprising the Canadian Oceanographic Data Centre, wave climate studies, tide and water level measurements, and other related projects. 1944

Ecological and environmental studies related to the marine and aquatic environment are directed primarily toward the control of pollution in that environment and the determination of safety margins of contaminants as they affect aquatic life. 1946

The maintenance and enhancement of marine and aquatic environmental quality require careful evaluation of the impact of industrial exploration and development activity. Extensive resource inventories and environmental impact assessments are needed, particularly in relation to projects having potential effect upon aquatic life in the ecologically delicate Arctic and in sheltered coastal waters such as the Gulf of St. Lawrence and the Strait of Georgia. 1948

Another major responsibility is the planning and implementing of a national program of hydrographic surveying and charting of navigable coastal and inland waters. The Canadian Hydrographic Service, the hydrographic unit which traces its history to 1883, produces special charts and maps for pleasure craft, the fishing industry, national defence and offshore exploration. 1950

The Ship Branch oversees a substantial fleet of vessels involved in research, survey and patrol activities in both coastal and inland waters. 1952

## Planning and Finance Service

This service is responsible for coordination of programs for policy planning and evaluation, legal policy advice, intergovernmental affairs, research, and negotiations on environmental matters related to renewable resource. The service is responsible for monitoring and assessing changes in policies and programs related to the environment and resource matters of other federal departments, governments, international organizations, and intergovernmental organizations. This service is responsible also for all aspects of support services including finance, personnel, library, computer sciences, information programs, facilities planning, and emergency measures. 1960

## Advisory Bodies

Advice from the public sector is provided directly to the Minister and Deputy Minister by a Canadian Environmental Advisory Council, separate Fisheries and Forestry Advisory Councils, and the Fisheries Research Board. These advisory bodies review and assess programs, and provide links with organizations outside the government. The Councils include prominent Canadians from the scientific community, the interested public, and the department. 1965

The Fisheries Research Board includes representatives from the fisheries and marine scientific community and industry. Liaison between the Councils is facilitated by ex officio membership of the chairmen of the Fisheries and the Forestry Advisory Councils on the Canadian Environmental Advisory Council and through the office of the Secretary of the Council. 1966

There is also some common membership in the Fisheries Advisory Council, the Canadian Environmental Advisory Council and the Fisheries Research Board. 1968

## Regional Offices

Department of the Environment offices may be located in the text for the following: 1970

Atmospheric Environment Service, para 1812

Canadian Wildlife Service, para 1858

Fisheries Management and Research Stations, paras 1930, 1935  
Inland Waters Directorate, para 1850  
Lands Directorate, para 1867  
Ocean and Aquatic Affairs, para 1942  
Policy and Program Development Directorate, para 1828

## Statutes

1980 The Minister of the Environment and Minister of Fisheries for Canada is responsible for the administration of the following statutes:

*Canada Water Act* (RSC 1970 c. 5, [1st Supp])  
*Canada Wildlife Act* (SC 1973 c. 21)  
*Canadian Environment Week* (SC 1970-71-72 c. 28)  
*Clean Air Act* (SC 1970-71-72 c. 47)  
*Coastal Fisheries Protection Act* (RSC 1970 c. C-21)  
*Department of the Environment Act* see *Government Organization Act*  
*Fish Inspection Act* (RSC 1970 c. F-12)  
*Fisheries Act* (RSC 1970 c. F-14)  
*Fisheries Development Act* (RSC 1970 c. F-21)  
*Fisheries Prices Support Act* (RSC 1970 c. F-23)  
*Fisheries Research Board Act* (RSC 1970 c. F-24)  
*Forestry Development and Research Act* (RSC 1970 c. F-30)  
*Freshwater Fish Marketing Act* (RSC 1970 c. F-13)  
*Game Export Act* (RSC 1970 c. G-1)  
*Government Harbours and Piers Act* (RSC 1970 c. G-9) as amended  
*Government Organization Act* (SC 1970-71-72 c. 42, sec. 2 Part I, *Department of the Environment Act*)  
*Great Lakes Fisheries Convention Act* (RSC 1970 c. F-15)  
*International River Improvements Act* (RSC 1970 c. I-22)  
*Migratory Birds Convention Act* (RSC 1970 c. M-12)  
*North Pacific Fisheries Convention Act* (RSC 1970 c. F-16)  
*Northern Pacific Halibut Fishery Convention Act* (RSC 1970 c. F-17)  
*Northwest Atlantic Fisheries Convention Act* (RSC 1970 c. F-18)  
*Pacific Fur Seals Convention Act* (RSC 1970 c. F-33)  
*Pacific Salmon Fisheries Convention Act* (RSC 1970 c. F-19)  
*Saltfish Act* (RSC 1970 c. 37, [1st supp])  
*Weather Modification Information Act* (SC 1970-71-72 c. 59)  
*Whaling Convention Act* (RSC 1970 c. W-8)

## Other Agencies

1985 The Minister of the Environment and Minister of Fisheries for Canada is responsible for the following:

Canadian Saltfish Corporation (see para 2101)

### Environmental Assessment Panel

Chairman..... Dr. R. R. Logie

1987 On behalf of the Minister of the Environment, the Panel reviews all environmental studies and assessments made by any federally-funded agent. The Panel comments on the adequacy of these studies and assessments, and makes recommendations to the Minister on any action that may be required to protect or enhance the environment.

## Fisheries Prices Support Board

Chairman..... G. L. Grant

The Board was established under the *Fisheries Prices Support Act* of 1944 in order to recommend to the government price support measures when severe price declines occur. The Board functions under the direction of the Minister of Fisheries for Canada. It consists of a chairman (a senior officer of the Department of the Environment) and five members who are chosen from private and cooperative firms in the industry. The Board has authority to buy fish products and to sell or otherwise dispose of the products, or to pay producers the difference between a price prescribed by the Board and the average price the product actually commands.

1989

## Fisheries Research Board of Canada

Chairman..... Dr. J. R. Weir

The Board was established by the *Fisheries Research Board Act*. The Board advises the Minister of Fisheries for Canada on research and development within the Fisheries and Marine Service (para 1894). The Board's 18 members are scientists from universities and provincial research councils and senior executives from Canada's fishing industry.

1991

## Freshwater Fish Marketing Corporation (see para 2125)

### Minister of State (Fisheries)

On the recommendation of the Prime Minister, pursuant to section 23 of the *Ministries and Ministers of State Act*, The Hon. Roméo LeBlanc, a Minister of State is assigned to assist the Minister of the Environment in carrying out the latter's responsibilities as Minister of Fisheries for Canada (OIC P.C. 1974-1837, 8 Aug 1974).

1995

On the recommendation of the Prime Minister, pursuant to the *Public Service Rearrangement and Transfer of Duties Act*, the following powers, duties, and functions are transferred to the Minister of State (OIC P.C. 1974-1839, 8 Aug 1974; SI/74-104, 28 Aug 1974).

1997

- (a) the powers, duties and functions of the Minister of the Environment under the *Government Harbours and Piers Act* over the small craft facilities set out in Schedule A (listed as para 1999) to Order-in-Council P.C. 1973-1551 of 14th June, 1973, as amended; and
- (b) the powers, duties and functions of the Minister of the Environment under the following Acts:

1998

1999

*Coastal Fisheries Protection Act, Fish Inspection Act, Fisheries Act* (excluding Sections 33 to 33.4 inclusive), *Fisheries Development Act, Fisheries Prices Support Act, Fisheries Research Board Act, Freshwater Fish Marketing Act, Great Lakes Fisheries Convention Act, North Pacific Fisheries Convention Act, Northern Pacific Halibut Fisheries Convention Act, Northwest Atlantic Fisheries Convention Act, Pacific Fur Seals Convention Act, Pacific Salmon Fisheries Convention Act, Saitfish Act, Whaling Convention Act, Territorial Sea and Fishing Zones Act.*

# Canadian Salfish Corporation\*

2101

## Head Office

Royal Trust Bldg.  
P.O. Box 6088  
St. John's, Nfld.

## Minister designated

Minister of Fisheries for Canada

## Board of Directors

Chairman, L.S. Bradbury ..... Ottawa, Ont.  
President, Aidan J. Maloney ..... St. John's, Nfld.

## Directors

Raymond M. Clancy ..... St. John's, Nfld.  
C. Robin Molson ..... Ottawa, Ont.  
Clifford P. Russell ..... St. John's, Nfld.  
Auguste Maltais ..... Québec, Qué.  
Chairman of the Advisory Committee, Dr. C. R. Barrett ..... St. John's, Nfld.

## Historical Background

The Canadian Salfish Corporation was established as an agent of Her Majesty by the *Salfish Act* (RSC 1970 c. 37, [1st Supp.]). The corporation is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (Canadian Salfish Act, Section 15[2]). The corporation is an agent of Her Majesty.

2102

## Overall Responsibilities

The corporation was established for the purpose of improving the earnings of primary producers of cured fish of the cod family. The corporation will be the first buyer of cured fish and fish for curing in participating provinces. It will be the sole marketing agent for specified salt fish products produced in these provinces.

2105

Initial prices are announced by the corporation for each grade and size at the beginning of the fishing season. Any surplus funds remaining after sales of annual production may be distributed to each fisherman on the basis of his sales to the corporation. Individuals or firms in the salt fish industry sign agreements to be agents of the corporation and perform functions such as collecting, drying, storing, and packing cod fish.

2108

The corporation has now completed three successful years of operation with the year ending March 31, 1973, and has done so without grant appropriations from Parliament. It has managed to raise returns to fishermen through a range of 63 to 117%, depending on types of gear and grades, as compared with the prices offered in 1969, the year before the corporation began operations. Not only has the corporation managed to raise prices substantially, it has also been able to distribute, from the results of three years, a total of \$1.25 million in additional payments to fishermen and primary producers.

2113

## Organization

The corporation consists of a board of directors composed of a chairman, a

2118

\*text effective October 1974; names updated to January 1975

president, one director for each participating province, and not more than five other directors, each of whom shall be appointed by the Governor-in-Council to hold office for a term not exceeding five years.

2120 A director of the corporation for a participating province is appointed on the recommendation of the Lieutenant-Governor-in-Council of the participating province.

2122 The Advisory Committee, appointed by the Governor-in-Council consists of no more than 15 members, one of whom is designated by the Governor-in-Council as chairman of the committee. At least half of the members are fishermen or representatives of fishermen.

# Freshwater Fish Marketing Corporation\*

2126

## Head Office

1199 Plessis Road  
Winnipeg, Manitoba  
R2C 3L4

## Minister Designated

Minister of Fisheries for Canada

## Board of Directors

Chairman, F. J. Doucet..... Ottawa, Ont.  
President, P. Moss..... Winnipeg, Man.  
Directors (representing the participating provinces)  
Dr. M. J. Paetz (Alberta Dept of Lands and Forest)..... Edmonton, Alta.  
D. M. Stewart (Mayor, Hay River)..... Hay River, NWT  
Dr. A. W. Wood (University of Manitoba) ..... Winnipeg, Man.  
W. R. Parks..... Ottawa  
(one vacancy)

### Other Directors

L. Dubé..... Saskatoon, Sask.  
A. H. Valgardson..... Gimili, Man.  
G. L. Grant (Dept of the Environment)..... Ottawa, Ont.  
D. Nicholson (Dept of Indian Affairs & Northern Development)..... Winnipeg, Man.

## Advisers

R. W. Bedard (Dept of Industry, Trade & Commerce)..... Ottawa, Ont.  
J. Bergasse (Government of the NWT) ..... Yellowknife, NWT  
Dr. W. Falkner (Manitoba Dept of Mines,  
Resources & Environmental Mgt)..... Winnipeg, Man.

## Executive Officer

President..... P. Moss

## Historical Background

The Freshwater Fish Marketing Corporation was established by the *Freshwater Fish Marketing Act* (SC 1968-69 c. 21). The Corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. The Corporation is an agent of Her Majesty.

The corporation consists of a board of directors composed of a chairman, a president, one director for each participating province and four other directors, each of whom is appointed by the Governor-in-Council for a period of five years. The director of the corporation for a participating province is appointed on the recommendation of the Lieutenant Governor-in-Council of the participating province. The president is the chief executive officer of the corporation and the general manager of its undertakings. An advisory committee, one-third of which must be persons actively engaged in the freshwater fishing industry as fishermen, or be the representatives of such persons, has been appointed by the Governor-in-Council.

2128

## Overall Responsibilities

The corporation was established for the purpose of marketing and trading in fish, fish products, and fish by-products in and out of Canada.

\*text effective October 1974; names to January 1975

2130

Except in accordance with the terms and conditions set forth in any licence that may be issued by it, the corporation has the exclusive right to market and trade in fish in inter-provincial and export trade, and shall exercise that right, either by itself or by its agents, with the object of:

- (a) marketing fish in an orderly manner;
- (b) increasing returns to fishermen; and,
- (c) promoting international markets for, and increasing inter-provincial and export trade in, fish.

The corporation may enter into and carry out arrangements with any government or person that the corporation deems necessary or desirable in furtherance of the purpose for which it is established, and may receive and exercise any grants, rights, franchises, privileges, and concessions that may be granted to or conferred upon it by any government or person.

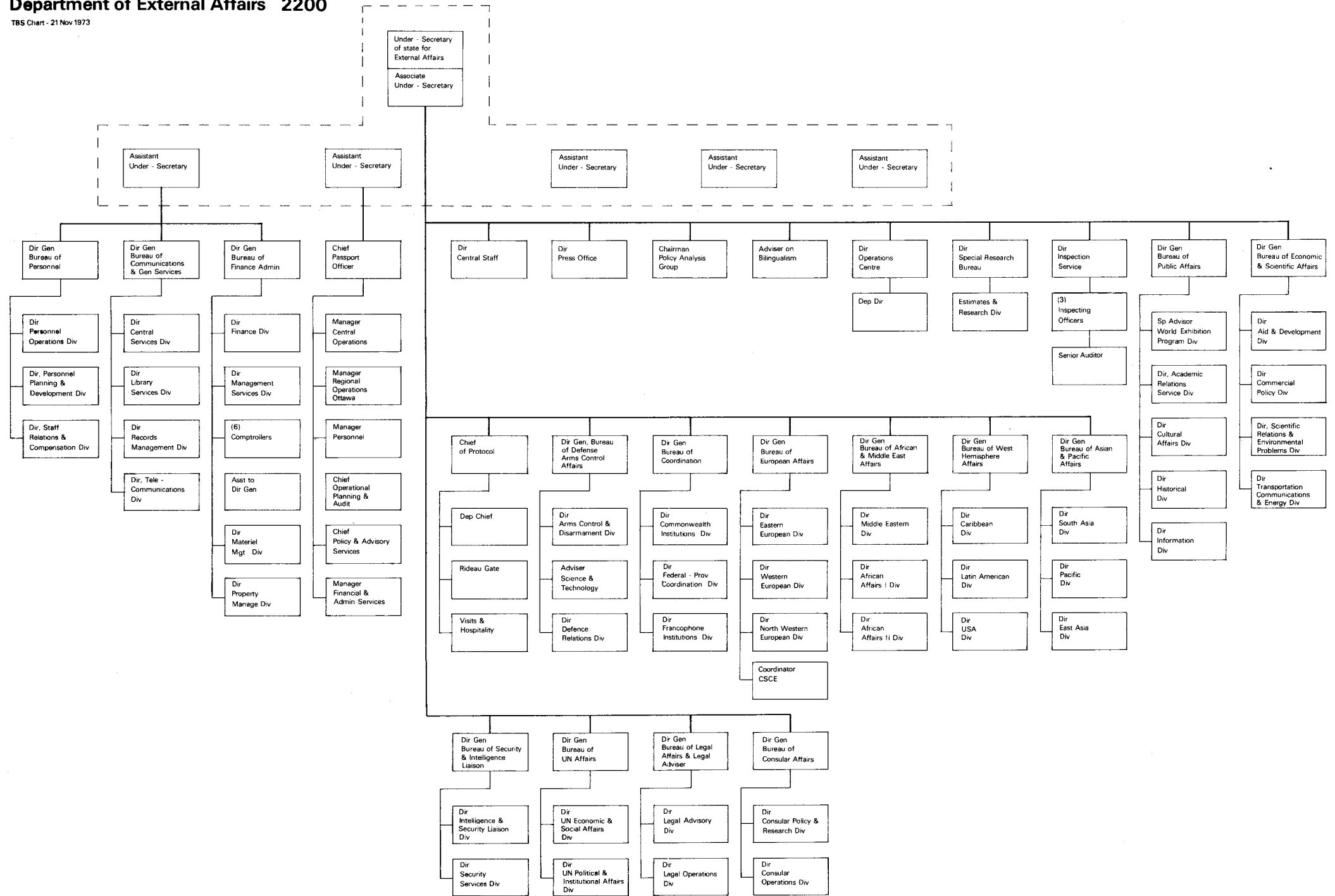
2132

Federal-provincial agreements, which establish the participating status of provinces, provide for the corporation to perform on behalf of the provinces functions relating to intra-provincial trade in fish parallel to those which the corporation performs in inter-provincial and export trade under federal powers.



# Department of External Affairs 2200

TBS Chart - 21 Nov 1973



## Head Office

Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, Ontario  
K1A 0G2

## Minister

The Hon. Allan Joseph MacEachen, P.C., M.P. Secretary of State for External Affairs\*\*

## Principal Officers

Under-Secretary of State for External Affairs ..... H. Basil Robinson  
Deputy Under-Secretary of State for External Affairs ..... J. G. H. Halstead  
Assistant Under-Secretaries ..... A. J. Andrew  
M. Dupuy  
D. I. Fortier  
L. J. O'Toole  
(one vacancy)

## Historical Background

In 1909 Parliament established a Department of External Affairs in order to deal with Canada's relations with other governments within the British Empire, and with foreign states. In 1912, an amendment to the Act placed the department directly under the Prime Minister instead of the Secretary of State. In 1946 Parliament passed another Act and appointed the late Right Hon. Louis St. Laurent as the department's first separate Minister (i.e. Secretary of State for External Affairs).

2202

## Overall Responsibilities

The main functions of the department are:

- (a) the supervision of relations between Canada and other countries, and of Canadian participation in international organizations;
- (b) the protection of Canadian interests abroad;
- (c) the collation and evaluation of information regarding developments likely to affect Canada's international relations;
- (d) correspondence with other governments and their representatives in Canada;
- (e) the negotiation and conclusion of treaties and other international agreements; and
- (f) the representation of Canada in foreign capitals and at international conferences.

2204

## Organization and Programs

The headquarters organization of the department is divided into four areas: Under-Secretarial Group, Area Bureaus, Functional Bureaus, Administrative Bureaus.

2207

## Under-Secretarial Group

Associated with the Under-Secretary's responsibilities are certain functions that must be carried out under the direct control of this group. They are the Press Office, Central Staff, Operations Centre, Policy Analysis Group, Bureau of Security and Intelligence Liaison, Protocol Division, Special Research Bureau, Inspection Service, Departmental Adviser on Bilingualism and Chief Air Negotiator. The Special

2209

\*text effective October 1974; names updated to January 1975

\*\*but referred to in the text as the Minister

Adviser to the Under-Secretary on Foreign Service Appointments and Related Policies and the Special Adviser to the Under Secretary on Media of Communications also function within this group.

### **Press Office**

2211 This office is concerned with the department's relations with the press, radio, and television regarding Canadian foreign policy. It prepares press conferences for the Minister and makes press arrangements for international conferences at home and abroad and for visiting dignitaries. It also provides posts with timely reports of Canadian news and government policy to help them deal with the local press.

### **Operations Centre**

2213 This centre was set up to improve the ability of the department and the government to react quickly and to alert ministers and officials to reports and events of immediate significance for Canadian interests.

The centre is associated with certain other small units (collectively known as the Central Staff) intended to assist the Minister and his senior officials by serving as an expediting and liaison group.

### **Policy Analysis Group**

2215 This group was established to assist in the development and analysis of major policy issues in the sphere of foreign affairs. It works closely with a number of similar organizations, both within and outside the government. The group also assists the department in developing and applying new techniques of forecasting and future-oriented policy research.

### **Bureau of Security and Intelligence Liaison**

2219 This bureau deals with the security aspects of the department's operations and is responsible for the conduct of liaison on security and intelligence matters.

### **Protocol Division**

2221 The Protocol Division handles matters of the accreditation and appointment of foreign and Commonwealth representatives to Canada and of Canadian representatives to other countries. It resolves questions of diplomatic privileges and immunities, in respect of both foreign missions to Canada and Canadian missions abroad. The division plans, organizes, and manages state and official visits to Canada and the hospitality involved.

### **Special Research Bureau**

2223 The department provides administrative support for this bureau.

### **Inspection Service**

2225 This service is responsible for carrying out systematic independent reviews and appraisals of departmental operations both at posts abroad and at headquarters. It also assists the Interdepartmental Committee on External Relations (ICER) by on-the-spot appraisals of the integration of support services at posts.

### **Departmental Adviser on Bilingualism**

2227 The adviser supervises the coordination of departmental policies on bilingualism and administers language tests.

### **Chief Air Negotiator**

2229 The Chief Air Negotiator is responsible for the conduct of an extensive series of bilateral negotiations. He reports to the Interdepartmental Committee on Civil Aviation, which is responsible for co-ordinating domestic and international civil

aviation matters and making recommendations as appropriate to the Minister of Transport and the Secretary of State for External Affairs.

## Area Bureaus

The "area divisions" are distributed amongst the bureaus of:

- (a) African and Middle Eastern Affairs;
- (b) Asian and Pacific Affairs; and
- (c) European Affairs and Western Hemisphere Affairs.

Each division is responsible for a number of the countries that make up the region administered by the bureau to which it belongs. The Bureau of African and Middle Eastern Affairs includes the African Affairs I, African Affairs II and Middle Eastern Division; the Bureau of Asian and Pacific Affairs includes 3 divisions—East Asia, Pacific, and South Asia; the Bureau of European Affairs includes three divisions—Eastern Europe, Northwestern Europe and Western Europe; and the Bureau of Western Hemisphere Affairs includes the Caribbean, Latin American, and United States of America Divisions.

## Functional Bureaus

Corresponding to the area bureaus are a number of bureaus organized on a "functional basis": Economic and Scientific Affairs; Defence and Arms Control Affairs; Legal Affairs; Consular Affairs; United Nations Affairs; Public Affairs; and Co-ordination.

### Bureau of Economic and Scientific Affairs

This bureau coordinates and develops policy and initiatives touching on broader questions of major significance for Canada in international economic, scientific, and environmental affairs. The bureau comprises four divisions: Aid and Development; Commercial Policy; Transport, Communications and Energy; Scientific Relations and Environmental Problems.

#### Aid and Development Division

This division provides a focus for coordination of departmental views on aid-policy questions and a channel for consultation with the Canadian International Development Agency and with other government departments and agencies that have an interest in particular aspects of development-assistance activities, both bilateral and multilateral. The division also has responsibility for special measures designed to promote the trading interests of developing countries. It provides liaison with the Export Development Corporation and the International Development Research Centre. It supplies representation at relevant interdepartmental consultations on aid questions and helps to staff Canadian delegations to international aid conferences, (such as the Colombo Plan Consultative Committee, the United Nations Conference on Trade and Development, the United Nations Development Program, the International Bank for Reconstruction and Development, and the regional development banks to which Canada belongs).

#### Commercial Policy Division

This division is responsible for general international economic, trade and financial policy questions, (including Canada's bilateral relations in these fields with all countries), and Canadian participation in international organizations and multilateral arrangements concerned with such matters. The division is not responsible for bilateral and multilateral foreign aid and development, and energy, transport and communications questions.

#### Transport, Communications and Energy Division

This division is primarily concerned with the external-affairs aspects of transport, communications and energy, including bilateral and multilateral questions

relating to atomic energy, bilateral civil aviation agreements, INTELSAT and other communications subjects; matters related to the export of strategic materials, and bilateral energy relations with the United States. This division has responsibility for matters concerning the International Atomic Energy Agency; the entry into force of the Treaty of the Non-Proliferation of Nuclear Weapons has given added importance to the Agency's safeguarding role.

### Scientific Relations and Environmental Problems Division

2245 This division was established in 1970 as a reflection of the growing importance of science, technology and environmental problems in the conduct of international relations. Divisional responsibilities also include the following: the conduct of scientific relations with other countries and international organizations, (including the negotiation of agreements pertaining to scientific, technological and environmental matters); the provision of advice on scientific questions with foreign-policy implications; liaison and coordination with science-based departments and agencies; and the administrative direction of official scientific representation abroad.

### Bureau of Defence and Arms Control Affairs

2249 The direct relations between foreign and defence policies require close liaison between the department and other departments, particularly the Department of National Defence. The bureau consists of the Defence Relations Division and the Arms Control and Disarmament Division. The coordination of Canadian foreign and defence policies in connection with Canada's participation in North American defence, Canadian membership in NATO, and other military activities abroad is carried out through a variety of interdepartmental channels and groups in which the department is represented. The Minister is the Chairman of the Cabinet Committee on External Policy and Defence, the meetings of which are usually attended by the Under-Secretary or officials from the department. The department also is represented at the meetings of the Defence Council in the Department of National Defence and on several senior interdepartmental bodies that advise on various aspects of defence policy.

2251 The Director General of the bureau is a member of the Canadian Section of the Canada-United States Permanent Joint Board of Defence, and the bureau provides a member and the Secretary of the Canadian Section of the Canada-U.S. Civil Emergency Planning Committee.

2253 The bureau is responsible for the direction of Canadian participation in the exploratory talks on Mutual and Balanced Force Reductions (MBFR), that commenced in January 1973 in Vienna. It is supported in this task by an interdepartmental committee made up of representatives of the Departments of External Affairs and National Defence.

### Defence Relations Division

2255 This division has the task of coordinating departmental views and preparing guidance for the departmental representatives on interdepartmental bodies, as well as providing advice on the defence aspects of Canada's bilateral relations with various countries. In particular, it is the responsibility of the officers of the North American and NATO Sections of this division to coordinate the preparation of instructions for the Canadian Permanent Delegation to the North Atlantic Council in Brussels, and briefs for the twice-yearly meetings of the Council in ministerial sessions. The division provides the Secretary for the Canadian Section of the Canada-U.S. Permanent Joint Board on Defence, which meets three times a year.

2257 The Military Assistance and Peacekeeping Section coordinates Canadian military-training assistance to newly-independent countries and cooperates with the Department of National Defence in international peacekeeping matters, (including the Canadian military contribution to United Nations). This section also is respon-

sible for Canada's relations with Cyprus. In addition, it assists in making arrangements for naval visits, clearances for military aircraft, and the employment of Canadian Forces personnel or equipment in international relief operations abroad.

### **Arms Control and Disarmament Division**

This division is responsible for the development of advice and recommendations concerning governmental policies and positions related to Canadian contributions to negotiations to stop the arms race. It acts in close consultation with the Defence Relations Division and with the Directorate of Arms Control Policy of the Department of National Defence. The division prepares instructions, in consultation with other bureaus, agencies and departments, for Canadian representatives to the Conference of the Committee on Disarmament in Geneva. This division also assists in the formulation and coordination of Canadian policies on arms-control questions under consideration in NATO, the most important of which are the Strategic Arms Limitation Talks (SALT) between the United States and the Soviet Union. The division coordinates the Canadian contribution to NATO studies of the technical and military aspects of MBFR and to military aspects of security proposed for consideration by the Conference on Security and Cooperation in Europe (C.S.C.E.).

2259

### **Bureau of Legal Affairs**

This bureau consists of two divisions: Legal Advisory and Legal Operations—under the general policy direction of the Legal Adviser to the Department of External Affairs, who is also the Director General of Legal Affairs. Each of these divisions functions independently under its own director in close coordination with each other, with other divisions in the department, and with other federal departments.

2262

The functions of the bureau are:

- (a) to advise the department and the Canadian Government on matters of international law;
- (b) to contribute to the progressive development of international law in the light of Canadian interests;
- (c) to ensure the development and execution of Canadian foreign policy in accordance with recognized or developing principles of international law;
- (d) to initiate, through appropriate consultation, reviews of established Canadian policy in the field of international legal affairs in the light of domestic and international developments and changing Canadian interests; and
- (e) to plan new initiatives as appropriate.

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The bureau manages the execution of foreign policy in this area of responsibility; ensures the effective administration of the bureau; responds to enquiries from the public (in particular from the legal profession) concerning private international law matters; provides a focal point for departmental liaison with the Department of Justice; monitors domestic law developments to ensure that inconsistencies with Canada's international legal obligations are identified; and, in liaison with the Bureau of Personnel, develops and maintains (within the career foreign service) a supply of legally-qualified personnel to staff legal positions in the department and at its posts.

2266

### **Legal Advisory Division**

This division is divided into four sections.

The Economic Section advises on the legal aspects of Canada's international economic relations.

2268

The Claims Section is concerned with the protection of the interests of Canadian citizens and the Canadian Government arising out of injury or damage to Canadian property abroad.

2270

The Treaty Section advises on treaty-interpretation questions; assists in the preparation and interpretation of international agreements; ensures that treaties

2272

entered into by Canada are concluded in accordance with Canada's international and domestic legal obligations; maintains treaty records; registers treaties with the United Nations; publishes treaties in the *Canada Treaty Series* and tables the treaties in Parliament.

2274 The Constitutional and Advisory Section advises on the constitutional aspects of Canada's international relations; on questions relating to recognition of states and governments; on diplomatic and consular privileges and immunities; and, such other international legal matters that do not fall within the designated responsibilities of other divisions or sections in the Bureau of Legal Affairs.

### Legal Operations Division

2276 This division serves as the operational arm of the department for a number of international legal activities, many of which are closely connected with the United Nations. It has particular responsibility for Canada's position on subjects under discussion in the Sixth (Legal) Committee of the United Nations General Assembly, as well as subjects, (such as the law of the sea and outer space) that are dealt with in other committees of the Assembly. The division also concerns itself in a variety of ways with Canada's role with respect to the development of international law in all fields. The division is organized into four sections:

2278 The Law of the Sea and Fisheries Section deals with maritime legal questions, including territorial waters, fishing-zones and the continental shelf; the protection of Canadian fisheries; questions of Arctic sovereignty; and, the peaceful uses of the seabed and its resources beyond the limits of national jurisdiction.

2280 The Environmental Law Section coordinates the Canadian approach to international legal activities in the field of human environment, and deals with pollution questions having a relation to the law of the sea.

2282 The United Nations and Legal Planning Section is responsible for all United Nations legal and humanitarian-law questions and assists in the planning of Canadian policy on quasi-legal matters, as well as coordinating departmental relations with the international law academic community in Canada.

2284 The Private International Law Section assists the legal profession and the public with the administration of private international law, particularly international civil practice and procedure pertaining to the service and authentication of documents in legal proceedings abroad and the furthering of extradition proceedings to and from Canada.

### Bureau of Consular Affairs

2287 This bureau deals with all consular matters except the issuing and control of passports and other travel documents that are the responsibility of the Passport Office. The Director-General is responsible to the Under-Secretary of State for External Affairs for managing the consular function of the Bureau and for exercising general supervision over the Consular Policy and Research Division, and the Consular Operations Division. Within the framework of the two broad areas of policy and operation, the bureau (besides dealing with enquiries from the Canadian public) has the major responsibility of giving daily guidance and instructions to Canadian posts, particularly with regard to assisting world-travelling Canadians.

### Consular Policy and Research Division

2289 This division is responsible for:

- (a) drafting consular agreements with other countries;
- (b) tendering advice on consular policies and procedures and assessing their implication in a variety of activities, including Canadian merchant shipping, immigration and citizenship matters;
- 2290 (c) completing and amending the *Manual of Consular Instructions*;
- (d) preparing and issuing circular documents of instructions to posts abroad;

- (e) conducting consular training programs;
- (f) developing consular policy research and undertaking special projects;
- (g) publishing the departmental publication *Information for Canadians Travelling Abroad*; and 2291
- (h) maintaining liaison with other departments or organizations concerned with matters of consular policy.

### Consular Operations Division

This division is responsible for:

- (a) providing advice and instructions to posts with respect to Canadians in difficulty abroad, including those who are ill, have sustained injury, or are in detention or temporarily destitute; 2293
- (b) giving Canadians, where warranted, financial aid on a recoverable basis to relieve immediate distress or to enable them to return to Canada; 2294
- (c) making arrangements in connection with the death of Canadians abroad and the settlement of estates; 2295
- (d) authorizing the issuance of diplomatic and courtesy visas to foreign officials; 2296
- (e) answering enquiries in matters pertaining to travel abroad; 2297
- (f) providing assistance in obtaining birth, marriage, death, and other official documents from certain foreign countries; 2298
- (g) contingency planning; and 2299
- (h) maintaining a register of Canadian residents abroad. 2300

### Passport Office

This office issues passports to Canadian citizens through the main Passport Office at Ottawa and through regional offices at Montréal, Qué., Toronto, Ont., Vancouver, B.C., Halifax, N.S., Winnipeg, Man., and Edmonton, Alta. Abroad, service is provided through Canadian diplomatic missions and consular and trade offices. The Passport Office issues certificates of identity and United Nations Refugee Convention travel documents to non-Canadians legally-landed who are eligible to receive them and who are currently residing in Canada. It also provides limited consular and passport service on behalf of certain newly-independent Commonwealth countries which do not have a diplomatic mission accredited to Canada. 2302

### Bureau of United Nations Affairs

This bureau which consists of two divisions, United Nations Economic and Social Affairs, and United Nations Political and Institutional Affairs, provides advice on and coordinates the implementation of Canadian policy towards the United Nations and the related "family" of Specialized Agencies and other bodies. A major function of the bureau and its divisions is to assist in the appointment, briefing, and coordination of the work of Canadian delegates who participate from time-to-time in nearly all of these bodies that offer an opportunity to advance Canadian policy objectives. In addition to its major coordinating responsibility, the bureau has a variety of operational responsibilities and serves as the headquarters link with the Permanent Missions in Geneva and New York, as well as with other Canadian missions in respect of the UN tasks they perform. 2306

### United Nations Political and Institutional Affairs Division

This division has the task of assessing, on a continuing basis, the political implications of developments in the Security Council, the General Assembly or other UN organs, and examining the institutional development of the United Nations system and administrative and procedural questions. 2308



## United Nations Economic and Social Affairs Division

2310 This division has responsibility for the coordination of Canadian policy and activity regarding the Economic and Social Council and its subsidiary organs, the special bodies of the United Nations and the Specialized Agencies. Matters of human rights and the status of women, and UN issues of social and economic development, fall within the purview of this division.

## Bureau of Public Affairs

2314 This bureau has been established to bring together departmental management activities which are essentially devoted to relations with the public or sections of the public at home and abroad. The bureau is composed of: the Academic Relations Service, the Cultural Affairs Division, the Information Division, the World Exhibitions Program, the Historical Division.

## Academic Relations Service

2316 This service fosters understanding and cooperation between the department and academics, universities and internationalist groups in Canada interested in the study and discussion of international relations and in the long-term formulation of Canadian foreign policy. The service sets up and carries out programs for the establishment and development of contacts with individuals and organizations to arrange consultations, discussions, meetings, and various other forms of exchange. In cooperation with other divisions, the Academic Relations Service invites academics and organizations to undertake research on a contract basis on international relations and foreign-policy subjects. It arranges the secondment to universities, on a yearly basis, of senior departmental officers ("foreign service visitors") to engage in teaching, discussion, research, and other academic activities relating to international affairs.

## Cultural Affairs Division

2318 This division is responsible for the conduct of cultural relations between Canada and other countries so far as these contacts occur through intergovernmental channels. It also maintains liaison with other agencies, both official and private, with a view to making Canada better known through its cultural and educational activities. It has specific responsibility for the governmental aspects of Canada's membership in the United Nations Educational, Scientific and Cultural Organization (UNESCO) and provides departmental liaison with the Canadian National Commission for UNESCO.

2320 The division's duties include primary responsibility for negotiating and administering cultural agreements with other countries and developing cultural programs with them (including such activities as scholarship awards, exchanges of professors, tours by performing arts groups and art exhibitions). It arranges for Canadian participation in cultural events outside Canada, such as festivals of the arts and handicrafts, selected international exhibitions and competitions, and participation by foreign artists and cultural personalities in similar events in Canada. It helps keep Canadian cultural organizations informed of cultural activities outside the country and provides general assistance to Canadian students, artists, and professors going abroad.

2322 It has a book-presentation program that arranges donations of Canadian books to libraries abroad, and it handles questions arising from international agreements on intellectual property and copyright.

## Information Division

2324 This division has two main functions: to spread abroad the knowledge and understanding of Canada and of the Canadian people; and, to provide information

on Canada's external policy and the work of the Department of External Affairs to Canadians as well as citizens of other countries. The division produces a variety of publications, such as *Statement and Speeches*, *Reference Papers*, *Reprints*, the departmental bimonthly journal *International Perspectives*, *Canada Weekly* and several booklets and folders in English, French, and a number of foreign languages. It also purchases certain Canadian publications in quantity for distribution abroad.

In association with the National Film Board, the division organizes the distribution of films by Canadian posts. It cooperates with Information Canada/Expositions in the provision of display materials to posts for trade fairs and exhibitions in other countries. It is responsible for liaison between the department and the Canadian Broadcasting Corporation (CBC), and for cooperation with the CBC International Service. The division has a "visits program" under which prominent journalists are brought to Canada.

2326

### **World Exhibitions Program**

This program represents Canada at the International Bureau of Exhibitions in Paris and acts as a liaison between the two. It coordinates the handling of invitations to take part in world exhibitions; determines interdepartmental interest; and makes recommendations. It also provides for the organization and direction of Canadian participation in world exhibitions.

2330

### **Historical Division**

This division is responsible for the archive activities of the department; for historical work in the realm of foreign affairs; and for the preparation of background material on international issues for use in the department. The division deals with requests for access to departmental records from scholars studying Canada's external relations and assists them in their research when possible. It also conducts the department's program of oral history.

2332

One of the major tasks of this division is the compilation and editing of state papers in the continuing series entitled *Documents on Canadian External Relations* (four volumes of which have already been published). The fifth and sixth volumes will appear shortly, and editorial work on two further volumes, which will bring the series down to December 1941, is well advanced.

2334

### **Bureau of Coordination**

This bureau coordinates and develops policies concerning provincial participation in Canada's international relations and Canada's role in the institutions and activities of the Commonwealth and of La Francophonie. It comprises three divisions: Federal-Provincial Coordination, Commonwealth Institutions, Franco-phone Institutions.

2338

### **Federal-Provincial Coordination Division**

This division is concerned with the federal-provincial aspects of Canada's international relations. The division's primary responsibility is to maintain liaison with the provinces regarding their interest in international affairs and to facilitate their international activities in a manner that will fully meet provincial objectives and that will be consistent with a unified Canadian foreign policy. On the provincial level, the division is in regular contact with provincial officials and, in conjunction with provincial authorities, seeks to establish closer working relations and more effective procedures for consultation. Federally, the division cooperates with other departments and agencies in order to ensure that full account is taken of provincial interest abroad. The division coordinates the activities of other divisions of the department, and of Canadian posts when these relate to areas of provincial interest.

2340

The division is engaged primarily in the following activities:

- 2342 (a) assists in making arrangements for visits abroad by provincial representatives  
as well as for visits of foreign representatives to the provinces;
- 2343 (b) ensures that the provinces are adequately represented on Canadian delegations  
to international conferences and organizations;
- 2344 (c) seeks to ensure that provincial aid projects are coordinated with the activities  
of the Canadian International Development Agency and with the develop-  
ment-assistance programs for which CIDA is responsible; and
- 2345 (d) consults with the provinces with respect to the conclusion of treaties, conven-  
tions, and other formal agreements between Canada and foreign countries  
when these touch on areas of provincial or joint federal-provincial jurisdiction.

### **Commonwealth Institutions Division**

2347 This division has general responsibility for Canada's participation in the  
Commonwealth association and its many subsidiary and related bodies. In particu-  
lar, it is responsible for coordinating Canadian participation in Commonwealth  
heads of government meetings and in other Commonwealth conferences and serves  
as a focal point for communications with the Commonwealth Secretariat. The  
division is also a reference centre for any matters involving the Commonwealth.

2349 Its main functions, in conjunction with other divisions of the department and  
with other departments and agencies of the government, are to advise on Canada's  
participation in Commonwealth programs and activities and to coordinate the  
implementation of government policies in relation to the Commonwealth. It also has  
an advisory and liaison function in relation to Canadian involvement with the more  
than 250 non-governmental institutions, associations, and organizations associated  
with the Commonwealth.

### **Francophone Institutions Division**

2351 This division has general responsibility for the multilateral aspects of Canada's  
relations with French-speaking countries. It assists in formulating and implementing  
Canadian policy on multilateral relations between these countries and in coordinat-  
ing the Canadian contribution to their aid programs. Thus the division is responsi-  
ble for handling all aspects of the Canadian presence in La Francophonie (i.e. the  
cultural community of the world's French-speaking countries). Among other things  
it establishes and coordinates Canadian participation in various meetings and  
events of an official or semi-official nature taking place in these countries.

2353 The division establishes Canadian participation, and coordinates policy, at  
various intergovernmental conferences or within organizations of the francophone  
countries. In particular, it handles Canada's participation in the Agency for Cultural  
and Technical Cooperation\*, of which Canada is a founding member. It coordinates  
formulation of the Canadian viewpoint at discussions of agencies of this organi-  
zation, and establishes the broadest possible balanced participation by Canada in  
the Agency's programs and activities—both those involving multilateral action and  
those taking place in Canada itself. At the private level, it performs a role of liaison  
and support in international associations and organizations of a private nature within  
the French-speaking world community, in order to ensure effective and repre-  
sentative Canadian participation.

### **Administrative Bureaus**

These bureaus, which constitute the rest of the headquarters bureaus structure are:  
Communications and General Services; Finance and Administration; and Personnel.

### **Bureau of Communications and General Services**

2357 This bureau consists of 4 divisions: Central Services, Library Services, Records  
Management, and Telecommunications.

\*a central agency of which all the French-speaking countries are members

## **Central Services Division**

This division produces manuals, reports, and circular documents; edits post reports; and is responsible for the planning and subsequent operation of a data-processing unit to service all divisions of the department. 2359

## **Library Services Division**

This division maintains a main library and one branch library at departmental headquarters. The library functions as a research library for university professors and students as well as for other researchers both from Canada and abroad. 2361

## **Records Management Division**

This division is charged with the custody and management of departmental records and exercises functional control over records at posts. It is responsible for the data-processing of all official correspondence. 2363

## **Telecommunications Division**

This division is responsible for the administration and operation of the Canadian diplomatic communications system, which provides for the despatch and receipt of messages by telegram, teletype, telex, diplomatic courier and diplomatic mail facilities between Ottawa and posts abroad. 2365

## **Bureau of Finance and Administration**

This bureau provides support services to the department through four divisions: Finance, Management Services, Materiel Management, and Property Management. 2369

### **Finance Division**

This division provides accounting and financial services to the department including: the preparation and submission to Treasury Board of annual program-forecasts and estimates; the maintenance of financial controls over departmental accounts, fiscal accounting and reporting to the Receiver General; cash forecasting to the Department of Finance, preparation of the departmental section of Public Accounts, and the verification of expenditures and revenues. 2371

### **Management Services Division**

This division acts as an internal management and systems consultant for the department. A particular aim of this division is the gradual development of an integrated management-information system to serve all the needs of the department other than in the substantive information area. 2373

### **Materiel Management Division**

This division is responsible for ensuring the adequacy of materiel support for those posts and agencies abroad whose operations have been integrated for administrative support, as well as for the departmental headquarters. 2375

### **Property Management Division**

This division is responsible for the provision, management, maintenance and operation of real property abroad (for chanceries, offices, official residences, staff housing, ancillary buildings and grounds) either through building purchase, new design and construction, or government lease. This service is provided for all federal departments with overseas accommodation requirements, except operational military establishments, at approximately 118 posts in 76 countries. 2377

## **Bureau of Personnel**

2381 This bureau consists of three divisions: Personnel Planning and Development; Personnel Operations; Staff Relations and Compensation.

### **Personnel Planning and Development Division**

2383 This division is responsible for manpower planning, (including the forecasting, accounting for and reporting of personnel utilization); the development and implementation of training programs, (including language-training); the conduct of special projects and studies with the aim of increasing managerial effectiveness and staff utilization; and the administration of a position-classification system.

### **Personnel Operations Division**

2385 This division is responsible for the recruitment, assignment, posting, secondment, transfer, and separation of Canada-based personnel in the department; implementation of the appraisal and promotion system for all categories of personnel; dealing with the administrative arrangements relating to assignments abroad and the designations of personnel of other departments and agencies at posts; career development and counselling, as well as for a broad variety of general personnel matters associated with the operational aspects of foreign service personnel assignments.

### **Staff Relations and Compensation Division**

2387 This division is responsible for: the development, review and administration of policy and foreign service terms and conditions of service as well as of travel and removal; the management and administration of pay and compensation services and regulations governing accommodation abroad; leave and attendance; superannuation and employee participation in hospital and medical insurance plans; staff relations; the health and safety of employees abroad; personnel welfare counselling; the development and implementation of systems and procedures consequent upon statutory provisions, central agency directive bargaining agreements; the administration of locally-engaged employees abroad; the making of travel and removal arrangements for departmental as well as for foreign operations personnel of the Departments of Industry, Trade and Commerce, and Manpower and Immigration; the development and administration of special voting procedures for all public servants abroad.

## **Posts Abroad**

2389 Canada's diplomatic missions and consular offices form an integral part of the department. Heads of diplomatic and consular posts report to the Minister and receive their instructions from him.

2391 The diplomatic staff of an embassy consists of the ambassador, assisted by one or more foreign service officers, who may also be assigned consular duties to the extent required by the volume of consular work. Where separate consular offices exist, they operate under the general supervision of the head of the diplomatic mission in the country, while receiving instructions in matters of detail from the appropriate division in the department.

2393 In some cases officers of other departments of the Canadian Government—commercial, immigration, military, naval, air or others—are attached to missions. Though responsible to their departmental heads in Ottawa, they also work under the general supervision and direction of the mission.

2395 In essence, the work of a mission is: to conduct negotiations with the government to which it is accredited; to keep the Canadian Government fully informed of political or other developments of significance in the country in which it is serving; to watch over Canada's interests in the country; to serve Canadians in the country; and to make information about Canada available to the public.

## Statutes

The Minister is responsible for:

2397

*An Act carrying into effect the Treaties of Peace between Canada and Italy, Roumania, Hungary and Finland, (SC 1948 c. 71)*

*An Act carrying into effect the Treaty of Peace between Canada and Japan (SC 1952 c. 50)*

*An Act Respecting the International Boundary Waters Treaty and the existence of the International Joint Commission (RSC 1970 c. I-20)*

*Department of External Affairs Act (RSC 1970 c. E-20)\**

*Diplomatic Immunities (Commonwealth Countries) Act (RSC 1970 c. D-4)*

*Food and Agriculture Organization of the United Nations Act (RSC 1970 c. F-26)\**

*High Commissioner in the United Kingdom Act (RSC 1970 c. H-5)*

*International Development Research Centre (RSC 1970 c. 21 [1st Supp])*

*Privileges and Immunities (International Organizations) Act (RSC 1970 c. P-22)*

*Privileges and Immunities (NATO) Act (RSC 1970 c. P-23)*

*Roosevelt-Campobello International Park Commission Act (SC 1964-65 c. 19)\**

*Territorial Sea and Fishing Zones Act (RSC 1970 c. T-7)*

*United Nations Act (RSC 1970 c. U-3)*

## Other Agencies

The Minister also is responsible for the:

### Blue Water Bridge Authority

Bridge Street  
Point Edward, Ontario

2399

General Manager..... H. E. Armstrong

The authority was established by the *Blue Water Bridge Authority Act* (SC 1965 c. 6). The authority was established to hold, operate, maintain, and repair the Canadian portion of the Blue Water Bridge. This international bridge across the St. Clair River, links Sarnia, Ontario with Port Huron, Michigan, USA. The authority reports to both the Secretary of State for External Affairs, and the Minister of Transport.

Canadian International Development Agency (see para 2425)

International Boundary Commission (Canadian Section) (see para 2447)

International Development Research Centre (see para 2450)

International Joint Commission (Canadian Section) (see para 2475)

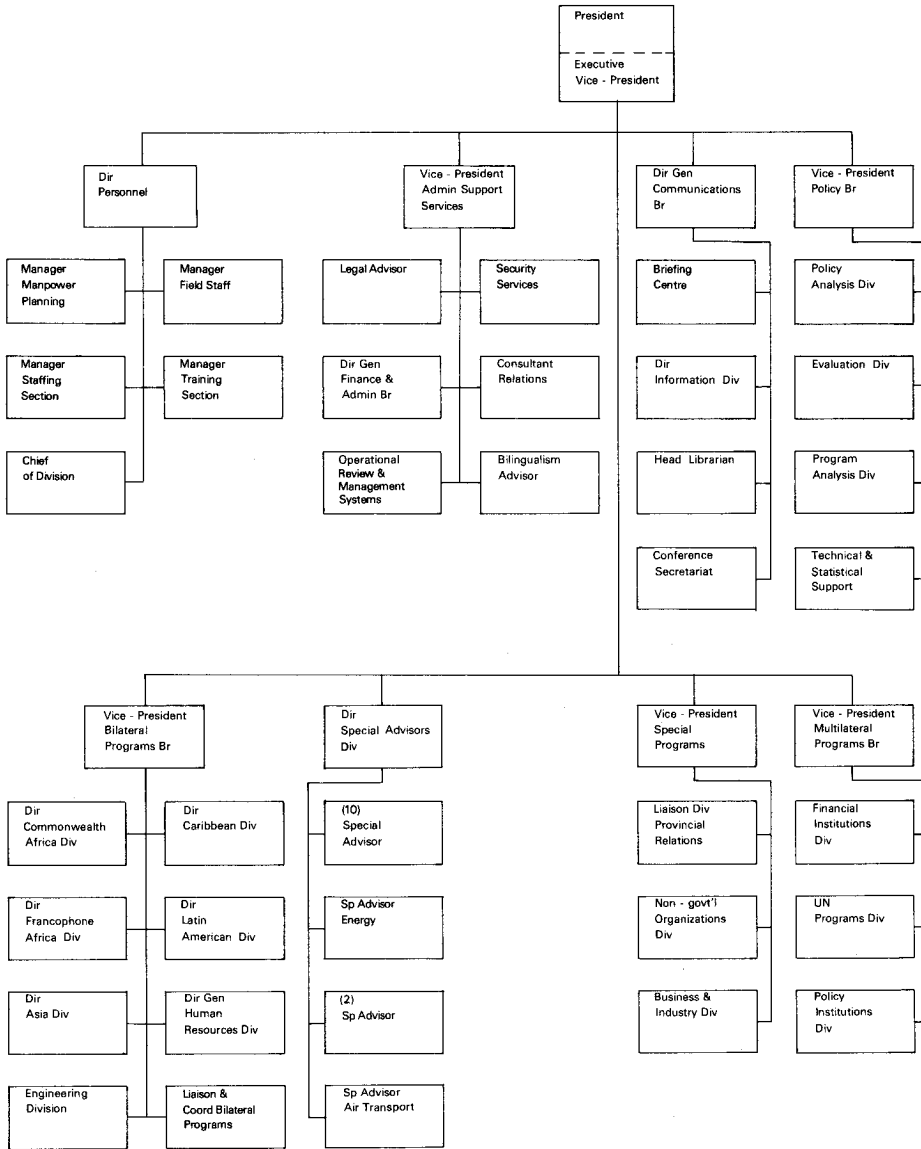
Roosevelt-Campobello International Park Commission (text to follow)

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\*the Act requires the Minister to submit an annual report to the House of Commons.

# Canadian International Development Agency 2425

T B S Chart 1 Oct 1974



**Head Office**

Jackson Building  
122 Bank Street  
Ottawa, Ontario  
K1A 0G4

**Minister Designated**

Secretary of State for External Affairs

**Principal Officers**

President ..... Paul Gérin-Lajoie  
Executive Vice-President..... Bruce Williams  
Vice-Presidents  
(Policy) ..... Jacques Gérin  
(Multilateral Programs) ..... Earl G. Drake  
(Bilateral Programs) ..... Neil Overend  
(Special Programs) ..... Lewis Perinbam  
(Administration) ..... (vacant)  
Directors General  
(Communications) ..... René Montpetit  
(Operational Review and Management Systems) ..... J. D. Miller  
(Finance and Administration) ..... Dr. Ross McLellan  
(Asia) ..... N. E. C. Power  
(Commonwealth Africa) ..... Jack Godsell  
(Caribbean) ..... Karl Johansen  
(Francophone Africa) ..... Pierre Sicard  
(Latin America) ..... Pierre Tanguay  
Special Adviser ..... John Bene

**Historical Background**

The Canadian International Development Agency began as the Economic and Technical Assistance Branch of the then Department of Trade and Commerce. Then, pursuant to the *Public Service Re-arrangement and Transfer of Duties Act*, the functions of the branch were transferred to the Department of External Affairs on 1 Nov 1960 (OIC P.C. 1960-1476), and in particular to the External Aid Office. The office was designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC 1968-923, 8 May 1968). Order-in-Council 1968-1028 amended the May 68 order by designating the Secretary of State for External Affairs as the Appropriate Minister. Then the Order-in-Council 1968-1760, of 12 Sept 1968 authorized the name of the External Aid Office to be changed to the Canadian International Development Agency, and the External Aid Board to that of the Canadian International Development Board. The order also asserted that these new titles (including that of President) be changed on the 1960 order insofar as all existing orders-in-council, Treasury Board Minutes, and other official documents which concern the organization, operations, and administration of Canada's aid program.

2427

**Overall Responsibilities**

CIDA is responsible for the operation and administration of Canada's official international development assistance program in more than 70 developing nations in Asia, Africa, the Commonwealth Caribbean, and Latin America. Through the

2428

\*text effective October 1974; names updated to January 1975



Secretary of State for External Affairs, it advises the Canadian Government on the formulation of international assistance policies and on the appropriate level of its contribution to international development agencies. CIDA also exists as a forum for inter-departmental and inter-governmental discussions in international cooperation and maintains liaison with provincial governments and professional associations in the recruiting of advisers for overseas assignments with CIDA. Overseas, it is linked with developing countries through Canadian diplomatic posts and serves as Canada's representative on various consultative and aid co-ordinating institutions set up by the international community.

## **Organization and Programs**

2430 The president of CIDA, who holds the rank equivalent to a deputy minister, reports directly to the Secretary of State for External Affairs. Major policy changes are referred to the Canadian International Development Board, which consists of the Under Secretary of State for External Affairs, the deputy ministers of Finance and Industry, Trade and Commerce, the Governor of the Bank of Canada, the Secretary of the Treasury Board Secretariat, and the President of the International Development Research Centre, and meets under the chairmanship of CIDA's president.

The direction and volume of Canada's assistance programs are determined by Cabinet. All major programs and projects are referred to the ministerial level for approval.

### **Policy Branch**

2431 In close consultation with the agency's other branches, the Policy Branch develops long-range strategies, reviews current and future policy issues and evaluates the effectiveness of CIDA's projects and programs.

### **Bilateral Programs Branch**

2434 This branch, organized along geographical lines, plans and implements CIDA's assistance projects on a country-to-country basis in Asia, Africa, Commonwealth Caribbean, and Latin America. Other divisions in this branch recruit advisers and teachers for overseas assignments, arrange training programs in Canada for students from developing countries, provide professional, technical and cost assessments of engineering projects, and provides advice on specialized fields such as energy, geology, and education.

### **Multilateral Programs Branch**

2437 This branch assesses Canada's relations with international aid-giving, co-ordinating institutions, and monitors research and development programs of research centres studying technological and growth problems of developing countries.

### **Special Programs Branch**

2440 This branch fosters and supports the participation of Canadian business and industry and voluntary agencies in economic and social development in the Third World. The branch also works closely with the provinces and francophone institutions to ensure co-ordination of efforts of CIDA divisions affected by the federal-provincial or franco-Canadian aspects of Canada's assistance programs.

## **Communications Branch**

This branch has over-all responsibility for developing and implementing information programs to keep the Canadian public informed on Canadian international development activities in Canada and overseas and encouraging a wide spectrum of the Canadian public to support and participate in Canada's international assistance program. The branch is also responsible for the briefing of personnel selected for overseas assignments and organizing internal conferences on international themes.

2443

## **Finance and Administration Branch**

This branch is responsible for providing advice on financial planning, reporting and control, in-house management consulting services, advising CIDA management and employees on all aspects of personnel administration, evaluating management and project operations, and providing necessary administrative support services.

2446

# International Boundary Commission (Canadian Section)\*

2447

## Head Office

615 Booth Street  
Ottawa, Ontario  
K1A 0E9

## Minister

Secretary of State for External Affairs

## Principal Officers

Commissioner ..... A. F. Lambert  
Senior Engineer ..... W. M. Smith

## Historical Background

The International Boundary Commission was created on 11 April 1908 pursuant to the treaty respecting the demarcation of the international boundary between the United States and Canada (RSC 1970 c. I-19).

2448

## Overall Responsibilities

The International Boundary Commission has the job of keeping the boundary vista entirely free of obstruction and plainly marked for the proper enforcement of customs, immigration, fishing and other laws of the two nations. The Commission is concerned with fixed things on the boundary line or near it, not with movement across it.

The Commission also regulates all construction within 10 feet of the boundary and is responsible for defining the boundary location in any legal situation involving the border.

## Organization

The Commission is made up of two commissioners: one appointed in Canada and one in the United States, each chief of his own staff, equipment and budget. The Commissioners report annually to both governments.

2449

The staff of the Canadian Section of the Commission is provided by the Department of Energy, Mines and Resources, but the Canadian Commissioner reports to the Secretary of State for External Affairs.

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\*text effective January 1975

**Head Office**

P.O. Box 8500  
Ottawa, Ontario  
K1G 3H9

**Minister Designated**

The Hon. Allan J. MacEachen, P.C., M.P.\*\*

**Principal Officers**

- Chairman..... Louis Rasminsky
- President..... Dr. W. David Hopper
- Vice-Presidents
- (Canada and Donor Agencies)..... Lucien F. Michaud
- (International Assistance)..... Cheikh Hamidou Kane
- Secretary..... James C. Pfeifer
- Treasurer..... R. Audet
- Directors
- (Administration)..... John J. Comeau
- (Agriculture, Food and Nutrition Sciences)..... Joseph H. Hulse
- (Information Sciences)..... John E. Woolston
- (Population and Health Sciences)..... George F. Brown
- (Social Sciences and Human Resources)..... Ruth K. Zagorin

**Historical Background**

The International Development Research Centre (IDRC) was established in 1970 by the *International Development Research Centre Act* (RSC 1970 c. 20, [1st supp] as amended). 2452

**Overall Responsibilities**

The Centre's objectives are to initiate, encourage, support, and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical and other knowledge to the economic and social advancement of those regions. Research projects are being, or have been, carried out in some 60 countries. 2453

The Centre has, for the most part, concentrated its efforts on trying to improve the well-being of rural peoples. This means that there is a wide spread of projects throughout the developing regions, but agricultural projects in particular have been concentrated in the poorest regions, i.e. the semi-arid tropics. 2455

Simultaneously, the Centre has stressed the coordination of research across national boundaries and between developing regions, as well as cooperation between their own research workers and Canadian and other institutions in developed nations. 2457

**Organization and Programs**

The Centre's activities are organized into four administrative divisions: Agriculture, Food and Nutrition Sciences; Information Sciences; Population and Health Sciences; Social Sciences and Human Resources. 2460

\*text effective October 1973; updated to January 1975

\*\*OIC P.C. 1974-1838, 8 Aug. 1974

Examples of the kinds of projects funded are:

- (a) a rural development project in Caqueza, Colombia, to help small subsistence farmers to improve both their productivity and their income, not only through technology but through instruments such as credit and improved marketing;
- (b) an attempt to assess the feasibility of controlling the blackfly that carries the disease onchocerciasis (African river blindness), by the introduction of a parasitic worm; and
- (c) a study of the problem of urban squatters, that plagues most large Far Eastern cities as a result of the migration of masses of rural people to urban centres.

Under the Act, the Centre submits an annual report on its activities to Parliament. IDRC maintains close contact with the programs of the Canadian International Development Agency, with Canadian research institutions and other international agencies.

### Regional Offices

2468 Bogotá, Colombia  
Beirut, Lebanon  
Dakar, Senegal  
Singapore

### 2470 International Development Research Centre Board

#### Board of Governors

Louis Rasminsky, (Chairman of IDRC)\*  
Dr. W. David Hopper, (President of IDRC)\*  
Paul Gérin-Lajoie, (President of CIDA)\*

William C. Winegard\* ..... Guelph, Ont.  
Roger A. Blais\* ..... Montréal, Qué.  
Peter G. Green ..... Halifax, N.S.  
Ilunga Kabongo\* ..... Lubumbashi Zaire  
Robert S. Milne ..... Vancouver, B.C.  
Sir Geoffrey Wilson\* ..... London, England  
Rex M. Nettleford\* ..... Kingston, Jamaica  
Dr. Soidjatmoko ..... Djakarta, Indonesia  
Professor T. W. Schultz\* ..... Chicago, Illinois, U.S.A.  
Archie R. Micay\* ..... Winnipeg, Man.  
Dr. Aklilu Habte\* ..... Addis Ababa, Ethiopia  
Norman T. Currie\* ..... Toronto, Ont.  
(six vacancies)

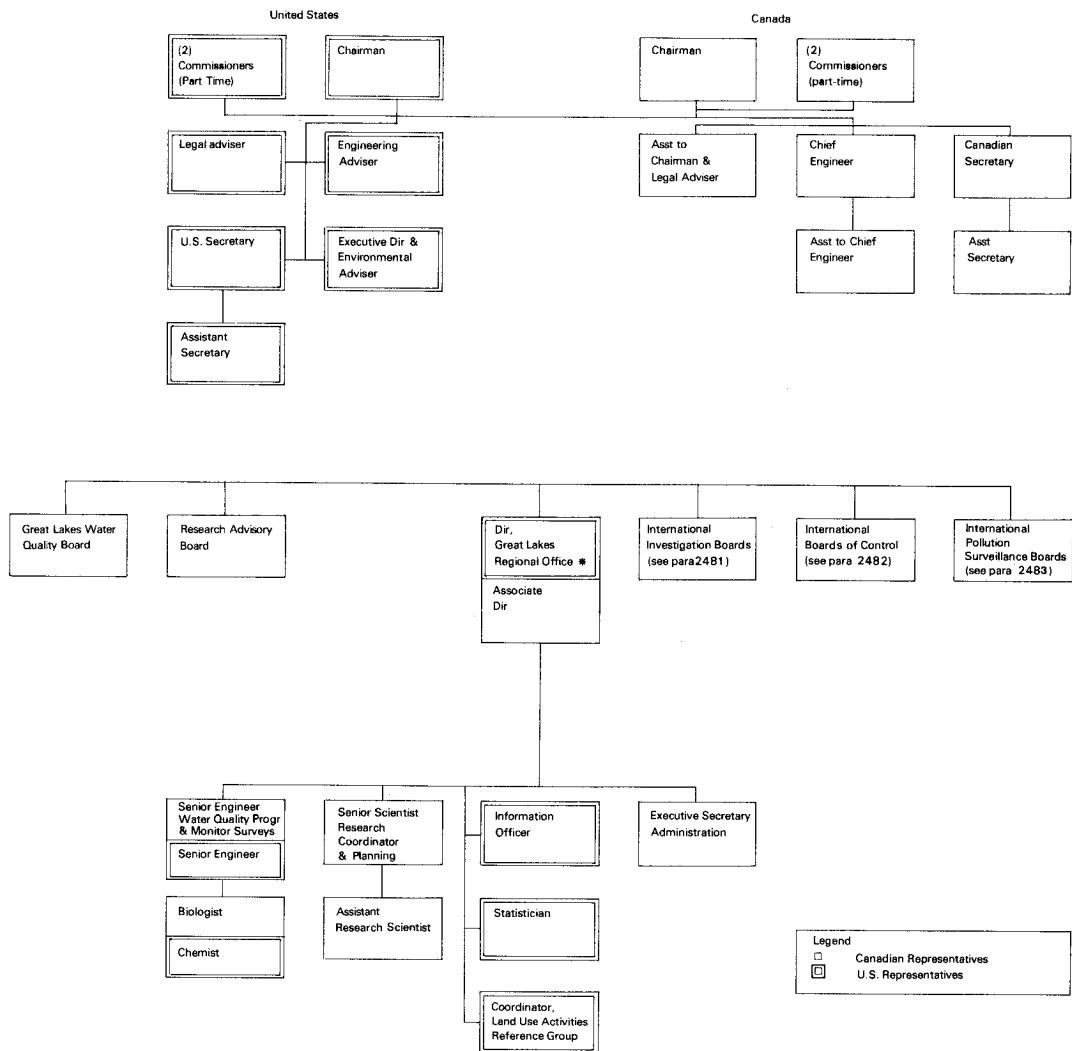
2472 Although funded by appropriations voted by Parliament, the Centre is governed by an international Board of Governors from six countries in addition to Canada. Four of these Governors are from developing countries. The Governors meet twice yearly, and the Board's Executive Committee meets four times a year. The Governors set the priorities for the Centre and approve all projects. The Centre's first Chairman was the late Rt. Hon. Lester B. Pearson.

Although the number of countries, appropriations, and projects vary, by January 1975, the Governors had approved 224 projects in 63 countries, calling for appropriations of \$46.5 million. The great majority of IDRC grants have been made to institutions in developing countries, to enable them to do their own research. This is in line with the emphasis placed by the Governors and Officers of the Centre on the second objective laid down under the Act: "to assist the developing regions to build up the research capabilities, the innovative skills and the institutions required to solve their problems".

\*These Governors are also members of the Executive Committee.

# International Joint Commission 2475

T B S Chart 1 Oct 1974



\* located at Windsor, Ontario

# International Joint Commission (Canadian Section)\*

2476

## Head Office

Suite 850  
151 Slater Street  
Ottawa, Ontario  
K1P 5H3

## Minister

Secretary of State for External Affairs

## Members of the Commission

### Canadian Section

Chairman ..... Dr. Maxwell Cohen, Q.C.  
Commissioners ..... K. A. Henry  
B. Beaupré

### United States Section

Chairman ..... Christian Herter, Jr.  
Commissioners ..... Eugene W. Weber  
Charles R. Ross

## Principal Officers

Secretary ..... D. G. Chance  
Assistant to the Chairman and legal  
Adviser ..... J. Lloyd MacCallum, Q.C.  
Chief Engineer ..... Murray W. Tompson

Secretary ..... W. A. Bullard

## Historical Background

The International Joint Commission was established in 1909 by a treaty between the United States of America and Great Britain. This treaty was confirmed and sanctioned by the *International Boundary Waters Treaty Act* (SC 1911 c. 28, now RSC 1970 c. I-20). 2477

The commission consists of six members, three appointed by the Government of Canada, and three appointed by the President of the United States. 2478

## Overall Responsibilities

The commission deals with the use, obstruction and diversion of boundary waters and rivers crossing the boundary between Canada and the United States. Structures which would increase the levels of waters at the boundary require the prior approval of the commission before work can proceed. In addition, the commission carries out extensive investigations on questions arising between the Canadian and United States Governments along the "common frontier", and reports its findings, with recommendations, to the two Governments. 2479

## International Boards

The following boards have been established under the 1909 treaty and are still active: 2480

## International Investigation Boards

American Falls  
Great Lakes Levels  
Roseau River Drainage  
Souris & Red Rivers

2481

\*Text effective January 1975

Point Roberts  
Richelieu-Lake Champlain Engineering Board

**International Boards of Control**

2482 St Croix River  
Lake Champlain  
St Lawrence River  
Niagara River  
Lake Superior  
Prairie Portage  
Rainy & Namakan Lakes  
Souris River  
St Mary & Milk Rivers  
Kootenay Lake  
Columbia River  
Osoyoos Lake  
Skagit River

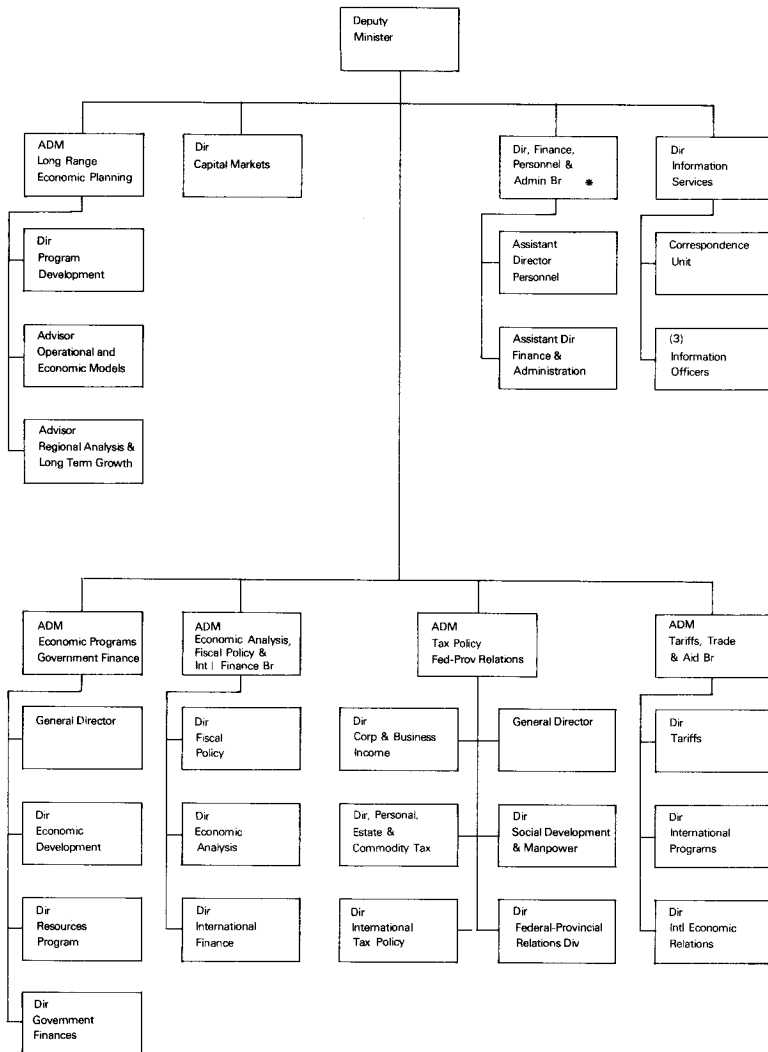
**International Pollution Surveillance Boards**

2483 St Croix River  
Red River  
Rainy River  
Air Pollution along the Boundary  
All of the boards may be contacted in care of the International Joint Commission.



# Department of Finance 2500

T B S Chart 1 Oct 1974



\* The branch director reports also to the Secretary of the Treasury Board as the branch provides a joint service for both departments (see Chart 9000).

**Head Office**

Place Bell Canada  
Elgin Street  
Ottawa, Ontario  
K1A 0G5

**Minister**

The Hon. John N. Turner, P.C., M.P.

**Principal Officers**

Deputy Minister .....	Simon S. Reisman
<b>Assistant Deputy Ministers</b>	
(Long Range Economic Planning) .....	Otto E. Thür
(Economic Programs and Government Finance) .....	John H. Young
(Tariffs, Trade and Aid).....	Robert K. Joyce
(Economic Analysis, Fiscal Policy and International Finance) .....	Dr. W. C. Hood
(Tax Policy and Federal-Provincial Relations).....	M. A. Cohen

**Historical Background**

The Department of Finance was created by an Act of Parliament in 1869, but 2502  
now operates under Parts VIII to X of the *Financial Administration Act* (RSC 1970  
c. F-10). Prior to the formation of Canada in 1867, each province had an "inspector  
general" who handled financial affairs. After Confederation, this individual was  
styled "Minister of Finance".

At various times in its history, the Department of Finance has included the 2503  
Treasury Board, the Comptroller of the Treasury, the Royal Canadian Mint, Tax  
Inspection, Old Age Pensions, Superannuation and Retirement, and the Tariff  
Board. Today only two operational groups remain with the department: Municipal  
Grants (part of the Federal-Provincial Relations Division), and Guaranteed Loans  
(part of the Government Finance, Loans, Investment and Guarantees Division).

**Overall Responsibilities**

The Minister has the management of the Consolidated Revenue Fund and the 2508  
supervision, control, and direction of all matters relating to the financial affairs of  
Canada not by law assigned to the Treasury Board or to any other Minister.

- Objectives of the department are:
- (a) to analyse and appraise the economic situation and prospects in Canada and 2510  
in other countries of interest to Canada;
  - (b) to advise on fiscal and other economic policies and measures;
  - (c) to recommend measures to meet the requirements of the government within 2511  
appropriate fiscal policies, by action in expenditure, lending, taxation, borrow-  
ing and cash management;
  - (d) to advise on matters concerning the balance of payments, exchange reserves, 2512  
international monetary and financial arrangements, coinage, and related  
matters;
  - (e) to participate in international negotiations and other meetings related to trade, 2513  
finance, taxation, and economic development, to carry on discussions with  
provincial authorities and to pay grants to provincial governments and  
grants-in-lieu of taxes to municipalities; and
  - (f) to advise on policies relating to federal-provincial fiscal and economic relations. 2514

\*text effective October 1974; names to January 1975

(g) to administer statutes relating to guaranteed loans, the capital budgets and financing of Crown corporations and agencies.

## **Organization and Programs**

2520 The department is organized into five branches and a number of other offices: Economic Programs and Government Finance; Tax Policy and Federal Provincial Relations; Tariffs, Trade and Aid; Economic Analysis, Fiscal Policy and International Finance; Capital Markets Division; Long Range Economic Planning. In addition there is also the Inspector General of Banks, and an Information Division. Administrative Support is provided on a joint basis with the Treasury Board Secretariat by the Finance, Personnel and Administration Branch.

### **Economic Programs and Government Finance Branch**

This branch is composed of three divisions: Economic Development, Resource Programs, Government Finance, Guaranteed Loans.

#### **Economic Development Division**

2525 This division is concerned with secondary industry and industrial developments, consumer and corporate affairs, transportation, communications and energy, science policy and research, regional and area developments, and tourism. Economic, financial, and policy-related implications of new or changing programs are examined to ensure they conform to over-all government economic policy.

#### **Resource Programs Division**

2530 This division is responsible for encouraging the development of policies and programs for Canada's natural resources, the Northern Territories, and the environment, which accord with the government's over all economic, financial and social policies. Its policy areas include energy, oil and gas, minerals, agriculture, fisheries and forestry. The division also provides advice on policies concerning northern development, pipelines, the environment, food and national parks.

#### **Government Finance Division**

2535 This division's responsibilities encompass financial operations and advice on policy formulation concerning loans investments and guarantees by the government. Most of the functions of the division arise from direct responsibilities which the Minister holds in connection with various statutes, particularly the *Financial Administration Act*.

2537 The Minister is one of three ministers who recommend the budgets of Crown corporations for approval of Governor-in-Council. Capital budgets are the main instruments of control over these corporations. The division reviews and advises on these budgets (taking into account commercial, economic and financial considerations against the background of the established objectives of the individual corporations). Claims on the government for funds are reconciled with fiscal resources available within the overall framework established for the government as a whole in a particular year.

2541 Where legislation is proposed to create new Crown corporations, the division participates in interdepartmental discussions, represents the views of the Department of Finance on objectives and related matters, and advises on the required financial provisions including capital structure, limits on debt and equity, budgetary and other financial controls and loan guarantee provisions. The Division also is responsible for preparation of legislation and amendments of various financial bills including the *Canadian National Railways Financing and Guarantee Act*, the *Small*

*Business Loans Act, the Farm Improvement Loans Act and the Fisheries Improvement Loans Act.*

Since the Minister of Finance's approval is required for loan guarantees given by the government under a number of Acts, the division makes liability analyses of industrial and commercial projects recommended for this type of assistance. 2542

### **Guaranteed Loans Division**

The division recommends terms and conditions for loans to Crown corporations and calculates interest rates on government loans designed to recover the government's cost of borrowing. The division advises on special financial problems (such as the valuation of Crown corporations to be sold or of businesses to be purchased or invested in by the government). The division deals with operational policy matters which concern the negotiation of coinage contracts with the Royal Canadian Mint, the investment of Canada Pension Plan monies, and the provision of loans and advances to the Unemployment Insurance Commission, and the Old Age Security Fund. 2543

The division also is responsible for advising on government policy with regard to the several guaranteed lending programs under the jurisdiction of the Minister of Finance (students, farmers, fishermen and small businessmen) and currently includes a Guaranteed Loans Administration responsible for the day-to-day operation of these programs. 2545

### **Tax Policy and Federal Provincial Relations Branch**

This branch consists of six divisions: Corporations and Business Income; Personal, Commodity and Estate Taxes; International Tax Policy; Social Development and Manpower Policy; Federal-Provincial Relations; and Municipal Grants. 2555

### **Corporations and Business Income Division**

The division analyzes existing tax measures and new proposals which directly affect the business community. An ongoing review of corporate tax measures is necessary because of the constantly changing economic conditions and international competition. 2557

### **Personal, Commodity and Estate Taxes Division**

A personal income tax unit analyzes proposals relating to personal taxation, deferred income plans, trusts, and partnerships. A commodity tax unit deals with tax policy problems concerning all federal excise taxes and duties. A quantitative tax analysis unit conducts the economic and econometric analyses of tax proposals to determine the effects of the proposals upon the distribution of income, the long-term growth of the economy, and the behaviour of individuals and companies. The division also determines the revenue effects of various tax measures, and assists in work on federal-provincial tax problems. 2559

### **International Tax Policy Division**

The division is concerned primarily with the international provisions of the taxing statutes—those affecting both non-residents with income from Canadian sources and Canadians with income from foreign sources as well as those tax measures which affect international trade and foreign investment. In addition, it is responsible for the negotiation of tax treaties with other countries and the surveillance of tax developments throughout the world. 2561

### **Social Development and Manpower Policy Division**

The division assists the Minister and the government in selecting and implementing measures to accomplish economic, fiscal and financial objectives in the 2563

fields of social policies and income support systems, manpower policies and employment programs, and socio-economic measures.

2564 The division monitors existing and developing measures such as mobility programs, direct employment programs, family allowances, guaranteed annual income, cultural policies, and Indians and Métis policies.

### **Federal-Provincial Relations Division**

2568 This Division undertakes technical analysis and provides advice on the development of fiscal federalism in Canada. Areas covered include arrangements with provinces over joint occupancy of tax fields, conditional and unconditional fiscal transfers to provinces and municipalities, shared-cost programs and opting-out provisions, and mechanisms for intergovernmental cooperation in fiscal and economic matters.

2569 The division administers the *Federal-Provincial Fiscal Arrangements Act*, and other fiscal arrangements between the federal government and the provinces, including the *Established Programs (Interim Arrangements) Act*, statutory subsidies and the transfer of public utility corporation taxes.

### **Municipal Grants Division**

2571 The division administers the program of grants in lieu of real estate taxes to taxing authorities in Canada within whose boundaries federal property is situated. Since section 125 of the *British North America Act* states that no land or property belonging to Canada shall be liable to taxation, a system has been evolved whereby grants in lieu of real estate taxes may be paid to municipalities in compensation for the local services which they provide to federal property.

## **Tariffs, Trade and Aid Branch**

This branch is composed of three divisions: Tariffs, International Economic Relations, and International Programs.

### **Tariffs Division**

2576 This division investigates and reports on proposals regarding the Canadian customs tariff and related matters. To this end, meetings are held with producers, importers, and other groups concerned with tariffs, trade agreements and commitments under the General Agreement on Tariffs and Trade.

The effects of tariff changes on the allocation of resources are evaluated, as are the competitive position of Canadian industry and the volume and value of imports. Reports of the Tariff Board are reviewed, and representations on these reports considered. The division participates in international tariff conferences and carries out tariff renegotiations with other countries.

### **International Economic Relations Division**

2584 This division helps to develop the recommendations on commercial policy and provides advice on Canada's economic policy and international economic relations. These functions are shared with other departments such as the Department of Industry, Trade and Commerce, and the Department of External Affairs. The division, working with the Tariffs Division, is concerned with Canada's bilateral and multi-lateral import policy and (aside from those directly related to international monetary and aid questions) participates in the formulation of the Canadian position on issues related to international economic policy.

### **International Programs Division**

2592 The functions of this division arise primarily from Canada's membership in a number of international organizations and from financial involvement with develop-

ing countries through the provision of aid and long-term export credits. The division provides advice inter-departmentally on all budgetary and financial policy issues which arise in the United Nations Organization, its Specialized Agencies, and its Voluntary Funds. It participates with other government departments in the formulation of Canada's position in relation to these institutions and to their programs and financial policies.

The division is similarly involved in the interdepartmental formulation of Canada's position in relation to the World Bank, the International Development Association, and the four regional development banks\* of which Canada is a member. The Canadian International Development Agency (CIDA) consults the division on policy issues with respect to Canada's bilateral aid program to developing countries, as well as on matters concerned with the international review of donors' aid programs and policies by the Development Assistance Committee of the OECD and the United Nations Conference on Trade and Development (UNCTAD). The division reviews and evaluates proposals submitted by the Export Development Corporation for export financing.

## **Economic Analysis, Fiscal Policy and International Finance Branch**

This branch is composed of three divisions: Economic Analysis, Fiscal Policy, and International Finance.

### **Economic Analysis Division**

This division provides a continuing assessment of the general economic situation and makes forecasts for use in preparing budgets and developing overall fiscal, financial, and economic policy. It also evaluates specific proposals and events, often directly related to particular sectors or regions of the economy. The four sections within the division are responsible for general economic conditions, regional and sectoral analysis, economic forecasting, and branch data services.

2602

### **Fiscal Policy Division**

This division appraises the effects of government fiscal measures on the performance of the economy, and recommends measures appropriate to the economic situation. It is responsible for forecasting and analyzing the revenues and expenditures and, hence, the financial requirements of the Government of Canada. These forecasts and analyses are the basis for decisions in the fields of fiscal policy and debt management.

2610

The division monitors and analyzes the fiscal position and fiscal developments of the provinces, and develops, with the provinces, fiscal data necessary for meetings of Ministers of Finance and Provincial Treasurers. It also reviews the form and content of the Public Accounts for which the department has responsibility under the *Financial Administration Act*.

### **International Finance Division**

This division advises on foreign exchange policy, deals with matters relating to international monetary affairs, and administers Canada's relations with the International Monetary Fund, and participates in the work of the Group of Ten, and of the Interim Committee of the IMF. It is particularly concerned with the Canadian balance of payments and with financial arrangements between Canada and the United States. The division follows developments in the various forms of international liquidity such as gold, U.S. dollar, sterling balances, and Special Drawing Rights; and advises on proposals to improve the international monetary system. It participates

2620

\*Asian Development Bank, Caribbean Development Bank, Inter-American Development Bank, and African Development Fund

in the work of the Organization for Economic Co-operation and Development and its Working Party 3 (balance of payments problems), and it maintains bilateral relations with the United States, the United Kingdom, the European Economic Community (EEC), and Japan.

## Capital Markets Division

2630 This division is concerned with the management of the public debt and the ways in which the government's cash requirements can be met through borrowings. It advises on policy related to capital markets, chartered banks, and other financial institutions. The division also provides advice on general policies related to the structure and management of the public debt as well as on the size, nature, terms and conditions of government Treasury Bill, marketable bond and Canada Savings Bond issues. It is continuously assessing the Canadian capital markets, financial institutions and their regulation, from the point of view of their competitiveness and the efficiency with which they collect and channel Canadian savings. It advises on ways in which these markets and institutions might be developed to better meet Canadian requirements. It also coordinates and administers government guidelines to all financial institutions concerning their net asset positions abroad.

## Long Range Economic Planning Branch

2640 The branch consists of three divisions: Program Development, Operational Econometric Models, and Regional Analysis and Long-Term Growth.

### Program Development Division

2642 The division carries out medium and long-term sectoral studies aimed at developing long-term policy guidelines. Analysis of the long-term implications of inventory costs and pricing policies in the agricultural sector are also being carried out. A program of research into the effect of medium and long-term changes in the age/sex structure of the population on, for example, the level of consumer expenditures in various disaggregated categories is in progress. In the financial sector, the effects arising from the necessity of financing substantial medium and long-term investment policies are being examined.

### Operational Econometric Models Division

2645 The division concentrates on macroeconomic projections and impact analyses using existing econometric models of the Canadian economy, such as CANDIDE, TRACE and RDX2. These conditional forecasts, or control solutions, provide base cases for impact studies related to the sectoral analyses. In particular, special studies have been done of such problems as energy supply and demand, acquisition of major equipment items by the armed forces, the impact of immigration policy in the medium and long-term, the financial problems associated with large investment projects such as the Mackenzie Valley pipeline, and various other problems. Extensive use is also made of static models such as the Statistics Canada input-output models of the Canadian economy.

### Regional Analysis and Long-Term Growth Division

2650 The division focusses on medium and long-term development programs having strong regional or provincial content. Early in 1974, the branch was asked to undertake a study, in depth, of the existing distribution of incomes and how that distribution might be improved, in future, through changes in social welfare, taxation and other policies. The study will be concerned particularly with the problems of bringing about a fairer distribution of income for those people who are at the low end of the income distribution. Many existing programs of government affect the services, but

no clear understanding exists about how existing policies should be modified or future policies be developed to bring about a more equitable distribution or about the best techniques for coordinating and implementing such policies.

## Inspector General of Banks

The Inspector General of Banks established under section 64(1) of the *Bank Act* (RSC 1970 c. B-1) is required by Parliament to conduct examinations and inquiries into the affairs and business of chartered banks, and banks incorporated under the *Quebec Savings Bank Act* in order to satisfy himself that the provisions of the respective Acts are being observed, and that the banks are in a sound financial position. The Inspector General of Banks is considered to be an officer of the Department of Finance. 2674

## Information Services

This division is responsible for internal communications and serves as an intermediary in the department's relations with the general public. 2685

## Regional Offices

The department has no regional offices. 2690

## Statutes

The Minister is responsible for the: 2695

*Anti-dumping Act* (RSC 1970 c. A-15) as amended  
*Bank Act* (RSC 1970 c. B-1) as amended  
*Bank of Canada Act* (RSC 1970 c. B-2)\*  
*Beechwood Power Project Act* (SC 1957-58 c. 26)  
*Bills of Exchange Act* (RSC 1970 c. B-5) as amended  
*Bretton Woods Agreement Act* (RSC 1970 c. B-9) as amended  
*Canada Deposit Insurance Corporation Act* (RSC 1970 c. C-3)  
*Canada Development Corporation Act* (SC 1970-71-72 c. 49)  
*Canada Pension Plan Act* (RSC 1970 c. C-5, sec. 116 [3])  
*Canadian National Railways Financing and Guarantee Act* (SC 1970-71-72 c. 17)  
*Canadian National Railways Refunding Act* (SC 1926-27 c. 27) as amended  
*Currency and Exchange Act* (RSC 1970 c. C-39)  
*Customs Tariff Act* (RSC 1970 c. C-41)  
*Department of Insurance Act* (RSC 1970 c. I-17)  
*Diplomatic Service (Special) Superannuation Act* (RSC 1970 c. D-5) as amended  
*Established Programs (Interim Arrangements) Act* (RSC 1970 c. E-8) as amended  
*Excise Act* (RSC 1970 c. E-12) as amended  
*Excise Tax Act* (RSC 1970 c. E-13) as amended  
*Farm Improvement Loans Act* (RSC 1970 c. F-3) as amended  
*Federal-Provincial Tax Sharing Arrangements Act* (SC 1956 c. 29) as amended  
*Financial Administration Act* (RSC 1970 c. F-10) as amended  
*Fire Losses Replacement Account Act* (RSC 1970 c. F-11)  
*Fisheries Improvement Loans Act* (RSC 1970 c. F-22) as amended  
*Gold Export Act* (RSC 1970 c. G-5)  
*Governor General's Retiring Annuity Act* (RSC 1970 c. G-15) as amended  
*Income Tax Act* (SC 1970-71-72 c. 63) as amended  
*Industrial Development Bank Act* (RSC 1970 c. I-9)  
*Interest Act* (RSC 1970 c. I-18)  
*International Development Association Act* (RSC 1970 c. I-21) as amended  
*Members of Parliament Retiring Allowance Act* (RSC 1970 c. M-10) as amended  
*Municipal Development and Loan Act* (SC 1963 c. 13)



*Municipal Grants Act* (RSC 1970 c. M-15)  
*Municipal Improvements Assistance Act* (RSC 1970 c. M-16)  
*Old Age Security Act* (RSC 1970 c. O-6, sec. 25 [4])  
*Olympic (1976) Act* (SC 1973 c. 31, sec. 13 [3])  
*Pawnbrokers Act* (RSC 1970 c. P-5)  
*Pension Benefits Standards Act* (RSC 1970 c. P-8, sec. 22)  
*Prairie Grain Loans Act* (SC 1960 c. 1)  
*Prairie Grain Producers' Interim Financing Act* (SC 1951 c. 20) as amended  
*Provincial Subsidies Act* (RSC 1970 c. P-26)  
*Public Service Superannuation Act* (RSC 1970 c. P-36) as amended  
*Quebec Savings Banks Act* (RSC 1970 c. B-4) as amended  
*Satisfied Securities Act* (RSC 1970 c. S-4)  
*St Lawrence Seaway Authority Act* (RSC 1970 c. S-1, sec. 29 [4])  
*Small Business Loans Act* (RSC 1970 c. S-10) as amended  
*Supplementary Retirement Benefits Act* (RSC 1970 c. 43, sec. 11 [1st Supp.])  
*Tariff Board Act* (RSC 1970 c. T-1)  
*Unemployment Insurance Fund Act* (RSC 1970 c. U-2, sec. 87)  
*Winding up Act* (RSC 1970 c. W-10, Parts II, and III) as amended

### **Other Agencies**

2699 The Minister reports to Parliament on the activities of the following agencies:

Anti-dumping Tribunal (see para 2700)  
Bank of Canada (see para 2725)  
Canada Deposit Insurance Corporation (see para 2775)  
Industrial Development Bank (see para 2825)  
Department of Insurance (see para 2850)  
Tariff Board (see para 2875)

The Minister also is spokesman in Parliament for:  
Auditor General (see para 325)



**Head Office**

234 Wellington Street  
Ottawa, Ontario  
K1A 0G9

**Minister**

Minister of Finance

**Officers**

Governor .....	G. K. Bouey
Senior Deputy Governor .....	R. W. Lawson
Deputy Governors .....	G. E. Freeman A. Jubinville B. J. Drabble** D. J. R. Humphreys
Advisers .....	R. Johnstone J. N. R. Wilson J. A. Bussi�eres
Director of Administrative Operations .....	L. F. Mundy
Secretary .....	G. Hamilton

**Board of Directors**

G. K. Bouey .....	Ottawa
R. W. Lawson .....	Ottawa
S. G. Lake .....	Nfld.
J. W. E. Mingo .....	N.S.
W. R. Jenkins .....	P.E.I.
J. G. Burchill .....	N.B.
J. Taschereau .....	Qu�e.
C. A. Dagenais .....	Qu�e.
J. G. Langs .....	Ont.
J. L. Lewtas .....	Ont.
S. Kanee .....	Man.
J. A. Stack .....	Sask.
R. W. Campbell .....	Alta.
Alexander Walton .....	B.C.
S. S. Reisman (ex officio) .....	Ottawa

**Historical Background**

The Bank of Canada was incorporated by the *Bank of Canada Act 1934* (now RSC 1970 c. B-2). In accordance with the provisions of the statute, the capital stock (amounting to \$5 million) is held by the Minister of Finance on behalf of Canada.

2727

The Bank is under the supervision of a board of directors, composed of the governor and deputy governor and 12 directors; the latter are appointed for terms of three years by the Minister of Finance with the approval of the Governor-in-Council. In addition, the Deputy Minister of Finance is a member of the board but does not have the right to vote. The governor and deputy governor are appointed

2728

\*text effective January 1975

\*\*on leave of absence as an Executive Director of the International Monetary Fund

for terms of seven years by the directors with the approval of the Governor-in-Council. The affairs of the Bank are audited by two auditors appointed by the Governor-in-Council.

### Overall Responsibilities

The Bank implements its monetary policy primarily through the management of the cash reserves of the chartered banks. Under the *Bank Act* the chartered banks are required to maintain minimum cash reserves in the form of deposit with, or notes of, the Bank of Canada against their Canadian dollar deposit liabilities. In addition, the Bank of Canada may establish a minimum secondary reserve ratio requirement.

2732 The Bank is empowered to make short-term advances to chartered banks and to banks operating under the *Quebec Savings Bank Act* on the pledge of a wide-range of financial assets. It may also make short-term advances to the Government of Canada. The Bank is required to make public at all times the minimum rate (bank rate) at which it is prepared to make advances. The Bank also enters into purchase and resale agreements with money market dealers. Less formally, the Bank serves as a channel of communication between the government and financial institutions.

2734 The Bank of Canada is authorized by statute to buy and sell Government of Canada securities (including guaranteed issues), provincial securities, bills of exchange and bankers acceptances, foreign exchange, securities of the United States and short-term securities of the United Kingdom. In practice, its open market operations are conducted almost exclusively in Government of Canada securities. It is required to act as fiscal agent for the government without charge. In this capacity, it operates the government deposit account, handles debt management and foreign exchange transactions for the government, and acts as an adviser. It is authorized to operate deposit accounts for foreign central banks and international financial institutions and to maintain deposits with other central banks. The Bank has the sole right to issue notes intended for circulation in Canada.

### Organization

2736 The Bank of Canada has nine departments: Research, Securities, Banking and Financial Analysis, International, Secretary's, Personnel Administration, Administrative Operations, Chief Accountant's, Audit.

### Regional Offices

2749 Agencies of the Bank of Canada are maintained at Halifax, N.S.; Saint John, N.B.; Montréal, Qué.; Ottawa, and Toronto, Ont.; Winnipeg, Man.; Regina, Sask.; Calgary, Alta.; and Vancouver, B.C.

# Canada Deposit Insurance Corporation\*

2776

## Head Office

71 Bank Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 2340  
Postal Station "D"  
Ottawa, Ontario  
K1P 5W5

## Minister

Minister of Finance

## Board of Directors

Chairman..... Gérard Gingras  
Directors..... Governor, Bank of Canada  
Deputy Minister, Dept. of Finance  
Superintendent, Dept. of Insurance  
Inspector General of Banks, Dept. of Finance

## Historical Background

The Canada Deposit Insurance Corporation was established by the *Canada Deposit Insurance Corporation Act* (RSC 1970 c. C-3). The Corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1967-1552, 9 Aug 1968; SOR/67-401). The Corporation is an agent of Her Majesty. 2777

## Overall Responsibilities

The corporation is empowered to insure Canadian currency deposits, up to \$20,000 per person, in banks, incorporated trust and loan companies that accept deposits from the public. It is also empowered to act as a lender of last resort for member institutions. 2780

## Head Office

234 Wellington Street  
Ottawa, Ontario  
K1A 0G9

## Minister Designated

Minister of Finance

## Historical Background

The Industrial Development Bank (IDB), wholly-owned subsidiary of the Bank of Canada, was established by the *Industrial Development Bank Act* (SC 1944-45 c. 44—now RSC 1970 c. 1-9). IDB was established to provide capital assistance to develop new businesses and to finance the expansion programs of existing small and medium-size businesses which are unable to obtain financing elsewhere in Canada under reasonable conditions and terms. 2827

## Overall Responsibilities

The president of IDB is also the Governor of the Bank of Canada, and the advisory board consists of the same directors as the Bank of Canada plus the Deputy Minister of Industry, Trade and Commerce. 2828

The general manager's office is located in Montréal.

The authorized capital of IDB is \$75 million. It may also raise funds by the issue of bonds and debentures provided that its total direct liabilities and contingent liabilities in the form of guarantees and underwriting agreements do not exceed ten times the aggregate of its paid-up capital and Reserve Fund. The total amount of commitments of the IDB in the form of loans, guarantees, etc., in excess of \$200 thousand each, may not exceed \$200 million.

## Organization and Programs

The purpose of IDB is to promote the economic welfare of Canada by ensuring the availability of credit to industrial enterprises which may reasonably be expected to prove successful, by supplementing the activities of other lenders and by providing financial assistance to business with particular emphasis in meeting the needs of small enterprises. IDB may, among other things, lend money, guarantee loans to other lenders, and purchase shares of a corporation with a view to the re-sale of the shares. IDB can lend to virtually any industry, trade or other business undertaking and meet any sort of financial need. 2830

The IDB Act stipulates that the amount invested or to be invested in the enterprise by persons other than IDB should be such as to afford it reasonable protection. A loan proposal is then assessed on the grounds of its business viability and credit worthiness.

During the past year, IDB has launched an advisory services function to provide to small businesses various services of a non-monetary nature, mostly informational, including educational material on business management in the form of a series of booklets. Seminars on business management are being conducted by IDB in smaller centres across Canada where this type of service is not now available. 2832

## Regional Offices

IDB has 50 branch offices across Canada located in the following cities:  
St. John's, Nfld.; Charlottetown, P.E.I.; Halifax, and Sydney, N.S.; St. John, and 2832

\*text effective September 1973; see editor's note next page

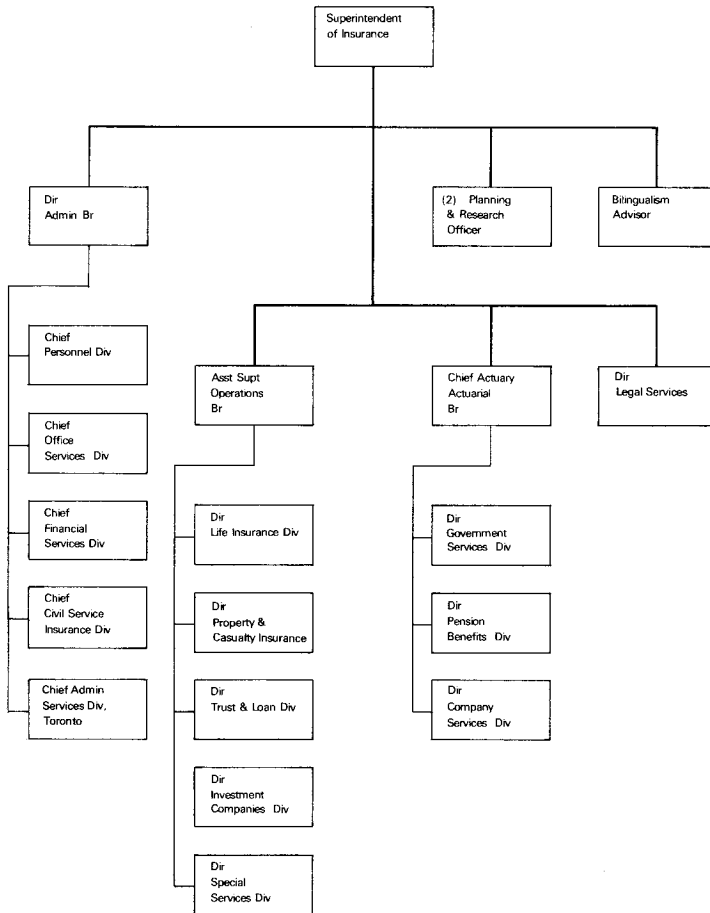
### Regional Offices (cont.)

Moncton, N.B.; Chicoutimi, Longueuil, Montréal (2), Québec, Rimouski, Rouyn-Noranda, St. Jérôme, Sept-Îles, Sherbrooke and Trois-Rivières, Qué.; Barrie, Hamilton, Kenora, Kingston, Kitchener-Waterloo, London, Oshawa, Ottawa, St. Catharines, Sault-Ste. Marie, Sudbury, Thunder Bay, Toronto, and Windsor, Ont.; Brandon, and Winnipeg, Man.; Regina, and Saskatoon, Sask.; Calgary, Edmonton, Grande Prairie, and Lethbridge Alta.; Campbell River, Chilliwack, Cranbrook, Kamloops, Kelowna, New Westminster, Prince George, Vancouver, North Vancouver, and Victoria, B.C.

**Editors note:** On 4 December 1974, *An Act to incorporate the Federal Business Development Bank* was passed by the House of Commons (then Bill C-14, now SC 1974-75 c. 14). The Act establishing the Bank has not been proclaimed in force. Therefore the Bank as a legal entity does not exist. As soon as the Proclamation is issued, registered, and published in the Canada Gazette, this text will be re-written and moved to the Industry, Trade and Commerce portfolio (new para 3450).

# Department of Insurance 2850

T B S Chart 1 Oct 1974





**Head Office**

Place Bell Canada  
160 Elgin Street  
Ottawa, Ontario  
K1A 0H2

**Minister**

Minister of Finance

**Principal Officers**

Superintendent of Insurance..... R. Humphrys  
Assistant Superintendent of Insurance ..... E. E. Clarke

**Historical Background**

The Department of Insurance was formally created as a separate department 2852  
in 1924 by an amendment to the *Insurance Act, 1917* (although it had been design-  
ated as such by The *Insurance Act, 1910* (SC 1909-10 c. 32)). When the *Insurance*  
*Act* was repealed in 1932, the department was reconstituted by the *Department of*  
*Insurance Act* (SC 1932 c. 45—now RSC 1970 c. I-17).

The office of the Superintendent of Insurance was first established by (SC 1875  
c. 20). Prior to 1910, the staff under the Superintendent of Insurance was attached  
to the Department of Finance.

**Organization and Programs**

The department is divided into three branches; Operations, Actuarial, and  
Administration.

**Operations Branch**

This branch is responsible for the registration and supervision of insurance 2854  
companies, trust companies, mortgage loan companies, investment companies,  
small loans companies, and co-operative credit societies that are subject to Acts  
administered by the department.

**Actuarial Branch**

This branch is responsible for provision of actuarial services for other depart- 2856  
ments, examination of actuarial valuations of policy liabilities of registered life insur-  
ance companies, and supervision of employee pension plans.

**Administration Branch**

This branch is responsible for the provision of office, personnel, financial, and 2858  
library services for the department. The branch is also responsible for the collection  
of premium taxes under Part I of the *Excise Tax Act*, and the administration of the  
*Civil Service Insurance Act*.

**Regional offices**

The department maintains offices in Halifax N.S.; Montréal Qué.; Toronto Ont.; 2860  
Winnipeg Man.; and Vancouver B.C.

\*text effective September 1973

## Statutes

2861 The Superintendent of Insurance is required to act under the instructions of the Minister, and to examine into and report from time to time upon all matters connected with the administration of each of the following statutes, and of the orders or regulations passed or made thereunder:

*Canadian and British Insurance Companies Act* (RSC 1970 c. I-15).

*Civil Service Insurance Act* (RSC 1952 c. 49)

*Cooperative Credit Associations Act* (RSC 1970 c. C-29)

*Excise Tax Act* (RSC 1970 c. E-13, Part I)

*Foreign Insurance Companies Act* (RSC 1970 c. I-16)

*Investment Companies Act* (SC 1970-71-72 c. 33)

*Loan Companies Act* (RSC 1970 c. L-12)

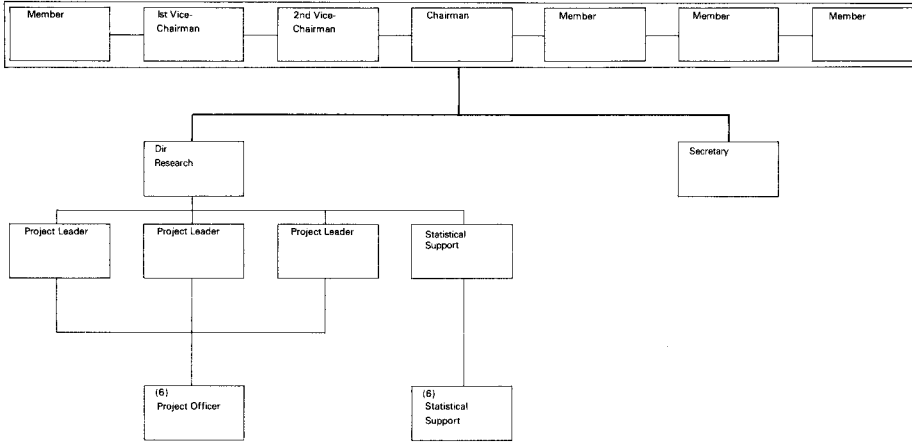
*Pension Benefits Standards Act* (RSC 1970 c. P-8)

*Small Loans Act* (RSC 1970 c. S-11)

*Trust Companies Act* (RSC 1970 c. T-16)

# Tariff Board 2875

T B S Chart 1 Oct 1974



**Head Office**

365 Laurier Avenue West  
Ottawa, Ontario  
K1A 0G7

**Minister designated**

Minister of Finance

**Members of the Board**

Chairman.....	L. E. Couillard
First Vice-Chairman.....	W. J. Landreth
Second Vice-Chairman.....	W. T. Dauphinee
Members.....	René Labelle, Q.C. G. Deachman A. C. Kilbank K. C. Martin

**Principal Officers**

Secretary.....	J. R. Mitchell
Director of Research.....	W. L. Posthumus

**Historical Background**

The Tariff Board, constituted by the *Tariff Board Act* derives duties and powers from four statutes: 2877

*Anti-dumping Act* (RSC 1970 c. A-15)

*Customs Act* (RSC 1970 c. C-40)

*Excise Tax Act* (RSC 1970 c. E-13)

*Tariff Board Act* (RSC 1970 c. T-1)

The Board is designated as a department; the minister of Finance as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1969-696, 15 Apr 1969).

**Overall Responsibilities**

Under the *Tariff Board Act*, the Board makes inquiry into and reports upon any matter in relation to goods that, if brought into Canada are subject to, or exempt from customs duties or excise taxes, and on which the Minister of Finance desires information. The investigation into any such matter may include inquiry as to the effect that an increase or decrease of the existing rate of duty upon a given commodity might have upon industry or trade and the extent to which the consumer is protected from exploitation. It is also the duty of the Board to inquire into any other matter in relation to the trade and commerce of Canada that the Governor-in-Council sees fit to refer to the board for inquiry and report. Usually, the references take one of two forms: authority for review of sections of the Customs Tariff relating to an entire industry, or for investigation in respect of specified commodities. Reports of the Board are tabled in Parliament by the Minister of Finance. 2878

Under the provisions of the *Customs Act*, the *Excise Tax Act*, and the *Anti-dumping Act*, the Board acts as a court to hear appeals from rulings of the Department of National Revenue (Customs and Excise), in respect of certain matters including excise taxes, tariff classification, value for duty, drawback of customs duties, and determination of dumping. Declarations of the Board on appeals on 2880

\*text effective September 1973; updated to January 1975

questions of fact are final and conclusive, but the Acts contain provisions for appeal, on questions of law, to the Federal Court of Canada, and to the Supreme Court of Canada.

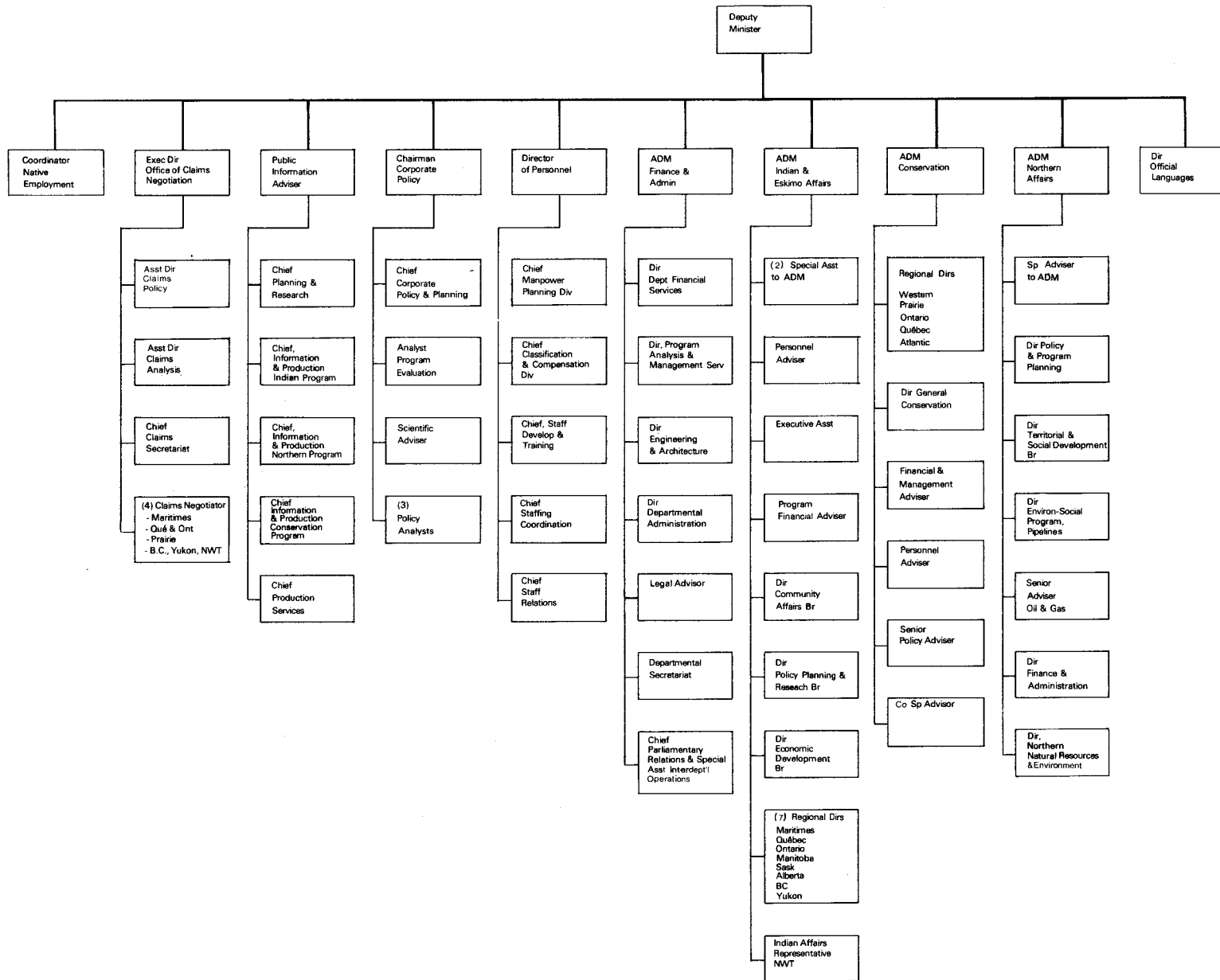
Tariff references and appeals receive hearing at public sittings of the Board.

2882

The Board consists of seven members, who hold office during good behaviour for such term not exceeding ten years as may be fixed by the Governor-in-Council at the time of their appointment.

# Department of Indian Affairs and Northern Development 2900

T B S Chart 1 Oct 1974



# Department of Indian Affairs and Northern Development\*

2901

## Head Office

400 Laurier Avenue West  
Ottawa, Ontario  
K1A 0H4

## Minister

The Hon. J. Judd Buchanan, P.C., M.P.

## Principal Officers

Deputy Minister ..... Arthur Kroeger  
Assistant Deputy Ministers  
(Conservation)..... A. T. Davidson  
(Indian and Eskimo Affairs) ..... P. B. Lesaux  
(Northern Affairs)..... A. D. Hunt  
(Finance and Administration) ..... Pierre A. H. Franche  
Co-ordinator (Corporate Policy)..... G. S. Murray

## Historical Background

The Department of Indian Affairs and Northern Development (IAND) was established in June 1966. 2902

## Organization and Programs

The department is organized into three operational programs: Indian and Eskimo Affairs; Northern Affairs; and Conservation. The Administration Program (departmental and branch support services), the Corporate Policy Group, and the Office of Claims Negotiation comprise the remaining components. 2903

## Indian and Eskimo Affairs Program

This program assists Indians, who come within the provisions of the *Indian Act* in the provinces, and Eskimos, in Arctic Québec, in the development of their full social, economic, and cultural resources. Although special statutory obligations for Indians and Eskimos in the Northwest and Yukon Territories are the responsibility of the Minister, some of these obligations are met through the instruments of the Governments of the Northwest and Yukon Territories. (para 3100 and 3125) 2905

This program is directed by an assistant deputy minister who is supported in Ottawa by five branch directors and one group director, and in the field, by eight regional directors, and one regional representative.

## Educational/Cultural Development Branch

This branch ensures that Indian children have access to schooling throughout the ordinary school years, administers kindergartens, and supports Indian students in extensive vocational training and academic education beyond high school. It operates student residences, administers a boarding home program, provides counselling and placement service and directs a relocation assistance program. 2910

## Community Affairs Branch

This branch assists Indian people to develop their communities by assisting local government institutions, instituting programs in order to provide better hous- 2916

\*text effective October 1974; names updated to January 1975

ing, water supply, sewage facilities, and roads within the communities, and by providing broad support services for development of autonomous communities.

### **Economic Development Branch**

2922 This branch assists Indian people to develop managerial skills and helps to create economic opportunities for Indian people and communities. It manages programs to assist Indians to identify opportunities, to evaluate resources available to them, and to develop the community and individual potential. The branch discharges the department's responsibilities for Indian land and other trust responsibilities imposed by the *Indian Act*. Economic development programs assist Indians to take over the management of their economic affairs, and to utilize their full potential.

### **Policy, Planning and Research Branch**

2928 This branch conducts the department's research programs and special policy studies. It studies Indian claims and prepares advice for the Minister on the department's or government's response. The branch also provides funds and resources to Indian organizations to conduct research necessary to present their land and Treaty claims to the government and for the review of the *Indian Act*.

### **Operations Branch**

2940 This branch has been assigned responsibility for activities related to more than one branch; especially those involving the transfer of major activities to Bands.

### **Regional Directorates**

2946 These directorates operate in eight designated regions: British Columbia, Alberta, Saskatchewan, Manitoba, Ontario, Québec, the Maritimes, and the Yukon Territory. Each region is administered by a regional director who is supported by a staff of program administrators to carry out programs in the field. Regions are divided into districts and agencies according to administrative needs. The regional director coordinates activities in his area, sets regional priorities and objectives, and establishes liaison with the Indian people in his area. The regional representative in the Northwest Territories serves primarily as a liaison between the territorial government, the Indian and Eskimo Affairs Program, and the Indian people in the Northwest Territories. He also administers certain programs supporting Indian band activities.

### **Northern Affairs Program**

2952 The aim of the program is to advance the social, economic, and political development of the Yukon and Northwest Territories. The program is responsible for the protection of the environment, and the management of all natural resources north of 60°. It also is responsible for all departmentally sponsored regional programs in the territories. The program supports the two territorial governments in providing social and other local services. Program operation is structured into four branches.

### **Northern Policy and Program Planning Branch**

2958 This branch prepares advice on northern policy, and develops plans within the program. It provides staff support to the interdepartmental Advisory Committee on Northern Development. The branch analyzes performance in relation to the program's northern objectives, and develops techniques for joint planning, coordination and evaluation of northern programs.



## **Northern Natural Resources and Environment Branch**

This branch is responsible for the administration and development of northern natural resources; the protection of the northern environment; and the formulation of natural resources and environmental policy. The branch also handles the administration of Acts, regulations, policies and programs in the field. 2964

## **Territorial and Social Development Branch**

This branch prepares advice on territorial constitutional development policy. It arranges and monitors federal financial assistance to the territories. The branch also provides the Minister with support for his directives and advice to the commissioners of the two territories, and the branch develops, in conjunction with the territorial governments, economic and employment opportunities for northern natives. It also is responsible for the development of Eskimo art and culture, northern-oriented social research, and special programs for northern natives. 2970

## **Northern Finance and Administration Branch**

This branch is responsible for the operation of financial management and reporting systems, program administrative services, preparation of program forecast and estimates, and program personnel policy and administration. 2976

## **Conservation Program\***

This program is responsible for National Parks, National Historic Parks and Sites, and Canals. 2982

### **National Parks**

The National Parks of Canada are areas preserved for and dedicated to the people of Canada for their continuing benefit, education, and enjoyment; they are administered under the *National Parks Act*. 2983

Program functions with respect to parks include:

- (a) the formulation, review, and updating of policy within the intent and framework of the Act;
- (b) research and planning to identify the most suitable features of Canadian topography, flora and fauna; and
- (c) the initiation and implementation of programs to provide services designed to enhance public enjoyment of the parks.

### **National Historic Parks and Sites**

This program is administered under the *Historic Sites and Monuments Act*, the *National Parks Act*, and the program endeavours, through archaeological and historical research, to identify national historic values, the restoration and preservation of which would be in the interest of present and future Canadian generations. 2988

### **Agreements for Recreation and Conservation (ARC)**

This branch administers the Agreements for Recreation and Conservation (originally introduced as the Byways and Special Places Program). Conservation of the natural and cultural history is achieved by a series of linear parks following land or water routes of significance scenically or historically and developed jointly by Federal-Provincial agreements. 2998

### **Field Operations**

The Conservation Program administers the following National Parks: Baffin Island, Banff, Cape Breton Highlands, Elk Island, Forillon, Fundy, Georgian Bay 3004

\*This program is known also under its Brief Identity Name of Parks Canada

Islands, Glacier, Gros-Morne, Jasper, Kejimikujik, Kluane, Kootenay, Kouchibouguac, La Mauricie, Mount Revelstoke, Nahanni, Pacific Rim, Point Pelee, Prince Albert, Prince Edward Island, Pukaskwa, Riding Mountain, St. Lawrence Islands, Terra Nova, Waterton Lakes, Wood Buffalo, Yoho.

3010 There are 40 national historic parks and major sites which are in operation, 35 others which are under development or awaiting development, and 11 under negotiation. Added to this are more than 650 plaques, monuments, and cairns which mark historic events, persons, or places.

3012 There are eight historically significant canal systems\*: the Rideau, Trent-Severn, and Murray in Ontario; the Carillon, and Ste. Anne Canals on the Ottawa River; the St. Ours, and Chambly on the Richelieu in Québec; and the St. Peters in Nova Scotia.

3015 Parks Canada field operations are administratively divided into five regions. Directors are stationed at the following locations: Western Region—Calgary, Alta.; Prairie Region—Winnipeg, Man.; Ontario Region—Cornwall, Ont.; Québec Region—Québec City, Qué.; Atlantic Region—Halifax, N.S.

## Administration Program

3019 This program contains elements which provide policy direction and central advisory and administrative services to the three main programs: Conservation; Indian and Eskimo Affairs; Northern Affairs. The program budget provides for the offices of the Minister, the deputy minister, the assistant deputy ministers and the corporate policy group. The prime role of the central units of the program is to provide certain common services contributing to the achievement of objectives of the three main programs. The nature of these services and some examples of the activities involved are outlined briefly below.

### Legal Adviser

3025 The adviser and the professional members of his staff are employed by the Department of Justice. They advise, prepare legal documents, and represent the Department of Indian Affairs and Northern Development. The primary objective is to assist (on instructions) in ensuring that the administration of public affairs by the department is in accordance with the law.

### Departmental Financial Services

3031 This service is responsible for the development of financial policy, control accounting, expenditure accounting, financial management reporting, manpower reporting, internal financial audit, preparation of departmental annual estimates and providing financial input into the preparation of departmental program forecasts.

### Program Analysis and Management Services Branch

3037 This branch is responsible for:

- (a) coordinating preparation of the program forecast;
- (b) providing functional direction to program planning, budgeting and analysis (focusing on the program forecast time frame);
- (c) developing and implementing a reporting system in order to provide management with information on progress or deficiencies of programs within the budgetary time frame;
- (d) interpreting Treasury Board PPB guidelines to departmental program managers; and
- (e) providing management consultant, computer information, and central statistics services to meet the needs of departmental programs and other central service units.

\*The Canals Division and Canal Lands were transferred from DOT to IAND (OIC P.C. 1972-1124, 25 May 1972)

## **Engineering, Architectural and Technical Services Branch**

This branch is responsible for the provision of engineering, architectural, landscape architectural, physical planning, materiel management, and construction contract administrative services to all departmental programs. 3043

## **Administrative Services**

This service provides centrally controlled administrative and accommodation services to departmental programs, i.e. library, records management, accommodation, transcribing and typing services, departmental manuals, communication services, security services and general administrative matters affecting the department as a whole. 3049

## **Departmental Secretariat**

This secretariat is responsible for replying to ministerial, deputy ministerial, and senior management correspondence, on matters dealing with all departmental programs. It also is responsible for the development and maintenance of a computerized data retrieval operation to assist in meeting deadlines and the production of the best possible replies. 3055

## **Parliamentary Relations**

This service is responsible for coordinating the flow of information and other aspects of the department's relationships with Parliament, the Cabinet, and the Governor-in-Council, and the preparation of ministerial replies and returns for use in the House of Commons, the Senate, and parliamentary committees. 3061

## **Interdepartmental Liaison**

This service is responsible for liaison with other government departments and agencies on operational matters of common interest to them and to two or more programs of this department. 3067

## **Office of the Personnel Adviser**

This office gives policy direction, advice, and guidance on all personnel matters to senior management as well as functional supervision to individual branch personnel advisers. The office consists of five units—Staff Relations, Staff Development and Training, Classification and Compensation, Manpower Planning, and Staffing and Co-ordination. 3073

## **Office of the Public Information Adviser**

This office advises senior management in the field of information and publicity and all aspects of public relations. Information sections in each program fall under the Public Information Adviser. 3079

## **Official Languages Branch**

This branch advises senior management on the implementation of the *Official Languages Act*, and Treasury Board regulations regarding official languages. The branch also provides certain teaching and testing facilities for departmental employees studying either official language. 3085

## **Corporate Policy Group**

Late in 1972 the Corporate Policy Group was formed to advise and assist the deputy minister on broad policy questions affecting the department as a whole and, in particular, those involving coordination among programs. 3091

It has a corresponding role for facilitating interdepartmental consultations on policy matters and to that end the Co-ordinator, Corporate Policy, is to serve as Chairman of the General Committee of the Advisory Committee on Northern Development.

Advice and other assistance is provided to the deputy minister direct, as required, and through the maintenance of functional relationships with policy planning, coordination and research units within the department, and in other departments and agencies.

## Office of Claims Negotiation

3093 The Office of Claims Negotiation is primarily responsible for representing the Minister and the Department in negotiations with native groups about their land claims and related grievances. It conducts the basic research and policy analysis required for policy development and the conduct of negotiations ranging across social, legal, economic and political factors. It formulates policy positions and recommendations requiring close liaison and consultation within the federal government, with provincial and territorial governments, native associations, special consultants and experts. Other major responsibilities include devising a negotiation strategy and the correlation of advice and recommendations from several key departments of the federal government including Justice and Finance and of provincial and territorial governments concerned.

## 3095 Regional Offices

### Parks Canada

#### Atlantic

The Royal Bank Bldg.,  
5161 George Street,  
Halifax, Nova Scotia

#### Québec

1141 Route de l'Église,  
P.O. Box 9578,  
Ste-Foy,  
Québec City, Québec  
G1V 4C2

#### Ontario

132 Second Street East,  
P.O. Box 1359,  
Cornwall, Ontario

#### Prairie

114 Garry Street,  
Winnipeg, Manitoba.  
R3C 1G1

#### Western

131 Customs Bldg.,  
134, 11 Avenue S.E.,  
Calgary, Alberta.  
T2J 0X5

### Canals Offices

#### Ontario

Canals Headquarters,  
Journal Building,  
365 Laurier W., 16th Floor,  
Ottawa, Ontario.  
K1A 0H4

#### Rideau Canal Office

25 William St.,  
Smiths Falls, Ont.  
K7A 1N2

#### Québec

200 Churchill Blvd.,  
Greenfield Park,  
Québec  
V4V 2M4

**Indian-Eskimo****Economic  
Development**

Prairie Provinces  
Indian Minerals  
112, 11th Avenue S.E.,  
Calgary, Alberta  
T2G 0X5

**Indian and  
Eskimo Affairs****Northwest Territories**

P.O. Box 2760  
5124-52nd Avenue,  
Yellowknife, NWT  
X0E 1H0

**British Columbia**

P.O. Box 10061,  
Pacific Centre Ltd.,  
700 West Georgia St.,  
Vancouver, B.C.

**Alberta**

C.N. Tower,  
10004-104 Avenue,  
Edmonton, Alberta.  
T5J 0K1

**Manitoba**

Midtown Bldg.,  
267 Edmonton St.,  
Winnipeg, Manitoba.  
R3C 1S3

**Ontario**

Sir Arthur Meighen  
Building  
55 St. Clair Ave. E.,  
Toronto, Ontario.  
M4T 2P8

**Québec**

1141 Route de l'Église  
P.O. Box 8300,  
Ste-Foy, Qué.  
G1V 4C7

**Maritimes**

P.O. Drawer 160,  
Amherst, Nova Scotia.

**Northern Affairs****Northwest Territories**

P.O. Box 1500  
Yellowknife, NWT  
X0E 1H0

**Yukon Territory**

Room 211,  
Federal Building,  
Whitehorse, Y.T.

**Technical Services****Prairie Provinces****Engineering Division**

604 Federal Bldg.,  
101 22nd Street,  
Saskatoon, Sask.  
S7K 0E1

**Northwest Territories**

P.O. Box 1583,  
Yellowknife, NWT

## Statutes

3097

The Minister is responsible for the:

*Arctic Waters Pollution Prevention Act* (RSC 1970 c. 2 [1st Supp.])  
*Canada Lands Surveys Act* (RSC 1970 c. L-5)  
*Department of Indian Affairs and Northern Development Act* (RSC 1970 c. I-7) as amended\*  
*Dominion Water Power Act* (RSC 1970 c. W-6)  
*Game Export Act* (RSC 1970 c. G-1) as amended  
*Historic Sites and Monuments Act* (RSC 1970 c. H-6)  
*Indian Act* (RSC 1970 c. I-6) as amended\*  
*Land Titles Act* (RSC 1970 c. L-4)  
*National Battlefields at Quebec, An Act respecting* (SC 1908 cc. 57 and 58) as amended\*  
*National Parks Act* (RSC 1970 c. N-13)  
*Northern Canada Power Commission Act* (RSC 1970 c. N-21) as amended\*  
*Northern Inland Waters Act* (RSC 1970 c. 28 [1st Supp.]) as amended  
*Northwest Territories Act* (RSC 1970 c. N-22) as amended\*  
*Oil and Gas Production and Conservation Act* (RSC 1970 c. O-4) as amended  
*Public Lands Grants Act* (RSC 1970 c. P-29)  
*Refunds (Natural Resources) Act* (SC 1932 c. 35)\*  
*Seed Grain Act* (SC 1927 c. 87)  
*Seed Grain Sureties Act* (SC 1927 c.88)  
*Territorial Lands Act* (RSC 1970 c. T-6) as amended\*  
*Waterton Glacier International Peace Park Act* (SC 1932 c. 55)  
*Yukon Act* (RSC 1970 c. Y-2) as amended  
*Yukon Placer Mining Act* (RSC 1970 c. Y-3) as amended  
*Yukon Quartz Mining Act* (RSC 1970 c. Y-4) as amended

## Other Agencies

3099

The Minister is also responsible for the:

Canadian Arctic Producers Limited  
Council of the Northwest Territories (see para 3100)  
Eskimo (Inuit) Arts Council  
Government of the Yukon Territories (see para 3125)  
Historic Sites and Monuments Board (see para 2988)  
National Battlefields Commission (see para 3150)  
Northern Canada Power Commission (see para 3160)  
Northwest Territories Water Board  
Yukon Territory Water Board

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\*The Act requires the Minister to submit an annual report to the House of Commons

**Head Office**

Yellowknife,  
N.W.T.  
X0E 1H0

**Minister**

Minister of Indian Affairs and Northern Development

Commissioner..... Stuart M. Hodgson, O.C.

**Appointed Members**

John H. Parker, B.Sc., Deputy Commissioner of the Northwest Territories  
Air Marshal Hugh Campbell, C.B.E., C.D., B.Sc., LL.D., D.Sc.  
Dr. L. E. Hamelin, B.A., M.A.D. en géog., F.R.S.C.  
Pierre Genest, Q.C., B.A., LL.B.

**Elected Members**

Mackenzie Liard ..... Nicholas Sibbeston, B.A.  
Lower Mackenzie..... L. R. Trimble  
Great Slave South..... Paul W. Kaeser  
Great Slave North ..... James Rabesca  
Yellowknife ..... David H. Searle, Q.C., B.A., LL.B.  
Keewatin..... Willie Adams  
Western Arctic..... Thomas H. Butters, B.A.  
Central Arctic..... Mrs. Lena Pedersen  
High Arctic..... Paul Koolerk  
Eastern Arctic..... Bryan R. Pearson

**Historical Background**

The Council of the Northwest Territories was established by the *Northwest Territories Act* (now RSC 1970 c. N-22). 3102

**Overall Responsibilities**

The Commissioner-in-Council has legislative powers on such matters as direct taxation within the Territories, the maintenance of municipal institutions, the granting of licenses, the solemnization of marriages, property civil rights, administration of justice, education, public health, welfare, and other matters of a local nature. 3106

The Council of the Northwest Territories consists of 14 members of whom four are appointed by the Governor-in-Council and ten are elected. The Commissioner of the Northwest Territories is also appointed and presides at the meetings of Council but is not a member of the Council. He is the Chief Executive Officer and has a full territorial public service with headquarters at Yellowknife. 3120

\*text effective January 1975

## Head Office

P.O. Box 2703  
Whitehorse, Yukon  
Telephone 403-667-5422  
Telex 0368260

## Minister

Minister of Indian Affairs and Northern Development

Commissioner..... James Smith  
Assistant Commissioners  
(Administrative) ..... Merv Miller  
(Executive) ..... Peter Gillespie

## Executive Committee

James Smith (Commissioner)..... Chairman  
Merv Miller (Assistant Commissioner)  
Peter Gillespie (Assistant Commissioner)  
Members chosen from the Territorial Council  
Hilda Watson (Minister, Health, Welfare, and Rehabilitation)  
Gordon McIntyre (Minister, Education)  
Ken McKinnon (Minister, Local Government)

## Territorial Council\*\*

Elected Members	Constituency	
Robert Fleming .....	Hootalinqua	3127
Al Berger.....	Klondike	
Hilda Watson .....	Kluane	
Gordon McIntyre .....	Mayo	
Eleanor Millard .....	Olgilvie	
Stuart McColl.....	Pelly River	
Don Taylor (Speaker) .....	Watson Lake	
J. Ken McKinnon .....	Whitehorse, North Centre	
Jack Hibberd .....	Whitehorse, South Centre	
Willard Phelps.....	Whitehorse, Riverdale	
Daniel Lang .....	Whitehorse, Porter Creek	
Florence Whyard .....	Whitehorse, West	

The Council of the Yukon Territory was established by the *Yukon Act* (now RSC 1970 c.Y-2).

The Commissioner-in-Council has legislative powers on such matters as direct taxation within the Territory, maintenance of municipal institutions, granting of licences, solemnization of marriages, property and civil rights, education, public health, and generally, matters of a local nature.

The Commissioner is the chief executive officer of the Territory but is not a member of the Council. There is a full territorial public service with headquarters at Whitehorse. 3130

The Executive Committee is responsible for advising the Commissioner on the daily administration of the Territorial Government.

\*text effective January 1975

\*\*The Territorial Council is the legislative body of the Government of the Yukon.



# National Battlefields Commission\*

3151

## Head Office

Battlefields Park  
390 De Bernières Avenue  
Québec, Québec  
G1R 2L7

## Minister

Minister of Indian Affairs and Northern Development

## Commissioners (appointed by the federal government)

Chairman..... Hon. Antoine Rivard, Q.C. (acting)  
Members..... Jean Leahy, Q.C.  
John H. C. McGreevy, C.A.  
Pierre Côté  
Raymond Thivierge  
(three vacancies)

## Commissioner (appointed by the province)

Member ..... Hon. Antoine Rivard, Q.C. (Québec)

## Principal Officer

Secretary ..... Colonel Léon Taschereau

## Historical Background

The National Battlefields Commission (SC 1908, c. 57 and 58, as amended) was established for the purpose of acquiring, restoring, and maintaining the historic battlefields at Québec to form a National Battlefields Park.

As a result of amending legislation passed in succeeding years, the Commission, in order to carry out its objectives, is now financed out of payments provided by annual Parliamentary appropriations.

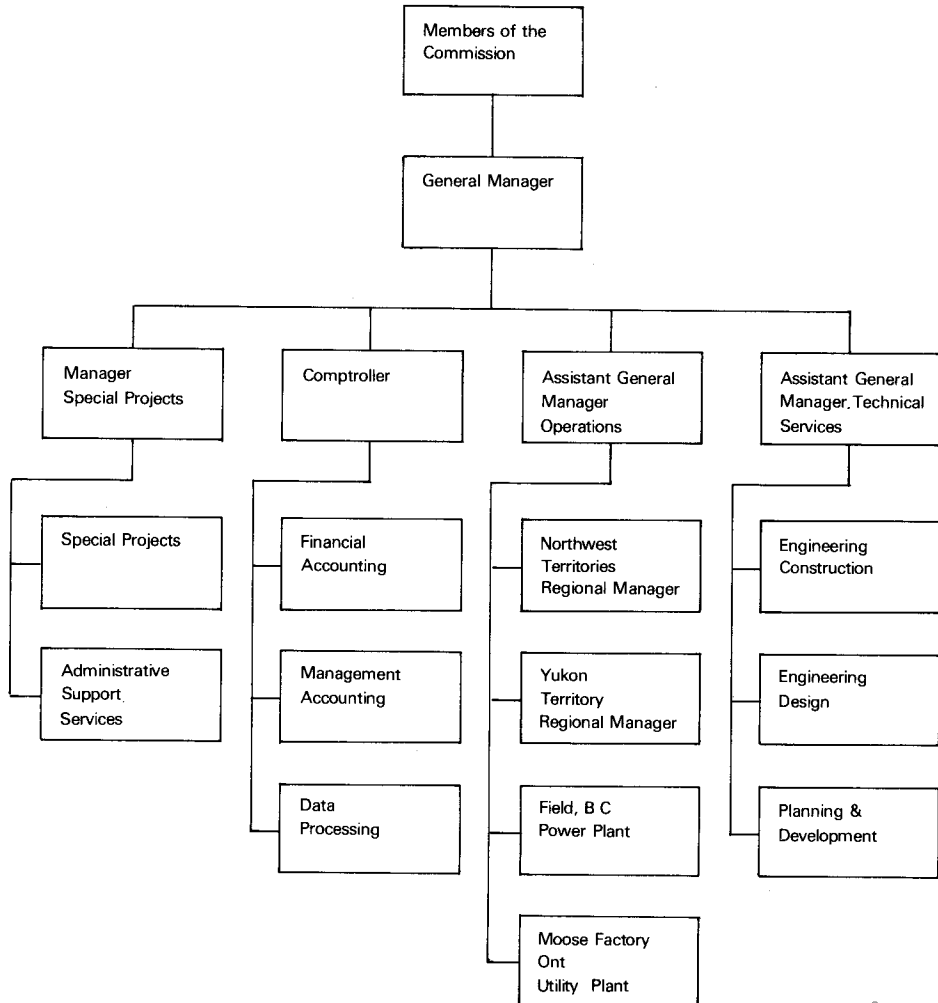
The Commission is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. The Commission is an agent of Her Majesty.

3152

\*text effective January 1975

# Northern Canada Power Commission 3160

NCPC Chart - July 1973



## Head Office

7909 51st Avenue  
Edmonton, Alberta

## Mailing Address

P.O. Box 5700  
Edmonton, Alberta  
T6C 4J8

## Minister

Minister of Indian Affairs and Northern Development

## Members of the Commission

Chairman..... H. Basil Robinson  
Members..... Joseph F. Parkinson  
A. D. Hunt

## Principal Officers

General Manager..... John M. Lowe  
Assistant General Manager (Technical Services)..... Joseph Long  
Assistant General Manager (Operations)..... Bruce Christie  
Comptroller..... Albert Watkiss

## Historical Background

The Northern Canada Power Commission (NCPC) was established in 1948 by the *Northwest Territories Power Commission Act*, as amended in 1956 by the *Northern Canada Power Commission Act* (now RSC 1970 c. N-21). The Act provides for the construction and operation of public utility plants in the Northwest Territories, the Yukon Territory, and subject to approval of the Governor-in-Council, elsewhere in Canada. It is a requirement of the Act that operations by the commission shall be self-sustaining. Consequently, rates charged for utilities supplied must provide sufficient revenue to cover interest on investment, repayment of principal, operating and maintenance expenses, and a contingency reserve. 3162

Under the provisions of the *Atlantic Provinces Power Development Act*, (RSC 1970 c. A-17) the commission administers certain phases of a federal government program whereby assistance is provided for the generation and transmission of electric power in the Atlantic provinces. The responsibility for reporting to Parliament on this activity was transferred from the Minister of Forestry and Rural Development, to the Minister of Regional Economic Expansion on April 1, 1969. 3163

The Commission is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1955-897, 15 Jun 1955; SOR/55-224). The Commission is an agent of Her Majesty. 3164

## Overall Responsibilities

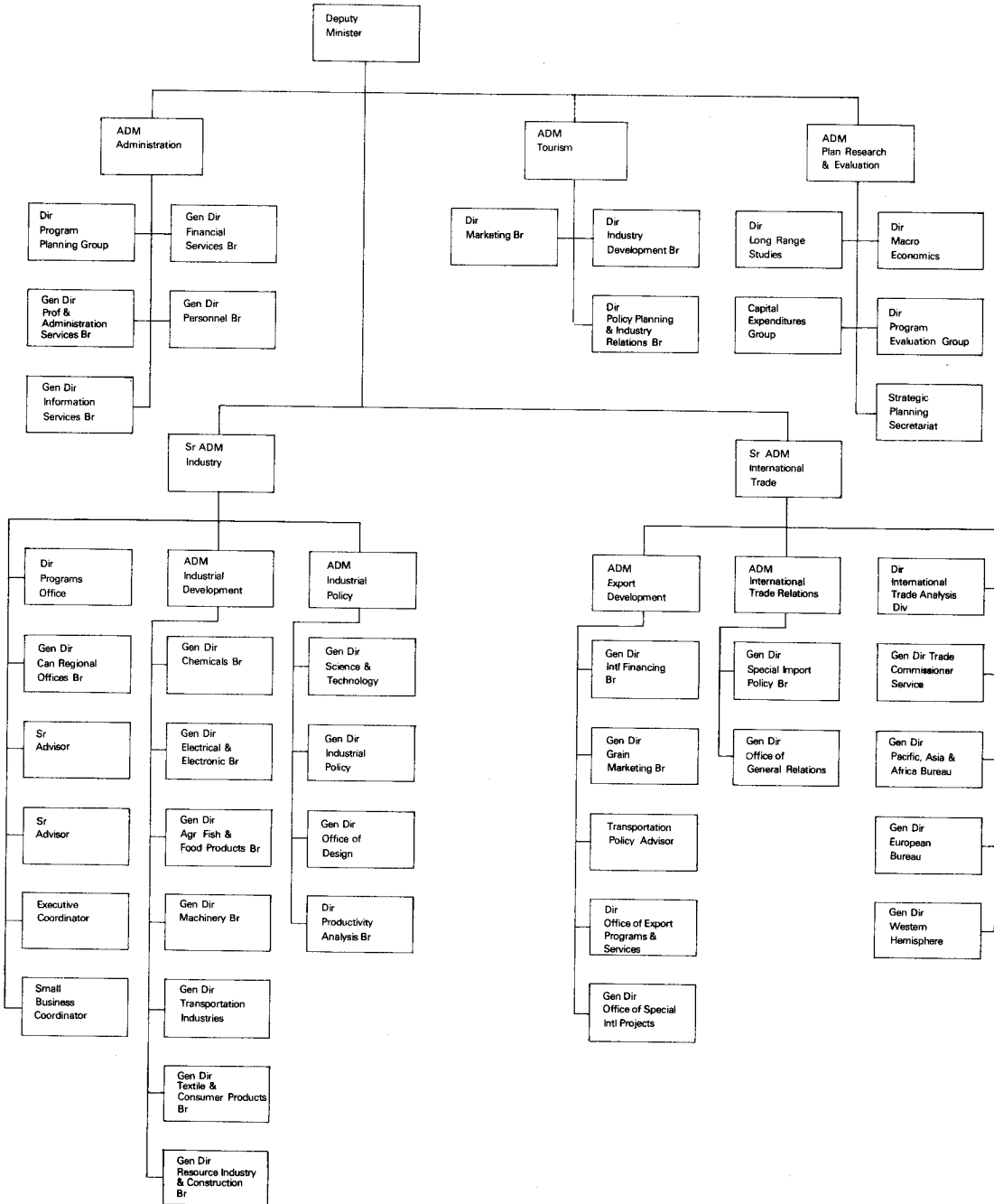
The commission operates 49 utility plants, all of which are owned by NCPC except the Moose Factory Ontario plant, which is leased from the Department of National Health and Welfare. In the Territories certain of the following operations are conducted on behalf of the Governments of the Northwest and Yukon Territories: 3165

- (a) heating plant, water and sewerage systems at Fort McPherson, NWT;
- (b) water system at Frobisher Bay, NWT; and
- (c) water and sewerage systems at Dawson, Y.T.

\*text effective January 1975

# Department of Industry, Trade and Commerce 3200

T B S Chart 1 Oct 1974



**Head Office**

Tower "B"  
Place de Ville  
112 Kent Street  
Ottawa, Ontario  
K1A 0H5

**Minister**

The Hon. Alastair W. Gillespie, P.C., M.P.

**Principal Officers**

Deputy Minister .....	J. F. Grandy
Senior Assistant Deputy Ministers	
(Industry) .....	B. G. Barrow
(International Trade).....	T. M. Burns
Assistant Deputy Ministers	
(Industrial Development) .....	A. M. Guérin
(Industrial Policy).....	L. F. Drahotsky
(Planning, Research and Evaluation) .....	F. J. Chambers
(Export Development).....	C. T. Charland
(International Trade Relations).....	R. E. Latimer
(Tourism).....	T. R. G. Fletcher
(Administration).....	(vacant)

**Historical Background**

The Department of Industry, Trade and Commerce was formed through an amalgamation of the Departments of Trade and Commerce, and of Industry (Government Organization Act 1969, now *Department of Industry, Trade and Commerce Act*, RSC 1970 c. I-11) 3202

**Overall Responsibilities**

The objective of the department is to further the growth, productivity, employment opportunities, and prosperity of the Canadian economy through the efficient development of Canada's manufacturing and processing industries, and the expansion of trade and tourism. 3205

To achieve this objective, the department is helping the Canadian manufacturing and processing industries to improve their international competitiveness; to create a framework of conditions in world trade that will effectively advance the marketing of Canadian goods and services; to better the nation's capacity to satisfy the traveller in Canada; and to attract the traveller to Canada. 3207

**Organization and Programs**

The department is organized into five main functional groups: Industry; International Trade; Planning, Research and Evaluation; Canadian Government Office of Tourism; Administration. 3210

\*text effective October 1974; names updated to February 1975

## Industry Group

3215 This group is responsible for the creation, development and maintenance of policies and programs which encourage and assist in achieving efficient and sustained growth of Canadian industrial development. The group establishes guidelines and priorities for developing a strong and internationally competitive industry. It consists of Industry Development and Industrial Policies components plus the Program Office, Regional Office Branch, and Investment Analysis Branch.

## Industrial Development

3220 This area is responsible for operations which assist Canadian industry to innovate, develop, and produce goods and services to satisfy domestic demand and compete successfully in international markets. It develops, implements and maintains programs designed to support industrial development, and collaborates with other departmental groups, departments, governments and international organizations.

3225 In this component are the Chemicals Branch; Agriculture, Fish and Food Products Branch; Resource Industries and Construction Branch; Electrical and Electronics Branch; Machinery Branch; Transportation Industries Branch; Textiles and Consumer Products Branch.

## Industrial Policy

3250 This area is responsible for the formulation of departmental policies, including appropriate associated negotiations on such industrial development factors as innovation and technology, fiscal policy, availability of capital, competition policy, quality of the environment, transportation policy, labour and management, incentives, sectoral policy, business practices and design. It works closely with other departments, the business community, other governments, and international organizations.

3255 The component consists of the Office of Science and Technology; Office of Industrial Policy Advisor; Office of Design, Productivity Analysis Branch.

## International Trade Group

3265 International Trade develops, creates and maintains policies and programs favourable to Canadian international trade and ensures that Canadian economic policy takes adequate account of the international environment.

It consists of the Export Development, and International Trade Relations components plus the European Bureau; Pacific, Asia and Africa Bureau; Western Hemisphere Bureau; and the Trade Commissioner Service.

## Export Development

3280 This area is responsible for operations to sustain and develop specific export markets for Canadian goods and services. It is concerned with:

- (a) providing an effective foreign trade service to the Canadian government and the business community;
- (b) alerting the Industry side of the department that in turn alerts the business community to export market opportunities and problems; and
- (c) ensuring that export financing and external aid programs adequately take account of Canadian industrial and trade interests.

3285 The component consists of the Program Office; Office of International Special Projects; International Financing Branch; Grains Marketing Office; Office of Transportation Policy Advisor; Fairs and Missions Branch.

## **International Trade Relations**

This area is responsible for the creation and improvement of an international trading environment favourable to Canadian trade and other economic interests. It is also responsible for policies and programs to safeguard and advance Canada's international trading interests. As the primary departmental contact with foreign governments and international organizations which influence trade, it must consult and negotiate with such governments and organizations and work closely with other departments, the provinces, and business and academic communities. 3300

The component consists of the Office of General Relations; Office of Special Import Policy; Export/Import Permits Division.

## **Planning, Research and Evaluation Group**

In order to balance and coordinate demands into a comprehensive and integrated plan for industry and trade, that will enable the maximum contribution to national objectives, this group must identify and evaluate changing priorities and their implications for the allocation of departmental resources. In the development of long-term national, industrial and trade strategy, it collates inputs from within the department, from other government agencies, and Canadian institutions. The group maintains a continuing evaluation of the effectiveness of departmental policies and objectives in relation to evolving national goals. 3320

The group is composed of the Program Evaluation Group; Macro-Economic Analysis Group; Long Range Studies Group; Strategic Planning Secretariat. 3325

## **Canadian Government Office of Tourism Group**

The role of this group is to organize the promotion of travel by foreign nationals to Canada. The group is concerned with studies and analyses of the Canadian travel industry. The group's main aims are to promote travel to and within Canada, and to help coordinate the total Canadian tourism promotion effort outside Canada by working with provincial travel bureaus, transportation companies and national, regional and local tourist associations. 3340

Recently reorganized, the Canadian Government Office of Tourism consists of the Travel Marketing Branch (formerly the Canadian Government Travel Bureau); the Travel Industry Development Branch (formerly the Travel Industry Branch); and the new Policy Planning and Industry Relations Branch.

## **Administration Group**

Administration provides administrative services for the department. It is responsible also for implementing promotional and publicity programs as well as printing and distributing booklets, brochures, and pamphlets which are designed to assist Canadian industry. The group consists of the Information Services Branch; Financial Services Branch; Personnel Branch; Program Planning Group; Professional and Administrative Service Branch. 3365

## **Regional Offices**

### **Newfoundland Region**

210 Water Street  
St. John's, Nfld.  
A1C 1A9

### **Ontario Region**

Commerce Court West  
51st floor  
P.O. Box 325  
Toronto, Ont.  
M5L 1G1

3380

**Nova Scotia Region**

Suite 1124, Duke Tower  
5251 Duke Street  
Scotia Square  
Halifax, N.S.  
B3J 1N9

**Manitoba Region**

Suite 1104  
Royal Bank Building  
220 Portage Avenue  
Winnipeg, Man.  
R3C 0A5

**New Brunswick and  
Prince Edward Island Region**

Eastern Canada Building  
212 Queen Street  
Fredericton, N.B.  
E3B 1A8

**Saskatchewan Region**

Room 651  
2625 Victoria Avenue  
Regina, Sask.  
S4T 1K2

**Québec City Office**

Suite 620  
2 Place Québec  
Québec City, Qué.  
G1R 2B5

**Alberta and Northwest Territories Region**

500 Macdonald Place  
9939 Jasper Avenue  
Edmonton, Alta.  
T5J 2W8

**Québec Region**

Room 2124  
Place Victoria  
P.O. Box 257  
Tour de la Bourse  
Montréal, Qué.  
H4Z 1J5

**British Columbia and Yukon Territory Region**

P.O. Box 49178, Suite 2743  
Bentall Centre, Tower III  
5955 Burrard Street  
Vancouver, B.C.  
V7X 1K8

**Statutes**

3385

The Minister is responsible for the administration of the following statutes:

*Employment Support Act* (SC 1970-71-72 c. 56)  
*Export and Import Permits Act* (RSC 1970 c. E-17) as amended  
*Export Development Act* (RSC 1970 c. E-18) as amended  
*Defence Supplies Act* (RSC 1952 c. 64)  
*Department of Industry, Trade and Commerce Act* (RSC 1970 c. I-11)  
*Foreign Investment Review Act* (SC 1973-74 c. 46)  
*Industrial Research and Development Incentives Act* (RSC 1970 c. I-10) as amended  
*National Design Council Act* (RSC 1970 c. N-5)  
*Standards Council of Canada Act* (RSC 1970 c. 41 [1st Supp]) as amended  
*Statistics Act* (SC 1970-71-72 c. 15)  
*Textile and Clothing Board Act* (SC 1970-71-72 c. 39)

**Other Agencies**

3388

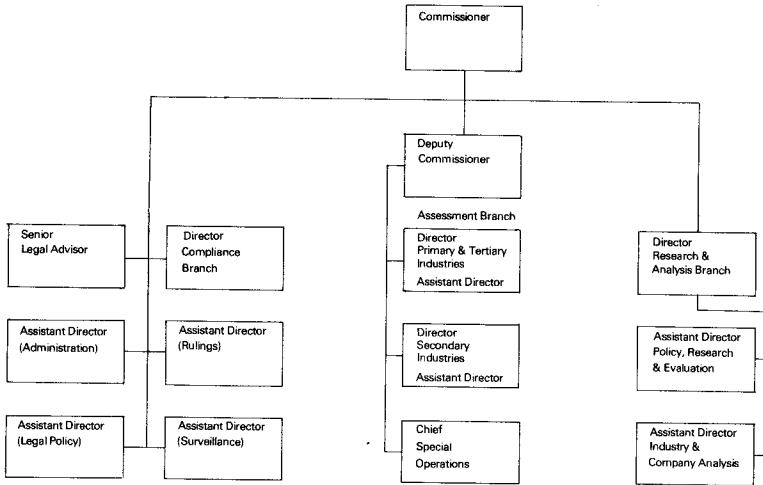
The Minister also is responsible for:

Export Development Corporation (see para 3425)  
Foreign Investment Review Agency (see para 3400)  
Metric Commission (see para 3450)  
National Design Council (see para 3475)  
Statistics Canada (see para 3500)  
Standards Council of Canada (see para 3550)



# Foreign Investment Review Agency 3400

T B S Chart 1 Oct 1974



## Head Office

Journal Tower North  
300 Slater Street at Kent  
Ottawa, Ontario  
K1A 0H5

## Minister Designated

Minister of Industry, Trade and Commerce\*\*

## Principal Officers

Commissioner ..... J. R. Murray  
Deputy Commissioner ..... G. Howarth  
Directors  
(Compliance)..... J. B. P. Mahony  
(Research and Analysis)..... H. Lazar  
(Primary and Tertiary Industries)..... G. F. G. Hughes  
(Secondary Industries)..... J. Clermont

## Historical Background

The Agency was established by subsection 7(1) of the *Foreign Investment Review Act* assented to 12 December 1973 (SC 1973-74 c. 46). The First Proclamation of the Act that related to acquisitions of control of existing Canadian businesses was made on 9 April, 1974. 3402

## Overall Responsibilities

The Agency advises and assists the Minister in assessing significant benefit to Canada or the likelihood of significant benefit to Canada. The Minister's assessment leads to decisions by the Governor-in-Council to allow or disallow foreign acquisitions of Canadian business enterprises. 3403

The Agency:

- (a) negotiates undertakings and consults with provincial governments and other federal departments in formulating opinions as to whether proposed acquisitions or investments provide significant benefit to Canada;
- (b) provides legal and administrative support to assist in the assessment process;
- (c) prepares ministerial rulings as required by the Act;
- (d) monitors, investigates, and recommends enforcement measures to secure compliance with the legislation; and
- (e) provides the research and analysis necessary to assist in the effective administration of the *Foreign Investment Review Act*. 3404

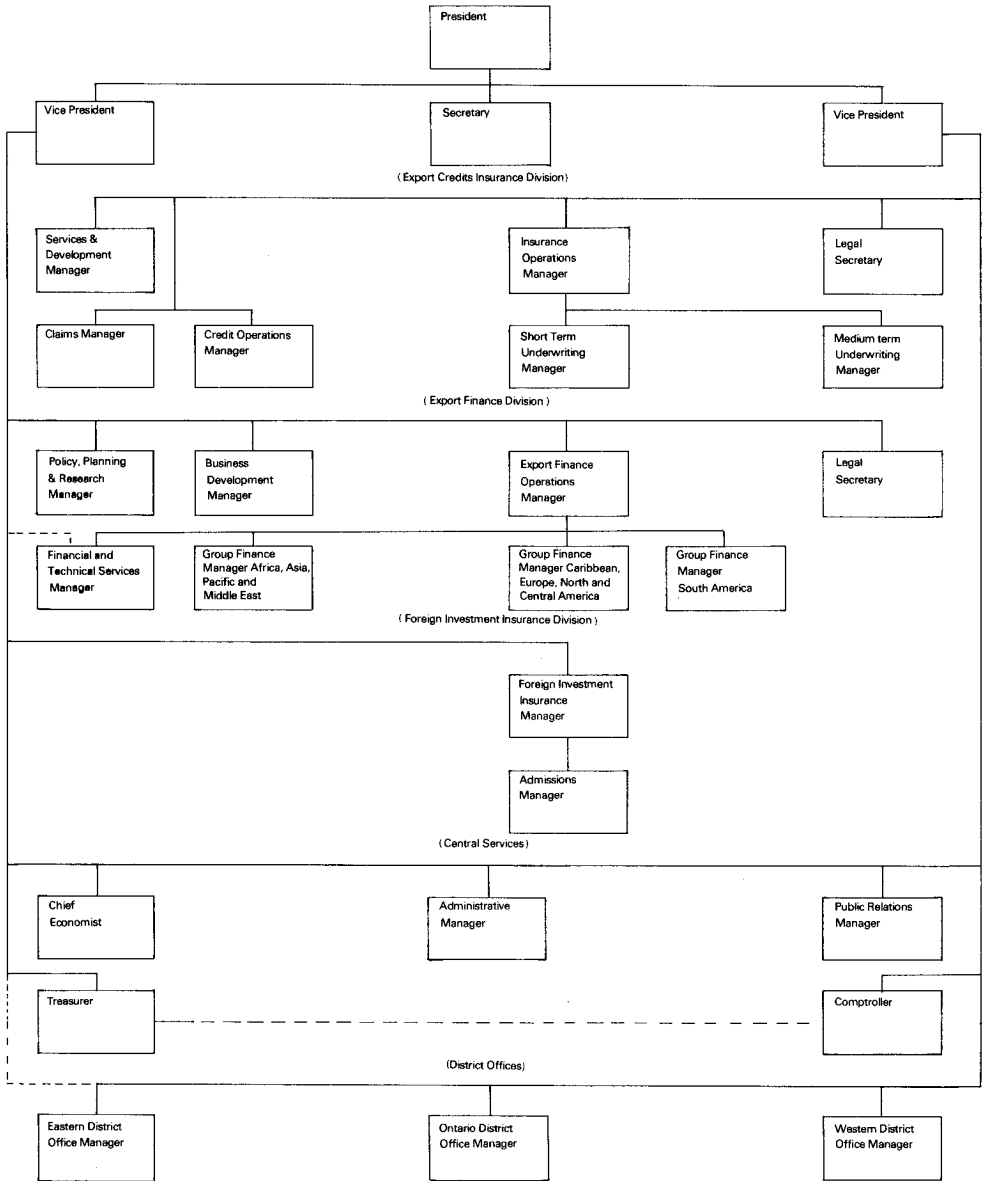
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\*text effective February 1975

\*\*for the purpose of the Foreign Investment Review Act (OIC P.C. 1974-791, 4 April 1974; SI/74-43, 24 April 1974)

# Export Development Corporation 3425

EDC 1 Feb 1975





- (b) failure of the buyer to pay the exporter within six months after due date of the gross invoice value of goods which he has duly accepted;
- (c) repudiation by the buyer which does not result from a breach of contract by the exporter and where proceedings against the buyer would serve no useful purpose;
- (d) blockage of funds or transfer difficulties;
- (e) war or revolution in the buyer's country;
- (f) cancellation or non-renewal of an export permit; and
- (g) any other case not within the control of the exporter or the buyer which arises from events occurring outside Canada and the continental United States of America.

3433 (Note: EDC does not cover trade disputes. It cannot accept the task of acting as an arbitrator between Canadian exporters and foreign buyers in disputes about the quality or quantity of goods delivered, or other breaches of sales contracts. If there is a dispute between the Canadian exporter and his buyer it must be resolved before a claim can be considered for payment.)

EDC normally covers a maximum of 90 percent of the amount of the loss, with the exporters required to assume the remaining ten percent. In this way, a restriction is placed on the indiscriminate extension of credit.

3434 For assistance in financing exports, a policyholder may request EDC to assign the proceeds of any losses payable under a policy to a bank or other agent providing financing in respect of export sales. An exporter may assign an individual bill or he may make a blanket assignment of all his foreign accounts receivable.

3435 A further aid in financing in the case of medium term credit sales is available in the form of unconditional guarantees to chartered banks or other lenders who agree to provide non-recourse supplier financing. Such guarantees may be issued in respect of insured or insurable sales of capital goods or services. Guarantees may also be provided to banks for specific loans made to cover the material and labour costs involved in the manufacture of capital goods insurable as medium-term export transactions.

## Export financing

3436 EDC makes loans to foreign purchasers, or guarantees private loans to foreign purchasers, in support of Canadian exports of capital equipment and related services, when extended credit terms are required to meet international competition, and when commercial financing is not available.

3437 In addition, where international competition so requires, EDC may guarantee local cost financing being provided by the private sector, or may finance directly using EDC or government resources, up to a maximum of 15 percent of the value of the goods and services exported from Canada in respect of a financed project.

3438 Eligible transactions include:

- (a) Power industry: conventional and nuclear power plants, parts, and electrification programs, etc.;
- (b) Transportation industry: aircraft and aircraft components, flight simulators, navigational equipment, ocean-going vessels, subway systems, integrated pipelines, etc.;
- (c) Communications industry: equipment for telecommunications such as telephone systems, microwave, earth satellite stations, etc.;
- (d) Other capital goods industries: equipment for wood, pulp and paper, chemical, mining, construction, and metallurgical projects. Under certain conditions long term loans and guarantees would be available for airports and hotels; and
- (e) Services: services related to appraisal and development (but not feasibility studies) of natural resources, primary and secondary industry projects, and public utilities projects.

3439 It is usually the Canadian exporter and not the foreign borrower who submits

the loan application to EDC. The Canadian exporter or the one acting as prime contractor for the project if more than one exporter is involved, should approach EDC for an opinion as to the eligibility of an export sale for financing before a Commercial Agreement is signed.

The borrower need not be the importer in the transaction, as for example, when a government might borrow on behalf of one of its agencies, or a bank on behalf of one of its clients. 3440

EDC may make loans to offshore banks for relending to importers who wish to buy long-life Canadian capital goods which, because of unit costs, would not qualify for direct financing.

### **Foreign Investment Insurance**

To open new markets to Canadian businessmen by bringing the manufacture or assembly of goods nearer potential markets and to contribute to the advancement of less developed nations, EDC offers insurance against certain political risks of loss of Canadian investment abroad. 3441

Only new investments made in developing countries qualify, but the *Export Development Act* allows considerable flexibility as to the type. Investments may vary from that of the investor acquiring the right to share in the assets of a business carried on in a foreign country, to that of the investor lending money to a person in a foreign country for the purpose of establishing a business in that country. 3442

The program offers facilities covering three broad political risks: 3443

- (a) expropriation;
- (b) inconvertibility, or inability to repatriate earnings or capital; and
- (c) insurrection, revolution, or war.

The investor can elect to take out a policy covering any, or all, or any combination of the three political risks.

The programs call for the investor to carry a percentage of the liability; the remainder is borne by EDC. This co-insurance requirement is extended to all contracts regardless of investor or country. The normal co-insurance to be carried by the investor is 15 percent.

### **Administration of EDC**

Direction of the affairs of EDC is vested in a 12-member board which, to ensure cooperation between government and private industry, includes five directors appointed from outside the Public Service of Canada. 3444

### **Regional Offices**

District offices are maintained in Montréal, Qué.; Toronto, Ont.; and Vancouver, B.C.; with areas of responsibility for Québec and Eastern Canada, Ontario, and Western Canada, respectively. Halifax, N.S.; Fredericton, N.B.; Winnipeg, Man.; Regina, Sask.; and Edmonton, Alta.; are also represented by the regional managers of the Department of Industry, Trade and Commerce. 3449

**Head Office**

320 Queen Street  
 Ottawa, Ontario  
 K1A 0H5

**Minister**

Minister of Industry, Trade and Commerce

**Members of the Commission**

Chairman .....	Mr. S. M. Gossage, Ottawa, Ont.
Vice Chairman .....	Mr. Maurice Archer, Toronto, Ont.
<b>Commissioners</b>	
L. H. Chater .....	Hamilton, Ont.
Albert D. Cohen .....	Winnipeg, Man.
Pierre Demers .....	Montréal, Qué.
Gordon C. L. Draeseke .....	Vancouver, B.C.
A. J. Groleau .....	Montréal, Qué.
W. M. Hall .....	Halifax, N.S.
C. J. Laurin .....	Toronto, Ont.
D. R. B. McArthur .....	Edmonton, Alta.
D. D. Morris .....	Vancouver, B.C.
Réjean Parent .....	Montréal, Qué.
Mrs. Betty E. Robinson .....	Saskatoon, Sask.
T. A. Somerville .....	Montréal, Qué.
G. G. E. Steele .....	Ottawa, Ont.
J. E. Thomas .....	Brockville, Ont.
A. S. Tirrell .....	Thornhill, Ont.
J. O. Wright .....	Regina, Sask.
Executive Director .....	P. C. Boire

**Historical Background**

The Metric Commission was created pursuant to section 18 of the Industry Trade and Commerce Act (SC 1968-69 c. 28; now RSC 1970 c. I-11, section 7). (The Metric Commission Order [OIC P.C. 1971-1146 of June 1971] established a Preparatory Commission for conversion to the metric system.) The commission consists of a full-time chairman and up to 20 part-time commissioners, all of whom are appointed by the Governor-in-Council for a term of three years. An executive director acts for the Commission in directing the full-time staff. 3452

**Overall Responsibilities**

The commission is established for the purpose of advising the Minister on plans for conversion to the metric system and on the need for legislation. It also initiates, co-ordinates, and undertakes investigations, surveys and studies relating to the implications of conversion to the metric system in different sectors of the Canadian economy. It prepares, in consultation and co-operation with any department or agency of the Government of Canada and of any province, the Standards Council of Canada, or other interested parties, an overall program for conversion to the metric system which will ensure, as far as possible, that any programs are phased and co-ordinated in order to maximize the benefits of conversion while minimizing 3453

\*text effective as of October 1974

the costs. The Commission also furnishes, publishes and disseminates information concerning conversion to the metric system.

Enquiries for metric information: Box 4000  
Ottawa, Ontario  
K1S 5G8



## Head Office

300 Sparks Street  
Ottawa, Ontario  
K1A OH5

## Minister

Minister of Industry, Trade and Commerce

## Members of the Council

Chairman, Mrs. S. Bata.....	Don Mills, Ont.
G. R. Arnott.....	Regina, Sask.
B. G. Barrow.....	Ottawa, Ont.
Dr. P. L. Bougault (Asst Secy, Ministry of State for Science and Technology)	
Dr. D. A. Chisholm.....	Ottawa, Ont.
J. M. DesRoches.....	Ottawa, Ont.
A. Dubois.....	Chateaugay, Qué.
G. J. Hardman.....	Vancouver, B.C.
P. L. Paré.....	Montréal, Qué.
Mrs. R. Pilon.....	Boucherville, Qué.
C. R. Sharpe.....	Toronto, Ont.
R. F. Shaw.....	Ottawa, Ont.
C. W. Sloan.....	Toronto, Ont.
J. P. Vaughan.....	Halifax, N.S.

## Ex-officio members

R. L. Elliott.....	Ottawa, Ont.
E. P. Weiss.....	Ottawa, Ont.

## Historical Background

The National Design Council was established by the *National Design Council Act* (RSC 1970 c. N-5) to promote and expedite improvement of design in the products of Canadian industry. The Council is not an agent of Her Majesty. 3477

## Overall Responsibilities

The overall goal of the Council is to gain greater involvement of leading interests in our society in the task of advancing the effective use of design in all areas of Canadian endeavour. 3478

The Council may both plan and implement programs for the advancement of design. At present it concentrates on recommending design policies and on planning design programs for implementation through departments and agencies of the federal and regional governments, and other private and institutional bodies.

The Council is concerned with the following activities:

- (a) Social—activities directed towards gaining social benefits through greater appreciation and utilization of design;
- (b) Governmental—activities directed toward encouraging government leadership in the field of design;
- (c) Environmental—activities directed toward the improvement of our man-made environments through the more effective use of design; and
- (d) Economic—activities directed toward assisting economic development through the application of design. 3480

\*text effective January 1975

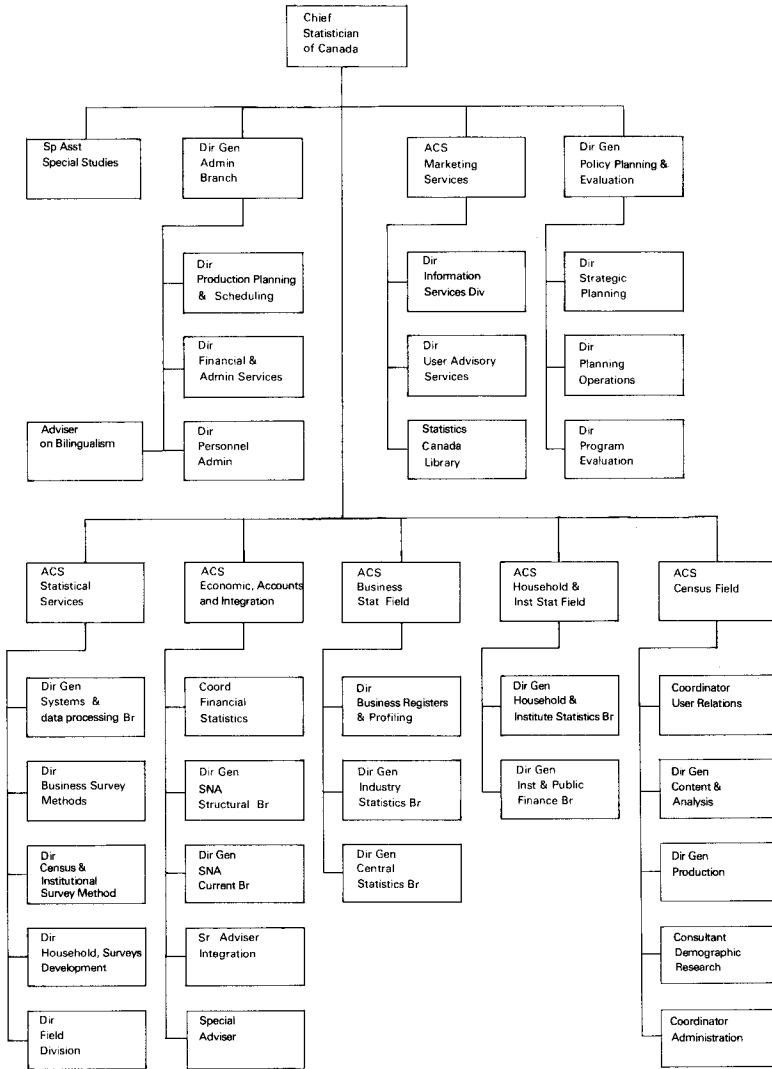
## Programs

3482

The Department of Industry, Trade and Commerce has assumed the prime responsibility for implementing activities recommended by the Council, specifically the Design Canada program, and the Industrial Design Assistance Program (IDAP). The programs of promotional activities utilize publications, exhibits, audio-visual aids, seminars, and awards to draw attention to the benefits of effective design. Scholarships and grants also are offered to assist the development of design management capabilities, and to support the development of Canadian design talent and research in the field of design. The Industrial Design Assistance Program provides direct financial assistance to manufacturers to expand their design innovation activities.

# Statistics Canada 3500

T B S Chart 1 Oct 1974



**Head Office**

Coats Building  
 Tunney's Pasture  
 Ottawa, Ontario  
 K1A 0T6

**Minister Designated**

Minister of Industry, Trade and Commerce\*\*

**Principal Officers**

Chief Statistician of Canada ..... (vacant)  
 Assistant Chief Statisticians of Canada for:  
 (Business Statistics) ..... V. R. Berlinguette  
 (Household and Institutional Statistics) ..... L. E. Rowebottom  
 (Economic Accounts and Integration) ..... P. G. Kirkham  
 (Statistical Services) ..... I. P. Fellegi  
 (Marketing Services) ..... (vacant)  
 (Census) ..... R. A. Wallace  
 Directors General  
 (Administration) ..... G. R. Labossière  
 (Policy, Planning and Evaluation) ..... D. A. Worton

**Historical Background**

Statistics Canada, the country's central statistical agency, was established by Parliament in 1918 as the Dominion Bureau of Statistics. The agency's name was changed to Statistics Canada in 1971 (RSC 1970 c. S-16). Statistics Canada is designated as a department; the Minister of Industry, Trade and Commerce as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1965-29, 6 Jan 1965; Statistics Canada Act SC 1970-71-72 c. 15, sec. 39). 3502

**Overall Responsibilities**

Its function is to compile, analyse, abstract and publish statistical information on Canada's economic and social life, and to conduct censuses of population, housing, merchandising, and agriculture at five year intervals. 3503

The Chief Statistician of Canada is responsible for the policy and general direction of the bureau, which is a full-fledged department of government. The Chief Statistician is assisted by six assistant chief statisticians and two directors-general who comprise the agency's executive committee.

**Organization and Programs**

The bureau underwent a substantial re-organization in 1973 and the following is a summary of its re-aligned responsibilities:

**Business Statistics**

This area produces statistical information on prices, labour, foreign trade, agriculture, transport, communications, construction, primary industries, manufacturing and service industries. 3505

\*text effective October 1974; names updated to January 1975  
 \*\*OIC P.C. 1971-1961, 16 Sept 1971

## Household and Institutional Statistics

3510 This area produces statistics on health, welfare, crime, education, science, culture, government finance, consumer income and expenditure, employment and unemployment, and is developing new social indicators.

## Economic Accounts and Integration

3515 This area operates the Canadian system of national accounts (including gross national product and the balance of payments); produces statistics on production and foreign ownership and control; develops industrial input-output tables and current economic analysis; and is evolving fuller integration of economic statistics.

## Statistical Services

3520 This area supports data collection and compilation operations, including survey methodology, field survey work and data processing.

## Marketing Services

3525 This area promotes awareness and use of statistical information, operates user advisory services, and publishes the *Canada Year Book*.

## Census

3535 This area carries out the census and produces statistics on population, agriculture, housing, and other demographic information.

## Administration

3540 This area manages production scheduling, finance, and personnel.

## Policy, Planning and Evaluation

3545 This area carries out strategic and medium-term planning, program forecasting and evaluation, and advises on priorities.

## Other Information

Statistics Canada's facts and information can be obtained with a call to the Statistics Canada Office in any of ten major cities across Canada. The agency with a budget of \$90 million, publishes an average of nine regular publications every working day.

## Head Office

Centre Building  
300 Sparks Street  
Ottawa, Ontario  
K1R 7S3

## Minister Designated

Minister of Industry Trade and Commerce

## Council Executive

President ..... Brigadier General J-P. Carrière  
Vice-President ..... G. W. Lilley  
Federal Representatives  
C. E. Adams ..... Department of Transport, Ottawa  
A. R. Bailey ..... Department of Supply and Services, Ottawa  
Dr. C. M. Blackwood ..... Department of the Environment, Ottawa  
C. R. Phillips ..... Department of Agriculture, Ottawa  
Dr. S. Wagner ..... Department of Industry, Trade and Commerce, Ottawa  
(one vacancy)

## Principal Officer

Executive Director ..... R. L. Hennessy

## Historical Background

This Council was established by the *Standards Council of Canada Act* (RSC 1970 c. 41, [1st Supp]). The Council is not an agent of Her Majesty. 3552

## Overall Responsibilities

Its objects are to foster and promote voluntary standardization in fields relating to the construction, manufacture, production, quality, performance and safety of buildings, structures, manufactured articles and products and other goods, including components thereof, not expressly provided for by law, as a means of advancing the national economy, benefiting the health, safety and welfare of the public, assisting and protecting consumers, facilitating domestic and international trade and furthering international co-operation in the field of standards. 3553

The Council's function includes the planning and guidance with respect to the change of standards to the metric system. 3555

It sets its own policies and makes its own decisions within the terms of the *Standards Council of Canada Act*.

The council consists of not more than 57 members\*, of whom six are federal representatives, 10 are provincial representatives and 41 are representatives of national organizations\*\*. Membership is broadly representative of all levels of government, primary and secondary industries, distributive and service industries, trade associations, labour unions, provincial associations, consumer associations and the academic community. 3557

The day-to-day administration is carried out by a permanent staff in Ottawa that is headed by an Executive Director\*.

\*text effective January 1975

\*Governor-in-Council appointment

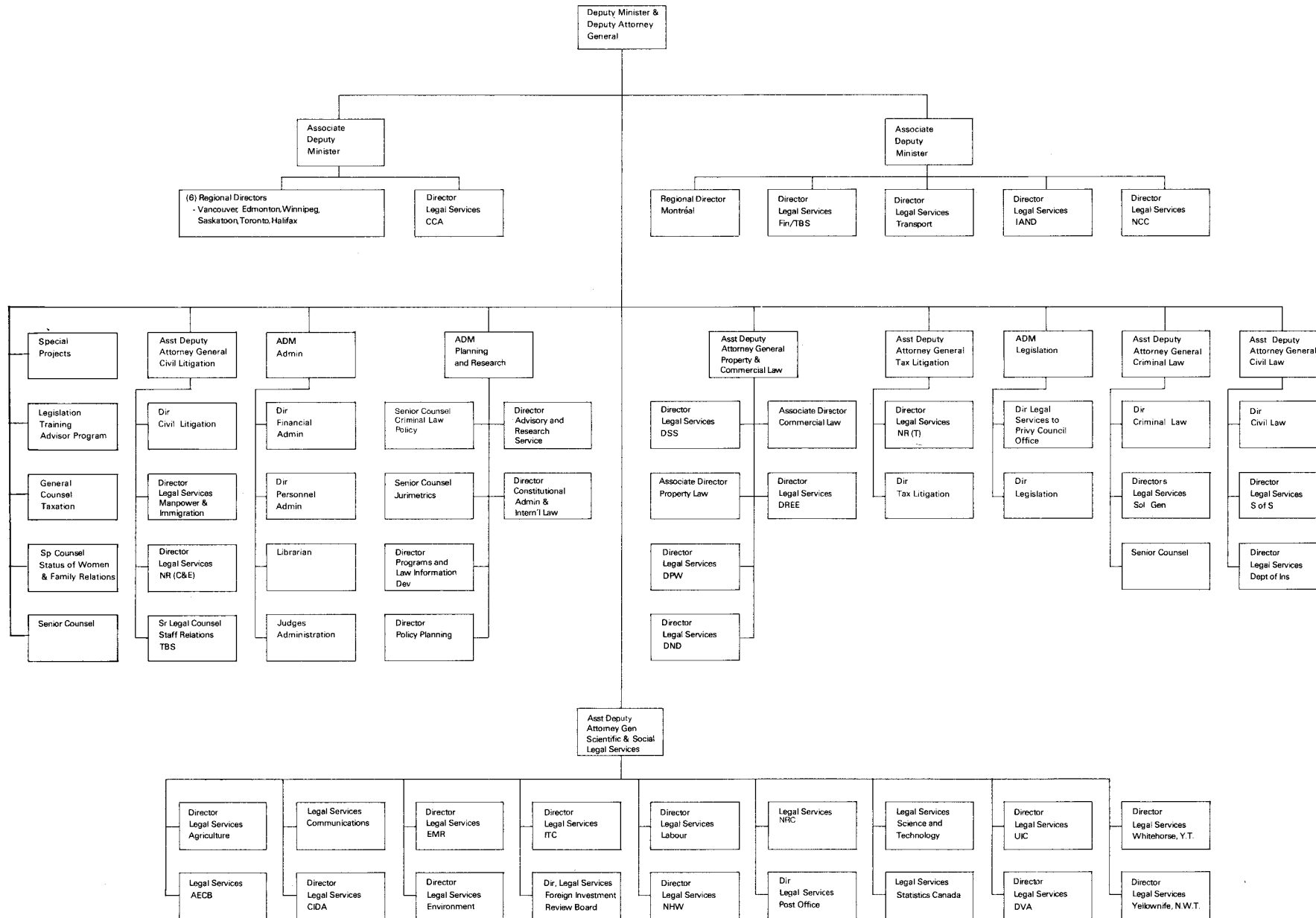
\*\*a complete list may be obtained from the council

The council is assisted in its work by three advisory committees:

- on Standards for Consumers
- on Conversion to Metric (SI) Standards
- on Certification and Testing

# Department of Justice 3600

T.B.S. Chart 1 Oct 1974





**Head office**

Justice Building  
Wellington Street  
Ottawa, Ontario  
K1A 0H8

**Minister**

The Hon. Otto Emil Lang P.C., M.P.; Minister of Justice and Attorney General of Canada

**Principal Officers**

Deputy Minister and Deputy Attorney General of Canada ..... D. S. Thorson Q.C.  
Associate Deputy Ministers ..... P. M. Ollivier, Q.C.  
J. A. Scollin, Q.C.

**Historical Background**

The Department of Justice was established in 1868 by *An Act respecting the Department of Justice* (SC 1867-68 c. 39—now the *Department of Justice Act* RSC 1970 c. J-2).

3602

**Overall Responsibilities**

It is provided by law that the Minister of Justice shall:

3603

- (a) be the official legal adviser of the Governor General and the legal member of Her Majesty's Privy Council for Canada;
- (b) see that the administration of public affairs is in accordance with law;
- (c) have the superintendence of all matters connected with the administration of justice in Canada, not within the jurisdiction of the governments of the provinces; and
- (d) advise upon the legislative Acts and proceedings of each of the legislatures of the provinces of Canada and generally advise the Crown upon all matters of law referred to him by the Crown.

And the Attorney General of Canada shall:

3606

- (a) be entrusted with the powers and charged with the duties that belong to the office of the Attorney General of England by law or usage, so far as those powers and duties are applicable to Canada. Also with the powers and duties that, by the laws of the several provinces, belonged to the office of the Attorney General of each province up to the time when the *British North America Act 1867*, came into effect, so far as those laws under the provisions of the said Act are to be administered and carried into effect by the Government of Canada;
- (b) advise the heads of the several departments of the Government upon all matters of law connected with such departments;
- (c) be charged with the settlement and approval of all instruments issued under the Great Seal of Canada; and
- (d) have the regulation and conduct of all litigation for or against the Crown or any public department, in respect of any subject within the authority or jurisdiction of Canada.

**Organization and Programs**

The legal functions of the department are performed by 11 sections, six regional offices, and two Crown Attorney offices.

3610

\*text effective September 1973

## **Advisory and International Law Section**

3625 This section is responsible for the preparation of legal opinions (given by the Deputy Attorney General of Canada) requested by the Government of Canada and by various departments and Crown corporations, and deals with questions of international law.

## **Civil Law Section**

3640 This section handles all matters concerned with the Civil Law (Droit Civil) as distinguished from the Common Law. It deals with all litigation for or against the federal government and with all land transactions and other non-criminal matters requiring the employment of legal agents in the Province of Québec. This section also advises the Minister of Justice in certain matters not necessarily involving actual litigation, but which are essentially concerned with the application of the Civil Code of the Province of Québec.

## **Civil Litigation Section**

3655 This section is charged with the conduct of all litigious matters involving the Government of Canada arising in any of the Common Law provinces with the exception of income tax appeals and estate tax matters.

## **Constitutional Law Section**

3670 This section advises on questions of constitutional law.

## **Criminal Law Section**

3675 This section is charged with considering applications for the exercise of the Royal Prerogative of Mercy in capital cases and the remission of pecuniary penalties, the direction of prosecutions for infractions of federal statutes and the enforcement of the criminal law in the Northwest Territories and the Yukon Territory.

## **Departmental Services Section**

3690 This section comprises the Department of Justice lawyers assigned to advise other departments and agencies of government. Their function is, under the Deputy Attorney General of Canada, to furnish legal advice and to obtain official opinions of the Deputy Attorney General for the departments and agencies to which they are assigned.

## **Legal Research and Planning Section**

3705 This section in its research role is concerned for the most part, with policy oriented studies in the legal area. The planning function of the section is closely related to its research function and the section is developing means for introducing the legal contribution in the formation of government policy at an earlier stage than has been heretofore the case.

## **Legal Services to Privy Council Office Section**

3720 This section has the responsibility for the examination and scrutiny of regulations and other statutory instruments. The lawyers in the section are also legal advisers to the Clerk of the Privy Council and his staff.

## Legislation Section

This section drafts all bills which are presented to Parliament as the legislative program of the government. Other functions include: 3735

- (a) the preparation of the current legislative programs of the Councils of the Yukon Territory and Northwest Territories in addition to revising the Ordinances of these Territories;
- (b) the preparation of regulations under statutes upon request of the departments concerned;
- (c) the preparation of office consolidations of statutes and amendments for all government departments;
- (d) the preparation of documents issued under the Great Seal; and
- (e) the preparation of a consolidation of each statute from session to session.

## Property and Commercial Law Section

It is the function of this section to deal with non-litigious legal work relating to land, the acquisition of land throughout Canada by purchase and expropriation, and the disposition of land throughout Canada by Letters Patent, except for the time being, in the Province of Québec. 3750

## Tax Litigation Section

This section has responsibility primarily to deal with tax litigation arising under the *Income Tax Act*. 3765

## Regional Offices

Regional offices are maintained at Halifax, N.S., Montréal, Qué., Toronto, Ont., Winnipeg, Man., Edmonton, Alta., and Vancouver, B.C. Crown Attorney offices are located in Yellowknife, Yukon, and Whitehorse, N.W.T. 3772

## Statutes

The Department of Justice administers or has a special interest in the following statutes: 3778

- Admiralty Act* (RSC 1970 c. A-1)
- Bail Reform Act* (SC 1970-71-72 c. 37)
- Canada Evidence Act* (RSC 1970 c. E-10)
- Canada Prize Act* (RSC 1970 c. P-24)
- Canadian Bill of Rights* (SC 1960 c. 44, SC 1970-71-72 c. 38, sec. 29)
- Criminal Code* (RSC 1970 c. C-34)
- Crown Liability Act* (RSC 1970 c. C-38)
- Department of Justice Act* (RSC 1970 c. J-2)
- Escheats Act* (RSC 1970 c. E-7)
- Expropriation Act* (RSC 1970 c. E-19)
- Extradition Act* (RSC 1970 c. E-21)
- Federal Court Act* (RSC 1970 c. 10 (2nd supp))
- Fugitive Offenders Act* (RSC 1970 c. F-32)
- Interpretation Act* (RSC 1970 c. I-23)
- Judges Act* (RSC 1970 c. J-1)
- Law Reform Commission Act* (RSC 1970 c. 23 (1st supp))
- Lords Day Act* (RSC 1970 c. L-13)
- Narcotic Control Act* (RSC 1970 c. N-1)
- Official Secrets Act* (RSC -1970 c. O-3)
- Petition of Right Act* (RSC 1970 c. P-12)

3778 *Supreme Court Act* (RSC 1970 c. S-19)  
(cont'd) *Tax Review Board Act* (SC 1970-71-72 c. 11)  
*Tobacco Restraint Act* (RSC 1970 c. T-9)  
*Yukon Act* (RSC 1970 c. 42, Part II, sec. 36)

### **Other Agencies**

The Minister of Justice is responsible for the following:

Canadian Judicial Council

Criminal Code Revision Commission

Law Reform Commission (see para 3850)

Statute Revision Commission

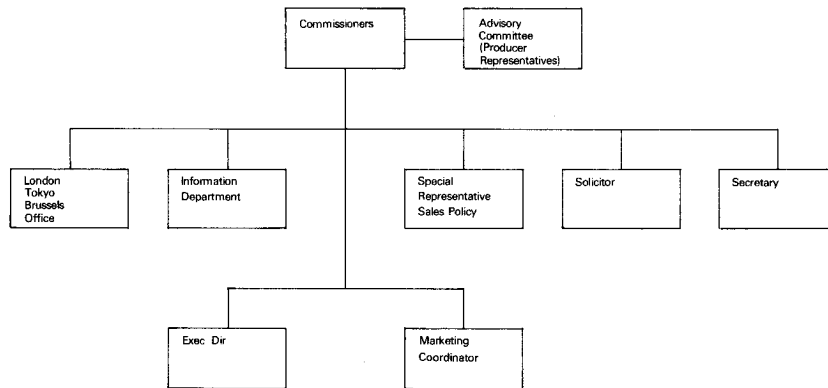
Tax Review Board (see para 3875)

The Hon. O. Lang is responsible for:

The Canadian Wheat Board (see para 3825)

# Canadian Wheat Board 3825

CWB Chart - July 1973



# Canadian Wheat Board\*

3826

## Head Office

423 Main Street  
Winnipeg, Manitoba  
R3C 2P5

## Minister Designated

The Hon. Otto E. Lang, P.C., M.P. \*\*

## Commissioners

Chief Commissioner ..... G. N. Vogel  
Assistant Chief Commissioner ..... D. H. Treleaven  
Commissioner ..... R. L. Kristjanson  
Commissioner ..... C. W. Gibbings  
Commissioner ..... R. M. Esdale

## Historical Background

The Canadian Wheat Board was established by the *Canadian Wheat Board Act*, (SC 1935 c. 53—now RSC 1970 c. C-12). 3827

## Overall Responsibilities

The original Act established the board as a marketing organization to purchase wheat from producers on a voluntary basis and to engage in the necessary marketing activities to dispose of wheat delivered to it. However, since September 27, 1943, the board has been the sole interprovincial and international marketing agency for western Canadian wheat under authorization of a regulation approved by the Governor-in-Council. Similarly, since August 1, 1949, the board has been the sole interprovincial and international marketing agency for oats and barley as well as wheat produced in western Canada for commercial markets. 3828

The board's powers include authority to buy, take delivery of, store, transfer, sell, ship, or otherwise dispose of grain. Only grain produced in a designated area, which includes Manitoba, Saskatchewan, Alberta, the eastern part of British Columbia, and the western edge of Ontario, is purchased by the Board. The Board also controls the delivery of grain into elevators and railway cars in that area as well as the interprovincial movement and export of wheat, oats and barley generally. 3830

## Regional Offices

The board maintains branch offices in Montréal, Qué., and Vancouver, B.C.; plus offices in London, Tokyo, and Brussels. 3847

## Statutes

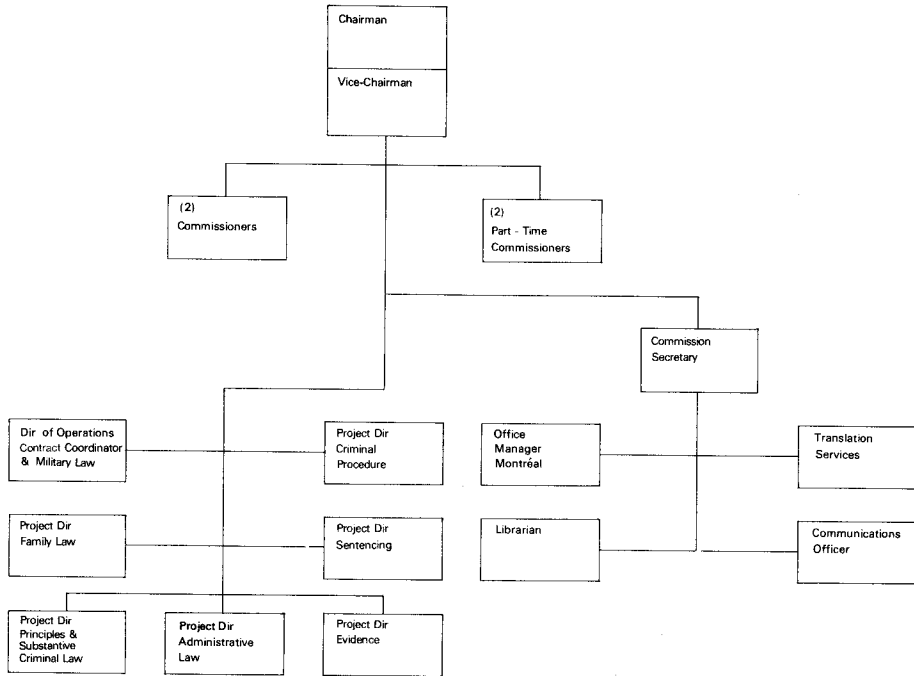
The Minister is responsible for the administration of the following statutes: 3849  
*Canadian Wheat Board Act* (RSC 1970, c. C-12)  
*Prairie Grain Advance Payments Act* (RSC 1970, c. P-18)

\*text effective September 1973

\*\* Pursuant to the Public Service Re-arrangement and Transfer of Duties Act, and within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1969-2002, 12 Nov 1069; SOR/69-530).

# Law Reform Commission 3850

T B S Chart - 1 October 1974



## Head Office

Varette Building  
130 Albert Street  
Ottawa, Ontario  
K1A 0L6

## Minister

Minister of Justice

## Members of the Commission

Chairman.....	The Hon. E. Patrick Hartt, Justice of the Supreme Court of Ontario
Vice-Chairman.....	The Hon. Antonio Lamer, Justice of the Superior Court of Québec
Full-time members.....	Dr. J. W. Mohr Gérard V. La Forest, Q.C.
Part-time members.....	Mrs. Claire Joncas, Q.C. Mr. John D. McAlpine

## Historical Background

The Commission was established under the *Law Reform Commission Act* (RSC 1970 c. 23 [1st Supp]). 3852

## Overall Responsibilities

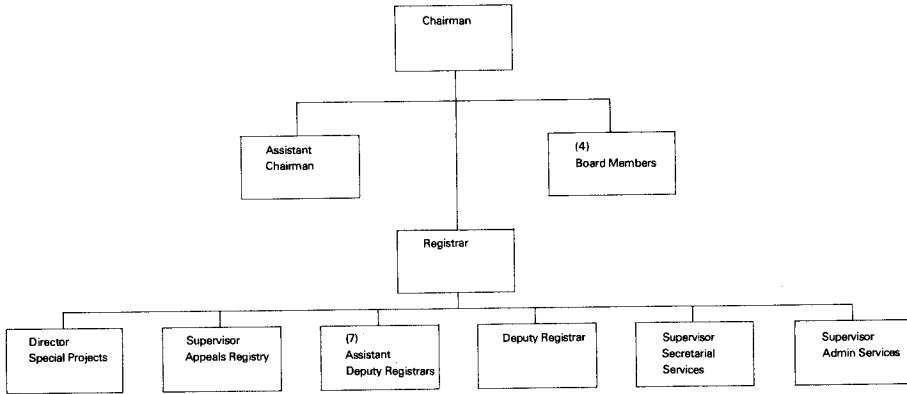
The objects of the Commission are to study and keep under review on a continuing and systematic basis the statutes and other laws comprising the laws of Canada with a view to making recommendations for their improvement, modernization and reform, including, without limiting the generality of the foregoing: 3855

- (a) the removal of anachronisms and anomalies in the law;
- (b) the reflection in and by the law of the distinctive concepts and institutions of the common law and civil law legal systems in Canada, and the reconciliation of differences and discrepancies in the expression and application of the law arising out of differences in those concepts and institutions;
- (c) the elimination of obsolete laws; and
- (d) the development of new approaches to and new concepts of the law in keeping with and responsive to the changing needs of modern Canadian society and of individual members of that society.



# Tax Review Board 3875

T B S Chart 1 Oct 1974



## Head Office

381 Kent Street  
Ottawa, Ontario  
K1A 0M1

## Minister

Minister of Justice

## Members of the Board

Chairman..... K. A. Flanigan, Q.C.  
Assistant Chairman..... The Hon. Lucien Cardin, P.C. Q.C.  
Members..... Roland St-Onge, Q.C.  
A. J. Frost, F.C.A.  
Alexander W. Prociuk, Q.C.

## Historical Background

An Income Tax Appeal Board was established by section 22 of *An Act to amend the Income War Tax Act* (SC 1946 c. 55) to hear and determine appeals instituted by taxpayers from income tax and gift tax assessments for 1946 and subsequent years. By Section 22 of *An Act to amend the Income Tax Act* (SC 1958 c. 32) the name of the Board was changed to the Tax Appeal Board.

3877

By the *Tax Review Board Act* (SC 1970-71-72 c. 11) which proclaimed to take effect as of December 15, 1971, a board to be known as the Tax Review Board was created, but section 18 of the Act declared that the former Tax Appeal Board and the new Tax Review Board were, for all purposes, one and the same body. (The main differences between the former Tax Appeal Board and the Tax Review Board are that written reasons for judgment need not be given by the Tax Review Board unless it deems it to be in the public interest to do so, the practice being to give oral reasons at the conclusion of the hearing; and the members are appointed to hold office [during good behaviour] until age 70 and not for a period of years as were members of the Tax Appeal Board. Another innovation is that the members are now entitled to a pension pursuant to the *Judges Act*.)

3878

## Overall Responsibilities

The duties of the board are to hear and dispose of appeals on matters arising under the *Income Tax Act*, the Canada Pension Plan, the *Estate Tax Act*, and any other Act of Parliament in respect of which an appeal to the board is provided by the legislation.

3880

## Organization

The board consists of a chairman and assistant chairman, (each of whom must have been either a judge of a superior court of Canada or of a superior, county or district court of a province, or a barrister or advocate of not less than ten years' standing at the bar of any of the provinces), and not less than one nor more than five other members. At any given point in time, either the chairman or the assistant chairman must have been a judge of the Superior Court of Québec or a member of the bar of that province.

3882

\*text effective September 1973; updated to January 1975

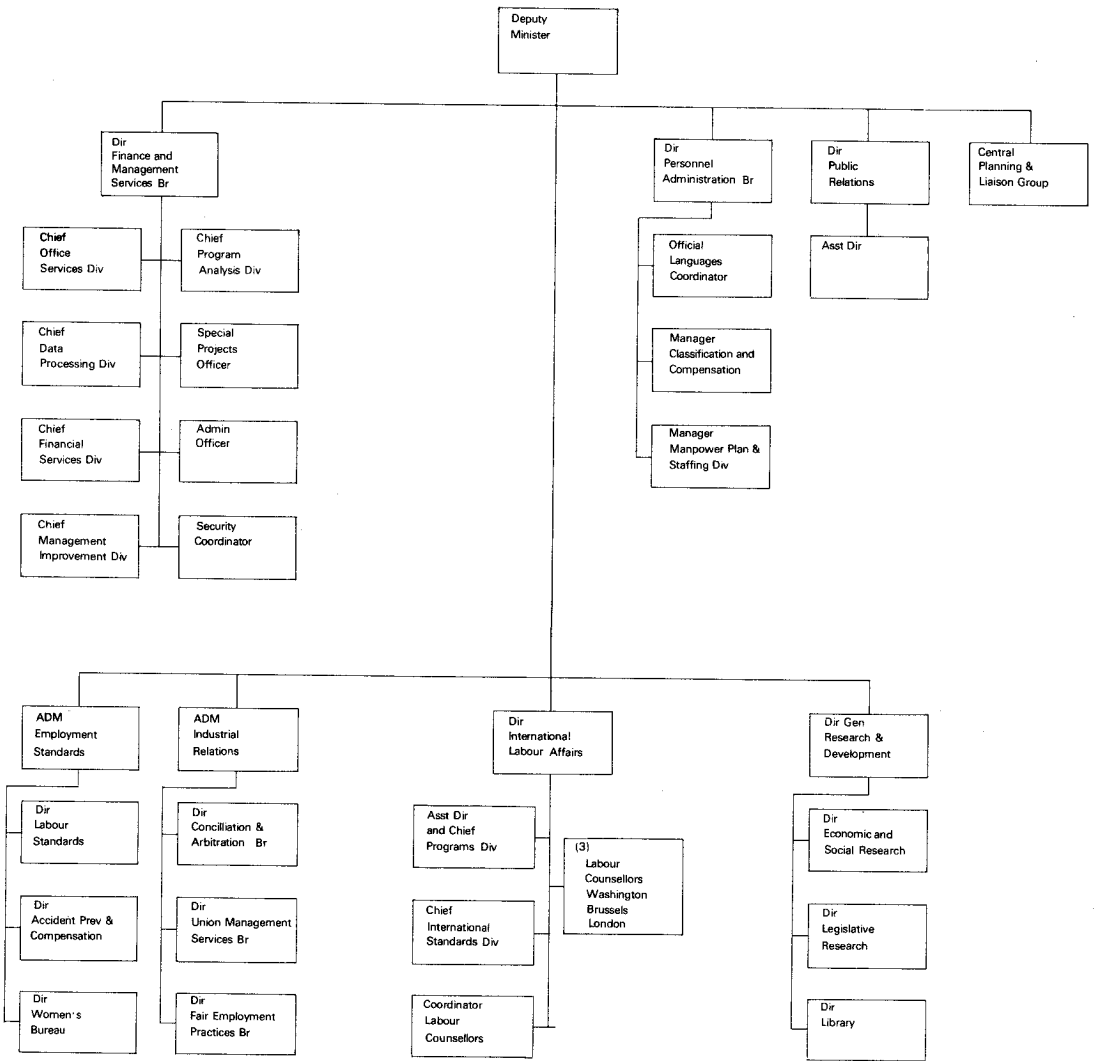
3884 The chairman is the chief executive officer of the board and has supervision  
over the apportionment of the work among the members and the assignment of  
members to preside individually at hearings of the board, as well as exercising  
general supervision over the conduct of the work of the board, the management of  
its internal affairs, and the duties of its staff.

3886 The headquarters of the board is at Ottawa, but its members sit in every province  
of Canada at least once a year, and usually sit monthly (except July and August)  
at Montreal and Toronto and hold frequent sittings at Vancouver. As a general rule,  
its hearings are conducted in cities where District Taxation Offices are located.  
Special sittings for complicated or extra long cases may be arranged.

3888 Section 17 of the Tax Review Board Act stipulates that the board must submit  
an annual report to the Minister of Justice.

# Department of Labour 3900

T B S Chart 1 Oct 1974



**Head Office**

Sir Wilfrid Laurier Building  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0J2

**Minister**

The Hon. John Munro, P.C., M.P.

**Principal Officers**

Deputy Minister ..... Thomas M. Eberlee  
Assistant Deputy Ministers..... J.-P. Després  
W. P. Kelly

**Historical Background**

The Department of Labour was established by the *Conciliation Act* (SC 1900 c. 24—now the *Department of Labour Act* RSC 1970 c. L-2). 3902

**Overall Responsibilities**

Under this Act the department is authorized to: 3905  
(a) collect, digest and publish in a suitable form, statistical and other information relating to the conditions of labour;  
(b) institute and conduct inquiries into important industrial questions; and  
(c) issue *The Labour Gazette*.

**Organization and Programs**

The department pursues three major programs—Industrial Relations, Employment Standards, and Research and Development, consisting of the following branches: Conciliation and Arbitration, Fair Employment Practices, Union-Management Services, Accident Prevention and Compensation, Labour Standards, Women’s Bureau, International Labour Affairs, Economics and Research, Legislative Research and Library Services. 3910

An administrative component responsible to the deputy minister is made up of the following branches: Public Relations, Personnel Administration, Financial and Management Services.

**Conciliation and Arbitration Branch**

This branch has responsibility for those provisions of Part V of the *Canada Labour Code (Industrial Relations)* that deal with the conciliation, mediation, and settlement of labour disputes. The functions of the branch include the appointment of conciliation officers and the establishment of Industrial Inquiry Commissions in labour-management disputes. The branch also provides the services of industry specialists who apply the techniques of preventive mediation to areas of potential industrial unrest. 3915

Conciliation and Arbitration Branch: St. John’s, Nfld.; Halifax, N.S.; Montréal, Qué.; Toronto, Ont.; Winnipeg, Man.; and Vancouver, B.C.

\*text effective October 1974

## Fair Employment Practices Branch

3920 This branch is responsible for Part I of the *Canada Labour Code (Fair Employment Practices)*, which is aimed at preventing discrimination in employment, hiring, and union membership, on the grounds of race, colour, religion, or national origin. The branch investigates complaints of violation of Part I of the Code.

## Union-Management Services Branch

3925 This branch promotes procedures for joint union and management co-operation at the plant level. These procedures are designed to improve industrial relations and to enable the parties to deal more effectively with a wide variety of problems during the closed period of a collective agreement. The branch staffs field offices across Canada with officers who are available to assist joint union-management groups.

Union-Management Services Branch: St. John's, Nfld.; Halifax, N.S.; Saint John, N.B.; Chicoutimi and Montréal, Qué.; Toronto, London, North Bay, Ottawa, Ont.; Winnipeg, Man.; Saskatoon, Sask.; Edmonton, Alta.; and Vancouver, B.C.

## Accident Prevention and Compensation Branch

3930 This branch administers Part IV of the *Canada Labour Code (Safety of Employees)* which provides for promoting the safety and well-being of persons during their employment in federal works, undertakings and businesses, including the public service; the *Government Employees Compensation Act* under which injury benefits are provided to employees who suffer occupational accidents or diseases; and the *Merchant Seamen Compensation Act* providing injury benefits to seamen for accidents arising out of their employment.

Accident Prevention and Compensation Branch: St. John's, Nfld.; Sydney and Halifax, N.S.; Fredericton, N.B.; Montréal, Qué.; Toronto, Ont.; Winnipeg, Man.; Regina, Sask.; Edmonton, Alta.; and Vancouver, B.C.

## Labour Standards Branch

3935 This branch applies Part III of the *Canada Labour Code (Labour Standards)* which sets minimum labour standards for employees in any work, undertaking or business under the jurisdiction of the Parliament of Canada, and the *Fair Wages and Hours of Labour Act* which provides labour conditions, including minimum wage rates and maximum hours of work for inclusion in federal government contracts for construction and supply.

Labour Standards Branch: St. John's, Nfld.; Halifax, N.S.; Fredericton, N.B.; Montréal, Qué.; Ottawa and Toronto, Ont.; Winnipeg, Man.; Edmonton, Alta.; and Vancouver, B.C.

## Women's Bureau

3940 The bureau promotes a wider understanding of the present role of women so as to ensure the greatest use of their potential in employment. It also is concerned with employment standards for women as a part of the labour force.

## International Labour Affairs Branch

3945 This branch is represented abroad by labour counsellors attached to the Canadian Embassies in Washington, D.C., Brussels, Belgium, and the Canadian High

Commission in London England. This branch, designated in 1946 as the official link between Canada and the International Labour Organization (ILO) in Geneva, coordinates all activities relating to the ILO as well as the Organization for Economic Co-operation and Development in Paris.

## Economics and Research Branch

This branch serves as an agency for economic and social analysis and research in the labour field. It is also responsible for maintaining records on labour unions as called for under part 3, section 13 of the *Corporations and Labour Unions Returns Act*. 3950

## Legislative Research Branch

The function of this branch is to study labour legislation in Canada as well as other countries and to provide information concerning this field. 3955

## Library Services Branch

This branch, established in 1900 for the use of departmental interests, is now the most extensive labour library in Canada. It serves both as a reference and lending library for other government departments, employers, unions, students, and the general public. 3960

## Public Relations Branch

This branch is responsible for a program of information designed to better public understanding of industrial relations, collective bargaining, and the changing work environment. It publishes *The Labour Gazette* (the official journal of the department). 3965

## Personnel Administration Branch

This branch is responsible for personnel services throughout the department. It conducts promotional competitions, establishment reviews, and training programs for staff development. 3970

## Financial and Management Services Branch

This branch participates in the planning and control functions required to support the management of the department's programs. It is responsible for the development and implementation of policies and practices in support of financial services, electronic data processing, organizational and systems analysis, as well as general office services. 3975

## Regional Offices

The offices are listed after each branch write-up.

## Statutes

The Minister is responsible for the:

- Canada Labour Code* (RSC 1970 c. L-1)
- Part I (*Fair Employment Practices*)
- Part II (*Female Employees-Equal Pay*)
- Part III (*Labour Standards*)

3985

Part IV (*Safety of Employees*)

Part V (*Industrial Relations*)

*Department of Labour Act* (RSC 1970 c. L-2)

*Fair Wages and Hours of Labour Act* (RSC 1952 c. 108) as amended

*Government Employees Compensation Act* (RSC 1970 c. G-8)

*Merchant Seamen Compensation Act* (RSC 1970 c. M-11) as amended

### **Other Agencies**

3988

The Minister also is responsible for the following agencies:

Advisory Council on the Status of Women (Ministerial responsibility changed—  
see para 5115)

Canada Labour Relations Board (see para 4100)

Information Canada (see para 4125)

### **Merchant Seamen Compensation Board**

3990

The Board administers the *Merchant Seamen Compensation Act*. Any Seaman aboard a Canadian ship\* registered in Canada who suffers an injury, may call upon the Board to have his case examined in order to receive compensation, providing he is not covered by any provincial legislation.

### **Multiculturalism**

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\*as defined by the *Canada Shipping Act*



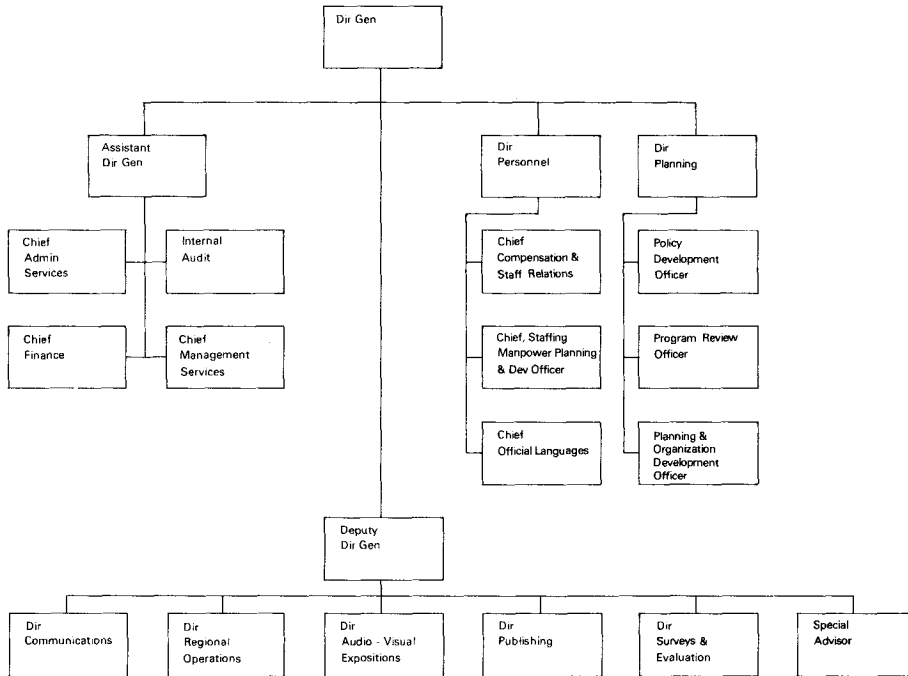


All proceedings before the board are to be commenced by the filing with the board of an application in writing.

The board has issued regulations establishing the general rules which govern the making of applications.

# Information Canada 4125

T B S Chart 1 Oct 1974



**Head Office**

171 Slater Street  
Ottawa, Ontario  
K1A 0S9

**Minister Designated**

The Hon. John C. Munro, P.C., M.P.\*\*

**Principal Officers**

Director General.....	Guy R. D'Avignon
Deputy Director General.....	Eric Miller
Assistant Director General.....	Frank Libera

**Historical Background**

Information Canada began operations on April 1, 1970 as a result of one of the recommendations of the Task Force\*\*\* on government information. 4127

Upon its formation, the department absorbed the Publishing Division of the Canadian Government Printing Bureau, and the Canadian Government Exhibition Commission from the Department of Public Works. The Still Photo Section of the National Film Board was transferred to Information Canada on June 1, 1971.

It is designated as a department within the meaning of the *Financial Administration Act*, and the *Public Service Employment Act*, and the director general holds the rank of a deputy head (OIC P.C. 1970-559, 26 May 1970). Pursuant to *Appropriation Act No. 2, 1970*, the Minister of Supply and Services was made responsible for the administration of a consolidated information service. In turn, he assigned to the Director General of Information Canada certain duties and responsibilities which are listed under Overall Responsibilities. 4128

**Overall Responsibilities**

The department is responsible for:

- (a) the design, provision and administration of exhibits and displays on behalf of federal government departments and agencies;
- (b) the provision of publishing services for departments except:
  - (i) such publishing services as are already assigned by statute to the Queen's Printer; and
  - (ii) the publication of the Canada Gazette, the official documents and instruments required to be published therein, and the reports, transcripts, bills and other documents sent to the Queen's Printer for printing by the staff of the Senate, and House of Commons of Canada.
- (c) the retail distribution system and bookstores associated, and to be associated therewith as formerly operated by the Queen's Printer;
- (d) the supervision and control of the rights and obligations in respect of the Crown Copyright in any document or other work to which this copyright applies;
- (e) the organization, management, and direction of the staff and other resources acquired and to be acquired in respect of the administration of the consolidated information service; and
- (f) the provision of information to Canadians through Enquiry Centres.

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\*text effective October 1974  
 \*\*OIC PC 1970-559 March 26, 1970  
 \*\*\*The Task Force was established in 1968 to study federal departmental information services

## Organization and Programs

The department comprises five branches: Communications; Expositions; Publishing; Regional Operations; Research, Surveys and Evaluation. The support services consist of Personnel, Finance, Administration, Management Services and Planning.

### Communications Branch

4130 This branch is responsible for the improvement of the government information process through counsel and advice to departments to help them develop or implement information programs; through the initiation of special projects which fill information gaps by increasing the citizen's knowledge of all federal programs and services; and through coordination of information projects and the packaging of federal program information materials involving several departments or agencies. The branch includes the following areas:

#### Departmental Liaison Division

4131 This division provides the primary corporate liaison channel between Information Canada and its client departments and agencies via an ongoing advisory and counselling service. A service which assists these clients in the planning and development of public information programs. The division also carries out special studies and projects on behalf of the government information process as a whole, and maintains effective contact with the Council of Federal Information Directors on behalf of Information Canada.

#### English Creative Services/French Creative Services Division

4132 Upon request from other branches within the department, or from other federal government departments and agencies, these two divisions initiate in all media special information projects.

#### Information Services Division

4133 This division acts as Information Canada's information division as distinct from the other branches which act on behalf of the government as a whole. Information Services plans and directs the public and media relations, advertising, parliamentary returns, and employee communications of Information Canada.

#### Graphic Design Secretariat

4134 In July 1970, Information Canada was made responsible for the Federal Identity Program. The basis of the program is the consistent application of three graphic symbols for the identification of federal activities; the Federal Symbol, the full flag, and the coat of arms. The program is coordinated by the Graphic Design Secretariat which was established in January 1974. The Secretariat is charged by Cabinet with upgrading the overall effectiveness, efficiency, and quality of graphic design in government.\*

### Expositions Branch

4135 This branch designs and presents exhibits at home and abroad on behalf of all federal departments and agencies. The branch has an Audio-Visual Unit which prepares presentations for inclusion in exhibits, and which also provides technical and creative counsel to other departments on request.

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\*A list of Brief Identifying Names currently used to identify all departments may be found at para 9500.

Another division, the Photothèque, (formerly part of the NFB's Still Photography Division) maintains a collection of over 300,000 photographs of Canada by Canadians. These photographs are available to other departments and on a Royalty basis, to publishers and other interested parties. The Photothèque also offers a photographic consultation service, and a photo story service, called "Fotomedia", for the use of newspapers and magazines.

## Publishing Branch

The Publishing Branch is responsible for selling and promoting in Canada and abroad federal government publications and related items (e.g. parliamentary papers, books, periodicals, maps) through Information Canada bookstores, and central and regional mail order services; and through authorized agents and independent commercial booksellers. Information Canada is also the national sales agent in Canada for certain international publications. The Branch also provides advice on request and helps determine the saleability of publications and related items which are submitted by federal government departments and agencies. 4139

Other functions of the Publishing Branch include:

- (a) the supervision and control of the rights and obligations in respect of the Crown Copyright in any document or other work to which this Copyright applies;
- (b) the free distribution of publications as required by statute or by executive order;
- (c) the administration of the government co-publishing policy; and
- (d) the negotiation, review, and application of appropriate discount schedules and other marketing practices. 4140

The Branch includes also an Operations Division which is responsible for warehousing and distribution, and mail order services. The Marketing Division is responsible for sales promotion and marketing of federal publications in all regions of Canada, while the Publishing Decisions Division procures publications, controls inventories, and administers the production checklists of federal government publications. The Co-Publishing Division is responsible for the administration of the government co-publishing policy.

## Regional Operations Branch

The branch is responsible for facilitating the exchange of public information on federal programs between the different regions of Canada and Ottawa. The branch directs the operation of Information Canada's 11 enquiry centres (para 4149) and six bookstores (para 4148); maintains teams of mobile information officers; and helps develop regional information networks (i.e. the linking up of existing community information outlets [such as libraries, Community Information Centres] with Information Canada's enquiry system). 4143

## Research, Surveys and Evaluation

The branch is responsible for all research and evaluation studies which are conducted within or on behalf of Information Canada. On request, the branch also coordinates and plans research programs on behalf of other government departments and agencies. Branch activities include: 4145

- (a) the study of communications as a sociological phenomenon (especially relations between government and citizens);
- (b) the analysis of the relevant characteristics of the Canadian publics;
- (c) the analysis of appropriate media in relation message content and target audiences; and
- (d) the evaluation, for efficiency and effectiveness of the various aspects of the federal communications process.

## Regional Offices\*

### Bookstores:

4148

British Columbia  
800 Granville Street  
Vancouver, B.C.  
V6Z 1K4

Manitoba  
393 Portage Avenue  
Winnipeg, Man.  
R3B 2C6

Ontario  
171 Slater Street  
Ottawa, Ontario  
K1A 0S9

Ontario  
221 Yonge Street  
Toronto, Ont.  
M5B 1N4

Québec  
640 St. Catherine Street West  
Montréal, Qué.  
H3B 1B8

Nova Scotia  
1683 Barrington Street  
Halifax, N.S.  
B3J 1Z9

### Enquiry Centres

4149

British Columbia  
800 Granville Street  
Vancouver, B.C.  
V6Z 1K4

Alberta  
MacDonald Place  
9929 Jasper Avenue  
Edmonton, Alta.  
T5J 2X4

Saskatchewan  
273 Second Avenue, South  
Saskatoon, Sask.  
S7K 1K8

Manitoba  
303 Main Street  
Ground Floor  
Winnipeg, Man.  
R3C 3G7

Ontario  
171 Slater Street  
Ottawa, Ont.  
K1A 0S9

Ontario  
2 St. Clair Avenue West  
Room 12-A  
Toronto, Ont.  
M4V 1L5

Québec  
Room 805  
1255 University Street  
Montréal, Qué.  
H3B 3W3

New Brunswick  
981 Main Street  
Moncton, N.B.  
E1C 1G9

Prince Edward Island  
160A Kent Street  
Charlottetown, P.E.I.  
C1A 1N9

Nova Scotia  
1683 Barrington Street  
Halifax, N.S.  
B3J 1Z9

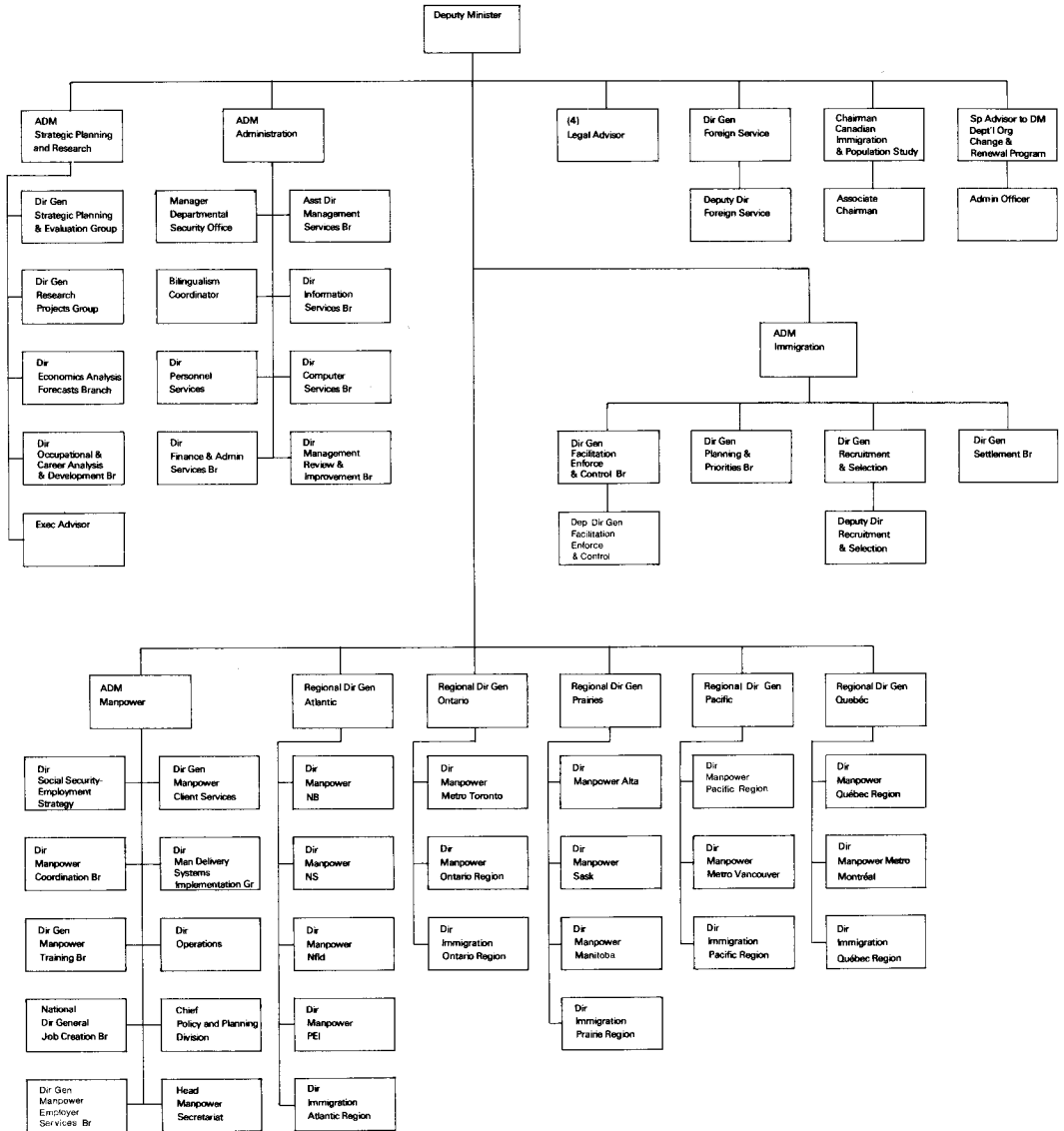
Newfoundland  
216 Water Street  
St. John's, Nfld  
A1C 1A9

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\*March 1975

# Department of Manpower and Immigration 4200

T B S Chart 1 Oct 1974





## Head Office

E. A. Bourque Memorial Building  
305 Rideau Street  
Ottawa, Ontario  
K1A 0J9

## Minister

The Hon. Robert Knight Andras, P.C., M.P.

## Principal Officers

Deputy Minister ..... A. E. Gottlieb  
Senior Assistant Deputy Minister ..... J. L. Manion  
Assistant Deputy Ministers  
(Immigration) ..... Mrs. Jean W. Edmonds  
(Strategic Planning and Research) ..... D. R. Campbell  
(Manpower) ..... J. L. Manion  
(Administration) ..... J. C. Best  
Special Adviser to the Deputy Minister on Departmental  
Organization, Change Renewal Program ..... S. W. Kaiser

## Historical Background

The Department of Manpower and Immigration was established by the *Government Organization Act* (SC 1966 c. 25—now *Department of Manpower and Immigration Act* RSC 1970 c. M-1). 4202

## Overall Responsibilities

The department is responsible for the development and utilization of manpower resources in Canada, employment services, and immigration. 4203

## Organization and Programs

The department is composed of four divisions: Canada Manpower; Canada Immigration; Operations (Operations Canada); Planning and Research; Administration. 4205

## Canada Manpower Division

The division's responsibilities are shared by five branches: Manpower Employer Services, Client Services, Manpower Training, Job Creation, Program Coordination. 4215

## Manpower Employer Services Branch

This branch deals with the demand side of the labour market providing guidelines for relations with employers in the development of employment service, and collecting specialized information on industrial needs. The branch administers a manpower consultative service to help industries adjust to problems arising from economic and technological change, and ensures that Canada Manpower Centres are organized to give effective service to employers. 4220

## Client Services Branch

This branch deals with the supply side of the labour market (providing guide- 4225

\*text effective October 1974; names updated to January 1975

lines for placement counselling and career guidance with emphasis on special groups such as youth, older workers, and handicapped people) ensuring that Canada manpower Centres are organized to give effective service to employees.

### **Manpower Training Branch**

4230 This branch administers a broad range of training programs which include institutional basic training and skill courses, as well as industrial training, including small business management courses, support of provincial apprenticeships programs, and on-the-job training.

### **Job Creation Branch**

4235 This branch administers a range of special manpower services designed to assist Canadian workers who experience unusual difficulties in joining or re-entering the labour force. Such services include the Local Employment Assistance Program, the Outreach Program, and special diagnostic counselling.

### **Program Coordination Branch**

4240 The branch deals with the formulation and implementation of the department's manpower operational activities. It prepares the relevant operational directives; coordinates widely-dispersed manpower field operations; and monitors operational results and information systems.

## **Canada Immigration Division**

4245 This division has three branches: Home Services; Foreign; Programs and Procedures.

### **Home Services Branch**

4250 This branch provides procedural guidance for field offices in Canada; formulates policy and guidelines on enforcement of immigration regulations; and deals with difficult individual immigration cases.

### **Foreign Branch**

4255 This branch provides service abroad through the application of uniform selection standards, and the provision of information and counselling services for potential immigrants.

### **Programs and Procedures Branch**

4260 This branch is responsible for short and long-range planning of immigration policies and programs. It officially interprets both the *Immigration Act* and the immigration regulations, and generally, coordinates the implementation of the departmental operations. It also provides support activity connected with the transportation and reception facilities for immigrants to Canada.

## **Strategic Planning and Research Division**

4300 This division provides research, program development, and evaluation services in support of the two departmental operational organizations—i.e. Canada Manpower Division and Canada Immigration Division. The Planning and Research Division has two groups and two branches: the Strategic Planning and Evaluation Group, Research Projects Group, Economic Analysis and Forecasts Branch, and the Occupational and Career Analysis and Development Branch. The division also administers the departmental library.

### **Strategic Planning and Evaluation Group**

This group deals with providing advice on departmental policies and programs strategies, resource allocation priorities, and program effectiveness and evaluation. 4305

### **Research Projects Group**

This group carries out long and short-term research and analysis projects to assist decision-making in respect of all areas of the department's concerns. 4310

### **Economic Analysis and Forecasts Branch**

This branch provides the department with continuous current analyses and projections of labour market conditions, in general and occupational supply and demand data, in particular. It also conducts relevant surveys and ensures adequate statistical development. 4315

### **Occupational and Career Analysis and Development Branch**

This branch deals with preparing career and occupational counselling materials. 4320

## **Administration Division**

The responsibilities of this division are shared by the Management Review and Improvement Bureau, the Coordinator of Bilingual Service, and by four branches: Information Services, Personnel Services, Financial and Management Services, Computer Services. 4330

### **Management Review and Improvement Bureau**

The bureau is responsible for the establishment and maintenance of a management review and improvement program (a comprehensive, constructive and continuing examination of departmental plans, policies, organizational structures, financial controls, methods of operation, and the use of human and physical resources) to assist senior officers of the department in the discharge of their management responsibilities. 4335

### **Information Services Branch**

This branch deals with matters relating to public relations, the preparation and dissemination of information in Canada and abroad, and promotional activities associated with departmental responsibilities, objectives and programs. 4340

### **Personnel Services Branch**

This branch assists with departmental objectives and programs by developing and recommending appropriate personnel policies and by providing specialist advice and supporting services in the functions of staffing, classification, salary administration and staff relations. 4345

### **Financial and management Services Branch**

This branch deals with the organization and administration of financial, administrative and management services throughout the department. 4350

### **Computer Services Branch**

This branch deals with the data processing activities of the department by providing the computer systems analysis, computer programming, and data communications support commensurate with total departmental needs. 4355

## Regional Offices

4365

Regional directorates are located in each of Canada's five major regions. Canada Manpower Centres are maintained in principal towns and cities across the country, and Canada Immigration Centres are at appropriate locations across Canada and throughout the world.

## Statutes

4375

The Minister is responsible for the:

*Adult Occupational Training Act* (RSC 1970 c. A-2)  
*Area Development Incentives Act* (SC 1965 c. 12, sec. 11)  
*Department of Manpower and Immigration Act* (RSC 1970 c. M-1)  
*Immigration Act* (RSC 1970 c. I-2)  
*Immigration Aid Societies Act* (RSC 1952 c. 146) as amended  
*Immigration Appeal Board Act* (RSC 1970 c. I-3) as amended  
*Regional Development Incentives Act* (RSC 1970 c. R-3, sec. 13)  
*Reinstatement in Civil Employment Act* (RSC 1952 c. 236)  
*Unemployment Insurance Act* (SC 1970-71-72 c. 48, Part VII)

## Other Agencies

4385

The Minister also is responsible for the following:

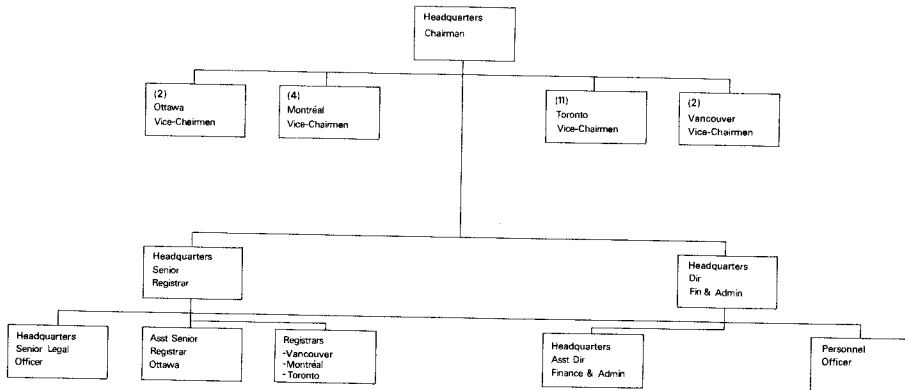
Canada Manpower and Immigration Council (text to follow)

Immigration Appeal Board (see para 4425)

Unemployment Insurance Commission (see para 4475)

# Immigration Appeal Board 4425

T B S Chart 1 Oct 1974



## Head Office

116 Lisgar Street  
Ottawa, Ontario  
K1A 0K1

## Minister

Manpower and Immigration

## Members of the Board

Chairman, Miss Janet V. Scott.....	Ottawa, Ont.
Vice-Chairmen	
J. C. A. Campbell .....	Ottawa, Ont.
J. P. Houle .....	Montréal, Qué.
A. B. Weselak .....	Toronto, Ont.
J. A. Byrne .....	Vancouver, B.C.
Other Members	
U. Benedetti .....	Toronto, Ont.
F. Glogowski .....	Ottawa, Ont.
G. Legaré.....	Ottawa, Ont.
Mrs. R. Tremblay.....	Montréal, Qué.

## Historical Background

The Immigration Appeal Board was established by the *Immigration Appeal Board Act* which was proclaimed on November 13, 1967 (RSC 1970 c. I-3). The Board is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1970-34, 14 Jan. 1970). 4427

## Overall Responsibilities

The board is a court of record completely independent from the Department of Manpower and Immigration. Amendments to the *Immigration Appeal Board Act* proclaimed on August 15, 1973, provide for increased membership on a renewable temporary basis. The permanent and temporary members are appointed by the Governor-in-Council. 4428

The board has established court facilities at Montréal, Ottawa, Toronto, and Vancouver, but the headquarters are located at Ottawa.

The Act provides an avenue for certain categories of persons who are ordered deported from Canada to appeal to the board. It also provides an appeal by Canadian sponsors whose applications for admission of relatives from abroad have been refused pursuant to the *Immigration Act* or Regulations. 4430

Any permanent member, or with the authorization of the chairman or vice-chairman, a temporary member may determine an appeal. A permanent member and not less than two other members constitute a quorum of the board. 4432

Appeal hearings are public unless the board approves a request by an appellant that it be "in camera".

\*text effective January 1975



## Head Office

222 Nepean Street  
Ottawa, Ontario  
K1A 0J5

## Minister

Minister of Manpower and Immigration

## Members of the Commission

Chairman..... Guy Cousineau  
Commissioners (Employers)..... W. E. McBride  
Commissioners (Employees)..... Raymond Lapointe

## Historical Background

The Unemployment Insurance Commission was established in 1941 under legislation of the *Unemployment Insurance Act*, 1940 (SC 1940 c. 44) and given a revised mandate in 1955 and again in 1971 to keep pace with changing socio-economic conditions. 4477

The Commission is designated as a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*. (OIC P.C. 1972-155\*\*, 28 Jan 1972; 51/72-6, 28 Jan 1972). The Commission is an agent of Her Majesty.

*The Unemployment Insurance Act* (SC 1970-71-72 c. 48) constituted a sweeping change which broadened the scope of coverage and range of benefits. More and higher level occupational groups became contributors, and entitlement to benefits was established for interruption of earnings by reason of illness and pregnancy, as well as unemployment.

## Overall Responsibilities

The Act provides for a corporate body of three commissioners who are appointed by the Governor-in-Council; one is designated Chairman and Chief Executive Officer of the Commission; one other than the Chairman is appointed after consultation with organizations representative of workers; and the other after consultation with employer organizations. The Chairman may hold office for ten years and the other two commissioners for five years. Commissioners may be re-appointed for one or more terms. 4480

The commissioners, who form the policy-making body of the organization, administer the *Unemployment Insurance Act* and carry out such other duties as the Governor-in-Council, on the recommendation of the Minister, requires. 4481

## Organization and Programs

The commission's executive at head office is responsible for the development and execution of plans, policies, and programs in the exercise of its mandate as set forth in the *Unemployment Insurance Act*. Seven directors report direct to the Chairman: The Executive Directors of Operations, Policy Planning, and Systems and Operational Planning, the Comptroller, and the Directors of Personnel Administration, Public Relations, and Bilingualism Development. 4483

\*text effective October 1974; names updated to January 1975

\*\*The same order also transferred the Unemployment Insurance Act from the Minister of Labour to the Minister of Manpower and Immigration.



## Operations Directorate

4485 This directorate's responsibility is to ensure that the legitimate demands of claimants in terms of both benefits and service are satisfied. This is done through direction, co-ordination and control of the regional and district offices and computer service centres which provide enquiry and insurance services, benefit payments, liaison with local employee, employer and community groups, and a benefit control program.

## Policy Planning Directorate

4487 This directorate is concerned with research and analysis of socio-economic factors in the public sector that affect income maintenance, particularly those factors that have relevance to legislative aspects of the Act, and with the development and evaluation of policies affecting the Unemployment Insurance program.

## Systems and Operational Planning Directorate

4488 This directorate is responsible for:

- (a) the development of plans and programs which are to ensure the equitable determination and payment of entitlements to insured persons under terms and conditions of the Act;
- (b) collation and dissemination of insurance policy jurisprudence; and,
- (c) the planning, development, and improvement of manual and computer systems required for management and provision of claimant services.

## Social Insurance Registration

4490 Incorporated in this directorate is a Social Insurance Registration Unit with responsibility for maintenance, allocation and control of the central index of social insurance numbers.

## Comptroller Directorate

4492 The Comptroller Directorate is responsible for the provision of financial, material and management information resources required to support the Unemployment Insurance program. This includes the forecasting, accounting, safekeeping and control of funds, operating budgets and resources. It also includes responsibility for the administration of contracts entered into by individuals and groups under the *Government Annuities Act*\*.

## Personnel Administration

4493 Personnel Administration is responsible for planning, recommending, and implementing personnel policies and manpower programs for the commission. The activity includes staffing, manpower planning, compensation, organization planning, training and development, and staff relations.

## Public Relations

4494 The responsibility of this office is to publicize the intent and aims of the Unemployment Insurance programs, and to inform employers, claimants, and the general public on matters related to the administration of the Act.

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\* The Annuities Branch was transferred from the Dept. of Labour to UIC in 1970 (OIC P.C. 1970-570, 27 March 1970).

## Bilingualism Development Branch

This branch is responsible for the development and implementation of official language training, and cultural programs. 4495

## Other Services

The commission executive is supported by a Secretariat, and Legal Advisor. 4496

In 1973, the commission progressed through a major reorganization in structures and philosophy, with the stated intention of making its services to claimants more immediate, responsive, and personal. To this end the commission supplemented its normal services by providing:

- (a) an emergency payment capability for those who face unusual hardship;
- (b) insurance service advisors fully informed on labour market conditions; and
- (c) modular claimant service units in the district offices designed to respond to the needs of individuals who come in person for information or to apply for benefits.

## Regional Offices

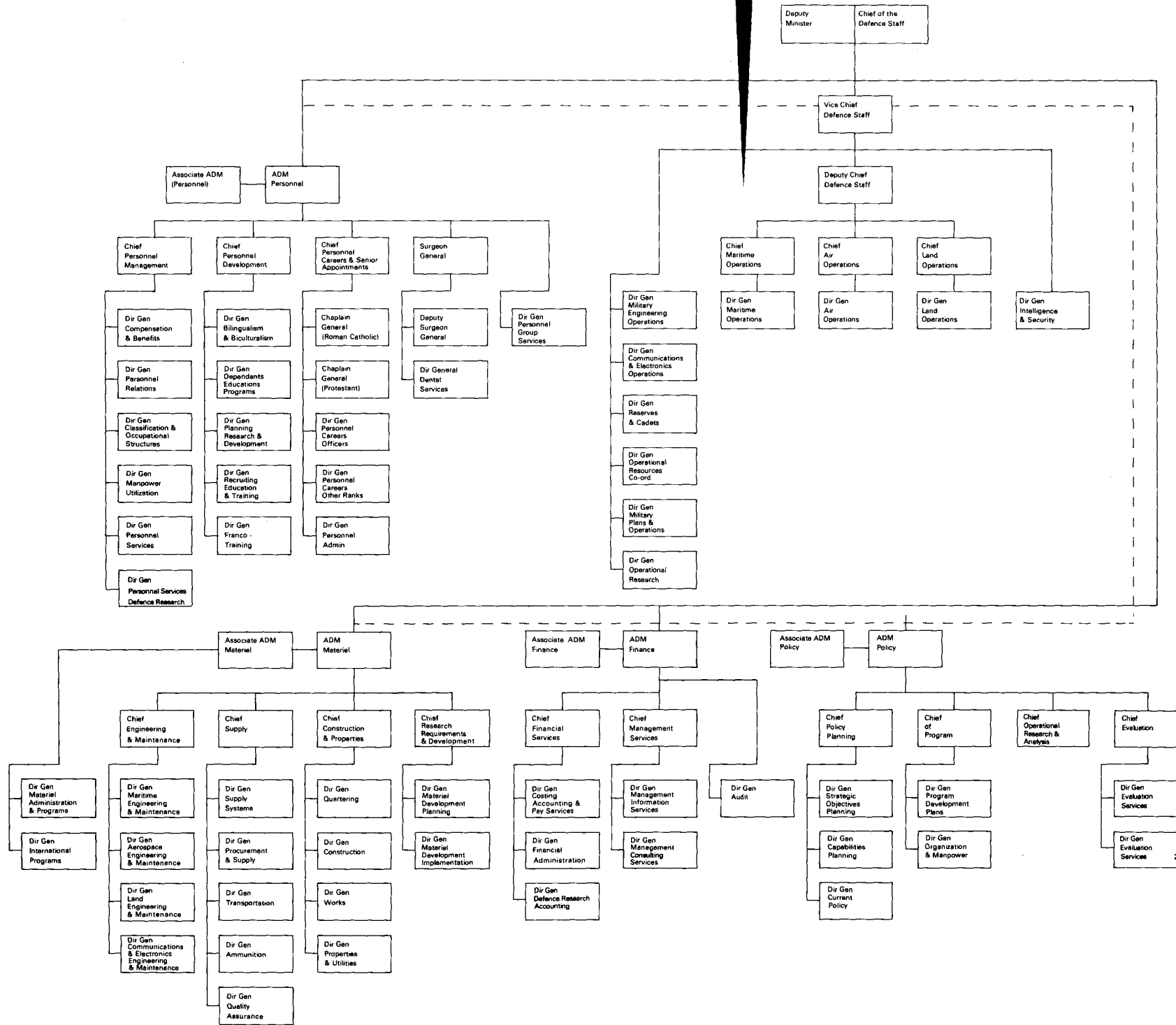
The commission is organized into three levels—a head office; five regional offices in Atlantic, Québec, Ontario, Prairie, and Pacific regions; and 316 district offices and service centres. 4497

Regional offices are located in Moncton, N.B.; Montréal, Qué.; Belleville, Ont.; Winnipeg, Man.; and Vancouver, B.C.

The district offices and service centres are strategically placed in the regions to make Unemployment Insurance services readily available to the public.

# Department of National Defence Headquarters 4600

T & S Chart 1 Oct 1974



**Head Office**

101 Colonel By Drive  
Ottawa, Ontario  
K1A 0K2

**Minister**

The Hon. James Richardson, P.C., M.P.

**Associate Minister**

(vacant)

**Principal Officers**

Deputy Minister .....	Sylvain Cloutier
Chief of the Defence Staff.....	General J. A. Dextraze
Defence Research Board Chairman .....	Dr. L. J. L'Heureux
Assistant Deputy Minister (Policy) .....	D. H. W. Kirkwood
Associate Assistant Deputy Minister (Policy).....	Major-General J. Chouinard
Assistant Deputy Minister (Personnel).....	Lieutenant-General W. A. Milroy
Associate Assistant Deputy Minister (Personnel) .....	T. G. Morry
Assistant Deputy Minister (Finance) .....	T. C. Greig
Associate Assistant Deputy Minister (Finance).....	Rear Admiral C. W. Ross
Assistant Deputy Minister (Materiel) .....	L. G. Crutchlow
Associate Assistant Deputy Minister (Materiel).....	Major-General M. T. Friedl

**Historical Background**

The Department of National Defence was created by the *National Defence Act* (SC 1922 c. 34, now RSC 1970 c. N-4, as amended). The 1922 Act established one civil department in place of the previous Department of Militia and Defence (formed in 1868), the Department of the Naval Service (formed in 1910), and the Air Board (formed in 1920). 4602

In July 1965, Naval Service Headquarters, Army Headquarters, and Air Force Headquarters were amalgamated to form the "Canadian Forces Headquarters" (CFHQ). 4603

The *Canadian Forces Reorganization Act* proclaimed in force 1 Feb. 1968, "unified" the Royal Canadian Navy, the Canadian Army, and the Royal Canadian Air Force into a single "service" called the Canadian Armed Forces. 4605

**Overall Responsibilities**

The Minister of National Defence is responsible for the control and management of the Canadian Armed Forces\*\*, the Defence Research Board, and all matters relating to national defence including preparation for certain civil defence against enemy action. He also is responsible for the construction and maintenance of all defence establishments and facilities required for the defence of Canada. 4607

\*text effective December 1973; names updated to January 1975

\*\*often referred to as just the Canadian Forces

# Organization and Programs

## Deputy Minister

4614 The deputy minister is the senior public servant in the department and the principal civilian adviser to the Minister on all departmental affairs. He is responsible for ensuring that all policy directives emanating from the government are reflected in the administration of the department, and in military plans and operations.

## Chief/Defence Staff

4617 The Chief of the Defence Staff, the Minister's senior military adviser, is charged with the control and administration of the Canadian Forces. He is responsible for the effective conduct of military operations and the readiness of the Canadian Forces in order to meet the commitments assigned to the department by the government.

## Defence Research Board

4620 The Chairman of the Defence Research Board is responsible for advising the Minister on all matters relating to scientific, technical, and other research and development that may affect the defence of Canada. He also is responsible for carrying out research relating to the defence of Canada and the development or improvement of defence materiel.

## Vice Chief/Defence Staff

4625 The Vice Chief of the Defence Staff is the principal assistant and adviser to both the Deputy Minister and the Chief of the Defence Staff. The Vice Chief coordinates the activities of the Headquarters' Groups, and authorizes the assignment of the department's financial, manpower, and materiel resources to approved programs and activities. He acts for the Chief of the Defence Staff in his absence.

## Policy

4630 The Assistant Deputy Minister (Policy) is responsible for: recommending defence objectives and policy options; acting as principal departmental spokesman at the official level on matters of policy planning; and ensuring that departmental planning and Canadian Armed Forces structure proposals provide a realistic and harmonious relationship between objectives, tasks and resources. He acts for the Deputy Minister in his absence.

## Personnel

4635 The Assistant Deputy Minister (Personnel) is responsible for: developing military and civilian personnel policies and administering a comprehensive personnel administration program; ensuring that personnel establishments, actual strengths, and manpower requirements are harmonized within approved policy and budgets; maintaining liaison with reference to departmental personnel policies with other government departments and agencies, other levels of government, other governments, and with industry and universities; and administering a program for the education of dependents.

## Finance

4640 The Assistant Deputy Minister (Finance) is responsible for: directing the financial administration of the department and for the preparation of related financial,

regulatory, and procedural material required within the department or by outside agencies; coordinating and guiding the development and implementation of management information systems; providing management services within the department, including advisory, audit, financial, accounting, and automatic data processing services.

## **Materiel**

The Assistant Deputy Minister (Materiel) is responsible for:

4645

- (a) the development, engineering, procurement, storage, issue, maintenance, and disposal of systems, equipment, and materiel;
- (b) providing an integrated logistics system to the Canadian Forces including supply, maintenance, ammunition, transport and postal facilities and services; and
- (c) developing and implementing departmental policies relating to the acquisition and management of real property, construction and maintenance of building and facilities, and associated utilities.

## **Evaluation**

The Assistant Deputy Minister (Evaluation) is responsible for: planning and directing systematic studies and evaluations of all aspects of the department's operations (other than tactical evaluations) in order to measure its effectiveness in achieving objectives; assessing the effectiveness of departmental management; evaluating the adequacy of departmental policies, programs, systems and procedures, and its organizational structure.

4650

## **Deputy Chief/Defence Staff**

The Deputy Chief of the Defence Staff is responsible to the Vice Chief of the Defence Staff for:

4655

- (a) the effective and efficient performance of the operations of the Canadian Forces;
- (b) providing operational information, advice and guidance required for planning the future employment, structure and operational requirements of the Canadian Forces;
- (c) coordinating and guiding the implementation of approved changes to the Canadian Force's structure;
- (d) acting as the central planning, controlling and coordinating agency for all current operational activities of the Forces;
- (e) ensuring the efficient employment of resources in carrying out these activities; and
- (f) preparing and coordinating annual training plans.

## **Judge Advocate General**

The Judge Advocate General is responsible for the administration of military justice in the Canadian Armed Forces. He is also the legal adviser to the department, the Canadian Forces, and the Defence Research Board.

4660

## **Information**

The Director General (Information) is responsible for the dissemination of information on defence matters to the public, the Canadian Forces, and civilian staffs of the department. He prepares answers to parliamentary questions and also plans and coordinates community relations programs.

4663

## Departmental Administrative Services

4666 The Director General (Departmental Administrative Services) is responsible for providing those common administrative services required for the functioning of the department in general, and for the National Defence Headquarters in particular.

## Canadian Armed Forces

4671 The major formations of the Canadian Armed Forces and their commanding officers are:

Mobile Command .....	Lieutenant-General S. C. Waters
Maritime Command—Atlantic .....	Rear-Admiral D. S. Boyle
Maritime Forces—Pacific .....	Rear-Admiral R. J. Pickford
Air Defence Command .....	Major-General W. M. Garton
Canadian Forces Europe .....	Major-General W. C. Leonard
Air Transport Command .....	Major-General H. McLachlan
Training Command .....	Rear-Admiral R. S. Stephens
Canadian Forces Communication Command .....	Colonel L. H. Wylie
Northern Region Headquarters .....	Brigadier-General J. A. Fulton

## Mobile Command

4673 Mobile Command, the largest command in the Canadian Forces, has headquarters near Montréal at St. Hubert. Command bases and units across Canada, provide land and tactical air forces to meet defence commitments. Mobile Command functions include:

- (a) the defence of Canada, and the joint Defence of North America;
- (b) support of Canada's NATO commitments;
- (c) the provision of troops for international peacekeeping; and
- (d) emergency assistance to civil authorities in Canada.

The Command also exercises command and control of the Militia and Air Reserves.

## Maritime Command

4678 Maritime Command provides the combat-ready sea and maritime air forces in support of Canada's defence commitments. The Commander, stationed in Halifax, N.S., commands all maritime forces, Atlantic and Pacific, the latter through the Commander Maritime Forces (Pacific) at Esquimalt, B.C. Command functions include surveillance and maintenance of sovereignty over territorial waters and contiguous ocean areas. Maritime forces and facilities also are assigned to the defence of the North American continent and of NATO's Canadian Atlantic sub-area. Command and control of the Naval Reserve is also a command responsibility.

## Air Defence Command

4683 Air Defence Command, with headquarters at North Bay, Ontario, is the Canadian component of the North American Air Defence Command (NORAD) and provides combat-ready forces to maintain sovereignty of Canadian airspace and to meet Canada's air defence commitments.

## Canadian Forces Europe

4686 Canadian Forces Europe consists of approximately 5000 NATO-assigned troops based in the Black Forest region of southern Germany at Lahr and Baden-Söllingen. It is comprised of 4 *Canadian Mechanized Brigade Group*, and 1 *Canadian Air Group* with headquarters at Lahr. The Brigade Group consists of a headquarters,

signals, armoured, artillery, engineering, and infantry units as well as helicopter support. The Air Group consists of a headquarters and three conventional attack squadrons of CF-104 aircraft based at Baden-Söellingen.

## Air Transport Command

Air Transport Command with headquarters at Trenton, Ont. provides the airlift needed to meet Canada's defence commitments, as well as other national and international tasks given to it by the government. The Command also provides search-and-rescue services for aircraft, to meet Canada's obligations under the terms of membership in the International Civil Aviation Organization, and coordinates marine search-and-rescue operations within Canada's areas of responsibility.

4692

## Training Command

Training Command plans and conducts all armed forces recruit training and all individual trades and specialist training common to more than one command. The headquarters is in Winnipeg, Man. and a branch of the headquarters, La Division d'instruction francophone in Québec City, Qué., advises and assists in planning the training of Francophones.

4697

## Communication Command

Communication Command provides strategic, communication support forces, and maintains communication networks for use by the federal and provincial governments in the event of a national emergency. The Command has headquarters in Ottawa with five regional communication groups across Canada that direct the operation of 18 major, and 90 minor communication facilities. Twelve militia units also are included in the Command's organization.

4702

## Canadian Forces Northern Region

Canadian Forces Northern Region, with headquarters at Yellowknife N.W.T. and a headquarters detachment at Whitehorse Y.T., is one of six military regions in Canada, and the largest, geographically. The Region encompasses the Yukon Territory and the Northwest Territories, including the islands in Hudson Bay and James Bay, the islands of the Arctic Archipelago and extends to the geographic (True) North Pole. The Commander Northern Region is responsible for regional military matters and for coordinating and supporting the activities of the Forces of other commands when they are employed in the North.

4707

## Regions

The following Commanders have been assigned responsibilities relating to the employment of the Canadian Forces in the maintenance of law and order and in the provision of various forms of assistance to provincial and municipal authorities, within the geographic regions indicated:

4712

### Commanders

Maritime Command  
Mobile Command  
Air Transport Command  
Training Command  
Maritime Command (Pacific)  
Northern Region Headquarters

### Region

Atlantic  
Eastern  
Central  
Prairie  
Pacific  
Northern



## **Statutes**

4717

The Minister is responsible for administering the following statutes:

*Aeronautics Act* (RSC 1970 c. A-3, Part 1, sec. 2)

*Canadian Forces Superannuation Act* (RSC 1970 c. C-9) as amended

*Defence Services Pension Continuation Act* (RSC 1970 c. D-3) as amended

*Department of National Defence Act* (RSC 1970 c. N-4) as amended

*Visiting Forces Act* (RSC 1970 c. V-6) as amended

## **Other Agencies**

4719

The Minister also is responsible for the:

National Emergency Planning Establishment (see para 4825)

Defence Construction (1951) Ltd. (para 4850)

## Head Office

Tower "B"  
Lester B. Pearson Building  
125 Sussex Drive  
Ottawa, Ontario  
K1A 0W6

## Minister

Minister of National Defence

Director General ..... C. R. Patterson

## Historical Background

In accordance with the recommendations of the report of the Crisis Management Study Group, the Prime Minister announced on 12 March 1974 the formation of the National Emergency Planning Establishment (NEPE) to replace the Canada Emergency Measures Organization (EMO). 4826

EMO was established within the Privy Council Office on June 1, 1957. On May 28, 1959, a federal government order placed the Emergency Measures Organization under the Prime Minister and defined the civil defence responsibilities of National Defence, National Health and Welfare, and Justice departments. Under this order, the EMO assumed in addition to its government and resource management planning, the responsibilities of the Civil Defence Branch which, in turn, ceased to exist. *Order-in-Council P.C. 1963-993* of June 27, 1963, transferred responsibility for the EMO to the Minister of Defence Production. Two years later *Order-in-Council P.C. 1965-1041* approved the Civil Emergency Measures Planning Order and placed the organization under the Minister of Industry. *Orders-in-Council 1968-1302 and 1968-1508* transferred responsibility for civil emergency planning from the Minister of Industry to the Minister of National Defence. 4828

## Overall Responsibilities

The primary role of NEPE is to coordinate, under the general direction of the Assistant Secretary, Emergency Planning (Privy Council Office)\*\*, federal government planning aimed at mitigating the adverse effects of emergencies. 4830

## Responsibility—Federal Government

The major responsibility within the federal government for both planning and action was assigned by Cabinet to departments, each within its area of responsibility. As the policy is implemented, however, problems in precisely delineating the division of responsibilities between departments are bound to arise. In considering these problems, it is convenient to differentiate between "lead" departments and "resource" departments. It is envisaged that a lead department would have primary responsibility for general planning and would be expected to assume authority on behalf of the federal government in an actual emergency, for those situations in which the predominant factor involved was one which came within the department's normal responsibilities. 4832

Departments holding resources or providing services which have potential use during an emergency would, in their planning, take their cue from the lead department in determining the kinds of resources or services which might be needed, the 4834

\*text effective January 1975

\*\*see para 6026

amounts which might be needed, and the sorts of situations in which they would be required.

4836 A particular department might be a lead department for some types of emergencies, and a resource department for others. Departments which have been assigned co-ordinating responsibilities in connection with their normal functions will have similar co-ordinating responsibilities for emergency planning.

4838 The Emergency Planning Secretariat (EPS) has been set up in the Privy Council Office to be responsible for general policy development and to facilitate the co-ordination of planning within the federal government. One of its main functions is the development, in consultation with departments, of a clear definition of departmental responsibilities in relation to emergency preparedness, with its recommendations to be considered by the Inter-departmental Committee on Emergency Preparedness. Solutions which result will be incorporated into guidelines for consideration by Cabinet, and possibly for subsequent publication as an Order-in-Council to replace the existing Civil Emergency Measures Planning Order. In keeping with the principle that handling emergencies is, in general, an extension of normal functions, responsibility to Parliament for preparedness and (at least in the initial stages of an emergency) for action, would rest with the Minister responsible for the most closely related normal function.

### Regional Directors

4850 Under the direction of the Director General, the directors liaise between the federal and provincial governments and private organizations within the region, on civil emergency planning matters.

### Planning Order

4855 The Civil Emergency Measures Planning Order defines the civil emergency powers, duties and functions of the ministers of federal departments and agencies having immediate responsibilities in the event of a war emergency. Included in this category are the departments of Agriculture, External Affairs, Finance, Fisheries, Justice, Labour, Manpower and Immigration, National Defence, National Health and Welfare, Post Office, Public Works, Solicitor General, Supply and Services (formerly Defence Production), Transport, Bank of Canada, Canadian Broadcasting Corporation, Central Mortgage and Housing Corporation, and Royal Canadian Mounted Police.

Under the *Government Organization Acts of 1966, 1969, and 1970* some of these powers, duties and functions were transferred to other ministers, notably Communications and Environment.

# Defence Construction (1951) Limited\*

4851

## Head Office

Kenson Building  
225 Metcalfe Street  
Ottawa, Ontario  
K1A 0K3

## Minister Designated

Minister of National Defence\*\*

## Board of Directors

Chairman..... A. G. Bland  
Members  
E. A. Booth..... (ADM, Dept. of Supply and Services)  
L. G. Crutchlow..... (ADM, Dept. of National Defence)  
Major General J. Chouinard .....(Associate ADM, Dept. of National Defence)  
T. C. Greig ..... (ADM, Dept. of National Defence)  
Major General N. C. Brown

## Principal Officer

President and General Manager..... A. G. Bland

## Historical Background

The corporation began its operations in November 1950 as a Crown agency responsible for awarding and supervising defence construction projects. On May 10, 1951, under authority of the *Defence Production Act*, the present company was established under the name of Defence Construction (1951) Limited, and took over the responsibilities of the former agency. On April 22, 1965, the control and supervision of the company was transferred from the Minister of Defence Production to the Minister of National Defence (DND).

4852

The Company is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. The Company is an agent of Her Majesty.

## Overall Responsibilities

The company's prime responsibility is the construction of defence projects. This includes not only the calling and review of all tenders and subsequent contract awards, but also the supervision of actual construction work in the field, and the administration of all projects which involve new construction as well as the repair and maintenance (renovation) of existing capital plants. In addition, the company arranges contracts with consulting engineering and architectural firms on behalf of the Department of National Defence.

4854

## Organization and Programs

More specifically, the company's operations cover four distinct spheres:

4856

- (a) defence projects in Canada for DND;
- (b) all defence projects in Europe for DND under NATO agreement;
- (c) defence construction for the U.S. Government in Canada; and
- (d) upon request, advice and assistance to other government departments and agencies with respect to construction matters.

\*text effective January 1975

\*\*OIC P.C. 1965-1428, 6 August 1965

At Head Office located in Ottawa, policy is determined and the overall operation is controlled by the President and General Manager. Under the direction of the President the Chief, Consultant Contracts, is responsible for negotiating and processing awards for consultant contracts.

## Engineering Division

4858 This division is responsible for the administration of all contracts. This includes the calling and review of tenders, the preparation of Treasury Board submissions where required, the award of the contract, and the supervision of the work including certification for payment of work completed.

## Treasurer's Division

4860 This division deals with:

- (a) the preparation of annual estimates and the control of all expenditures against such estimates;
- (b) the pre-audit of all progress claims and full accountability for expenditures made from funds provided for the construction and maintenance programs of the DND;
- (c) the handling and control of all security deposits submitted by contractors bidding on defence projects; and
- (d) the personnel activities of the company which include advising on staff relations and the administration of personnel, including recruiting, selection, classification, training, promotion and employee benefits.

## Secretary's Division

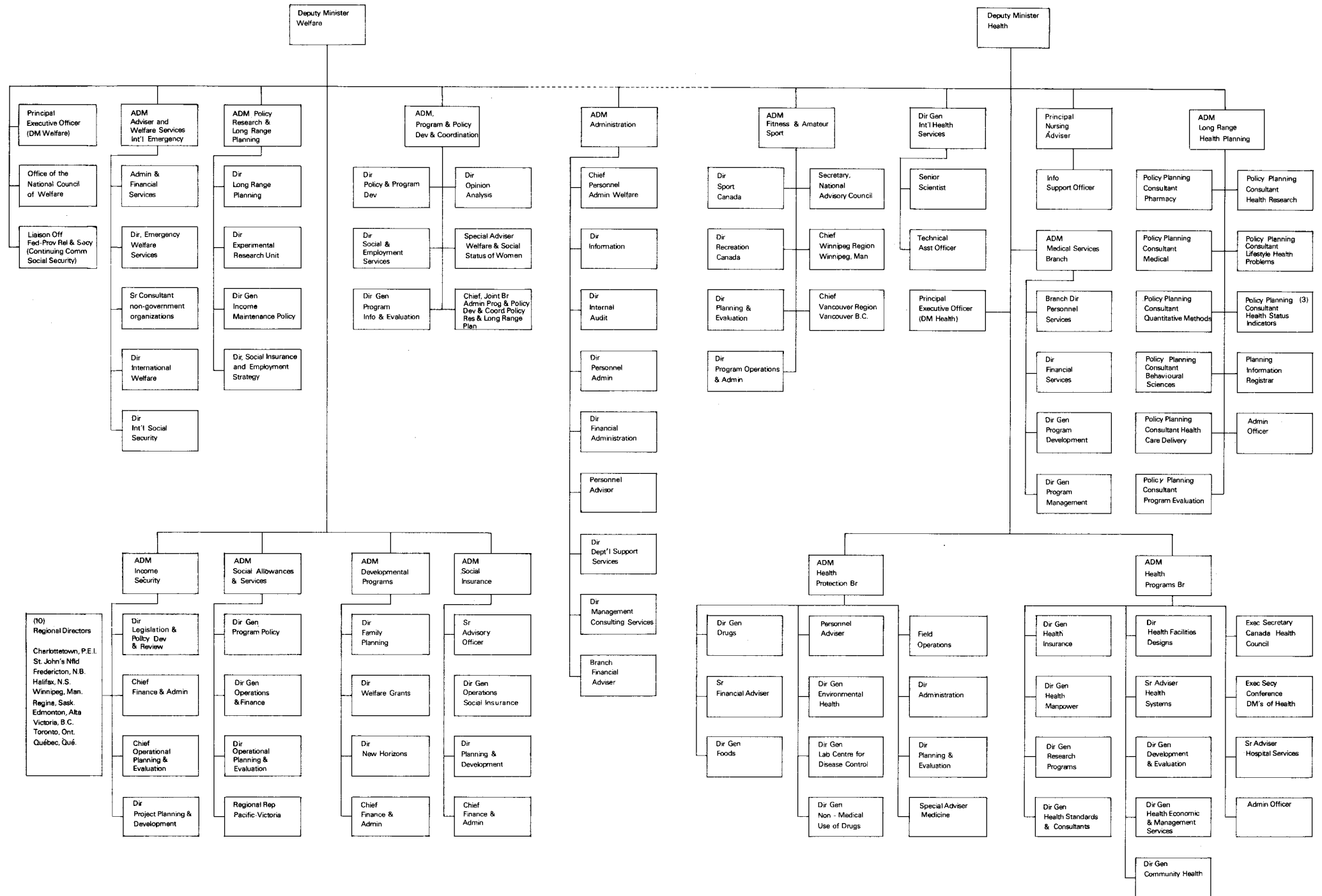
4862 This division is responsible for the control and regulation of all administrative procedures and operations and for the compilation of all statistics issued by the company. It also has under its jurisdiction communications, publications records, and all office services which support the company's administrative and technical functions.

## Regional Offices

4864 The corporation maintains branch offices at Halifax, N.S.; Montréal, Qué.; Toronto, Ont.; Winnipeg, Man.; and Vancouver, B.C. In addition, a European office is maintained in Lahr, Germany.

# Department of National Health and Welfare 4900

T B S Chart 1 Oct 1974



**Head Office**

Brooke Claxton Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0K9

**Minister**

The Hon. Marc Lalonde P.C., M.P.

**Principal Officers**

Deputy Ministers

- (Health)..... J. Lawrence Fry (acting)
- (Welfare)..... A. W. Johnson

**Historical Background**

The Department of National Health and Welfare, established by the *Department of National Health and Welfare Act* (SC 1944-45 c. 22—now RSC 1970 c. N-9) was originally formed in 1919 as the Department of Health. In 1928, this department merged with the Department of Soldiers' Civil Re-establishment in order to form the Department of Pensions and National Health. This department was replaced in 1944 by the Departments of National Health and Welfare, and Veterans Affairs. 4902

**Overall Responsibilities**

The minister has charge of matters relating to the promotion and preservation of the health, social security, and social welfare of Canadians. Under the authority of the Act, the minister is responsible for: 4905

- (a) investigation and research into public health and welfare; 4906
- (b) the inspection and medical care of immigrants and seamen, and the provision of medical services for, and in conjunction with, the Canadian Coast Guard Service; 4907
- (c) the supervision of public health facilities on railway, water, and all other forms of transportation; 4908
- (d) the enforcement of rules and regulations made by the International Joint Commission relating to public health; 4909
- (e) the promotion and conservation of the health of public servants, and other government employees; 4910
- (f) the collection, publication and distribution, subject to the provisions of the *Statistics Act*, of information relating to public health, improved sanitation, and social and industrial conditions effecting the health of Canadians; and 4911
- (g) cooperation with provincial authorities with a view to coordinating efforts made or proposed; preserving and improving the public health; and providing for the social security and welfare of the people of Canada. 4912

The Dominion Council of Health (Chairman: Deputy Minister [Health]), and the National Council of Welfare established by authority of the *Department of National Health and Welfare Act*, serve in an advisory capacity to the Minister. 4914

**Organization and Programs**

The department is composed of two broad sectors: Health, and Welfare. Each sector is sub-divided into a number of branches. 4917

\*text effective October 1974; names updated to January 1975

# Health

## Medical Services Branch

4920 Since 1962 the department's responsibilities for providing the services of health treatment, education, or assessment of various categories of persons, have been carried out under the administration of the Medical Services Branch. This branch employs about 3500 public servants and is organized in eight regions in Canada, with an overseas region for 14 posts outside Canada.

4922 The principal activities are: Indian and Northern Health Services, Civil Aviation Medicine, Public Service Health, Immigration Medical Service, Quarantine and Regulatory.

## Indian and Northern Health Services

4924 The objective of the Indian Health Service is to provide or arrange for health services for eligible Registered Indians, in order to assist them in achieving a standard of health comparable to that of other Canadians. The development and extension of provincial hospitalization and medical care plans has facilitated the achievement of this objective in built-up areas of the provinces. However in more remote locations, Medical Services operates a number of nursing stations and other health facilities with back-up support from departmental hospitals at Moose Factory, and Sioux Lookout, Ontario; Norway House, and Hodgson, Manitoba; North Battleford, and Fort Qu'Appelle, Saskatchewan; Cardston, Gleichen, and Edmonton, Alberta.

4927 The Northern Health Service provides or arranges for health services for residents of the Yukon and Northwest Territories in order to assist them in achieving a standard of health comparable to that of other Canadians. The Regional Director of the Northern Region is also the principal medical adviser to the Commissioners of the Yukon, and Northwest Territories. While the department encourages the establishment of private practice in the North, and the development of community hospitals, it is necessary to operate departmental hospitals at Whitehorse and Mayo in the Yukon and at Inuvik, Frobisher, and Fort Simpson in the Northwest Territories. The department also provides a number of nursing stations and other health facilities throughout the territories.

## Civil Aviation Medicine

4930 The purpose of the Civil Aviation Medicine activity is to assist the Department of Transport in protecting air passengers in Canada from flight hazards, by providing that department with medical advice on applicants for licensing or renewal of licences in the civil aeronautical field, and by investigation of human factors in aircraft accidents.

## Public Service Health

4932 The purpose of the Public Service Health activity is to promote and conserve the health of federal public servants and other federal government employees by health counselling and examination services; by providing advice on health matters to line managers; and by providing or arranging for emergency treatment of illness or accidental injury. This service is provided by medical and para-medical personnel of the branch at all locations where the branch has facilities.

## Immigration Medical Service

4934 Through the Medical Services Branch, the Department of Manpower and Immigration is advised on the medical status of prospective immigrants to Canada, and other persons for whom that department is responsible. Provision also is made to provide or arrange medical care to certain classes of immigrants who may fall ill



in transit or after arrival and who are not covered by medical insurance.

In Canada, immigration medical service is available at St. John's and Gander Nfld.; Sydney and Halifax, N.S.; Saint John, N.B. Québec, Montréal, and Dorval, Qué.; Malton, and Toronto Ont.; Winnipeg, Man.; Edmonton, Alta.; Vancouver, and Victoria, B.C. 4936

Overseas facilities are located in the British Isles at London; in Europe at Athens, Brussels, Cologne, Paris, and Rome; in Africa at Nairobi; in Asia at Beirut, Hong Kong, Kuala Lumpur and New Delhi; and in Latin America at Port of Spain. 4937

### Quarantine and Regulatory

Quarantine activities are directed towards enforcing measures prescribed under the *Quarantine Act*, and subsidiary legislation designed to prevent entry into Canada of cholera, plague, smallpox, and yellow fever; advising on measures generally for the protection of the country from invasion of infectious diseases; and supervising the health of travellers. 4939

Maritime Quarantine Stations are located at St. John's, Nfld; Sydney and Halifax, N.S.; Saint John, N.B.; Québec, Qué.; with sub-stations at Sept-Îles, Baie-Comeau, Rimouski, Port-Alfred, Port-Cartier, Trois Rivières, Sorel, and Montréal, Qué.; Victoria, B.C., with sub-stations at Vancouver, Esquimalt, and New Westminster, B.C. 4941

Airport quarantine facilities exist at Gander, Nfld.; Halifax, N.S.; Dorval, Qué.; Ottawa, Toronto, and Windsor, Ont.; Winnipeg, Man.; Calgary, and Edmonton, Alta.; Vancouver, B.C. 4943

### Health Protection Branch

The branch consists of seven directorates: Food; Drug; Environmental Health; Disease; Non-Medical Use of Drugs; Field Operations; Administration and Planning and Evaluation. 4945

The branch is responsible for the enforcement in full or in part of the *Food and Drugs Act*, the *Narcotic Control Act*, the *Proprietary or Patent Medicine Act*, the *Hazardous Products Act*, the *Atomic Energy Control Act*, the *Canada Labour Code*, the *Radiation Emitting Devices Act*, and the *Department of National Health and Welfare Act*. 4947

### Food Directorate

It protects the Canadian public against health hazards related to food by ensuring safeguards in the manufacture, importation, sale, and advertising of foods. 4949

### Drugs Directorate

It protects the Canadian public against health hazards and fraud related to drugs and cosmetics. 4952

### Environmental Health Directorate

It undertakes a number of services and wide ranging research programs related to the impact of environmental factors on human health; by protecting the Canadian population from unknown or suspected chemical health hazards of the air and water; by assessing hazards and making recommendations concerning technological change, rate of change, human development, and the associated sociological changes as these may adversely affect the health and well-being of Canadians; and by ensuring the health and safety of radiation workers in establishments using X-rays or nuclear energy, and assessing and making recommendations concerning the radiation exposure to members of the public. 4955

## Disease Directorate

4959 It provides advice on medical microbiology and other laboratory fields associated with disease control in Canada (both at the national and international level); coordinates all provincial public health, hospital, and private clinical laboratories to provide national health surveillance and disease control systems; plans and implements inter-disciplinary research of an applied nature into the improvement of methods for the diagnosis of diseases and the follow-up of treatment; provides national reference centres; offers services in clinical chemistry, virology, bacteriology and associated medical laboratory fields (including the checking of medical kits, reagents and devices).

## Non-Medical Use of Drugs Directorate

4962 The role of the directorate is to provide effective assistance to Canadians in dealing with three main areas of concern relating to the problems created by the use of mind-altering drugs: research, rehabilitation, prosecution.

## Field Operations Directorate

4966 The prime responsibility of this directorate is to enforce branch programs at the field level by inspecting food and drug manufacturing and distribution plants, and by monitoring recalls by manufacturers. The directorate educates the public on the nature of the branch programs.

## Health Programs Branch

4972 The primary responsibility of this branch is to provide financial and technical support to the provincially-administered programs which are designed to make high quality health services available to all Canadians at a reasonable cost. The execution of this responsibility entails the following activities which are conducted in close cooperation with provincial governments and their officials:

- 4974 (a) the administration of the Health Insurance Program under which financial assistance is provided to provincially operated hospitals and medical care insurance plans. This program is carried out pursuant to the provisions of the *Medical Care Act* and the *Hospital Insurance and Diagnostic Services Act*;
- 4975 (b) the conduct of a Health Manpower Program designed to determine the national needs and to improve the quality, supply and utilization of health manpower. This includes the administration of the *Health Resources Fund Act* which provides for contributions to provinces for the construction, renovation, and basic equipment; of research establishments, teaching hospitals, and training facilities for health personnel, as well as the professional training grants under which assistance is provided to provinces for the training of health personnel;
- 4976 (c) the administration of the National Health Grants Program under which financial support is provided directly to provinces, organizations or individuals, for applied research of national interest in the health services field and for the training of researchers;
- 4977 (d) the provision of technical and professional consulting services to provincial governments, hospitals and other health organizations, in an effort to improve the quality and effectiveness of health care service;
- 4978 (e) the development and distribution of guidelines and information material directed to the promotion of healthy lifestyle habits in individuals; and
- 4979 (f) the promotion, coordination, development and acceptance, of Canadian standards for health and health care.

4981 The foregoing activities are conducted through the following organizational units: Health Insurance; Health Manpower; Health Research Programs; Community Health; Standards and Consulting; Health Facilities Design; Program Development

and Evaluation; Program Finance and Administration; Health Systems Group; Secretariat to the Conference of Deputy Ministers.

### **Fitness and Amateur Sport Branch**

The *Fitness and Amateur Sport Act* assented to on 29 September 1961, provides the authority for the branch's program. The objectives of the program are to encourage, promote and develop fitness and amateur sport in Canada. The program is carried on through grants-in-aid to national organizations involved in fitness and amateur sport; to sports governing bodies; to provincial governments in aid of provincial programs; to individuals for training and research projects. The branch also provides advisory services and promotional support to the aforementioned persons and agencies. 4991

The *Fitness and Amateur Sport Act* also provides for a National Advisory Council on Fitness and Amateur Sport. This council is given wide latitude to act in an advisory capacity to the Minister. 4993

### **Long Range Health Planning Branch**

The purpose of this branch is to originate, develop or help put into practice ideas with major long-term health benefits to Canadians. It deals with the future in such areas as medicine, lifestyle, health care administration, sociology, health status indicators, pharmacy and quantitative methods, and focuses on major latent or emerging issues in the health field. 4995

### **International Health Services Directorate**

This directorate has as its major objectives: the coordination of all the activities of the department in the international health field; the provision of advice to other federal departments and agencies on international health matters; and departmental representation as required at international meetings concerned with health. These responsibilities require that officers of the directorate play a major role in inter-departmental committees concerned with the activities of organizations in which the department has a primary interest (such as the World Health Organization, the Pan American Health Organization, and the United Nations Commission on Narcotic Drugs). The directorate also is responsible for coordinating within the department, all matters arising from the bilateral, cultural, and scientific agreements with France, Belgium, Federal Republic of Germany, and the U.S.S.R. 4998

## **Welfare**

### **Policy Research and Long Range Planning Branch**

In cooperation with the provinces, the branch focuses its research on the evaluation and policy development of the social security system (as outlined in the *Working Paper on Social Security in Canada* presented at the April 1973 Federal-Provincial Conference of Welfare Ministers). 5002

There are four directorates included in the branch: Long Range Planning; Guaranteed Income Experiments; Income Maintenance Policy; Social Insurance and Employment Liaison.

### **Long Range Planning Directorate**

The functions of the directorate are: to initiate, plan and conduct socio-economic research in the social security field in terms of long-range objectives; to evaluate and develop methods of research for application to the field of social security; to evaluate how welfare policies affect, or are affected by, other social and economic events over the medium and long-run; to maintain and exchange ideas 5004

and information on research developments with other branches, departments, governments, and outside groups; and to provide proposals, information, and advice on long range welfare objectives and requirements pertaining to government policy.

### **Experimental Research Unit**

5009 This directorate serves the following functions: to administer a program of financing provincial guaranteed income experiments; to formulate policy relating to federal research objectives, design proposals, administrative and financial arrangements; to negotiate federal-provincial agreements; and to direct continuous research and analysis on the data received from provincial projects and provide expertise to provincial project teams.

### **Income Maintenance Policy Directorate**

5012 This directorate will carry out, in conjunction with the provinces, a review of income supplementation. It will develop a new overall approach to income supplementation, on the basis of an evaluation of the impact and incidence of present and potential income maintenance and social security systems. It is to provide analytical services and data processing support to other directorates within the branch, and is to provide the liaison between the Program Information Directorate and the Policy Research and Long Range Planning Branch.

### **Social Insurance and Employment Strategy Directorate**

5014 This directorate will review, in conjunction with the provinces and other federal agencies, the existing forms of social insurance and employment strategies within the context of the social security review. The directorate also will consider and evaluate in the same context, any structural changes in social insurance programs and employment strategies within the developing new approach to income maintenance. This is to insure compatibility within the group of social insurance and employment programs as well as between these programs and a new income support approach.

### **Program and Policy Development and Coordination Branch**

5016 The primary Objective of this branch is to provide advice and intelligence to the Minister and Deputy Minister (Welfare) on departmental programs and policy proposals in the field of social security, with particular reference to questions on the distribution of income, and the quality of life. In the next two years efforts will be focused on the development of policies and programs related to the federal-provincial review of the social security system initiated in April 1973.

5018 The branch is organized into four directorates: Policy and Program Development; Policy and Program Perception; Program Information and Evaluation; Social and Employment Services. There is also a Special Adviser on the Social and Welfare Status of Women. An Administrative Unit provides services jointly to this branch and the Policy Research and Long Range Planning Branch; the efforts of both branches are closely coordinated at all levels of responsibility.

### **Policy and Program Development Directorate**

5019 This directorate is responsible for recommending policies for action, and for providing advice to senior management on policy proposals, current social problems, and the achievements of existing programs. It consists largely of staff with specialized knowledge and judgment based on experience in specific areas of the welfare field. It provides a link between the operating branches and the planning processes, in order that operational experience may be brought to bear on policy development.

## **Opinion Analysis**

This directorate is responsible for monitoring and analyzing public opinion on departmental programs and policy proposals. Through opinion surveys, analysis of media content, the views expressed by special interest groups, and the preparation of speeches and articles, a mechanism is maintained for improving departmental responsiveness to public perceptions of its policies and programs. 5024

## **Program Information and Evaluation Directorate**

This directorate is responsible for the improvement of existing welfare information systems, for the analysis and dissemination of this information, and for the evaluation of operational efficiency of various programs. The directorate operates and maintains a computerized Social Security Information Library Service, provides a research information and a statistical service for the Welfare sector of the department, and a system review process for all those engaged in the social security. 5028

## **Social and Employment Services Directorate**

In conjunction with the provinces and other federal agencies, this directorate is responsible for carrying out a review of social and employment services in Canada. It will carry out an evaluation of existing social and employment services, developed in order to rehabilitate socially and physically handicapped people or to prevent people from falling into need. The directorate also evaluates the mechanism whereby these services are delivered to people. It will recommend, the ways of improving these services, the system for delivering them, and the method of financing these services, for the consideration of the federal-provincial Conference of Welfare Ministers. 5032

## **Special Adviser (Welfare) and (Social) Status of Women**

The adviser is responsible for advising the branch head, and through him the Minister and Deputy Minister, on all status of women considerations involved in the operation of departmental programs and the development of policies—including their impact on family life in general. 5036

## **International and Emergency Welfare Services Branch**

The branch promotes and coordinates the department's international participation in social development, as well as social security and emergency welfare services, both at the national and international levels. 5039

The branch is concerned with Canada's participation in the social development programs of the United Nations, its specialized agencies, commissions and committees, and other international organizations. The branch advises on technical assistance activities, and works with agencies concerned with the social development of countries. It represents the department in dealing with other countries on reciprocal agreements on social security matters, and is concerned with international conventions on social security. 5041

Emergency Welfare Services is responsible for planning, organizing, stock piling essential goods, training, and public education to ensure the provision of necessary services in the event of a national emergency. It is concerned also with advising on, and, where necessary, assisting in programs for disaster relief in other countries. 5043

## **Income Security Branch**

This branch administers the family allowances, and old age security / guaranteed income supplement programs. 5045

This branch is responsible for:

- 5047 (a) the Family Allowances program under which allowances are paid on behalf of all children, resident in Canada and under the age of 18, who are maintained by their parents;
- 5048 (b) the Family Assistance Program which provides for payment of allowances in respect of immigrant children during their first year in Canada when they are not eligible for Family Allowances;
- 5049 (c) the payment of federal Old Age Security Pensions, which are available to everyone who can meet the age and residence requirements of the *Old Age Security Act*, and for the Guaranteed Income Supplement Program under which additional payments are available to old age security pensioners who have little or no income except their pension.

5051 Regional offices are maintained in the following cities: St. John's, Nfld.; Charlottetown, P.E.I.; Halifax, N.S.; Fredericton, N.B.; Québec, Qué.; Toronto, Ont.; Winnipeg, Man.; Regina, Sask.; Edmonton, Alta.; Victoria, B.C., with local offices in Montréal, Ottawa, Calgary, and Vancouver.

### **Social Allowances and Services Branch**

5054 This branch is responsible for the Canada Assistance Plan, and the Vocational Rehabilitation of Disabled Persons Program. The branch also administers the *Blind Persons Act*, the *Disabled Persons Act*, the *Unemployment Assistance Act* (Acts which are slowly being phased out), provisions of the *Divorce Act* dealing with reconciliation and the protection of the interests of children, and section 47 of the *Excise Tax Act* (dealing with refunds to federally or provincially supported non-profit welfare institutions). The branch provides consultative services in such areas as child welfare, institutional care, public assistance policy and administration, rehabilitation services, community services, work activity, and delivery of welfare services.

#### **Canada Assistance Plan**

5059 The Canada Assistance Plan is a comprehensive measure through which the federal government may share in 50 per cent of the costs to provinces and municipalities of providing social assistance to needy persons and, up to 50 per cent of the costs of welfare services. Major emphasis is placed on the development and improvement of welfare services aimed at the lessening, removing or preventing the causes and effects of poverty, child neglect, and dependence on public assistance. The work activity clauses provide for cost-sharing of special programs, to improve the motivation and work capacity of assistance recipients who have unusual difficulty in securing or retaining employment.

#### **Vocational Rehabilitation of Disabled Persons**

5063 Under this program the federal government contributes 50 per cent of the costs to the provinces of providing rehabilitation services to the physically or mentally disabled. Emphasis is placed on providing a comprehensive program of services, including assessment, counselling, and placement services which will help the handicapped person to overcome his disability and undertake worthwhile employment. The federal government also provides consultative support for the development of provincial programs and supports research projects which contribute to the development and understanding of rehabilitation.

### **Social Insurance Branch (Canada Pension Plan)**

5070 This branch is responsible for the administration of the Canada Pension Plan, except for coverage and the collection of contributions which comes under the jurisdiction of the Department of National Revenue, (Taxation). The plan operates

throughout Canada except in the Province of Québec where there is a closely coordinated social insurance counterpart. The Canada Pension Plan is a contributory social insurance program designed to provide earnings-based retirement pensions for contributors. It also provides benefits to a disabled contributor and his dependent children and, at the contributor's death, a lump sum benefit together with monthly benefits for his widow and children. Retirement pensions under the plan were paid for the first time in 1967 and since 1970 are payable to persons aged 65 or over (provided they are retired from regular employment). At age 70, retirement pensions are payable whether or not the person has retired. Survivors' benefits were first paid in 1968 and disability pensions in 1970.

District offices are maintained in the following centres: Corner Brook, and St. John's, Nfld.; Charlottetown, P.E.I., Antigonish, Halifax, and Sydney, N.S.; Edmonton, Fredericton, Moncton, and Saint John, N.B.; Etobicoke, Hamilton, Kingston, Kitchener, London, North York, Ottawa, Peterborough, Port Arthur, St. Catharines, Sault Ste. Marie, Scarborough, Sudbury, Timmins, Toronto, and Windsor, Ont.; Brandon, and Winnipeg, Man.; Regina, and Saskatoon, Sask.; Calgary, Edmonton, and Lethbridge, Alta.; Penticton, New Westminster, Prince George, Vancouver, and Victoria, B.C. 5073

### **Developmental Programs Branch**

This branch, created in the Fall of 1971, is responsible for Family Planning, New Horizons, and National Welfare Grants. 5075

#### **Family Planning**

The essential purpose of this program is to ensure the accessibility and availability of family planning services to all Canadians who want them. The program provides information and consultative services to other governments, private organizations, and individuals. The family planning grant program provides financial support: for family planning demonstration and service programs operating under public or voluntary auspices; for the training of health and welfare professionals and other staff involved in family planning services; and for relevant research in family planning. 5080

#### **New Horizons**

This program was announced officially by the Minister on July 17, 1972, and the program was launched September 18, 1972, with the opening of eight regional offices: Vancouver, Edmonton, Winnipeg, Toronto, Montréal, Moncton, Halifax and St. John's. A ninth office opened in January 1973 in Regina. 5085

The program's basic objective is to enable groups of retired Canadians to plan and carry out, on a voluntary basis, activities which they design for themselves and for other members of their community.

The major features of the program are:

- (a) all projects are designed and implemented by groups of retired Canadians;
- (b) funds are distributed equitably across the country according to the percentage of distribution of retired people in each region;
- (c) each approved project is funded for an initial period of up to 18 months;
- (d) regional offices enable the program to maintain contact with the project groups in a way that is not possible for an Ottawa-based staff;
- (e) while the initiative and responsibility for the program remains with the federal government, the views of provincial governments are sought on each project; and
- (f) \$10 million is committed to the program each fiscal year.

## National Welfare Grants

5089 The program begun in 1962, is designed to contribute to the development and strengthening of welfare services in Canada by providing financial and consultative support to research, demonstration, experimental projects, and to individuals, governmental and non-governmental organizations.

5091 The program's main activities include demonstration grants, research grants, manpower utilization and development grants, national voluntary agency grants, and consultative activity by the staff. Liaison with provincial departments of welfare and major national voluntary agencies has strengthened the basis upon which decisions regarding policy and future funding rest.

## Administration Branch

5093 This branch, which reports to both the Deputy Ministers of Welfare and Health, is comprised of Financial Administration, Personnel Administration, Information Directorate Services, Management Consulting Services, Management Review, and Departmental Support Services.

## Regional Offices

5095 See paras 4936, 4937, 4941, 4943, 4951, and 4973

## Statutes

5097 The Minister is responsible for the following statutes:

*Atomic Energy Control Act* (RSC 1970 c. A-19)  
*Blind Persons Act* (RSC 1970 c. B-7)  
*Canada Assistance Plan* (RSC 1970 c. C-1)  
*Canada Pension Plan* (RSC 1970 c. C-5; Part II) as amended  
*Canada Shipping Act* (RSC 1970 c. S-9; Part V) as amended  
*Department of National Health and Welfare Act* (RSC 1970 c. N-9) as amended  
*Disabled Persons Act* (RSC 1970 c. D-6)  
*Divorce Act* (RSC 1970 c. D-8) as amended  
*Excise Tax Act* (RSC 1970 c. E-13; Sec. 47)  
*Family Allowances Act* (SC 1973 c. 44)  
*Fitness and Amateur Sport Act* (RSC 1970 c. F-25) as amended  
*Food and Drugs Act* (RSC 1970 c. F-27) as amended  
*Health Resources Fund Act* (RSC 1970 c. H-4)  
*Hazardous Products Act* (RSC 1970 c. H-3, Secs 9 & 10) as amended  
*Hospital Insurance and Diagnostic Services Act* (RSC 1970 c. H-8)  
*Immigration Act* (RSC 1970 c. I-2; Part III)  
*Indian Act* (RSC 1970 c. I-6; *Indian Health Regulations*)  
*Medical Care Act* (RSC 1970 c. M-8)  
*Narcotic Control Act* (RSC 1970 c. N-1) as amended  
*Old Age Assistance Act* (RSC 1970 c. O-5)  
*Old Age Security Act* (RSC 1970 c. O-6) as amended  
*Proprietary or Patent Medicine Act* (RSC 1970 c. P-25)  
*Public Works Health Act* (RSC 1970 c. P-39)  
*Quarantine Act* (RSC 1970 c. 33 [1st Supp.])  
*Radiation Emitting Devices Act* (RSC 1970 c. 34 [1st Supp; Part IV])  
*Unemployment Assistance Act* (RSC 1970 c. U-1)  
*Vocational Rehabilitation of Disabled Persons Act* (RSC 1970 c. V-7)\*  
*Youth Allowances Act* (RSC 1970 c. Y-1)

\*powers, duties, and functions transferred from Minister of Manpower and Immigration (OIC P.C. 1973-752, 27 March 1973)



## **Other Agencies**

The Minister also is responsible for the following agencies:

5099

Advisory Council on the Status of Women (see para 5115)

Medical Research Council (see para 5150)

Dominion Council of Health (see para 4914)

National Advisory Council on Fitness and Amateur Sport (see para 4993)

National Council of Welfare (see para 4914)

Pension Appeals Board (text to follow)

# Advisory Council on the Status of Women\*

5116

## Head Office

63 Sparks Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 1541  
Station "B"  
Ottawa, Ontario  
K1P 5R5

## Minister

The Hon. Marc Lalonde, P.C., M.P.

## Executive

Chairman, Katie Cooke..... Ottawa, Ont.  
Vice-chairman, June Menzies..... Winnipeg, Man.  
Vice-chairman, Yvette Rousseau..... Montréal, Qué.  
Elected member, Madeleine Gariépy Dubuc ..... Outremont, Qué.  
Elected member, Elizabeth Pedersen ..... Calgary, Alta.

## Members

Blanche Bourgeois ..... Cocagne, N.B.  
Mary Casey ..... Halifax, N.S.  
Susan Charlton ..... Castlegar, B.C.  
Harriet Christie ..... Toronto, Ont.  
Norah Cassidy Froid ..... Westmount, Qué.  
Jane Gibson ..... Ancaster, Ont.  
Esther Greenglass ..... Toronto, Ont.  
Aline Guay ..... Sherbrooke, Qué.  
Grace Hartman ..... Ottawa, Ont.  
Bernice Hervieux ..... Algoma Mills, Ont.  
Helen Hnatyshyn ..... Saskatoon, Sask.  
Raizel Macklovitch ..... Montréal, Qué.  
Maria Masson ..... Québec City, Qué.  
Mary Matthews ..... Willowdale, Ont.  
Hazel O'Donnell ..... Charlottetown, P.E.I.  
Kathy Robinson ..... Toronto, Ont.  
George Rohn ..... Toronto, Ont.  
Joyce Samms ..... Port-aux-Basques, Nfld.  
Sarah Sark ..... Rocky Point, P.E.I.  
Claude-Armand Sheppard ..... Montréal, Qué.  
Ruth Spence ..... Yellowknife, N.W.T.  
Marthe Vaillancourt ..... Arvida, Qué.  
Catherine Wallace ..... Fredericton, N.B.  
Joan Wallace ..... Vancouver, B.C.  
Jocelyn Ward ..... Whitehorse, Yukon

## Historical Background

The Advisory Council on the Status of Women was established by the Government on 31 May 1973.

The Council ensures the implementation of the recommendations of the Royal Commission on the Status of Women, and advises the federal government on issues of interest and of concern to Canadian women.

\*text effective January 1975

At the same time as the Council reports to the federal government through the Minister, it has the right and the responsibility to report to both the public and to the press.

The 30 Council members are appointed by Governor-in-Council.

### Overall Responsibilities

5119

The Council's specific terms of reference are:

- (a) to advise and consult the Government on matters pertaining to women and to report annually on the progress being made to improve the status of women in Canada;
- (b) to undertake research on matters relevant to the status of women and to suggest research topics which can be carried out by governments, private business, universities, and voluntary associations;
- (c) to establish programs to correct attitudes and prejudices adversely affecting the status of women;
- (d) to propose legislation, policies, and practices in order to improve the status of women;
- (e) to consult, on a continuing basis, with women's bureaus or similar provincial organizations, and with voluntary associations particularly those concerned with the problems of women; and
- (f) to liaise with the United Nations' Commission of the Status of Women and other appropriate national or international organizations.

**Head Office**

General Purpose Building  
20th floor  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0W9

**Minister designated**

Minister of National Health and Welfare\*\*

President ..... Dr. G. Malcolm Brown  
Secretary of the Council ..... Dr. J. M. Roxburgh  
Directors  
(Grants Program)..... Dr. K. J. Paynter  
(Awards Programs)..... Dr. H. E. Taylor

**Historical Background**

The Medical Research Council was established under section 3 of the *Medical Research Council Act* (RSC 1970 c. M-9). Previously since 1960, it had operated as a virtually autonomous subsidiary of the National Research Council. 5152

The Council is designated as a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*. (OIC P.C. 1969-1027, 20 May 1969; SOR/69-257). The Council is an agent of Her Majesty.

**Overall Responsibilities**

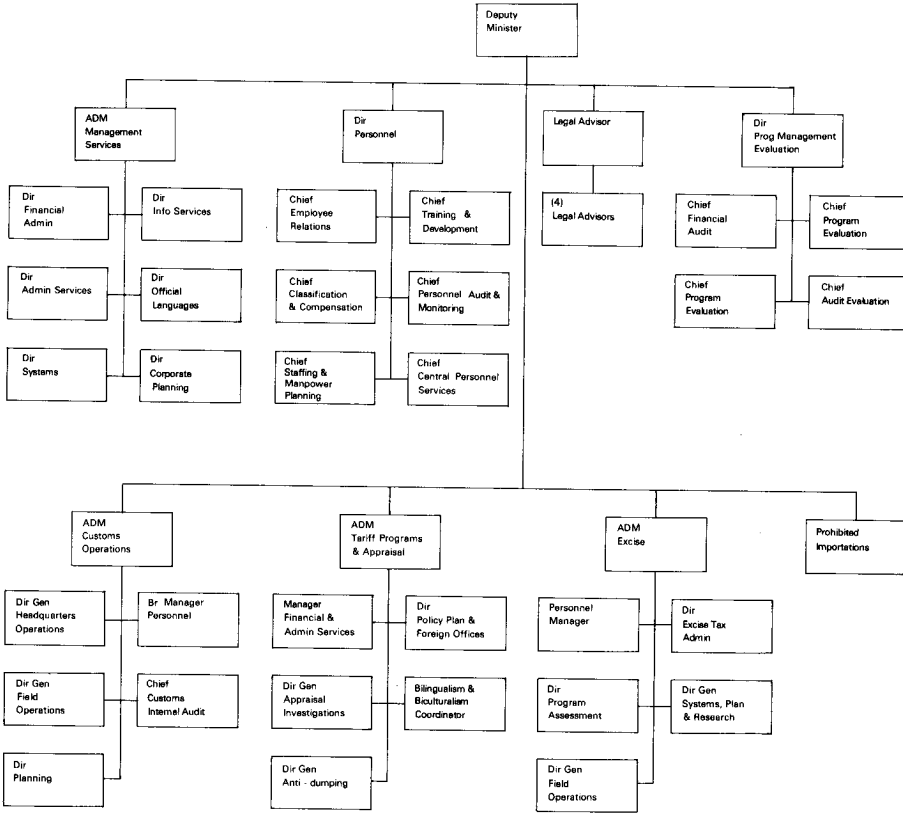
The primary function of the Council is to promote and support research in the health sciences in Canada. To this end it maintains a balanced program of support to research trainees and research investigators, to the costs of research programs in Canadian universities, hospitals and related institutes, and to promotional activities designed to stimulate new research efforts in significant areas. 5153

The Council is responsible for the administration of the *Queen Elizabeth II Research Fund Act* (see para 5951). 5155

\*text effective January 1975  
\*\*OIC P.C. 1968-1709, 30 Aug 1968

# Department of National Revenue - Customs and Excise 5300

T B S Chert 1 Oct 1974



# Department of National Revenue (Customs and Excise)\*

5301

## Head Office

Connaught Building  
MacKenzie Avenue  
Ottawa, Ontario  
K1A 0L5

## Minister

The Hon. Stanley Ronald Basford, P.C., M.P.

## Principal Officers

Deputy Minister ..... G. L. Bennett  
Assistant Deputy Ministers  
(Tariff Programs and Appraisal) ..... A. J. J. Senécal  
(Customs Operations) ..... J. N. Leigh  
(Excise)..... H. Perrigo

## Historical Background

The present Department of National Revenue was established under the provisions of the *Department of National Revenue Act* (SC 1926-27 c. 34—now RSC 1970 c. N-15).

5302

Until World War I, the federal government financed its operations from indirect taxes, customs duties, and excise taxes. To ease the financial burden of the war effort, direct taxation was introduced in 1916 by means of an excess business profits tax, followed the next year by an income tax on individuals and corporations.

The Department of National Revenue came into being in 1927, with Taxation\*\* as one component, and Customs and Excise as the other. Each of these components is headed by a deputy minister and is administered as an independent department.

## Overall Responsibilities

The Department of National Revenue, (Customs and Excise), is responsible for:

5303

- (a) the assessment, collection, and control of duties and taxes on imported and domestically produced goods; and

(b) the control over international movements of persons and goods.

Under this general area of responsibility, Customs and Excise:

5305

- (i) ensures Canadian industry the protection to which it is entitled under the customs laws;
- (ii) provides information and services necessary to full understanding of, and voluntary compliance with, the requirements of customs and excise laws and regulations;
- (iii) is responsible for the administration of the *Customs Act*, the *Customs Tariff Act*, the *Anti-dumping Act*, the *Excise Act*, and the *Excise Tax Act*; and
- (iv) administers in part the statutes of other government departments and agencies as they pertain to the international movement of persons and goods, and collects customs and excise duties and taxes.

\*text effective October 1974; names updated to January 1975

\*\*see para 5450

## Organization and Programs

5310 Customs and Excise is comprised of three operational branches: Tariff Programs and Appraisal; Customs Operations; Excise; and in addition, general administrative components.

### Tariff Programs and Appraisal Branch

5315 This branch is responsible for:

- (a) determination of existence and extent of injurious dumping of imported goods; determination of value for duty, tariff classification, and "Made in Canada" status of goods imported;
- (b) carrying out of values and anti-dumping investigations in foreign countries;
- (c) administration of the government's import surveillance system to identify imports from countries allowing deferral, remission, or rebate of corporate tax payable on income derived from export sales;
- (d) audit of import entries and processing of refund claims relative to the Machinery Remission Program;
- (e) administration of quotas and voluntary restraint certificates under the *Export and Import Permits Act*;
- (f) participation in the initiation and formulation of economic and other policies, laws, and regulations having trade and industrial implications;
- (g) co-ordination of entry review procedures; and
- (h) investigation of violations of customs laws and regulations.

### Customs Operations Branch

5320 This branch is responsible for:

- (a) examination and clearance of conveyances, goods, and passengers entering or leaving Canada and for collection of the duties and taxes applicable;
- (b) rejection of prohibited goods, apprehension and detention of persons importing illicit narcotics, and ensuring compliance with the requirements of control measures embodied in other department's legislative programs;
- (c) review of import entries and supporting invoices to ensure their accuracy and uniform application, and handling claims for refund of any customs duties and taxes paid in such cases as error in calculation, goods damaged in transit, or goods landed which are not those ordered;
- (d) investigation of claims filed by manufacturers and others to recover duties and taxes paid on imported goods re-exported or used in Canada in the production of articles for home consumption and export;
- (e) audit of production and sales records relative to automotive remission programs;
- (f) ensuring that transportation companies and private users comply with laws and regulations respecting the use of non-duty paid transportation equipment in domestic service in Canada, and that all goods conveyed to Customs Bonded Warehouses are duty and tax paid, exported or destroyed, within prescribed time limits; and
- (g) processing of cases where seizure action has been taken because of breaches of customs or excise laws.

### Excise Branch

5325 This branch is responsible for:

- (a) determination of value and classification of goods for tax assessment purposes;
- (b) collection of sales and excise taxes on domestic goods, and licensing of manufacturers and wholesalers;

- (c) investigations into suspected fraud or evasion;
- (d) audit of records of manufacturers and wholesalers to verify accuracy of tax liability reported;
- (e) verification of claims for refund of sales and excise taxes paid and refundable under specific conditions; and
- (f) collection of excise duties, the licensing and regulatory control of distilleries, manufacturers, and other premises operated under license pursuant to the *Excise Act*.

## **Regional Offices**

5328

### **Atlantic Region**

Halifax Insurance Bldg.  
5670 Spring Garden Road  
P.O. Box 1658  
Halifax, Nova Scotia  
B3J 2Z8

### **Québec Region**

2 St. Ardré St.  
P.O. Box 2267  
Québec City, Qué.  
G1K 7P6

### **Montréal Region**

400 Youville Square  
Montréal, Québec  
H2Y 3N4

### **Ottawa Region**

52 Nicholas St.  
Ottawa, Ont.  
K1N 7B8

### **Hamilton Region**

10 John St. S.  
P.O. Box 989  
Hamilton, Ont.  
L8N 3V8

### **London Region**

111 Waterloo St.  
P.O. Box 5940, Terminal "A"  
London, Ontario  
L6A 4T9

### **Toronto Region**

1 Front St. W.  
P.O. Box 10, Postal Station "A"  
Toronto, Ontario  
M5W 1A3

### **Windsor Region**

185 Ouellette St.  
Windsor, Ontario  
N9A 4H8

### **Winnipeg Region**

Federal Bldg.  
269 Main St.  
Winnipeg, Manitoba  
R3C 1B3

### **Regina Region**

Federal Bldg.  
Scarth & Victoria  
Regina, Saskatchewan  
S4P 2H3

### **Calgary Region**

134 - 11 Ave. S.E.  
Calgary, Alberta  
T2G 0X5

### **Vancouver Region**

1001 West Pender St.  
Vancouver, B.C.  
V6E 2M8

## **Statutes**

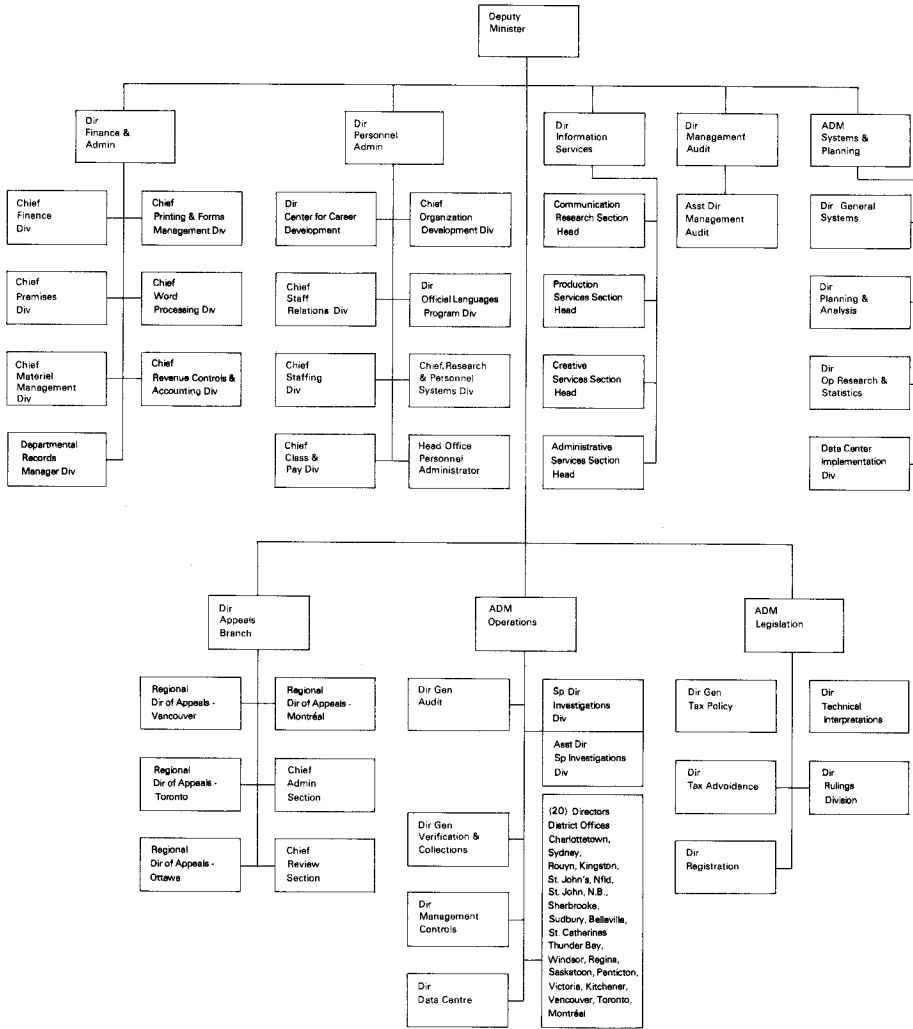
refer to para 5495

5330



# Department of National Revenue-Taxation 5450

T.B.S. Chart 1 Oct 1974



**Head Office**

875 Heron Road  
Ottawa, Ontario  
K1A 0L8

**Minister**

The Hon. Stanley Ronald Basford

**Principal Officers**

Deputy Minister ..... John S. Hodgson  
Assistant Deputy Ministers  
(Legislation)..... H. E. Garland  
(Operations) ..... S. F. Hobart  
(Systems and Planning)..... R. W. Arbuckle

**Historical Background**

Until World War I, the federal government financed its operations from indirect taxes, customs duties, and excise taxes. To ease the financial burden of the war effort, direct taxation was introduced in 1916 by means of an excess business profits tax, followed the next year by an income tax on individuals and corporations. 5452

The Department of National Revenue came into being in 1927, with Taxation as one component, and Customs and Excise\*\* as the other. Each of these components is headed by a deputy minister and operates administratively as an independent department. The present Department of National Revenue was established under the provisions of the *Department of National Revenue Act* (SC 1926-27 c. 34—now RSC 1970 c. N-15). 5453

**Overall Responsibilities**

The federal government has entered into tax collection agreements with various provinces for the collection of individual and corporate income taxes, succession duties and gift taxes on behalf of the provinces. The responsibility for the collection of, and the accounting for these provincial taxes and duties, is now that of Taxation. The department also administers certain tax rebate plans on behalf of requesting provinces. 5455

**Organization and Programs**

Taxation is divided into three main branches each headed by an assistant deputy minister: Legislation, Operations, Systems and Planning. 5460

**Legislation Branch**

This branch is responsible for the interpretation and uniform application of tax legislation and policies. In addition, it investigates cases of suspected tax avoidance. 5465

**Operations Branch**

This branch plans and evaluates the audit, verification, and collection operations of the department. It conducts special investigations and carries out prosecution of taxpayers in cases of tax evasion. 5475

\*text effective October 1974; names updated to January 1975

\*\*see para 5300

## Systems and Planning Branch

5485 This branch is responsible for long-range planning, electronic data processing, research and analysis.

### Regional Offices

5490 District Taxation Offices are located in the following cities:

St. John's, Nfld.; Charlottetown, P.E.I.; Sydney and Halifax, N.S.; St. John, N.B.; Montréal, Québec, Rouyn, and Sherbrooke, Qué.; Belleville, Hamilton, Kingston, Kitchener, London, Ottawa, St. Catharines, Sudbury, Thunder Bay, Toronto, and Windsor, Ont.; Winnipeg, Man.; Regina and Saskatoon, Sask.; Calgary and Edmonton, Alta.; Penticton, Vancouver, and Victoria, B.C.

### Statutes

5495 The Minister of National Revenue is responsible for administering the following statutes:

*Anti-dumping Act* (RCS 1970 c. A-15) as amended

*Canada Pension Plan* (RSC 1970 c. C-5, Part I)

*Customs Act* (RSC 1970 c. C-40)

*Customs Tariff Act* (RSC 1970 c. C-41) as amended

*Department of National Revenue Act* (RSC 1970 c. N-15)

*Excise Act* (RSC 1970 c. E-12) as amended

*Excise Tax Act* (RSC 1970 c. E-13, but excluding Part I) as amended

*Income Tax Act* (RSC 1952 c. 148) as amended

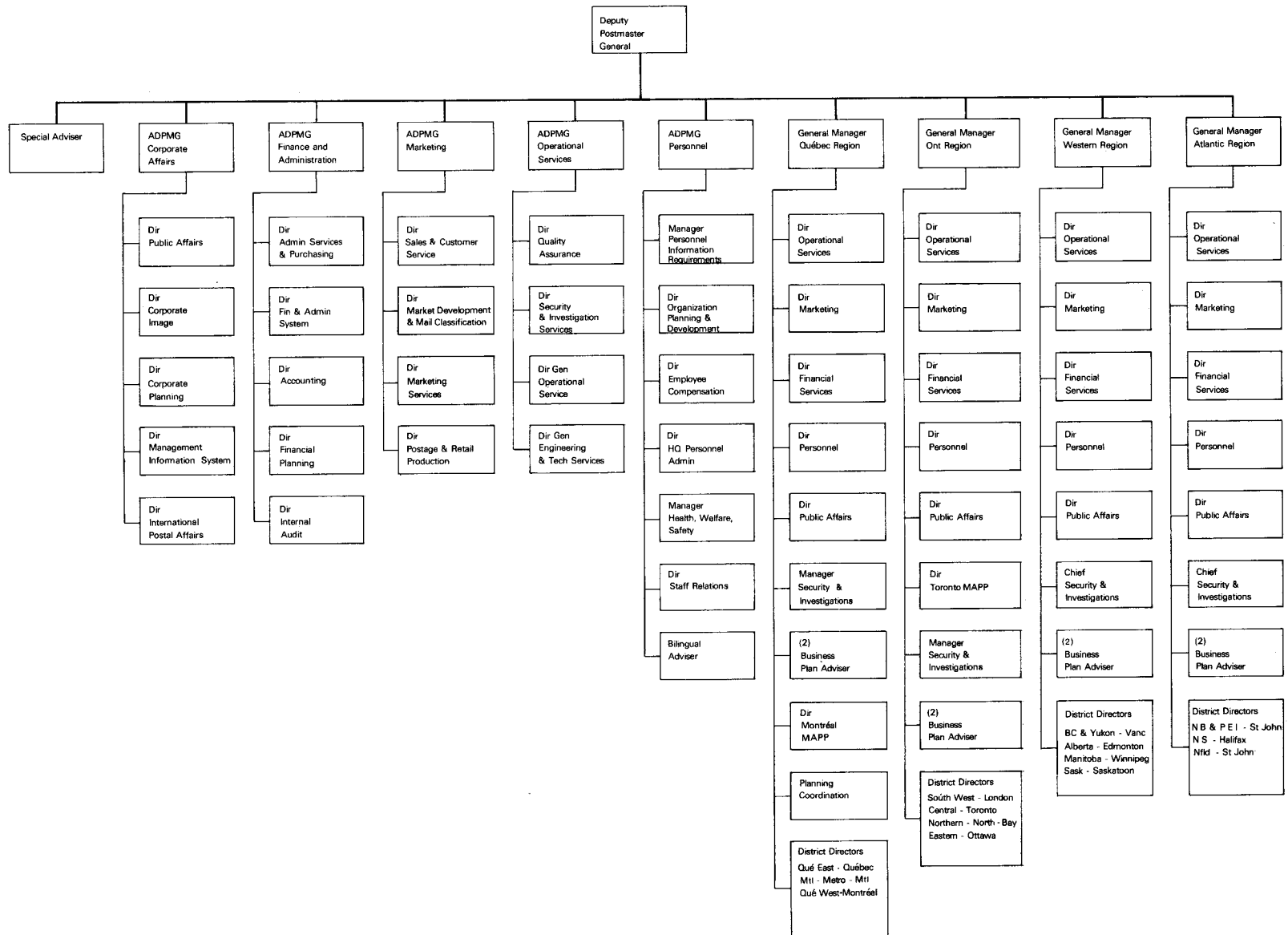
*Unemployment Insurance Act* (SC 1970-71-72 c. 48, Part IV).

### Other Agencies

5498 The Minister is not responsible for any other agencies.

# Post Office Department 5600

T B S Chart 1 Oct 1974



## Head Office

Sir Alexander Campbell Building  
Riverside Drive  
Ottawa, Ontario  
K1A 0B1

## Minister

The Hon. Bryce Stuart MacKasey, Postmaster General\*\*

## Principal Officers

Deputy Postmaster General..... John A. H. Mackay  
Assistant Deputy Postmaster General..... J. E. Uberig (acting)  
Special Advisor to the Deputy Postmaster General ..... T. Bond  
Assistant Deputy Postmasters General  
(Operational Services).....G. M. Sinclair  
(Personnel)..... L. Barrière  
(Marketing)..... R. W. Rapley (acting)  
(Finance and Administration) ..... A. C. Boughner  
General Managers  
(Atlantic Postal Region)..... J. P. Morrow  
(Québec Postal Region)..... L. Durocher  
(Ontario Postal Region)..... J. C. Corkery  
(Western Postal Region)..... J. B. Prescott

## Historical Background

The Post Office Department was established by the *Post Office Act of 1867* (now RSC 1970 c. P-14). 5602

## Organization and Programs

The department is composed of five directorates: Corporate Affairs, Operational Services, Finance and Administration, Marketing, Personnel. 5610

## Corporate Affairs Directorate

This directorate consists of four branches: Corporate Planning, International Postal Affairs, Management Information Systems, Public Affairs. 5630

The directorate is responsible for developing and maintaining an effective corporate capability in order to:

- (a) achieve a sound corporate plan;
- (b) develop legislative programs;
- (c) achieve compatibility of corporate policies;
- (d) coordinate interdepartmental projects;
- (e) participate in international affairs involving postal administrations and other related organizations;
- (f) achieve international postal agreements;
- (g) achieve external and internal understanding and acceptance of Canada Post Office objectives, policies and plans;
- (h) achieve a comprehensive integrated Management Information System; and
- (i) provide management with expertise and counsel in support of the above areas, which will contribute to the attainment of Canada Post Office objectives.

\*text effective October 1974; updated to January 1975

\*\*Where no member of the Queen's Privy Council holds the office of Postmaster General by appointment to that office by commission under the Great Seal, the Minister of Communications is the Postmaster General and has the management and direction of the Post Office Department (*Government Organization Act* SC 1970-71-72 c.42, Part VI, sec. 26).

## Operational Services Directorate

5650 This directorate consists of five branches: Coding and Mechanization, National Operations, Quality Assurance, Security and Investigation Services, Transportation. In addition, the Assistant Deputy Postmaster General (Operational Services) has reporting to him the Director General (Engineering and Technical Services) who has the following branches under his direction: Computer Services, Facilities Planning and Equipment, Operational Research, Systems Research and Development.

5668 The directorate is responsible for planning, developing, designing, communicating, and achieving implementation, (through the regions) of the National Operating Systems in order to meet service specification by the most economical means and within the time targets. It also provides managers with professional, specialist, and technical services which will meet management specifications in areas where it has been established by corporate policy that these can best be provided from headquarters; and evaluating performance of National Operating Systems.

## Finance and Administration Directorate

5670 This directorate consists of five branches: Administrative Services and Purchasing, Accounting, Financial and Administrative Systems, Financial Planning, Internal Audit. It is responsible for achieving the following corporate policies, objectives and goals as economically and effectively as possible;

- (a) financing and the overall utilization and management of financial resources;
- (b) competitive national money order system;
- (c) pooled or centralized administrative support services; and
- (d) national procurement and inventory management of materials and postal values.

## Marketing Directorate

5690 This directorate consists of four branches: Market Development, Postage and Retail Products, Postal Rates and Classification, Sales and Customer Service.

It is responsible for achieving those national customer services and products that will enhance profit opportunities as well as that product mix which will provide opportunity to maximize marginal income while satisfying customer service expectations.

## Personnel Directorate

5710 This directorate consists of three branches: Employee Compensation, Organization Planning and Development, Staff Relations. In addition, the Assistant Deputy Postmaster General (Personnel) has reporting to him: Headquarters Personnel Administration, Safety, Health and Welfare, the Bilingual Advisor.

The directorate is responsible for planning, developing, promoting and ensuring effective use of corporate-wide personnel management processes on a timely and economic basis that result in:

- (a) a safe and healthy physical work environment;
- (b) a stable, flexible, well-informed and productive work force;
- (c) the creation and maintenance of constructive human relationships;
- (d) conditions in which employees may achieve self-development goals in line with departmental requirements; and
- (e) managerial effectiveness.

## Regional Offices

Canada is divided into four regions and each region is sub-divided into districts as outlined below: 5730

- Atlantic Region —Newfoundland District (St. John's)
  - Nova Scotia District (Halifax)
  - New Brunswick and Prince Edward Island District (St. John)
- Québec Region —Québec East District (Québec)
  - Québec West District (Montréal)
  - Montréal Metropolitan District
- Ontario Region —Eastern Ontario District (Ottawa)
  - Central Ontario District (Toronto)
  - Southwestern Ontario District (London)
  - Northern Ontario District (North Bay)
  - MAPP District (Toronto)
- Western Region—Manitoba District (Winnipeg)
  - Saskatchewan District (Saskatoon)
  - Alberta District (Edmonton)
  - British Columbia and Yukon District (Vancouver)

The general manager for each region reports direct to the Deputy Postmaster General and is responsible for providing the following services to users in the region: 5735

- (a) the transfer of information, goods and funds between sender and receiver;
- (b) sales of related and support services and products; and
- (c) sales and distribution of services and products to and for government departments and agencies.

These services are provided in order to achieve: dependability, maximum productivity (input/output), optimum shares of served market, favourable public reaction, and the balanced best interest of employees, customers and public, agents, sub-contractors and government.

There are approximately 8655 post offices in Canada. Of this number 3774 are revenue post offices which are, in many instances, operating on a part-time basis in conjunction with a private business establishment. 5737

# Prime Minister\*

The Rt. Hon. Pierre Elliott Trudeau, P.C., M.P.

5801

Private Secretary ..... Miss Cécile Viau  
Executive Assistant..... Robert Murdock  
Administrative Assistant ..... Miss Mary E. MacDonald

## Office of the Prime Minister

Principal Secretary ..... Jack Austin Q.C.  
Executive Assistant..... Gilles Dufault  
Director of Operations ..... Colin Kenny  
Legislative Assistant ..... Miss Joyce Fairbairn  
Nominations Secretary ..... Miss Marie-Hélène Fox  
Appointments Secretary ..... Mrs. Madeleine Lafleur  
Assistant Principal Secretary (International Relations) ..... Ivan Head  
Press Secretary ..... Pierre O'Neil  
Assistant Principal Secretary (Plans and Policy) ..... Michael Kirby  
Correspondence Secretary ..... Claude Desjardins

## Mailing Address

House of Commons  
Ottawa, Ontario  
K1A 0A2

## Overall Responsibilities

The Prime Minister's Office is organized into a Secretariat, with officers responsible for keeping the Prime Minister aware of all significant developments throughout the country; liaising with various party organizations; preparing evaluations and recommendations; maintaining appropriate records; and in addition for:

5804

- (a) the preparation of letters and messages to be sent by the Prime Minister in reply to correspondence and requests received;
- (b) the arrangement of appointments for individuals and delegations to interview the Prime Minister privately or with his colleagues;
- (c) the arrangement for the Prime Minister of public appearances associated with government business;
- (d) assisting the Prime Minister in his parliamentary duties; and
- (e) releasing to the public, through the press, statements and announcements of the Prime Minister on matters of public interest.

5809

For the purposes of the *Financial Administration Act*, the Prime Minister is designated the Appropriate Minister for the following branches of government:

Canadian Intergovernmental Conference Secretariat (see para 5850)  
Economic Council of Canada (see para 5900)  
Indian Claims Commission (see para 5935)  
Office of the Commissioner of Official Languages (see para 350)  
Queen Elizabeth II Canadian Research Fund (see para 5950)



# Canadian Intergovernmental Conference Secretariat\*

5851

## Head Office

Government Conference Centre  
2 Rideau Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 488  
Terminal "A"  
Ottawa, Ontario  
K1N 8V5

## Minister designated

Prime Minister

## Principal Officers

Secretary..... Henry F. Davis  
Deputy Secretaries  
(Program)..... André S. Millar  
(Administration)..... Paul W. Ostiguy

## Historical Background

The Canadian Intergovernmental Conference Secretariat (SCICS) was set up as a result of the Federal-Provincial Conference of First Ministers\*\* held in May 1973. It replaced the Secretariat of the Constitutional Conference which had been established in 1968 to handle the constitutional review process. 5852

The Secretariat is designated as a department within the meaning and purpose of the *Financial Administration Act*, the Prime Minister as the appropriate Minister, and the Secretary as Deputy Head (OIC P.C. 1973-3698, 29 Nov 1973; SOR/73-310). 5853

## Overall Responsibilities

The Secretariat serves all federal-provincial meetings of First Ministers\*\* as well as any other intergovernmental conferences wishing to make use of the Secretariat's services. 5854

The Secretariat offers all the necessary coordination and administrative services required to set up a conference. This may include the planning of a meeting; the provision of services such as printing, translations, typing, media arrangements, etc.; the preparation of a verbatim record of proceedings and, as required, a statement of conclusions, as well as distribution of documents before, during, and after the conference. 5856

The Secretariat is an intergovernmental agency serving equally the federal and provincial governments.

The Secretary is nominated after consultation with the eleven governments, and the personnel of the Secretariat is recruited from both federal and provincial departments as well as from private agencies. 5858

Although based in Ottawa, the Secretariat can serve meetings throughout the country. 5859

\*text effective December 1973

\*\*meaning provincial premier, or provincial prime minister as the case may be

**Head Office**

333 River Road  
Vanier, Ontario

**Mailing Address**

P.O. Box 527  
Ottawa, Ontario  
K1P 5V6

**Minister Designated**

Prime Minister\*\* \*

**Directors**

Chairman..... Dr. André Raynauld  
Vice-Chairman..... Dr. George R. Post  
Director..... Dr. John A. Dawson

**Members**

Robert G. Annable..... Vancouver, B.C.  
Paul Babey..... Ottawa, Ont.  
Ian Andrew Barclay..... Vancouver, B.C.  
Marcel Bélanger..... Québec, Qué.  
Robert S. Blair..... Calgary, Alta.  
Roy Fraser Elliott..... Montréal, Qué.  
Gilbert Finn..... Moncton, N.B.  
Steve Rankin..... Port Hawkesbury, N.S.  
Mrs. Jean M. Jones..... Hamilton, Ont.  
A. M. Runciman..... Winnipeg, Man.  
John Kostuik..... Toronto, Ont.  
William Ladyman..... Winnipeg, Man.  
Gilles Lamontagne..... Québec, Qué.  
Stanley A. Little..... Ottawa, Ont.  
Joseph Morris..... Ottawa, Ont.  
Robert M. MacIntosh..... Toronto, Ont.  
Donald H. Taylor..... Don Mills, Ont.  
W. C. Y. McGregor..... Montréal, Qué.  
Dr. Helen K. Mussallem..... Ottawa, Ont.  
Charles Perrault..... Montréal, Qué.  
Miss Huguette Plamondon..... Montréal, Qué.  
Louis-Philippe Poulin..... Montréal, Qué.  
Raymond Primeau..... Montréal, Qué.  
Alexander Robertson..... Winnipeg, Man.  
Ray D. Wolfe..... Toronto, Ont.

**Principal Officer**

Secretary..... Dr. William E. Haviland

**Historical Background**

The Economic Council of Canada was established under the *Economic Council Act* (RSC 1970 c. E-1). The Council is designated as a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*. (OIC P.C. 1963-1600, 31 Oct. 1963; SOR/63-431). The Council is an agent of Her Majesty.

5902

\*text effective January 1975

\*\*OIC P.C. 1965-2288, 22 Dec 1965

## Overall Responsibilities

5903 The duty of the Council is to advise and recommend to the Minister how Canada can achieve the highest possible levels of employment and efficient production in order that the country may enjoy a high and consistent rate of economic growth and that all Canadians may share in rising living standards; and in particular it shall be the duty of the Council:

- (a) regularly to assess, on a systematic and comprehensive basis, the medium-term and long-term prospects of the economy, and to compare such prospects with the potentialities of growth of the economy;
- (b) to recommend what government policies, in the opinion of the Council, will best help to realize the potentialities of growth of the economy;
- (c) to consider means of strengthening and improving Canada's international, financial, and trade position;
- (d) to study means of increasing Canadian participation in the ownership, control, and management of industries in Canada;
- (e) to study how economic growth, technological change and automation, and international economic changes may effect employment and income in Canada as a whole, in particular areas of Canada, and in particular sectors of the economy;
- 5905 (f) to study and discuss with representatives of the industries concerned and with representatives of labour, agriculture and other primary producers, and other occupational groups and organizations, what specific plans for production and investment in major industries in Canada will best contribute to a high and consistent rate of economic growth;
- (g) to study how national economic policies can best foster the balanced economic development of all areas of Canada;
- (h) to explore and evaluate particular projects of major significance for the expansion of industrial and other economic activities in Canada, whether or not such projects may involve direct governmental participation, and to make recommendations concerning those projects that in the opinion of the Council will contribute to the growth of the Canadian economy;
- (i) to encourage maximum consultation and cooperation between labour and management in the fulfilment of the objectives of the Act;
- (j) to seek full and regular consultation with appropriate agencies of the governments of each province; and
- (k) to conduct, if directed to do so by the Minister, reviews of medium-term or long-term programs of the Government of Canada that are designed to aid or assist industry, labour or agriculture.

## Organization and Programs

5907 The Council conducts on its own initiative, or if directed to do so by the Government, such studies, inquiries and other undertakings with respect to any matter relating to its duties and reports to, advises or makes recommendations to the Government as circumstances require.

5909 The Council is required to prepare and to publish annually a review of the medium and long-term prospects and problems of the Canadian economy and is authorized to publish such studies and reports prepared for its use as it sees fit.

5911 The Council consists of a chairman and two directors, who serve on a full-time basis, and not more than 25 other members broadly representative of different sectors and groups in the Canadian economy. The chairman is chief executive officer and has supervision over and direction of the work and staff of the Council.

**Head Office**

Kent-Albert Building  
150 Kent Street  
Ottawa, Ontario

**Mailing Address**

P.O. Box 2520  
Ottawa, Ontario  
K1P 5Y4

**Minister Designated**

Prime Minister

**Principal Officers**

Commissioner .....	Dr. L. I. Barber
Executive Director .....	Brian G. Pratt
Director of Research Resource Centre.....	Dr. Stewart Raby
Legal Counsel.....	K. Norman
Library .....	Mrs. A. Lamb
Administration .....	G.P. O'Keefe

**Historical Background**

The Indian Claims Commission was created by *Order-in-Council PC 1969-2405*, December 19, 1969. This is a Royal Commission and the Commissioner is authorized to exercise all the powers conferred on him by section 11 of the *Inquiries Act* (RSC 1970, c. I-13) in the performance of his duties. 5937

The Commission is designated as a department; the Prime Minister as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1970-41, 14 Jan 1970).

**Overall Responsibilities**

It is the responsibility of the commission to receive, study, and make recommendations to the Government of Canada on grievances put forward in the form of claims regarding: 5940

- (a) the occupation of lands by non-Indians without the prior agreement of the Indians using the land; 5942
- (b) the execution of the terms of treaties and agreements formally entered into by representatives of the Indian people and the Crown; and 5943
- (c) the administration of moneys and lands pursuant to schemes established by legislation for the benefit of the Indian people. 5944

**Commission Reports**

At the conclusion of each individual claims inquiry, the Commissioner is obliged to file all papers and records regarding that inquiry with the Dominion Archivist. 5949

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\*text effective January 1975

**Head office**

c/o Medical Research Council  
General Purpose Building  
Tunney's Pasture  
Ottawa, Ontario  
K1A 0W9

**Minister Responsible**

Prime Minister

**Board of Trustees**

Chairman..... (vacant)

**Trustees**

- Dr. G. Malcolm Brown, President, Medical Research Council
- Dr. Victor Chernick, Department of Pediatrics, Children's Hospital, Winnipeg, Man.
- Dr. R. B. Goldbloom, Department of Paediatrics, Dalhousie University, Halifax, N.S.
- Dr. J. M. LeClair, Secretary to the Ministry of State for Science and Technology.
- Dr. M. W. Thompson, Department of Genetics, Hospital for Sick Children, Toronto, Ont.
- Dr. J. Ducharme, St. Justine Hospital, Montréal, Qué.

**Historical Background**

The *Queen Elizabeth II Canadian Research Fund Act* (RSC 1970 c. Q-1) established a fund of one million dollars to be administered by a corporate board of trustees to aid in research on the diseases of children.

5952

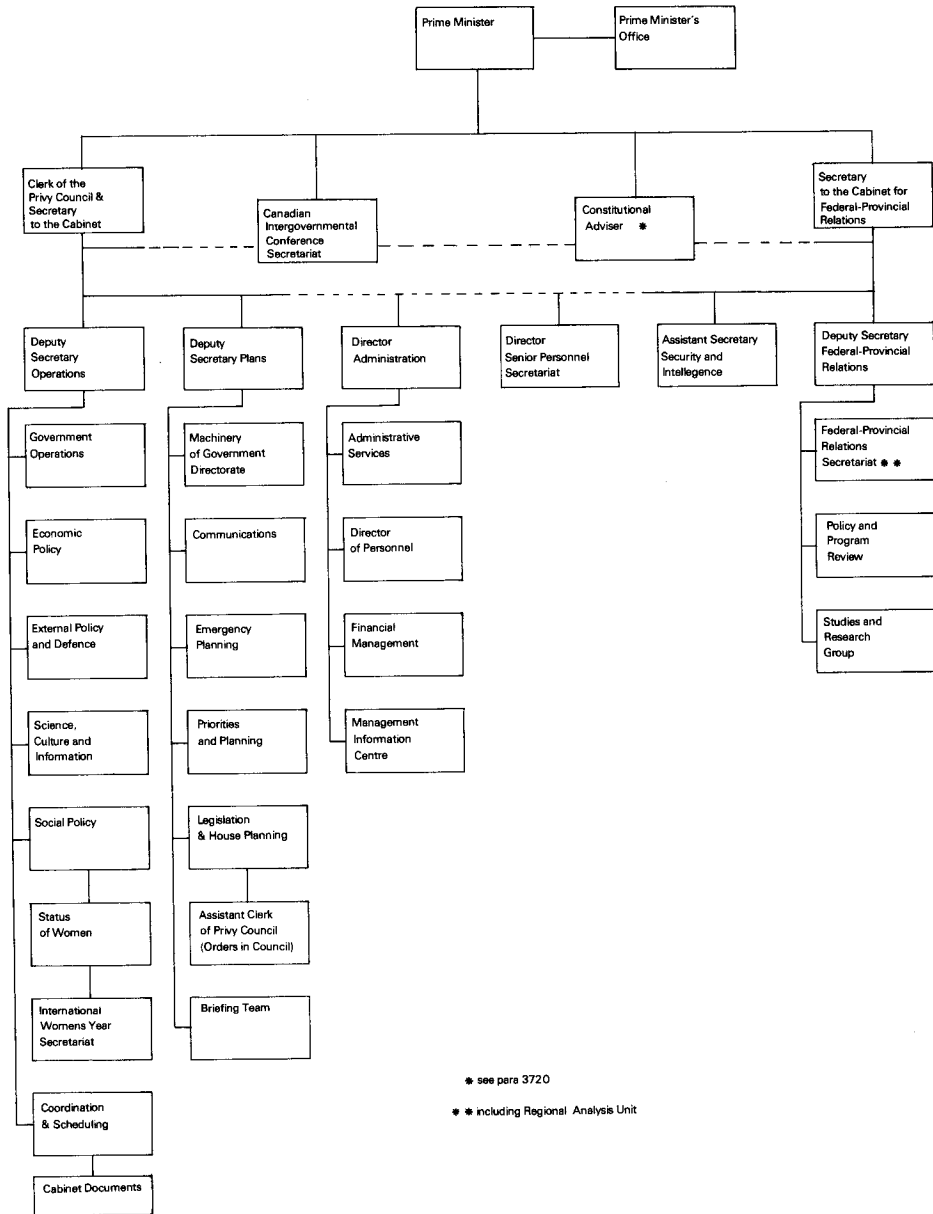
The interest derived from the fund, together with donations and bequests which may be made to it, are used to provide salary support for investigators working or training in the field of children's diseases. The recipients of such support are selected each year by the board of trustees on the basis of applications submitted to it.

Responsibility for provision of administrative and technical services and facilities was transferred from the National Research Council to the Medical Research Council by the *Government Organization Act 1969* (SC 1968-69 c. 28).

\*text effective January 1975

# Privy Council Office and Federal Provincial Relations Office 6000

TBS Chart 27 January, 1975



\* see para 3720

\*\* including Regional Analysis Unit

# Privy Council Office, and Federal-Provincial Relations Office\*

6001

East Block  
Parliament Buildings  
Ottawa, Ontario  
K1A 0A3

## Minister

Prime Minister

## Principal Officers, Privy Council Office

6002

The Clerk of the Privy Council  
and Secretary to the Cabinet ..... P. M. Pitfield, Q.C.  
Deputy Secretary to the Cabinet (Operations)..... L. D. Hudson  
Deputy Secretary to the Cabinet (Plans)..... C. R. Nixon  
Director of Administration\*\* ..... H. B. Stewart

## Principal Officers, Federal-Provincial Relations Office

6003

The Secretary to the Cabinet  
for Federal-Provincial Relations ..... R. G. Robertson  
Deputy Secretary to the Cabinet  
for Federal-Provincial Relations ..... F. A. G. Carter  
Director of Administration\*\* ..... H. B. Stewart

## The Privy Council

### Historical Background

The Privy Council was established under section 11 of the *British North America Act* 1867, that constituted a Council to "aid and advise in the government of Canada, to be styled the Queen's Privy Council for Canada". The first members of the Queen's Privy Council were sworn in at Ottawa by the Governor General, Viscount Monck, on Monday, July 1, 1867.

6005

The Privy Council is an advisory body to the Crown. Membership is determined by the Governor General on the advice of the Prime Minister, and no Minister may hold office without first being sworn to the Privy Council. Membership is for life, although by convention only those Privy Councillors who are also members of the Ministry of the day\*\*\* may advise the Crown, and they perform this function as a collectivity rather than as individuals.

## The Privy Council Office

### Historical Background

By section 130 of the *British North America Act*, all officers of the provincial governments charged with duties relating to matters assigned by the Act to the Parliament of Canada were required to continue to discharge these duties until it should be otherwise provided by Parliament. Accordingly, the Clerk of the Executive Council of the Province of Canada was sworn Clerk of the Privy Council on July 1, 1867, and carried on, almost without any change, the practices of his previous office in the Province of Canada.

6007

\*text effective February 1975

\*\*see para 6040

\*\*\*meaning the present Cabinet—see para 6045

6009 Originally the Privy Council Office's general function was, under the direction of the Clerk of the Privy Council, to assist the President of the Queen's Privy Council for Canada\* in the transaction of the Council's business. The work was concerned with the recommendations of Ministers of the Crown in fields where action was to be taken by the Governor-in-Council and with despatches to and from the Colonial Office that required ministerial attention.

6011 Since 1867 several changes in function have taken place. In 1909 the duties involved in the handling of despatches were transferred to the new Department of External Affairs, and in 1940 the Clerk of the Privy Council was also made Secretary to the Cabinet. As Secretary he was charged, under the direction of the Prime Minister, with various duties in connection with meetings of the Cabinet and Cabinet Committees.

### Overall Responsibilities

6015 For administration purposes the Privy Council Office is regarded as a department of the government under the Prime Minister and its work is primarily concerned with:

- (a) the coordination of, and support activities for, the Cabinet and Cabinet Committees, including the preparation of agenda, production of Cabinet documents to Ministers, recording and circulating decisions;
- (b) the preparation of material for the Prime Minister;
- (c) liaison with departments and agencies of government on Cabinet matters;
- (d) work for inter-departmental committees of officials, including the provision of chairmen, members and secretaries and the preparation of papers for, and on behalf of, such committees;
- (e) undertaking special studies as required;
- (f) the examination of submissions to the Governor-in-Council to ensure conformity with policy and legal requirements, preparation of draft orders; and
- (g) duties in connection with regulations under the *Statutory Instruments Act* including the examining, editing, registering, and arranging for publication in Part II of the *Canada Gazette* of federal statutory regulations.

## Organization and Programs

6020 The Privy Council Office is divided into two main divisions: Operations and Plans. Although these divisions operate in support of Cabinet, they have additional responsibilities in relation to the Prime Minister. Each division contains a variety of secretariats that serve both Cabinet and the Prime Minister, and certain directorates and other units that assist the Prime Minister in carrying out the responsibilities of his office.

### Operations Division

6024 The Operations Division is composed of five secretariats serving five separate Cabinet Committees: Economic Policy; External Policy and Defence; Government Operations; Science, Culture, and Information; and Social Policy. All are operating committees and are generally referred to as subject matter committees. The membership of committees is flexible, being determined by the Prime Minister from time-to-time. The Division is headed by the Deputy Secretary to the Cabinet (Operations). Each secretariat comprises from two to six officers and is headed by an Assistant Secretary to the Cabinet.

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\*see para 6101



## Plans Division

The Plans Division includes secretariats for two of the principal co-ordinating committees of Cabinet: Priorities and Planning, and Legislation and House Planning. Each is headed by an Assistant Secretary to the Cabinet. 6026

The Machinery of Government Directorate is also located in this Division and serves the Prime Minister in support of his prerogative to allocate responsibilities between Ministers. There are special sections within the Division:

- (a) to co-ordinate the development of emergency planning policy within the government, and to give general direction to the National Emergency Planning Establishment\*; and
- (b) to provide long-term analysis facilities. 6028

The Division, which is headed by the Deputy Secretary to the Cabinet (Plans), is also home to the Assistant Clerk of the Privy Council. He serves as Secretary of the Special Committee of Council, the Ministerial Committee responsible for the passage of regulations and other statutory instruments. 6028

## The Federal-Provincial Relations Office

### Historical Background

The Office came into being as a separate entity on January 15, 1975, under legislation passed by Parliament in December 1974. For some years prior to the creation of the new Office, its functions had been the responsibility of a Division of the Privy Council Office. It was this Division which was reconstituted as the Federal-Provincial Relations Office. The Office is headed by the Secretary to Cabinet for Federal-Provincial Relations. 6030

### Overall Responsibilities

The objectives of the Federal-Provincial Relations Office are 6034

- (a) to assist the Prime Minister in his overall responsibility for federal-provincial relations;
- (b) to provide Cabinet with greater assistance in examining federal-provincial issues of current and long-term concern; and
- (c) to assist in developing federal-provincial consultation on an increasing range of policy fronts.

For administrative purposes the Federal-Provincial Relations Office is regarded as a department of government under the Prime Minister, and its work includes: 6036

- (a) preparation of material on federal-provincial relations matters for the Prime Minister;
- (b) providing assistance to Ministers, departments and agencies in the conduct of their relations with provincial governments including the development of long-term policies;
- (c) undertaking special studies as required;
- (d) monitoring provincial views on federal policies and programs, and the evolution of provincial policies as they affect federal policies;
- (e) coordination and support activities for the Cabinet Committee on Federal-Provincial Relations and for the Cabinet on federal-provincial questions;
- (f) coordination of federal participation in First Ministers' Conferences; and
- (g) participation in the work of inter-departmental committee of officials.

To carry out its responsibilities the Federal-Provincial Relations Office is divided into a Secretariat, a Policy and Programme Review Section, and a Studies and Research Group. 6038

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\*see para 4285

## Other Services

### Administration

6040 The Directorate of Administration provides administrative support to the Privy Council Office, Federal-Provincial Relations Office, and the Prime Minister's Office. Divisions such as Reference, Accounts, Personnel, and Office Services provide a common service for all three offices. In addition, the Director of Administration oversees the administering of Royal Commissions and Conferences, and administers the Prime Minister's residence.

### Other

The Director of Senior Personnel and the Constitutional Adviser report to both Secretaries to the Cabinet. In addition there is a small security section, which reports to the Secretary to the Cabinet for Federal-Provincial Relations.

### Statutes

6042 The Prime Minister is responsible for the following:

*British North America Act 1867*

*Economic Council of Canada Act (RSC 1970 c. E-1)*

*Governor General's Act (RSC 1970 c. G-14)*

*Inquiries Act (RSC 1970 c. I-13)*

*Ministries and Ministers of State Act (RSC 1970 c. 14, secs. 13-24 [2nd Supp.])*

*Official Languages Act (RSC 1970 c. O-2) as amended*

*Parliamentary Secretaries Act (RSC 1970 c. P-1) as amended*

*Public Service Rearrangement and Transfer of Duties Act (RSC 1970 c. P-34) as amended*

*Queen Elizabeth II Canadian Research Fund Act (RSC 1970 c. Q-1)*

*Royal Style and Titles, An Act respecting (RSC 1970 c. R-12)*

*Salaries Act (RSC 1970 c. S-2) as amended*

*Statutory Instruments Act (SC 1970-71-72 c. 38)*

## The Canadian Ministry

6045 (according to Precedence in The Privy Council)\*

1. The Rt. Hon. Pierre Elliott Trudeau ..... Prime Minister
2. The Hon. Mitchell Sharp ..... President of the Queen's Privy Council for Canada
3. The Hon. Allan Joseph MacEachen ..... Secretary of State for External Affairs
4. The Hon. Charles Mills Drury ..... Minister of State for Science and Technology, and Minister of Public Works
5. The Hon. Jean Marchand ..... Minister of Transport
6. The Hon. John Napier Turner ..... Minister of Finance
7. The Hon. Jean Chrétien ..... President of the Treasury Board
8. The Hon. Bryce Stuart Mackasey ..... Postmaster General
9. The Hon. Donald Stovel Macdonald .... Minister of Energy, Mines and Resources
10. The Hon. John Carr Munro ..... Minister of Labour
11. The Hon. Gérard Pelletier ..... Minister of Communications
12. The Hon. Stanley Ronald Basford ..... Minister of National Revenue
13. The Hon. Donald Campbell Jamieson ..... Minister of Regional Economic Expansion
14. The Hon. Robert Knight Andras ..... Minister of Manpower and Immigration

\*commonly called the Cabinet

15. The Hon. James Armstrong Richardson..... Minister of National Defence\*
16. The Hon. Otto Emil Lang ..... Minister of Justice and Attorney General of Canada
17. The Hon. Jean-Pierre Goyer ..... Minister of Supply and Services
18. The Hon. Alastair William Gillespie ..... Minister of Industry,  
Trade and Commerce
19. The Hon. Eugene Francis Whelan ..... Minister of Agriculture
20. The Hon. W. Warren Allmand ..... Solicitor General of Canada
21. The Hon. James Hugh Faulkner ..... Secretary of State of Canada
22. The Hon. André Ouellet ..... Minister of Consumer and Corporate Affairs
23. The Hon. Daniel Joseph MacDonald ..... Minister of Veterans Affairs
24. The Hon. Marc Lalonde ..... Minister of National Health and Welfare
25. The Hon. Jeanne Sauvé ..... Minister of the Environment
26. The Hon. Raymond Joseph Perrault..... Leader of the Government in the Senate
27. The Hon. Barnett Jerome Danson ..... Minister of State for Urban Affairs
28. The Hon. J. Judd Buchanan ..... Minister of Indian Affairs  
and Northern Development
29. The Hon. Roméo LeBlanc..... Minister of State (Fisheries)

### **Parliamentary Secretaries\*\***

Agriculture.....	Léopold Corriveau
Consumer and Corporate Affairs.....	Norman Cafik
Energy, Mines and Resources.....	Maurice Foster
Environment.....	Leonard Marchand
External Affairs.....	Herb Breau
Finance.....	Jack Cullen
Indian Affairs and Northern Development.....	Iona Campagnolo
Industry, Trade and Commerce.....	Gaston Clermont
Justice.....	Gilles Marceau
Labour.....	Mark R. MacGuigan
Manpower and Immigration.....	William Rompkey
National Defence.....	Leonard D. Hopkins
National Health and Welfare.....	Coline Campbell
Postmaster General.....	Raynald Guay
President of the Privy Council.....	John M. Reid
Public Works (see Science and Technology)	
Regional Economic Expansion.....	Joseph Guay
Secretary of State.....	Gustave Blouin
Science and Technology, and Public Works.....	Charles Turner
Transport.....	Cliff McIsaac
Urban Affairs.....	Pierre de Bané

6048

\* the ministerial office of Associate Minister of National Defence has been vacant since 18 Sept. 1967

\*\*in alphabetical order by name of the department

Office of the President of the Privy Council  
House of Commons  
Ottawa, Ontario  
K1A 0A3

## Minister

The Hon. Mitchell Sharp, P.C., M.P., President of the Queen's Privy Council for Canada

Parliamentary Secretary .....	John Reid
Executive Assistant.....	David Paget
Special Assistant and Private Secretary .....	Jeannette Dugal
Special Assistant .....	Larry Bryan
Legislative Assistant .....	Jerry Yanover
Legislative Assistant .....	Tom Van Dusen
Legislative Assistant .....	Wendy Carter
Parliamentary Enquiries .....	Denise Paquette

## Historical Background

The Presidency of the Privy Council is a Cabinet portfolio which has no defined functions. Responsibilities are assigned as the Prime Minister decides. The portfolio, for long periods associated with the Prime Minister, has frequently been held by another minister and has often been left vacant.

6102

## Overall Responsibilities

The President of the Privy Council is not responsible for the administration of the Privy Council Office which for purposes of the *Financial Administration Act* has been assigned by Order-in-Council to the Prime Minister. (See para 6001)

6102

In July, 1968, the responsibilities of the President were enlarged by the Prime Minister. The President was made the Leader of the Government in the House and performs all the duties associated with that position. He supervises the preparation of the Government's Legislative program and acts on behalf of the Government as its principal manager in the House of Commons.

6103

In addition, he assumes direction of special studies and projects related to:

6104

- (a) procedural reform;
- (b) reform of the *Canada Elections Act*;
- (c) development of rules to regulate conflicts of interest among members of the House of Commons and Senate;
- (d) development of appropriate techniques for the review of subordinate legislation and statutory instruments;
- (e) development of research and other facilities for Members of Parliament to enable them to meet the growing complexity of the problems facing Parliament.

The Parliamentary Enquiries Section of the government is also under the jurisdiction of the President. This section co-ordinates the returns by departments and agencies in response to questions on the order paper and motions for papers.

## **Other Agencies**

6105

The President is spokesman in Parliament for the following agencies:

Chief Electoral Officer (see para 340)

Public Services Staff Relations Board (see para 6200)

# Public Service Staff Relations Board\*

6201

## Head Office

110 O'Connor Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 1525, Stn "B"  
Ottawa, Ontario  
K1P 5V2

## Minister Designated

President of the Privy Council\*\*

## Members of the Board

Chairman..... Jacob Finkelman, Q.C.  
Vice-Chairman..... (vacant)

## Deputy Chairmen

J. Harold Brown, Q.C.  
Mrs. M. Falardeau-Ramsay  
Vacant

## Members representing employee interest

S. Frankel ..... Hamilton, Ont.  
E. Gosselin ..... Montréal, Qué.  
A. L. Hepworth ..... Ottawa, Ont.  
E. O'Connor ..... Vancouver, B.C.

## Members representing employer interest

C. P. Chaston ..... Toronto, Ont.  
R. Doucet ..... Montréal, Qué.  
D. G. Pyle ..... Toronto, Ont.  
(one vacancy)

## Principal Officers

Secretary ..... Marcel Garneau  
Registrar ..... G. E. Plant

## Public Service Arbitration Tribunal

Chairman ..... René Lippé, Q.C.  
Alternate Chairmen ..... Dr. A. W. R. Carrothers  
Owen B. Shime  
Georges-É. Gauthier, Q.C.

## Adjudication of Grievances

Chief Adjudicator ..... E. B. Jolliffe, Q.C.

## Pay Research Bureau

Director ..... T. J. Wilkins

## Historical Background

The Public Service Staff Relations Board was established in 1967 by the *Public Service Staff Relations Act* (now RSC 1970 c. P-35). The Board is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC 1967-635, 4 Apr 1967).

6202

## Overall Responsibilities

The board consists of a full-time chairman, vice-chairman and not more than three deputy chairmen who hold office for a period of ten years, as well as up to

6203

\*text effective October 1973; updated to January 1975

\*\*OIC P.C. 1972-244, 16 Feb 1972

eight part-time members, equally representative of the interests of employees and the interests of the employer, who hold office for seven years. All appointments are made by the Governor-in-Council and are held during good behavior. The officers and employees of the board are appointed under the provisions of the *Public Service Employment Act*.

6205 The board, an independent body, is responsible for determining bargaining units, certifying bargaining agents, dealing with complaints of unfair practices, and generally overseeing the administration of the legislation which provides for collective bargaining in the Public Service of Canada.

6207 Under the Act, certified bargaining agents who have the exclusive right to enter into binding collective agreements with the employer, have the right to opt for one of two dispute-settlement processes; one providing for resort to binding arbitration by a tripartite Public Service Arbitration Tribunal; the other for resort to a conciliation board empowered to make public recommendations. Employees in bargaining units governed by the latter process, other than employees performing duties that are "necessary in the interest of the safety of security of the public" have the right to strike following completion of conciliation board procedures. Strikes are prohibited under the legislation in all other circumstances.

## **Organization and Programs**

6209 The board is responsible for the following three areas: Adjudication of Grievances, Public Service Arbitration Tribunal, Pay Research Bureau.

### **Adjudication of Grievances**

6211 The Act provides access to formal grievance procedures, which have been established in all government departments and agencies. Grievances arising from the interpretation of collective agreements or arbitral awards, or from disciplinary action resulting in discharge, suspension or financial penalty, may be referred to independent adjudication by a grievance adjudicator or a board of adjudication.

### **Public Service Arbitration Tribunal**

6213 The tribunal consists of a chairman and two panels of at least three members each. One panel represents the interests of the employer and the other the interests of the employees. The chairman is appointed by the Governor-in-Council on the recommendation of the board for a term not to exceed seven years; the other members are appointed by the Public Service Staff Relations Board for such term as the board deems appropriate.

The adjudicators are appointed by the Governor-in-Council on the recommendations of the Public Service Staff Relations Board for a term not to exceed five years.

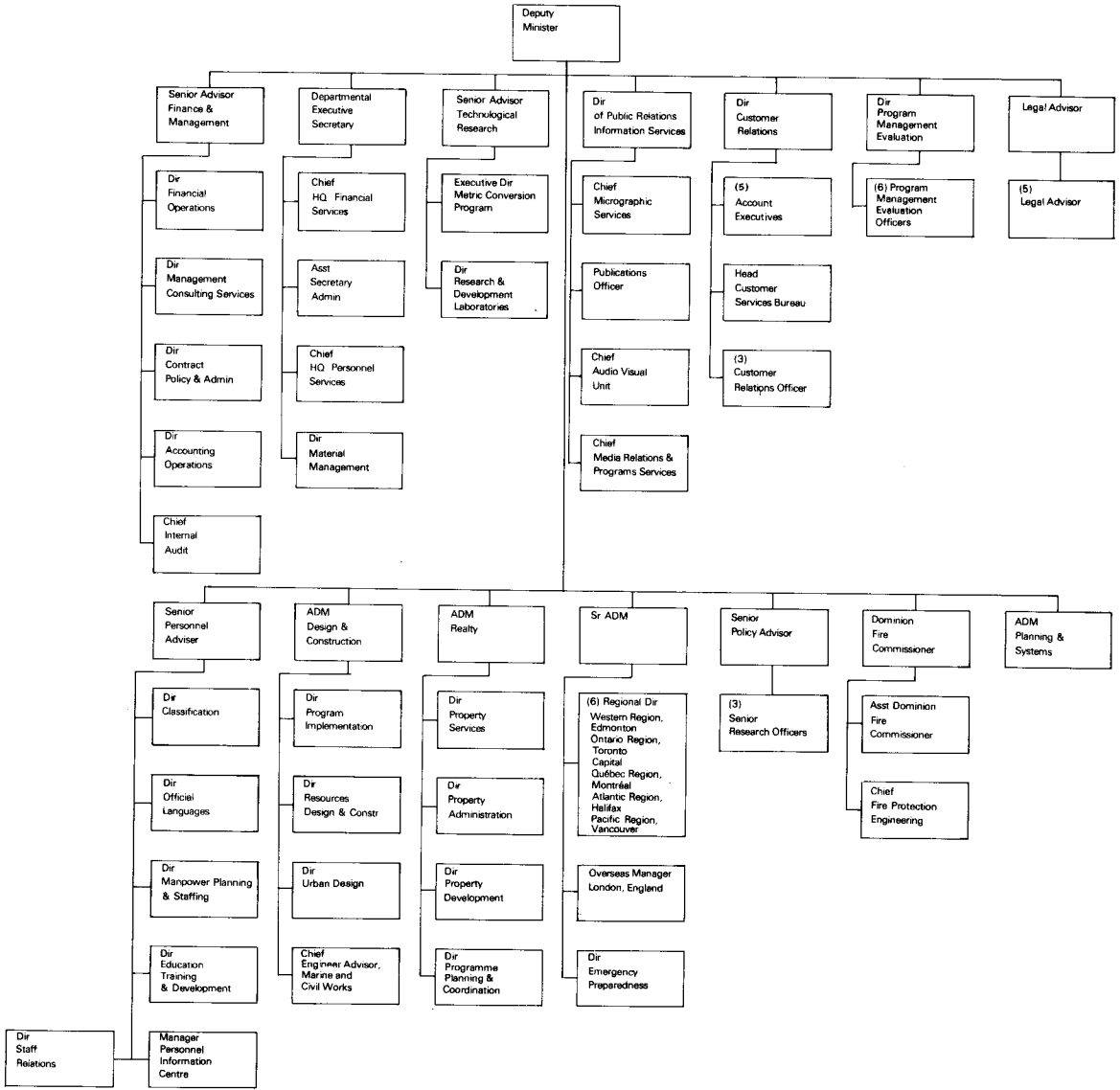
### **Pay Research Bureau**

6215 With the introduction of collective bargaining into the Public Service, the Bureau, which was established in 1957 as a branch of the then Civil Service Commission, was transferred to the administrative jurisdiction of the Public Service Staff Relations Board.

The Bureau undertakes objective and impartial research to obtain information on rates of pay, employee earnings, conditions of employment, and related practices prevailing both inside and outside the Public Service, to meet the needs of the parties to collective bargaining in the Public Service, or of the employers in the case of occupational groups excluded from collective bargaining or for which no bargaining agent is certified. The Bureau may also produce other related statistical data as required by the chairman of the Public Service Staff Relations Board.

# Department of Public Works 6300

T B S Chart 1 Oct 1974





## Head Office

Sir Charles Tupper Building  
Confederation Heights  
Ottawa, Ontario  
K1A 0M2

## Minister

The Hon. Charles Mills Drury, P.C., M.P.

## Principal Officers

Deputy Minister ..... J. A. MacDonald  
Senior Assistant Deputy Minister ..... G. B. Williams  
Assistant Deputy Ministers  
(Design and Construction) ..... L. A. Deschamps  
(Realty) ..... A. J. Perrier

## Historical Background

The Department of Public Works was established in 1867 by an *Act respecting the Public Works of Canada* (SC 1867-68 c. 12). Before that time, public works were carried on in the Province of Canada by the Commissioner of Public Works who controlled canals, works in navigable waters, harbours, lighthouses, beacons and buoys, slides and booms, roads and bridges, public buildings and provincial vessels. 6302

## Overall Responsibilities

Under the *Public Works Act* (RSC 1970 c. P-38), the department is responsible for the management and direction of the public works of Canada except as specifically provided for in other statutes. This includes responsibility for the construction and maintenance of public buildings, acquiring leased accommodation for public use, construction and maintenance of wharves, piers, roads, bridges, and improvement of harbours and navigable channels. 6310

Under the *Federal Expropriation Act 1970*, the department also administers the expropriation activities for the federal government, and the central real property inventory for the Treasury Board and federal departments and agencies. 6325

## Organization and Programs

The departmental headquarters is divided into a number of areas of activity. 6340

## Design and Construction

The primary function of this area is the development of design criteria and standards for all buildings and engineering works with which the department is concerned. These professional, technical and material resources are made available to project managers in the regions. 6355

## Realty

The Property Administration, Property Services, and Property Development Branches administer the governments real property portfolio of approximately \$20 billion, as well as yearly capital additions in excess of \$200 million, and operating and maintenance costs approximating \$180 million. 6370

\*text effective October 1974; names updated to January 1975

## Program Planning and Coordination Branch

6385 This branch is responsible to the realty and design and construction areas, and is charged with developing longer-term accommodation plans and overseeing project development until approval has been given to proceed with project implementation.

## Other Services

6415 Staff and support services are provided by the following directorates: Program Management Evaluation, the Personnel Adviser's, Finance and Management Adviser's, and Policy Adviser's Branches. There is a Program Management Evaluation Directorate, a Customer Relations Branch, a Public Relations Branch, and the Research and Technology Branch.

## Dominion Fire Commission

6430 The Commission administers the government property fire prevention regulations, and ensures that all departments and agencies (except the Department of National Defence) comply with minimum fire safety requirements. Standards are published to assist those responsible for design, construction, and maintenance of government property.

## Regional Offices

6445 The department operates in six regional areas:  
Pacific region—Vancouver, B.C.  
Western region—Edmonton, Alta.  
Ontario region—Toronto, Ont.  
Capital region—Ottawa, Ont.  
Québec region—Montréal, Qué.  
Atlantic region—Halifax, N.S.

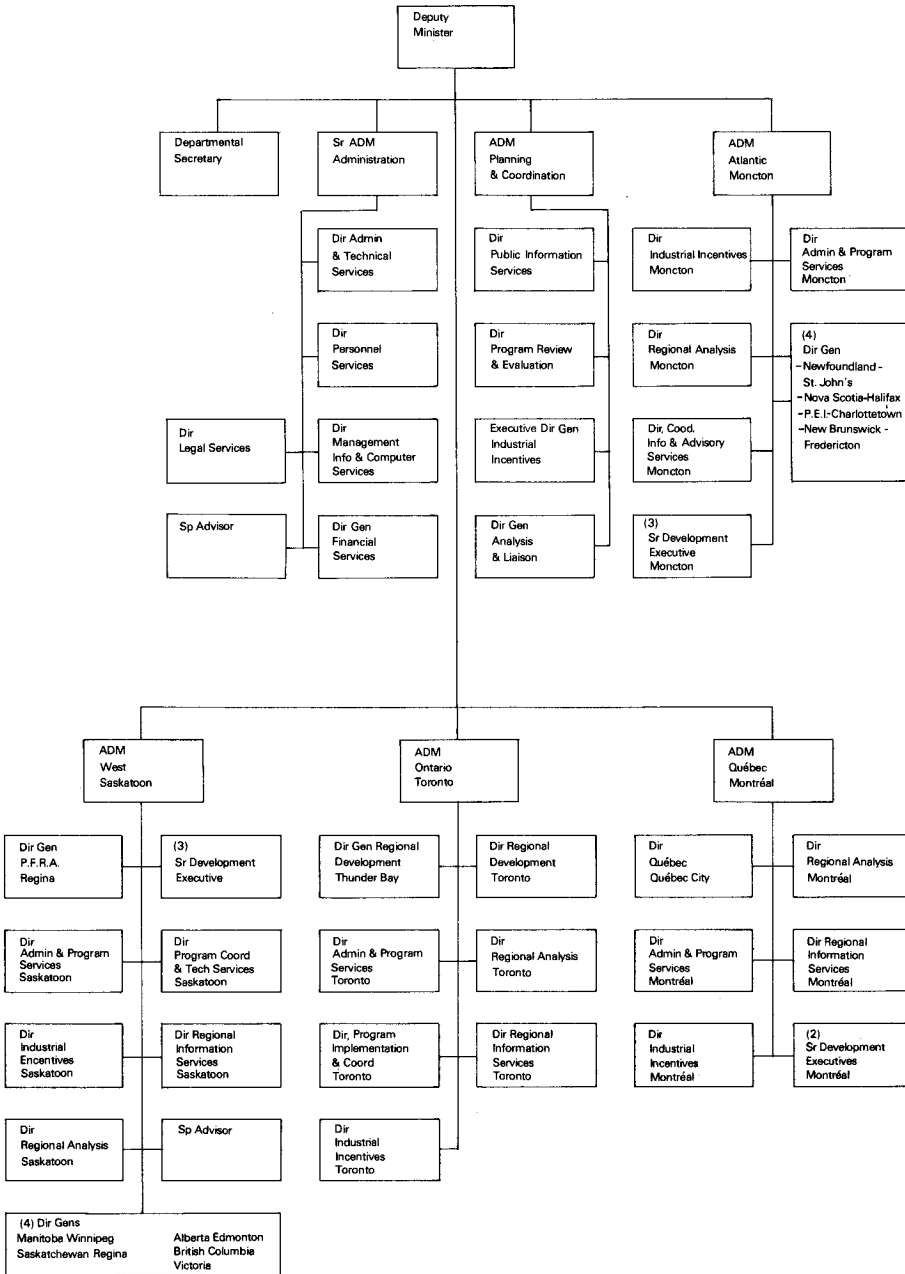
## Statutes

6460 The Minister is responsible for the administration of the following statutes:

*Dry Docks Subsidies Act* (RSC 1970 c. D-9)  
*Expropriation Act* (RSC 1970 c. 16, 1st supp.)  
*Government Harbours and Piers Act* (RSC 1970 c. G-9, sec. 5)  
*Government Property Traffic Act* (RSC 1970 c. G-10)  
*Government Works Tolls Act* (RSC 1970 c. G-13)  
*Kingsmere Park Act* (RSC 1952 c. 161, in part)  
*Laurier House Act* (RSC 1952 c. 163)  
*Prime Minister's Residence Act* (RSC 1970 c. P-20)  
*Public Works Act* (RSC 1970 c. P-38)  
*Trans-Canada Highway Act* (RSC 1970 c. T-12)

# Department of Regional Economic Expansion 6500

TB S Chart 1 Oct 1974



## Head Office

Sir Guy Carleton Building  
161 Laurier Avenue West  
Ottawa, Ontario  
K1A 0M4

## Minister

The Hon. D. C. Jamieson, P.C., M.P.

## Principal Officers

Deputy Minister .....	J. D. Love
Assistant Deputy Ministers	
(Administration [Senior ADM]) .....	J. P. Francis
(Planning and Coordination) .....	Mark Daniels
(Atlantic) .....	Don McPhail
(Québec) .....	Robert C. Montreuil
(Ontario) .....	Ronald R. McIntyre
(Western) .....	John MacNaught (acting)
Directors General	
(Financial Services) .....	D. W. Franklin
(Developmental Analysis and Liaison) .....	N. G. Mulder
(Industrial Incentive) .....	E. W. Oliver (acting)
(Program Evaluation and Review) .....	(vacant)
Directors	
(Personnel) .....	D. J. Lindley
(Legal Services) .....	H. Hagen
(Information) .....	Mrs. Carol Racine

## Historical Background

The Department of Regional Economic Expansion (DREE), created by the *Government Organization Act* (SC 1969 c. 28, now the *Department of Regional Economic Expansion Act* RSC 1970 c. R-4) came into existence in April 1969. 6502

## Overall Responsibilities

The department is responsible for matters relating to economic expansion and social adjustment in areas requiring special measures to improve opportunities for productive employment and access to those opportunities. 6504

The department has the authority to prepare and implement, in cooperation with provincial governments and other federal agencies, development plans and programs designed to meet the special needs of areas where the growth of employment and income lags behind other parts of Canada. The department plays a role in setting goals, formulating plans, implementing projects, and in evaluating and controlling operations. 6508

## Organization and Programs

As a result of decentralization, the department is able to respond more quickly and efficiently to local, regional, and provincial needs as they arise and to achieve 6570

a greater degree of coordination with the provincial governments in the recognition of and response to developmental opportunities.

6590 Each of the four regional offices-Moncton (Atlantic), Montréal (Québec), Toronto (Ontario), and Saskatoon (Western)-is controlled by an Assistant Deputy Minister with wide discretionary powers to plan, organize and implement programs within the framework established under General Development Agreements with nine provincial governments. (Prince Edward Island operates under its own 15-year development plan signed in 1969.)

Two headquarters divisions-Administration, and Planning and Coordination provide support and professional services to the field operations, and the Deputy Minister's own office provides the necessary control and liaison with the Minister.

6610 The Minister in turn receives advice from three advisory bodies: the Regional Development Incentives Board, the Atlantic Development Council, and the Canadian Council on Rural Development.

6630 The four regional offices are alike in structure, each having branches for Regional Development, Regional Analysis, Incentives Administration, Program Coordination and Technical Services, and Administration and Program Services. In addition each regional office has provincial offices under Director Generals for the relevant provinces. The exception to this is Ontario where the combined regional and provincial office is in Toronto and the branch office in Thunder Bay. The Western Region also has under its jurisdiction the headquarters of the Prairie Farm Rehabilitation Administration (PFRA) in Regina under a Director General.

### Canadian Council on Rural Development

6660 Executive Director ..... G. Steele

The Council was established under the *Agricultural and Rural Development Act (ARDA)*. As a consultative body to the Minister, the Council advises on rural development objectives, policies, and programs. It is composed of representatives of private organizations which are concerned with rural problems and prospects.

### Atlantic Development Council

6680 Executive Director ..... Jim Miller

The Council, established under section 11 of the DREE Act, provides an advisory service to the department. The Council consists of 11 members appointed by the federal government in consultation with the governments of the Atlantic Provinces. It advises the Minister on plans and programs for social and economic development and their impact on the region. This office is located in St. John's, Nfld.

### 6695 Regional Offices

#### (Atlantic Region)

P.O. Box 1210  
Assomption Place, 14th floor  
770 Main Street  
Moncton, New Brunswick  
E1C 8P9

#### (Québec Region)

P.O. Box 247  
Stock Exchange Tower, 37th floor  
800 Victoria Square  
Montréal, Québec  
H4Z 1E8

#### (Ontario Region)

Niagara Building, 6th floor  
1300 Yonge Street  
Toronto, Ontario  
M4T 1X3

#### (Western Region)

Union Hall, 3rd floor  
416-21st Street East  
Saskatoon, Saskatchewan  
S7K 0E9

## Branch Offices

P.O. Box 5199  
Ashley Building  
Peet Street  
St. John's, Newfoundland  
A1C 5V5

Centennial Building, 5th floor  
1645 Granville Street  
Halifax, Nova Scotia  
B3J 1X3

P.O. Box 1115  
97 Queen Street  
Charlottetown, P.E.I.  
C1A 7M8

P.O. Box 578  
Armstrong Building  
590 Brunswick Street  
Fredericton, New Brunswick  
E3B 5A6

220 Grande Allée East  
Suite 820  
Québec City, Quebec  
G1R 2J1

P.O. Box 3348, Station "P"  
Court Holding Building  
233 South Court Street  
Thunder Bay, Ontario  
P7B 2W6

P.O. Box 981  
400-3 Lakeview Building  
185 Carlton Street  
Winnipeg, Manitoba  
R3C 2V2

204 Towne Square  
1919 Rose Street  
Regina, Saskatchewan  
S4P 3P1

Financial Building  
9th floor  
10621-100th Avenue  
Edmonton, Alberta  
T5J 0B3

Bank of Commerce Building, room 414  
1175 Douglas Street  
Victoria, British Columbia  
V8W 2E1

## Statutes

The Minister is responsible for the administration of the following statutes:

6697

*Agricultural and Rural Development Act (ARDA)* (RSC 1970 c. A-4)  
*Atlantic Provinces Power Development Act* (RSC 1970 c. A-17)  
*Cape Breton Development Corporation Act* (RSC 1970 c. C-13) as amended  
*Department of Regional Economic Expansion Act* (RSC 1970 c. R-4)  
*Fund for Rural Economic Development Act* (SC 1966-67 cc. 41, 80) as amended  
*Prairie Farm Rehabilitation Act* (RSC 1970 c. P-17)  
*Regional Development Incentives Act* (RSC 1970 c. R-3) as amended

## Other Agencies

The Minister also reports to Parliament for the following agency:

6699

Cape Breton Development Corporation (see para 6700)

## Head Office

P.O. Box 1330  
Sydney, Nova Scotia  
B1P 6K3  
Telephone: 902-539-6300

## Minister Designated

Minister of Regional Economic Expansion\*\*

## Board of Directors

Chairman, Robert Matheson, Q.C. .... Halifax, N.S.  
Directors  
President, Tom Kent ..... Sydney, N.S.  
D. W. R. Haysom ..... Sydney, N.S.  
Daniel Alexander Munroe ..... Glace Bay, N.S.  
Dr. Teresa MacNeil ..... Antigonish, N.S.  
Dr. Kenneth A. West ..... Willowdale, Ont.  
(one vacancy)

## Principal Officer

Secretary, Bruce R. McDade ..... Sydney, N.S.

## Historical Background

The Cape Breton Development Corporation (DEVCO) was established by the *Cape Breton Development Corporation Act* (SC 1967 c. 6—now RSC 1970 c. C-13). 6702

By section 31(1) of the Act, the Corporation is designated a proprietary corporation (Schedule "D") within the meaning and purpose of the *Financial Administration Act*. Except as provided in subsection 30(1), the Corporation is an agent of Her Majesty.

The corporation consists of a board of directors which comprises a chairman, president, and five directors, all appointed by the Governor-in-Council.

## Overall Responsibilities

DEVCO began in order to deal with the critical situation existing on Cape Breton Island; a situation arising from the threatened closure of the Sydney coalfields (as a result of the rising operating costs and other adverse economic factors). The people and economy of the area were almost entirely dependent upon the operation of the mines. However, the closure of the mines was imminent unless a substantial capital investment was made for the mine's rehabilitation and modernization. The Governments of Canada and Nova Scotia agreed that a proprietary corporation be formed in order to handle the problem. 6705

## Organization and Programs

Within the corporation are two divisions: Coal; Industrial Development.

### Coal Division

This division acquired the interests of the major coal producer in the Sydney coalfield with the objective of rationalizing coal production in the area. To this end it is rehabilitating and modernizing certain of the operations. 6715

\*text effective September 1973; updated to January 1975

\*\*designation never published in the Canada Gazette

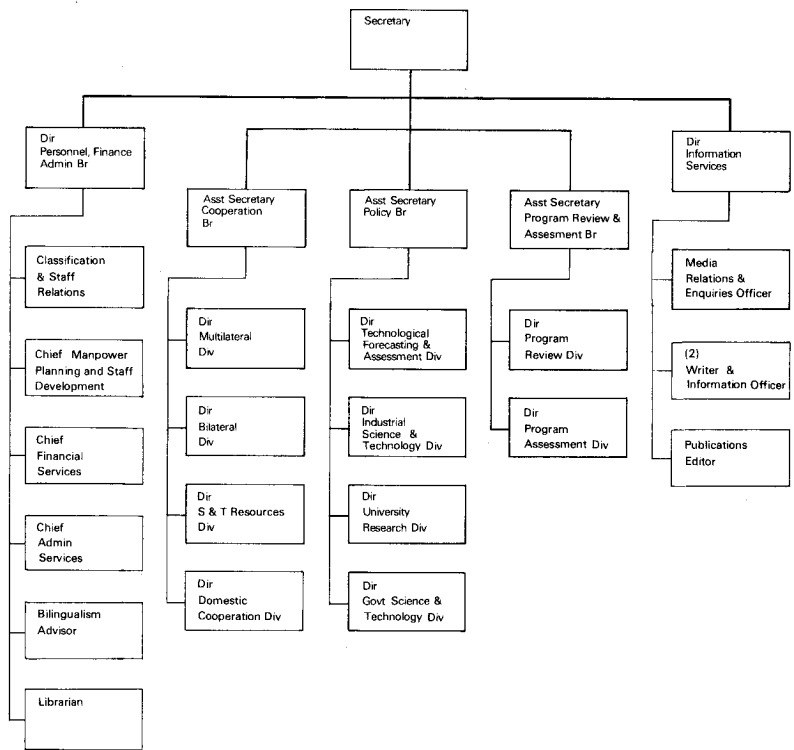
## Industrial Development Division

- 6719 The objectives of this division are to:
- (a) promote and assist the financing and developing of industry on the Island;
  - (b) provide employment outside the coal-producing industry; and
  - (c) broaden the base of the Island's economy.
- 6722 Operations include loans and loan guarantees to a variety of undertakings; equity participation in some ventures; and direct investment in activities that include tourist facilities and fish farming.



# Ministry of State for Science and Technology 6900

T B S Chart 1 Oct 1974



# Ministry of State for Science and Technology\*

6901

## Head Office

207 Queen Street  
Ottawa, Ontario  
K1A 1A1

## Minister

The Hon. Charles Mills Drury, P.C., M.P., Minister of State for Science and Technology

## Principal Officers

Secretary ..... Dr. J. Maurice LeClair  
Assistant Secretaries  
    (Policy Branch) ..... Pierre Bourgault  
    (Program Review and Assessment Branch) ..... Blair McGugan  
    (Co-operation Branch) ..... G. Y. Tremblay

## Historical Background

The Ministry of State for Science and Technology was created under the *Ministries and Ministers of State Act* (RSC 1970 c. 14 [2nd Supp]). A Proclamation establishing the Ministry was issued (SOR/71-413, 25 Aug. 1971). OIC P.C. 1971-1696 (SOR/71-408 25 Aug. 1971) designated the Ministry as a department and the Minister as the Appropriate Minister for purposes of the *Financial Administration Act*. OIC P.C. 1971-1697 transferred that part of the Privy Council Office known as the Secretariat for Science and Technology from the Prime Minister to the Minister of State for Science and Technology.

6902

## Overall Responsibilities

Its purpose is to formulate and develop policies in relation to the activities of the Government of Canada that affect the development and application of science and technology.

The objective is to assure the optimum use of science and technology in support of national objectives.

Its mandate includes the following:

6903

- (a) to formulate and develop objectives, priorities and policies for the optimum development and application of science and technology in support of national objectives;
- (b) to formulate and develop policies to achieve the most effective inter-relationships among science and technology programs and with other federal policies and programs;
- (c) to formulate and develop policies to foster the most effective co-operative relationships with respect to science and technology within Canada and internationally;
- (d) to assist departments and agencies in the formulation and development of advice to the government with regard to the optimum investment in science and technology, the most satisfactory organization of scientific activities, and the most effective participation in international scientific affairs; and
- (e) to develop methods for evaluating the effectiveness of scientific policies and programs and to promote their most efficient application.

\*effective December 1974

## Organization and Programs

6905        The Ministry is organized into three branches: Policy, Co-operation, Program Review and Assessment.

### Other Agencies

6910        For the purposes of the *Financial Administration Act* the Minister is responsible for:  
Science Council of Canada (see para 7101)

## Head Office,

Congill Building  
275 Slater Street  
Ottawa, Ontario  
K1A 0R3

## Minister

Hon. C. M. Drury, P.C., M.P.

## Principal Officers

President .....	R. D. Hiscocks
Vice-President .....	B. G. Barrow
General Manager .....	W. M. Hill
Secretary .....	F. R. Charles
Treasurer .....	W. D. Gordon

## Historical Background

Canadian Patents and Development Limited (CPDL), a Crown corporation, is a wholly-owned subsidiary of the National Research Council of Canada. It was incorporated in 1947 under Part I of the *Companies Act 1934* (SC 1934 c. 33—now the *Canada Corporations Act*, RSC 1970 c. C-32). 6952

## Overall Responsibilities

The object of CPDL is to assist in making more available to the public, through industry, the licensable products of publicly-financed and publicly or university-performed research. 6953

To this end, CPDL

- (a) examines inventions for patentability, makes filings for patents in the patent offices of various countries on those inventions which are deemed to qualify;
- (b) develops alone or jointly with others certain inventions to clarify their utility or otherwise make them more attractive to potential licensees;
- (c) promotes and licenses inventions to industry; and
- (d) collects royalties and from these provides cash awards to public servant inventors in accordance with the terms of the *Public Servants Invention Act* (if other than public servants, to their parent organizations), and defrays the costs of its operations.

The *Public Servants Inventions Act* empowers ministers to transfer to CPDL the administration and control of inventions arising within their departments and agencies. Under this arrangement, CPDL receives the disclosure of inventions from federal government departments and agencies. In addition, CPDL has agreements with all the larger Canadian universities, certain private institutions, several provincial research organizations, and a number of proprietary corporations of the federal government, to handle their inventions. 6954

The corporation's board of directors is composed of members from industry, universities, and the federal government 6955

The CPLD produces a bi-annual catalogue which provides detailed information on all inventions listed and available for licensing.

\*text effective January 1975

**Head Office**

Montreal Road  
Ottawa, Ontario  
K1A 0R6

**Minister Designated**

The Hon. C. M. Drury, P.C., M.P. \*\*

**Officers and Council Members**

President, W. G. Schneider

- A. N. Bourns ..... Hamilton, Ont.
- G. G. Cloutier ..... Varennes, Qué.
- W. A. Cumming ..... (NRC, Ottawa)
- C. A. Dagenais ..... Montréal, Qué.
- T. Gouin-Décarie ..... Montréal, Qué.
- L. M. Dickie ..... Halifax, N.S.
- J. S. Dupré ..... Toronto, Ont.
- R. Fafard ..... Shippegan, N.B.
- B. A. Gingras ..... (NRC, Ottawa)
- P. Grenier ..... Québec City, Qué.
- R. R. Haering ..... Vancouver, B.C.
- J. N. Ham ..... Toronto, Ont.
- R. D. Hiscocks ..... (NRC, Ottawa)
- J. D. Keys ..... (NRC, Ottawa)
- J. S. MacDonald ..... Vancouver, B.C.
- V. N. Mackiw ..... Toronto, Ont.
- D. D. Munro ..... Pine Falls, Man.
- P. N. Nikiforuk ..... Saskatoon, Sask.
- M. E. Spencer ..... Edmonton, Alta.
- J. C. R. Warren ..... Guelph, Ont.
- B. D. Leddy ..... (Secretary of the Council, NRC, Ottawa)

**Associates**

- G. M. Brown ..... (President, Medical Research Council, Ottawa)
- F. A. Milligan ..... (Canada Council, Ottawa)
- D. G. Stephenson ..... (NRC, Ottawa)
- F. R. Thurston ..... (NRC, Ottawa)

6977

**Principal Officers**

- President ..... W. G. Schneider
- Vice-Presidents
- (Industrial Research Program) ..... R. D. Hiscocks
- (University Grants and Scholarships) ..... B. A. Gingras
- (Operations) ..... W. A. Cumming
- (Program) ..... J. D. Keys

6978

**Historical Background**

The National Research Council (NRC), established in 1916 (*National Research Council Act* RSC 1970 c. M-14), has the broad mandate for scientific and industrial research in Canada.

6980

\*text effective October 1974; names updated to January 1975

\*\*for the purposes of the *National Research Council Act* (OIC P.C. 1966-1143, 17 June 1966)

The NRC is designated as a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*. The NRC is an agent of Her Majesty.

### Overall Responsibilities

6982 The Act assigns to NRC, but does not limit NRC (as a federal government engineering and scientific research agency) to the following functions:

- (a) to initiate and conduct research in the natural sciences and technology for the economic and social benefit of Canadians; and
- (b) to provide an independent, versatile, broadly based source of expertise, available to assist in the achievement of national objectives.

### Organization and Programs

6984 The Act provides for a council consisting of a president, three vice-presidents, and 17 other members who are appointed by the Governor-in-Council. The 17 members are chosen from all regions of Canada and are drawn from such sectors as universities and industry with an attempt to achieve a broad base of advice.

The NRC operates in the following three areas: National Research Laboratories; University Grants and Scholarships, and Scientific and Technical Information Dissemination.

### National Research Laboratories

6986 The Laboratories provide a national foundation upon which to build for the creation, application, and use of knowledge derived from the natural sciences and engineering. The following is a program description.

- (a) basic and exploratory research in the natural sciences and engineering—development of engineering fundamentals; acquisition of new engineering technologies; discovery of new applications for engineering technologies; development of scientific competence; acquisition of new scientific knowledge; discovery of new applications of science;
- (b) research on long-term problems of national concern—application of engineering and scientific expertise to the solution of long-term problems of national concern such as transportation, energy, food, building and construction;
- (c) research in direct support of industrial innovation and development—performance and promotion of exploratory and applied research in selected areas for the advancement of technology required for Canadian industrial development through effective methods of technology transfer, financial assistance and selected co-operative projects on processes, systems, materials, and products, to strengthen the research, development and innovative capacity of industry in Canada;
- (d) research to provide technological support of social objectives—application of scientific and engineering expertise in support of national objectives such as law, safety, environmental quality, health and quality of Canadian life.
- (e) national facilities—provision and management of common purpose; national research and development facilities as a service to industry, governments, and universities;
- (f) research and services related to standards—research in the field of primary physical standards and provision of services in support of national and international standards activities; and
- (g) administration—administrative support including financial and personnel services for this and other programs of the Council.

The laboratories are organized into the following divisions: Biological Sciences, Building Research, Chemistry, Mechanical Engineering, Radio and Electrical Engi-

neering, National Aeronautical Establishment, Physics; on the following institutes; Herzberg Institute of Astrophysics, the Atlantic Regional Laboratory in Halifax, and the Prairie Regional Laboratory in Saskatoon.

## University Grants and Scholarships

This area promotes and supports the development and maintenance of research and the provision of highly qualified manpower in the natural sciences and engineering. The following is a description of the program.

6988

- (a) peer adjudicated grants—grants for research expenses and equipment costs awarded to selected individuals and groups on the basis of peer adjudication;
- (b) developmental grants—grants negotiated with individuals, groups (including multidisciplinary groups) and institutions for major research installations, research programs, special research projects, and regional development of research capability, to meet needs or opportunities to contribute to the resolution of problems related to scientific, economic, and resource development;
- (c) highly qualified manpower training and development—scholarships and fellowships awarded in national competitions to graduate students, postdoctorate fellows and senior scientists and engineers in universities and Canadian industry, for advanced study or research and professional development, tenable in universities, industrial firms and other institutions in Canada and abroad;
- (d) national and international activities—grants to support national and international scientific and engineering conferences and studies, the exchange of scientists and engineers, and selected activities of scientific and learned institutions; and
- (e) administration—administrative support services.

## Scientific and Technical Information Dissemination

This area facilitates the use of scientific and technical information by the government and people of Canada. The following is a program description.

6990

- (a) information services—operation and support of services to provide for the collection, storage, retrieval, analysis, and transfer of scientific and technical information; support for the publication of journals of research in engineering and science;
- (b) network implementation—implementation and maintenance of a Canadian network of scientific and technical information services and a referral service network including the establishment of links with other national and international networks and services;
- (c) research and development—research into the requirements for collection, storage, retrieval, analysis, and transfer of scientific and technical information; improvement of these and other related processes and development of new processes to meet the demonstrable needs of the users; development of standards, procedures, and processes for inter-system exchanges of scientific and technical information through participation and agreement with other national and international organizations.

## Head Office

Kent-Albert Building  
150 Kent Street  
Ottawa, Ontario  
K1P 5P4

## Minister Designated

Minister of State for Science and Technology

## Members of the Council

Chairman, Dr. Roger Gaudry ..... Montréal, Qué.  
Vice-Chairman, A. E. Pallister ..... Calgary, Alta.

## Other Members

Dr. David V. Bates ..... Vancouver, B.C.  
Dr. A. A. Bruneau ..... St. John's, Nfld.  
A. C. Cagney ..... Dartmouth, N.S.  
A. J. Coleman ..... Kingston, Ont.  
Dr. Lionel Cox ..... Vancouver, B.C.  
Dr. H. E. Duckworth ..... Winnipeg, Man.  
Miss S. O. Fedoruk ..... Saskatoon, Sask.  
Dr. G. Filteau ..... Québec, Qué.  
R. Fortier ..... Montréal, Qué.  
Dr. M. Franklin ..... Fredericton, N.B.  
Dr. Ursula Franklin ..... Toronto, Ont.  
Dr. W. H. Gauvin ..... Pointe Claire, Qué.  
L. Hynes ..... Montréal, Qué.  
T. Ran Ide ..... Toronto, Ont.  
Dr. P. A. Larkin ..... Vancouver, B.C.  
R. F. Lewarne ..... Toronto, Ont.  
J. A. Pollock ..... Kitchener, Ont.  
L. C. Secord ..... Toronto, Ont.  
Fernand Seguin ..... Saint-Charles-sur-le-Richelieu, Qué.  
J. J. Shepherd ..... Ottawa, Ont.  
Maurice Tremblay ..... Québec, Qué.  
Dr. Muriel Vogel-Sprott ..... Waterloo, Ont.  
Dr. B. T. Wigdor ..... Montréal, Qué.

## Historical Background

The Science Council of Canada was established under the *Science Council of Canada Act* (SC 1966 c. 19—now RSC 1970 c. S5). The Council is designated a Departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1969-1222, 17 Jun 1969). OIC P.C. 1971-1702, 12 Aug 1971 designated the Minister of State for Science and Technology as the Appropriate Minister for the purposes of the Science Council Act. The Council is an agent of Her Majesty.

7102

## Overall Responsibilities

It is the duty of the Council to assess in a comprehensive manner Canada's scientific and technological resources, requirements and potentialities and to make

7103

\*text effective October, 1973; updated to December 1974



recommendations thereon to the Minister; and in particular to give consideration to, and make reports and recommendations to the Minister on:

- (a) the adequacy of the scientific and technological research and development being carried on in Canada;
- (b) the priorities that should be assigned in Canada to specific areas of scientific and technological research;
- (c) the effective development and utilization of scientific and technological manpower in Canada;
- (d) long term planning for scientific and technological research and development in Canada;
- (e) the factors involved in Canada's participation in international scientific or technological affairs;
- (f) the responsibilities of departments and agencies of the Government of Canada, in relation to those of universities, private companies and other organizations, in furthering science and technology in Canada;
- (g) the statistical and other information on scientific and technological research and development that should be obtained in order to provide a proper basis for the formulation of government policy in relation to science and technology in in Canada; and
- (h) the best means of developing and maintaining cooperation and the exchange of information between the Council and other public or private organizations concerned with the scientific, technological, economic or social aspects of life in Canada.

## **Organization and Programs**

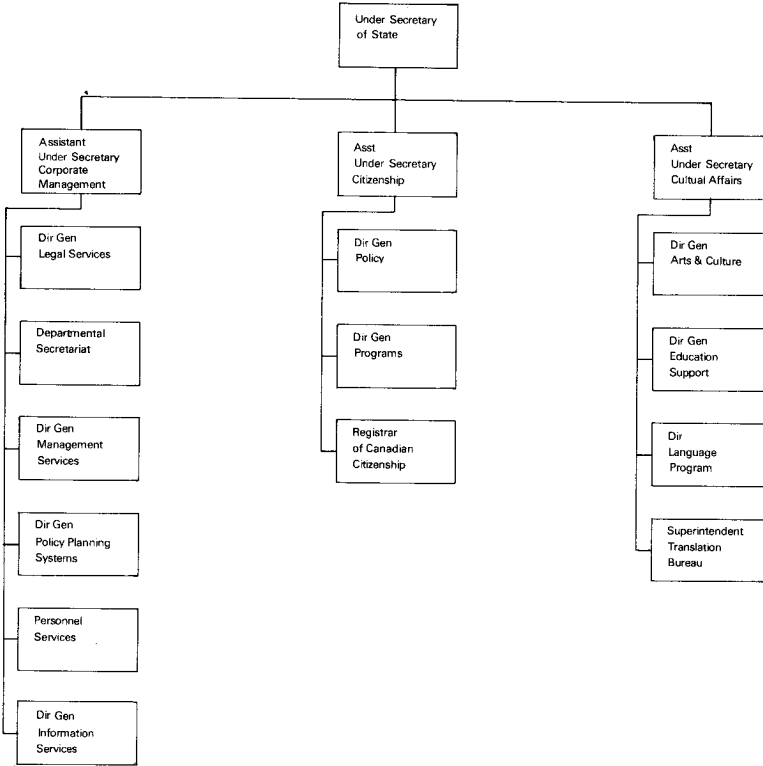
7105        The Council conducts on its own initiative or, if directed to do so by the Minister, such studies, inquiries and other undertakings with respect to any matter relating to its duties, and reports to, advises or makes recommendations to the Minister as circumstances require.

          The Council is required to submit to the Minister a report of its operations for each fiscal year. This report is laid before Parliament. In addition, the council may publish such studies and reports prepared for its use as it sees fit.

7107        The Council consists of 25 members and four associate members appointed by the Governor-in-Council, and is supported by a small professional and administrative staff.

# Department of the Secretary of State 7200

T B S Chart 1 Oct 1974



**Head Office**

Lord Elgin Plaza  
66 Slater Street  
Ottawa, Ontario  
K1A 0M5

**Minister**

The Hon. Hugh Faulkner, P.C., M.P.

**Principal Officers**

Under Secretary of State .....	Jean Boucher
Assistant Under Secretaries of State	
(Citizenship) .....	André Renaud
(Cultural Affairs) .....	Peter M. Roberts
(Corporate Management) .....	Gerald T. Rayner

**Historical Background**

The Department of the Secretary of State, one of the oldest in the federal government, was established by an Act of Parliament in the first legislature after Confederation (SC 1867-68 c. 42). Thereafter the department became the official channel of communication between the Dominion of Canada and the Imperial Government, and the official repository of state records. The department also was given responsibility for the management of Indian affairs and Crown lands.\*\*\* The Secretary of State was the Registrar-General of Canada.\*\*\*\* 7202

Among its diverse areas of responsibility have been: state correspondence with the provinces, the Royal North West Mounted Police (now the Royal Canadian Mounted Police), the Civil Service (now the Public Service), general elections, boards of trade and trade unions, trade marks and design, patents and copyrights, and government printing and stationery. 7203

Other responsibilities and incidental duties came under the *Canada Temperance Act*, the *Canada Medical Act*, the *Canada Evidence Act*, and the *Criminal Code*. 7204

**Overall Responsibilities**

The department has had a continuing responsibility for state and ceremonial and special occasions, and for naturalization and citizenship (except during the existence of the Department of Citizenship and Immigration from 1950-66). 7205

At present the department is responsible for: 7207

- (a) granting Canadian citizenship;
- (b) promoting the acquisition of citizenship;
- (c) encouraging and assisting Canadians and particularly native peoples to participate in volunteer action groups;
- (d) supporting human rights and freedoms;
- (e) assisting French and English language minority groups in cultural development;
- (f) helping ethno-cultural groups to preserve their cultural heritage and develop mutual understanding;
- (g) promoting Canadian identity and unity;

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\*text effective October 1974  
 \*\*see para 7265 for write-up  
 \*\*\*both of these duties were transferred in 1873 with the creation of the Department of the Interior  
 \*\*\*\*this responsibility is now that of Consumer and Corporate Affairs (see para 1100)

- 7207 (cont'd) (h) developing, in collaboration with the federal cultural agencies\*, a national cultural policy;
- 7209 (i) planning and organizing national public ceremonies;
- (j) establishing rules for and providing advice on matters of precedence and protocol;
- (k) ensuring the equality of status of Canada's two official languages outside the Public Service;
- (l) coordinating federal policies in the field of education support and research in the educational institutions of Canada; and
- (m) providing translation and simultaneous interpretation services to the federal government and its agencies.

## **Organization and Programs**

7210 The department is composed of the following sections: Citizenship; Cultural Affairs; Corporate Management.

### **Citizenship**

7215 This sector promotes and assists the development of effective Canadian citizenship by:

- (a) encouraging Canadians and landed immigrants to exercise their rights and to discharge their responsibilities as members of a democratic and pluralistic society; and
- (b) improving opportunities for people in Canada to share skills essential to citizen participation.

Citizenship also coordinates the formulation and development of national strategies and policies affecting citizenship through the following areas.

#### **Citizenship Registration**

7225 This area provides facilities for the granting of Canadian citizenship and for all matters pertaining to citizenship including its proof, retention, resumption, renunciation and revocation in accordance with the *Citizenship Act*.

#### **Citizenship Promotion**

7235 This area advances the concept of Canadian citizenship in all its aspects, from the formal and legal process of naturalization, to the strengthening of cultural bonds and collective values in Canadian society.

#### **Group Understanding and Human Rights**

7245 This area provides voluntary organizations with support for educational programs and projects to encourage the recognition of, and respect for, group differences and human rights and freedoms. It also provides technical services and advice to other federal and provincial agencies.

#### **Citizenship Participation**

7255 This area is composed of Voluntarism and Native Participation.

#### **Voluntarism**

This sector provides financial support and advisory services to voluntary agencies in order to encourage citizens to participate in the decision-making. It promotes the full and active participation of youth in Canadian society through their

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\*ed note: interpreted by the department as being those agencies which are the responsibility of the Minister.

involvement in personal, community, and national development. Through contributions to the provinces, the program helps immigrants to learn at least one of Canada's official languages and encourages immigrants to participate in Canadian society.

### **Native Participation**

This sector provides resources to native people in order to help them identify their needs, and achieve their full potential as Canadians.

### **Multiculturalism**

This area promotes the development of a society in which individuals and groups may have an equal opportunity to develop and express their cultural heritage, through encouragement and assistance to cultural groups. 7265

### **Official Language Minority Groups**

This area provides assistance to English and French language groups in areas where they are minorities. It also promotes better understanding between the main language groups by providing, among other things, assistance for second language learning and simultaneous interpretation. 7275

### **Canadian Identity and Unity**

This area provides funds to facilitate travel programs which are designed to promote interaction and integration within Canadian society. It also shares in the costs of educational travel under federal-provincial agreements, and departmentally-approved travel projects sponsored by voluntary agencies. 7285

### **Cultural Affairs**

This sector is composed of the: Arts and Culture Branch; Language Administration Branch; Bureau for Translations; Education Support Branch. 7290

### **Arts and Culture Branch**

This branch formulates and develops arts and culture policies for Canada and coordinates their implementation. 7300

### **Policy Development and Analysis**

This area develops, in collaboration with the federal cultural agencies\*, policies which will encourage artistic and cultural activities in Canada; fosters greater program cooperation and mutual support among agencies; advises the government on the optimum allocation of resources among the arts and culture programs within the portfolio of the Secretary of State; advises on the ratio of this allocation to the total funding of federal programs; and gathers and analyzes data needed to develop these policies and provide this advice. 7305

### **Special programs**

This area supports artistic and cultural activities which the Government may decide to carry out under special or exceptional circumstances. 7310

### **State Protocol**

This area advises on matters of state protocol and manages state ceremonies and events. 7315

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\*see footnote to para 7207(h)

## Language Administration Branch

7320

This branch is responsible for promoting the use of the two official languages outside the federal public service. The branch pursues this objective: by providing grants for research into various linguistic questions; by promoting bilingualism in the private sector; and (in cooperation with the provinces) by financially assisting second-language teaching, and teaching facilities, for official language minority groups.

## Bureau for Translations

7340

This Bureau is responsible for the translation from English to French and vice versa of parliamentary reports, documents, debates, bills, acts, proceedings, and correspondence. The Bureau provides simultaneous translation of French and English in the House of Commons and Senate, and for government departments and agencies as required. It also is responsible for the translation of material from other languages and vice versa, and for interpretation services (in connection with international visits and conferences arranged by various government departments and agencies).

## Education Support Branch

7350

This branch administers and makes adjustment payments for post-secondary education as provided for in *Part VI of the Federal-Provincial Fiscal Arrangements Act\** and its regulations. The branch also evaluates and develops policy regarding federal financial support to education including student aid, and recommends to the Minister the level and methods of such support.

## Corporate Management

7365

This sector provides centralized support services in finance; office administration; legal and information services; personnel; financial resources (budgeting, financial control, internal audit); organization and systems development and evaluation. This sector is responsible for the coordination of policy planning and research, and the inter-relationship of programs within and without the department.

## Regional Directorates

7380

Five regional directorates, administering and implementing Secretary of State programs and services across Canada, are located as follows:

Pacific Region	2nd floor 1525 West 8th Avenue Vancouver, B.C. V6J 1T5
Prairie Region	Room 201, Canadian Grain Commission Building 303 Main Street Winnipeg, Man. R3G 3G7
Ontario Region	60 St. Clair Avenue, East Toronto, Ont. M4T 1N5

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\*This Act, which covers the fiscal years ending in 1977, provides for federal transfers of fiscal resources to assist the provinces in meeting the rising costs of post-secondary education.

Québec Region                      Room 2101  
1080 côte du Beaver Hall  
Montréal, Qué.  
H2Z 1S8

Atlantic Region                      Suite 203  
Duke Street Tower  
Scotia Square  
Halifax, N.S.  
B3K 2Y5

### **Field Networks**

Two separate field networks report to the regional directorates, as follows:

- (a) 13 courts and five offices, which provide citizenship registration services; and
- (b) 18 offices which implement citizenship development and other programs.

7385

### **Statutes**

The Minister is responsible for administering the following statutes:

7390

*Broadcasting Act* (RSC 1970 c. B-11 Parts II and III)  
*Canada Council Act* (RSC 1970 c. C-2, sections 22 & 23)  
*Canada Temperance Act* (RSC 1970 c. T-5) (see para 347)  
*Canadian Citizenship Act* (RSC 1970 c. C-19) as amended  
*Canadian Film Development Corporation Act* (RSC 1970 c. C-8)  
*Centennial of Canadian Confederation Act* (SC 1960-61 c. 60) as amended  
*Company of Young Canadians Act* (RSC 1970 c. C-26)  
*Department of State Act* (RSC 1970 c. S-15)  
*Disfranchising Act* (RSC 1970 c. D-7)  
*Electoral Boundaries Readjustment Act* (RSC 1970 c. E-2)  
*Federal-Provincial Fiscal Arrangements Act* (RSC 1970 c. F-6; Part VI)  
*Laurier House Act* (RSC 1952 c. 163)  
*National Arts Centre Act* (RSC 1970 c. N-2)  
*National Film Act* (RSC 1970 c. N-7)  
*National Library Act* (RSC 1970 c. N-11)  
*National Museums Act* (RSC 1970 c. N-12)  
*Public Archives Act* (RSC 1970 c. P-27)  
*Public Service Employment Act* (RSC 1970 c. P-32)  
*Representation Commissioner Act* (RSC 1970 c. R-6)  
*Translation Bureau Act* (RSC 1970 c. T-13)

### **Other Agencies**

Under the provisions of a variety of federal laws, the Minister has administrative direction and control over the:

7395

National Film Board (see para 7700)  
National Library of Canada (see para 7750)  
Public Archives of Canada (see para 785)

\*see para 347

\*\*This consists of the Museums of: Natural Sciences; Man; Science and Technology; and the National Gallery.

## **Other Agencies (cont'd)**

7396        The Minister has some administrative responsibilities and reports to Parliament for the:

Canadian Broadcasting Corporation (see para 7550)  
Canadian Film Development Corporation (see para 7600)  
National Museums of Canada (see para 7800)  
National Arts Centre Corporation (see para 7675)  
Company of Young Canadians (see para 7650)

7397        The Minister reports to Parliament only for the:

Canada Council (see para 7500)  
Representation Commissioner (see para 390)  
Public Service Commissioner (see para 360)

7398        The Minister is responsible also for the:

Bilingual Districts Advisory Board (see para 7475)

The Minister makes appointments to the Canadian Disaster Relief Fund. He is still responsible for the dormant Centennial Commission (OIC P.C. 1964-156, 3 Feb 1964).



## Head Office

110 Argyle Street  
Ottawa, Ontario  
K2P 1B4

## Minister

Secretary of State

## Members of the Board

Chairman, Paul W. Fox.....	Toronto, Ont.
Members	
Mrs. A. W. R. Carrothers.....	Calgary, Alta.
Ms. Eleanor Duckworth.....	Halifax, N.S.
Dr. W. Harry Hickman.....	Vancouver, B.C.
Dr. Léopold Lamontagne.....	Ottawa, Ont.
Dr. William F. Mackey.....	Québec, Qué.
The Hon. Mr. Justice A. M. Monnin.....	Winnipeg, Man.
Mrs. Yvonne R. Raymond.....	Montréal, Qué.
A. Regimbal.....	Sudbury, Ont.
Adélarde Savoie.....	Moncton, N.B.

## Principal Officers

Secretary General.....	Neil M. Morrison
Associate Secretary General.....	(vacant)
Research Officer.....	Dr. Donald G. Cartwright
Assistant to the Secretary General.....	Miss Ann Good
Administrative Officer.....	Miss Pauline LeBlanc

## Historical Background

A Bilingual Districts Advisory Board is established as soon as possible following the completion of each decennial census (*Official Languages Act*, RSC 1970 c. 0-2, sec. 14[1]). The board advises the government on the boundaries of federal bilingual districts. The chairman of the board is designated in the instrument of appointment. 7477

The Governor-in-Council, pursuant to *Part I of the Inquiries Act* appoints not less than five and not more than ten persons, selected as nearly as may be representative of residents of the several provinces of principal regions as commissioners to constitute the Bilingual Districts Advisory Board. One of these persons is designated in the instrument of appointment to act as chairman of the board. The present chairman was appointed by *Order-in-Council P.C. 1970-294* dated 12 Feb. 1970. 7478

## Overall Responsibilities

One of the first duties of the board is to conduct an inquiry into and concerning the areas of Canada in which one of the official languages is spoken as a mother tongue by persons who are in the linguistic minority in those areas in respect of an official language. After holding such public hearings, if any, as it considers necessary and after consultation with the government of each of the provinces in which any such areas are located, the board must then prepare and submit to the Governor-in-Council a report setting out its findings and conclusions including its recom- 7480

\*text effective December 1973; updated to January 1975

mendations, if any, concerning the establishment of bilingual districts or the alteration of the limits of existing bilingual districts in accordance with the Act.

7482 In addition to its duties and powers under the *Inquiries Act* in respect of recommending the establishment of bilingual districts, the board may be charged by the Governor-in-Council, on behalf of the Governor-in-Council, with the negotiation of a draft agreement with the government of a province for the purpose of ensuring that, to the greatest practical extent, the limits of any area that may be established as a bilingual district under the Act will have a common boundary with any area similarly established or to be established in that province by the provincial government.

7484 In carrying out its duties, the board must consider the convenience of the public in a proposed bilingual district regarding all the federal, provincial, municipal and educational services provided therein, and where necessary, recommend to the Governor-in-Council any administrative changes in federal services in the area that it considers necessary to adapt the area to a provincial or municipal bilingual area, for the greater public convenience of the area or to further the purposes of the Act.

7486 In accordance with, and subject to, the provisions of the Act and the terms of any agreement that may be entered into by the Governor-in-Council with the government of a province, the Governor-in-Council may, from time to time, establish one or more federal bilingual districts in a province and alter the limits of previously established bilingual districts by means of proclamation.

7488 A bilingual district, established under the Act, is an area delineated by reference to the boundaries of any or all of the following: a census district established pursuant to the *Statistics Act*, a local government or school district, or a federal or provincial electoral district or region.

7490 An area (as described above) may be established as a bilingual district or be included in whole or in part within a bilingual district if:

- (a) both of the official languages are spoken as a mother tongue by persons residing in the area;
- (b) the number of persons who are in the linguistic minority in the area in respect of an official language spoken as a mother tongue is at least ten per cent of the total number of persons residing in the area.

7492 Where the number of persons in the linguistic minority in an area is less than ten per cent of the total population, the area may be established as a bilingual district if the services of governmental departments and agencies were customarily made available to residents of the area in both official languages before the Act came into force (7 September 1969).

7494 Within 15 days after the receipt by the Governor-in-Council of the report of the Bilingual District Advisory Board or, if Parliament is not then sitting, on any of the first 15 days next thereafter that Parliament is sitting, the Governor-in-Council shall cause a copy of the report to be laid before Parliament. No proclamation establishing or altering the limits of any bilingual district shall be issued under the Act until at least 90 days have elapsed from the day a copy of the report of the Advisory Board was laid before Parliament. Such proclamation shall take effect in relation to any bilingual district on such day, not later than 12 months after the issue of the proclamation, as may be fixed there in relation to that district.

7496 The Chief Statistician, and the Director of the Surveys and Mapping Branch of the Department of Energy, Mines and Resources are required to make the services and facilities of the respective offices available to the board and render all such other assistance as may be necessary for the board to discharge its duties under the Act.

**Head Office**

La Promenade Building  
151 Sparks Street  
Ottawa, Ontario.

**Mailing Address**

P.O. Box 1047  
Ottawa, Ontario  
K1P 5V8

**Minister**

Secretary of State

**Members of the Council**

President .....	(vacant)
Vice-President .....	Brian Flemming
Director .....	André Fortier
Associate Director .....	Timothy Porteous
<b>Members</b>	
Nini Baird .....	Vancouver, B.C.
Ronald J. Baker .....	Charlottetown, P.E.I.
Michel Bélanger .....	Montréal, Qué.
Jean-Charles Bonenfant .....	Québec, Qué.
John Deutsch .....	Kingston, Ont.
Guita Falardeau .....	Québec, Qué.
John W. Grace .....	Ottawa, Ont.
Bernice Holota .....	Hamilton, Ont.
Frances Hyland .....	Toronto, Ont.
Marjorie Johnston .....	Winnipeg, Man.
Gertrude Lang .....	Calgary, Alta.
Eric McLean .....	Montréal, Qué.
Mavor Moore .....	Toronto, Ont.
Paul Park .....	London, Ont.
Robert Rivard .....	Montréal, Qué.
Claude Roussel .....	Moncton, N.B.
June Russell .....	Grand Bank, Nfld.
Norman Ward .....	Saskatoon, Sask.

**Historical Background**

The Canada Council was established in 1957 under the *Canada Council Act* (now RSC 1970 c. C-2). It is an independent corporation created by the Government of Canada to "foster and promote the study and enjoyment of, and the production of works in the arts, humanities and social sciences". The Council is not an agent of Her Majesty.

7502

**Overall Responsibilities**

The council carries out its task mainly through a broad program of fellowships and grants. It also shares the responsibility for Canada's cultural relations with other countries, and administers, as a separate corporation, the Canadian Commission for UNESCO.

7505

The council sets its own policies and makes its own decisions within the terms of the *Canada Council Act*. It reports to Parliament through the Secretary of State and also appears before such parliamentary committees as the Public Accounts Committee, and the Standing Committee on Broadcasting, Film and Assistance to the Arts.

7507

\*text effective January 1974; names updated to January 1975

## Organization and Programs

7510 The council is composed of 21 members who are appointed by the Governor-in-Council. The chairman and the vice-chairman serve for terms not exceeding five years, and other members for terms of three years. The day-to-day administrative work is carried out by a permanent staff in Ottawa that is headed by a director and an associate director who also are appointed by the Governor-in-Council.

7512 In matters of policy and in the implementation of its programs, the council is assisted by two bodies of specialists: the advisory academic panel, the advisory arts panel.

7514 The council's income is derived from three sources: an annual grant of the Canadian government; the endowment fund established by Parliament when it created the Council; and private funds willed, or donated to the council. In addition, the council receives funds from the Department of External Affairs in order to administer some of Canada's cultural exchanges with foreign countries.

## Research Training

7516 In the humanities and social sciences the council supports research training through doctoral fellowships and special M.A. fellowships. For research work it provides leave and research fellowships and research grants. In order to stimulate research communication, the council assists scholarly meetings and exchanges, and the publication of learned journals and scholarly manuscripts.

## Explorations Program

7518 Under this new program, the council supports projects on Canada's cultural and historical heritage, and innovative projects which explore new forms of expression and creativity in the arts, humanities, and social sciences.

## Arts

7520 In the arts the council assists organizations in such fields as music, opera, dance, theatre, visual arts, films, writing, and publishing. The council provides assistance for professional artists through senior arts grants (formerly awards), arts grants (formerly bursaries), short term grants, travel grants, and project cost grants.

7522 In addition it has started an art bank of works by professional Canadian artists; works purchased for the bank are available on rental to government departments and agencies for display in public areas.

7524 The Touring Office was created to promote and stimulate the touring of Canadian performing artists and companies in order to assure greater access to their work by as many people as possible.

## Cultural Exchanges

7526 On behalf of the Canadian government, the council also administers several programs of cultural exchanges with foreign countries. Under one of these, scholarships and fellowships for study in Canada are awarded to nationals of France, Belgium, Switzerland, the Federal Republic of Germany, Italy, and the Netherlands.

7528 Under another program, Canadian universities and cultural institutions receive grants to bring to Canada distinguished university professors, scholars, and artists; this program applies to the above-mentioned countries and to continental Latin America.

7530 Under a special Canada-France program, travel grants are made to Canadian scholars in the humanities and social sciences wishing to conduct research in France; the recipients are paid a living allowance by the French authorities.

Under the Canadian government's newly inaugurated program of academic exchanges with the U.S.S.R., the council administers grants to Canadian universities for visiting Soviet lecturers and researchers, scholarships to Soviet graduate students and young specialists for study in Canada, and grants to Canadian researchers and lecturers in the humanities and social sciences who wish to be invited to Soviet institutions of higher learning. 7532

The Council also administers the funds of the Canadian Cultural Institute in Rome; the institute's annual income is used to provide fellowships to one or two Canadian artists or scholars wishing to work or study in Italy. 7534

### **Foreign Area Fellowship Program (US)**

The Council, in cooperation with the Foreign Area Fellowship Program (US), provides training fellowships for graduate students proceeding to a master's degree in the social sciences, with provision for research in Latin America. 7536

### **Killam Awards**

Through its program of Killam awards the council offers senior research scholarships, post-doctoral research scholarships, and I. W. Killam memorial awards in order to assist scholars of exceptional ability who are engaged in research projects of far-reaching significance. 7538

### **Other Awards**

Under its power to "make awards to persons in Canada for outstanding accomplishments in the arts, humanities and social sciences", the council annually awards the Molson prizes and finances the Governor General's Literary Awards. 7540

### **UNESCO**

As an agent of the council, the Canadian Commission for UNESCO co-ordinates UNESCO program activities abroad and administers a modest program in furtherance of UNESCO objectives. 7542

## Head Office

1500 Bronson Ave.  
Ottawa, Ontario

## Mailing Address

P.O. Box 8478  
Ottawa, Ontario  
K1G 3J5

## Minister

Secretary of State

## Board of Directors

Laurent Picard, President.....	Ottawa, Ont.
Executive Vice-President.....	(vacant)
Jean-Claude Delorme.....	Montréal, Qué.
Frank Hansen .....	Inuvik, N.W.T.
James S. Hinds.....	Sudbury, Ont.
Mary Konantz.....	Winnipeg, Man.
Fernand D. Lavergne.....	St-Boniface, Qué.
Michael Lypka.....	Hamilton, Ont.
Jack McAndrew.....	Charlottetown, P.E.I.
Yves J. Ménard.....	Montréal, Qué.
Sydney Newman.....	Montréal, Qué.
James S. Palmer.....	Calgary, Alta.
Dorothy Petrie.....	Willowdale, Ont.
Stanley Bah.....	Windsor, Ont.
Paul S. Plant.....	Vancouver, B.C.
Georgette Guay.....	Sillery, Qué.
(one vacancy)	

## Historical Background

The Canadian Broadcasting Corporation is a publicly-owned corporation established by the *Broadcasting Act* (now RSC 1970 c. B-11 Part III, sec. 34/i) to provide the national broadcasting service in Canada. Its radio and television facilities extend from Atlantic to Pacific and into the Arctic Circle.

7552

The CBC was created in 1936, replacing an earlier public broadcasting agency which was established in 1932. The regulation of all Canadian broadcasting stations, both public and private, was also a CBC function until 1958, when a separate regulatory body, the Board of Broadcast Governors, was created. The *Broadcasting Act* of 1968 reconstituted the BBG as the Canadian Radio-Television Commission, (para 1050) with licencing and regulatory authority over all Canadian stations.

The CBC is financed mainly by public funds voted annually by Parliament. Supplementary revenue is obtained from commercial advertising.

The corporation consists of a president and 15 other directors appointed by the Governor-in-Council. The President is the chief executive officer. The executive vice-president is the chief operating officer and he is appointed by the corporation on the recommendation of the president and with the approval of the Governor-in-Council.

7553

## Overall Responsibilities

The CBC operates seven major domestic services: two television networks, English and French; two AM radio networks, English and French; FM networks in

7554

\*text effective January 1975.

English and French; and a multilingual northern service (English, French, Indian, and Inuit languages).

7556 The CBC also leases channels on the world's first synchronous domestic communications satellite, Anik\*, which began operation early in 1973.

## Organization and Programs

7560 The CBC produces programs in many fields: news and public affairs, commentary, special events, documentary, drama, music, variety, children's and youth programming, school programs, adult education, sports, religion, science, and the arts. It also carries a selection of programs from other countries. The main production centre for the English networks is in Toronto, and for the French networks in Montreal, with regional centres across the country.

7565 CBC radio service is within reach of 98.7% of the Canadian population, and CBC television is available to 97.6%. Most television programming is in colour, and about 45% of Canadian households have colour sets. There are 456 outlets for the national radio service; four CBC-owned re-broadcasters; 59 CBC-owned originating stations, 290 CBC-owned low power relay transmitters, and 75 affiliated stations with their 28 re-broadcasters. In television, national service outlets total 419: 24 CBC-owned originating stations; 60 CBC-owned network relay stations; 113 CBC-owned re-broadcasting stations; one CBC-owned frontier coverage package; 36 affiliated stations with their 169 re-broadcasters and 16 private re-broadcasters carrying the full CBC service.

7575 Radio Canada International broadcasts by shortwave in 11 languages to eastern and western Europe, Africa, Australasia, Latin America, the Caribbean, and North America. It also distributes programs to foreign broadcasters by means of music and spoken-word transcriptions and special relay circuits. The CBC Armed Forces Service, in co-operation with the Department of National Defence, provides recorded and shortwave radio programs for Canadian military bases in Canada and abroad.

7585 The CBC co-operates with many other broadcasters around the world in the production and exchange of programs. It is a member of several international broadcasting organizations. In cooperation with the Canadian International Development Agency and UNESCO, CBC has sent personnel to aid foreign broadcasting organizations, and also provides training for foreign students who come to Canada to learn broadcasting.

## Foreign Offices

7590 The CBC maintains offices in London, Paris, New York, and Washington, as well as news bureaus in Moscow, the Far East, and Lima, Peru.

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\*an Inuit word meaning brother

## Head Office

Suite 2220, 800 Place Victoria  
Montréal, Qué.

## Mailing Address

P.O. Box 71  
Montréal, Qué.  
H4Z 1A8

## Minister designated

Secretary of State\*\*

## Members of the Corporation

Chairman.....	Gratien Gélinas
Members	
Mrs. Doris Anderson.....	Toronto, Ont.
Jean-Guy Fredette.....	Québec, Qué.
Mrs. Doris Shadbolt.....	Vancouver, B.C.
David P. Silcox.....	Toronto, Ont.
Miss Jacqueline Vézina.....	Montréal, Qué.
Sydney Newman, (ex officio).....	Montréal, Qué.

## Principal Officers

Executive Director.....	Michael D. Spencer
Secretary.....	(vacant)

## Historical Background

The Canadian Film Development Corporation was established by the *Canadian Film Development Corporation Act* (SC 1966-67 c. 78, now RSC 1970 c. C-8). The Corporation is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1968-252, 8 Feb. 1968; SOR/68-68). The Corporation is an agent of Her Majesty. 7602

The corporation consists of six members appointed by the Governor-in-Council plus that person holding office from-time-to-time as Government Film Commissioner; the Governor-in-Council designates which member is to serve as chairman of the corporation. 7603

## Overall Responsibilities

The objectives of the corporation are to foster and promote the development of a feature film industry in Canada, and it may, in furtherance of these objects: 7605

- (a) invest in individual feature film productions in return for a share in the proceeds from any such production; 7606
- (b) make loans to producers of individual Canadian feature film productions and charge interest thereon; 7607
- (c) make awards for outstanding accomplishments in the production of Canadian feature films; and 7608
- (d) advise and assist the producers of Canadian feature films in the distribution of such films and in the administrative functions of feature film production. 7609

In this context, a "Canadian feature film" or "Canadian feature film production" is a feature film or feature film production in respect of which the corporation has determined: 7611

- (a) that the completed film will, in the judgment of the corporation, have a significant Canadian creative, artistic and technical content, and that arrangements

\*text effective January 1975

\*\*OIC P.C. 1967-2256, 26 Nov. 1968



have been made to ensure that the copyright in the completed film will be beneficially owned by an individual resident in Canada, by a corporation incorporated under the laws of Canada or a province or by any combination of such persons; or

7612 (b) that provision has been made for the production of the film under a co-production agreement entered into between Canada and another country.

7615 The corporation is expected to consult and cooperate with departments, branches, and agencies of the Government of Canada and of the governments of the provinces having duties related to, or having aims or objects related to those of the corporation.

7618 In addition, the Minister on the recommendation of the corporation, has appointed an Advisory Group broadly representative of the professional associations, exhibitors, distributors, and unions in the Canadian film industry and other qualified persons, to advise the corporation on matters which the Minister or the corporation may refer to it. The Advisory Group consists of four independent members and one representative from each of the following associations:

American Federation of Musicians (Canada) 101 Thorncliffe Park Drive Toronto, Ont. M4H 1M2	Association professionnelle des cinéastes du Québec 3466 St. Denis St. Montréal, Qué. H2X 3L3
---	---

Association canadienne des distributeurs indépendants de films d'expression française 321 Querbes Ave. Montréal, Qué. H2V 3W1	Canadian Film Editors Guild P.O. Box 46, Station "A" Toronto, Ont. M5W 1A2
---	---

Association des producteurs de films du Québec P.O. Box 686 Station Outremont Montréal, Qué. H2V 3M9	Canadian Motion Picture Distributors Association 130 Bloor St. W. Toronto, Ont. M5G 1M5
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Association des propriétaires du cinéma du Québec, Inc. Suite 4-5 3720 Van Horne St. Montréal, Qué. H3S 1R9	Canadian Society of Cinematographers 22 Front St. W. Toronto, Ont. M5J 1C4
--	--

Association of Canadian Television and Radio Artists 105 Carlton St. Toronto, Ont. M5B 1M2	Directors Guild of Canada 22 Front St. W. Toronto, Ont. M5J 1C4
--	--

Association of Motion Picture Producers and Laboratories of Canada Suite 512 55 York St. Toronto, Ont. M3H 1H7	International Alliance of Theatrical Stage Employees (Local 873) 106 Church St. Toronto, Ont. M5C 2M4
---	---

Motion Picture Theatres  
Association of Canada  
175 Bloor St. E.  
Toronto, Ont.  
M4W 1C8

The Society of Film Makers  
P.O. Box 1118  
Place D'Armes Station  
Montréal, Qué.  
H2Y 2X3

National Association of Broadcast  
Employees and Technicians  
105 Carlton St.  
Toronto, Ont.  
M5B 1M2

Syndicat national du cinéma  
3466 St. Denis St.  
Montréal, Qué.  
H2X 3L3

Société des auteurs  
1001 St. Denis St.  
Montréal, Qué.  
H2X 3H9

Union des Artistes de Montréal  
1290 St. Denis St.  
Montréal, Qué.  
H2X 3J6

For the purposes of the Act, the corporation has a revolving fund of \$20 million that is also intended to cover the cost of administration. 7621

#### Regional Offices

The corporation has a regional office located at: 7623

111 Avenue Road  
Suite 602  
Toronto, Ontario  
M5R 3J8

## Head Office

323 Chapel Street  
Ottawa, Ontario  
K1N 7Z2

## Minister

Secretary of State

## Members of the Council

President, Marilyn Assheton-Smith ..... Edmonton, Alta.  
Members  
Richard I. Good ..... Winnipeg, Man.  
Jean-Guy Finn ..... Moncton, N.B.  
Janice Newson ..... Toronto, Ont.  
Micheline Côté ..... Montréal, Qué.  
Simon Noël ..... Ottawa, Ont.  
Claude Fontaine ..... Montréal, Qué.

## Principal Officer

Executive Director ..... Douglas Bowie

## Historical Background

The Company of Young Canadians (CYC) was established in 1966 (SC 1966 c. 36, now RSC 1970 c. C 26 as amended). The CYC is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. The CYC is an agent of Her Majesty. It is administered by a nine-member council appointed by the Governor-in-Council. The executive director who is responsible for the supervision and management of the workings of the Company is also appointed by the Governor-in-Council.

7652

## Overall Responsibilities

The Company is a collection of full-time paid volunteer\*\* workers who are involved with community groups initiating and promoting social action. The volunteers receive a living allowance from the CYC of \$425 per month if single and \$525 per month if they have dependents. They are chosen directly by the community group seeking CYC support and are responsible primarily to this reference group. Volunteers serve on projects normally for one year but may be re-engaged for a maximum of 30 months. Generally, volunteers are between the ages of 18 and 28.

7653

The CYC employs field staff in the Northwest Territories and in every province. They work within the communities assisting groups in the development of projects and in the selection and training of volunteers.

These projects deal with such diverse issues and concerns as economic development, welfare rights, agriculture, native rights, tenants rights, and education. By providing human, rather than financial resources, the CYC encourages and supports communities who are attempting to determine their own growth and future.

\* effective January 1975

\*\* meaning a person under contract to the Company

1 Confederation Square  
Ottawa, Ontario  
K1P 5W1

**Minister**

Secretary of State

**Principal Officers**

Chairman..... François Mercier, Q.C.  
Director General..... G. Hamilton Southam

**Historical Background**

The *National Arts Centre Act* (SC 1966 c. 48, now RSC 1970 c. N-2) created a corporation to administer to the National Arts Centre.\*\* The objects of the corporation are "to operate and maintain the Centre, to develop the performing arts in the National Capital region". 7678

The corporation is not an agent of Her Majesty and, except as provided in section 13, the director and the officers and employees of the corporation are not part of the public service. 7679

The corporation shall be deemed to be a charitable organization in Canada:

- (a) as described in paragraph (e) of subsection (1) of section 62 of the *Income Tax Act*, for the purposes of that Act; and
- (b) as described in subparagraph (i) of paragraph (d) of subsection (1) of section (7) of the *Estate Tax Act*, for the purposes of that Act.

**Overall Responsibilities**

The corporation is empowered by the Act to:

7680

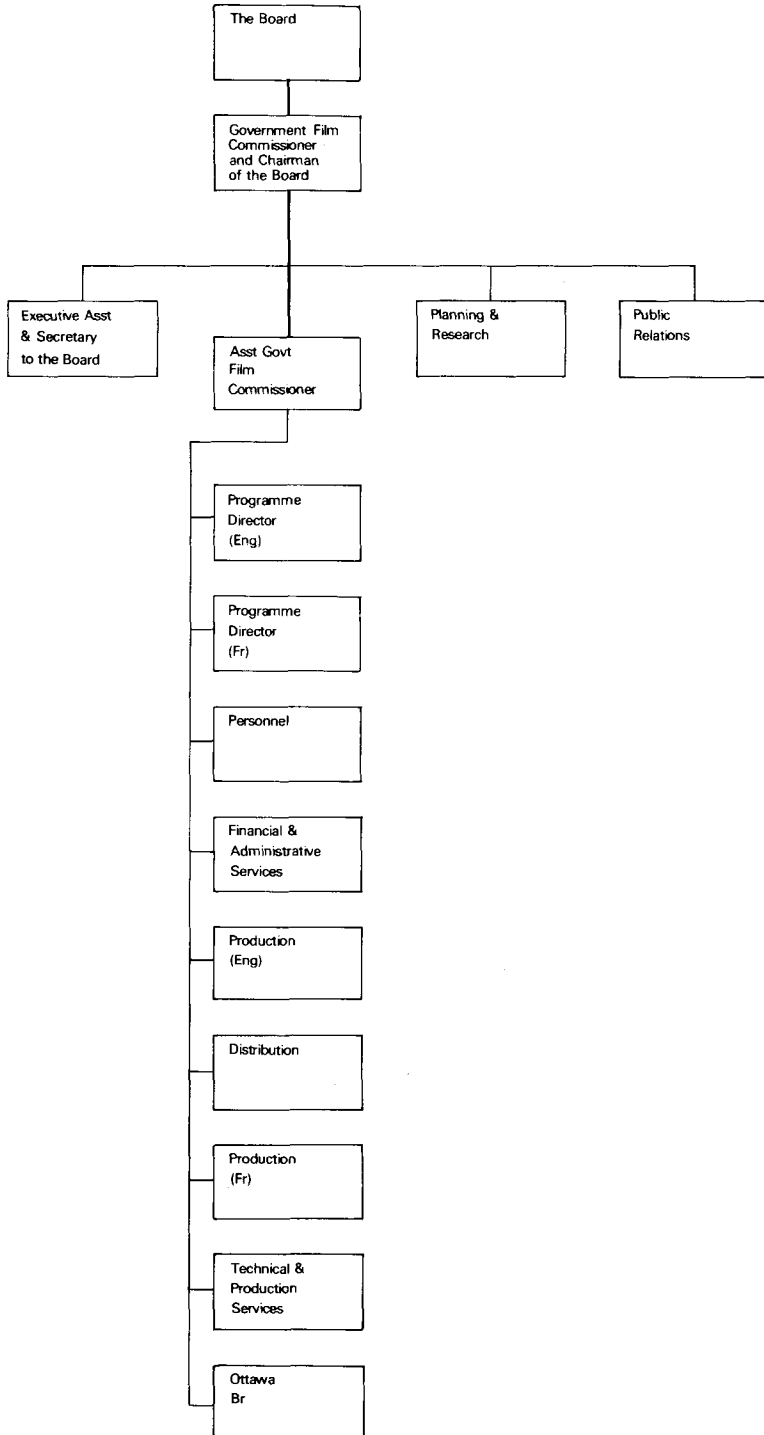
- (a) arrange for and sponsor performing arts activities at the Centre;
- (b) encourage and assist in the development of performing arts companies resident at the Centre;
- (c) arrange for or sponsor radio and television broadcasts from the Centre and the showing of films in the Centre;
- (d) provide accommodation at the Centre, on such terms and conditions as the corporation may fix, for national and local organizations whose objects include the development of the performing arts in Canada.

\*text effective October 1974

\*\*The government's decision to construct a National Arts Centre in Ottawa was announced by the Prime Minister on December 23, 1963 and the building was opened on May 31, 1969. It includes a 2300-seat opera house-concert hall, an 800-seat theatre, a 300-seat studio, a salon for state receptions and intimate recitals, a restaurant, a café, an English and a French bookshop and a 900-car garage.

# National Film Board 7700

NFB Chart - July 1973



**Head Office**

150 Kent Street  
Ottawa, Ontario  
K1A 0M9

**Operational Headquarters**

P.O. Box 6100  
Montréal, Québec  
H3C 3H5

**Minister Designated**

Secretary of State\*\*

**Board of Governors**

Sydney Newman, Government Film Commissioner  
and Chairman of the Board..... Montréal, Qué.  
A. W. Johnson (DM, [Welfare], Dept of National Health & Welfare)..... Ottawa, Ont.  
Laurent Picard..... Ottawa, Ont.  
Mrs. Roma Franko ..... Saskatoon, Sask.  
A. G. S. Griffin..... Toronto, Ont.  
D'Iberville Fortier (Assistant Under-Secretary, External Affairs)..... Ottawa, Ont.  
Donald Snowden ..... St. John's, Nfld.  
Jack Wasserman ..... Vancouver, B.C.

**Principal Officers**

Government Film Commissioner ..... Sydney Newman  
Assistant Government Film Commissioner ..... André Lamy

**Historical Background**

The National Film Board (NFB) was established by the *National Film Act* of 1939 in order to review government film activities and advise the Governor-in-Council in connection with these activities. *Orders-in-Council P.C. 3549* of June 11, and *P.C. 6047* of August 8, 1941 transferred to the board the still and motion picture production and distribution operations of the Government Motion Picture Bureau (which had functioned since 1921 under the authority of the Minister of Trade and Commerce). The Bureau, in turn, grew out of the Exhibits and Publicity Bureau established in the Department of Trade and Commerce in 1914. The 1950 *National Film Act* (now RSC 1970 c. N-7) repealed the previous Act and redefined the functions and purposes of the board.

7702

The Board is designated as a department; the Secretary of State as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1952-1903, 31 March 1952).

**Overall Responsibilities**

The Board, as now established, is authorized to initiate and promote the production and distribution of films in the national interest and, in particular, those which are designed to interpret Canada to Canadians and to other nations. The board also represents the government in its relations with persons engaged in commercial motion picture activity in connection with films for government departments and agencies. In addition, the board makes available the results of its research to persons engaged in the production of films. While the board's head office is in Ottawa, the operational headquarters was moved in 1956 to the Montreal suburb of Saint Laurent, where the administrative offices, the production studios and film laboratories are located.

7704

\*text effective January 1975

\*\*OIC P.C. 1963-678, 30 April 1963

7706 General policy of the NFB is determined by the Board of Governors, which consists of nine members. Four members, including the Government Film Commissioner (who is also chairman), are from the public service, and five are from the public at large. These nine members represent the various regions of Canada. The board meets not less than once every three months. The film commissioner is also the chief executive officer of the board.

## **Organization and Programs**

7708 For operational purposes the Board is divided into seven branches: Production (English), Production (French); Distribution; Technical and Production Services; Financial and Administrative Services; Personnel; and the Ottawa Services.

### **Production Branches**

7711 These branches produce films in both English and French, and other audio-visual materials for their own programs and for government departments. The board's programs are concerned with social, economic, cultural, and scientific developments in Canada as well as with the country's international relationships. Films are made for all channels of distribution (television, movie houses, community organizations, schools, libraries) and vary in length from one-minute to two-hour features or documentaries. Most of the films are shot on location across the country. Some are shot in the Montréal facilities and many others are produced from drawings by filmmakers of the board's animation units. An increasing number of films are now being produced through the board's regional production centres in Vancouver and Halifax. The centres, which use local talent, are designed to emphasize the character of each region.

### **Challenge for Change/Société Nouvelle**

7714 This is a major project in which the latest audio-visual techniques are utilized in order to provoke social action and change in such fields as human rights, the quality of life, poverty, and other problems of contemporary society. The project is co-sponsored by the NFB and several federal government departments. The program involves citizens in the change process, using film and videotape as social and cultural catalysts.

### **Distribution Branch**

7717 This branch distributes NFB productions by means of a diverse and all-embracing system developed over many years; a system unique on the international film scene for its versatility. Total world audience for NFB films is estimated at over 700 million. In Canada, NFB productions are seen in theatres (with bookings arranged through regular commercial channels); on national and regional television networks and individual TV stations, as well as through cable systems; by community organizations and educational institutions, through film libraries located in the board's offices, as well as through many public libraries, departments and boards of education, and provincial and university audio-visual departments.

7718 Abroad, NFB productions are seen through most of Canada's embassies and trade posts, which make films available for community groups, educational institutions and interested individuals; and via commercial distribution, handled by NFB offices abroad through contracts with television and theatrical distributors, and by sales of prints directly or through distribution companies. The branch also distributes travel films on behalf of the Canadian Government Office of Tourism in Canada and abroad. This program is designed to promote tourist travel to Canada and within Canada.

## **Media/Research Division**

This division is charged with promoting new and continuing uses of film through such activities as screen education, media studies and seminars which are held in conjunction with educational institutions and other organizations. 7720

## **Information and Promotion Division**

This division provides appropriate services in order to acquaint the public with the board's productions. This division also is responsible for the board's participation in international film festivals where NFB films have won more than 1,300 awards. 7723

## **Technical and Production Services Branch**

This branch provides technical services, personnel, and equipment for the board's operations. The branch operates the motion picture laboratory (where movies are processed from the developing of the exposed film to completed productions). It also is responsible for the sound and projection services, animation and optical photography, titling\*, camera equipment, development and maintenance, technical research, engineering, film library services (including preview, stock shot, printing materials), music and effects library, the science film unit, and the studio. 7726

## **Financial and Administrative Services Branch**

This branch is responsible for financial control including the coordination of branch budgets, establishment of accounting procedures, and maintenance of accounting records. In addition, it deals with providing space and accommodation, building planning, supply, customs, stores, communications, motor vehicle pool, foreign and domestic shipping. 7729

## **Personnel Branch**

This branch is responsible for recruiting and placement of employees, staff relations, salary administration and staff training and development. 7732

## **Ottawa Services Branch**

This branch is composed of the Sponsored Program Division, the Still Photography Division, and the Canadian Government Photo Centre. The branch provides counsel, production supervision and other services to government departments and agencies in the area of their film and audio-visual programming. It also represents the board in dealing with government departments and private film companies, and in serving on government committees. 7735

## **Sponsored Program Division**

This Division implements the National Film Board's mandate established by the *National Film Act* as the authorizing agency for the Government of Canada in all matters relating to the initiation, production (either by the NFB or by invitation to tender to the private Canadian film sector), and distribution of films and other audio-visual materials as required by federal departments and agencies as part of their programs. 7738

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\*to designate or call by a title



### **Still Photography Division**

7740 This division brings wider public awareness to the talents of Canadian photographers. The Photo Gallery in Ottawa produces major exhibitions, while groups of photographs are selected to form travelling exhibitions and are circulated to art galleries, libraries, educational institutions and other organizations in Canada. Exhibitions are also sent abroad. Audio-visual slide shows and high quality books and portfolios are other means used to present Canadians with a rich visual exposure to many aspects of the country and its people.

### **Canadian Government Photo Centre**

7743 The centre supplies the Stills Division and government departments and agencies with high quality photo printing and processing.

### **Audience Needs and Reactions Unit**

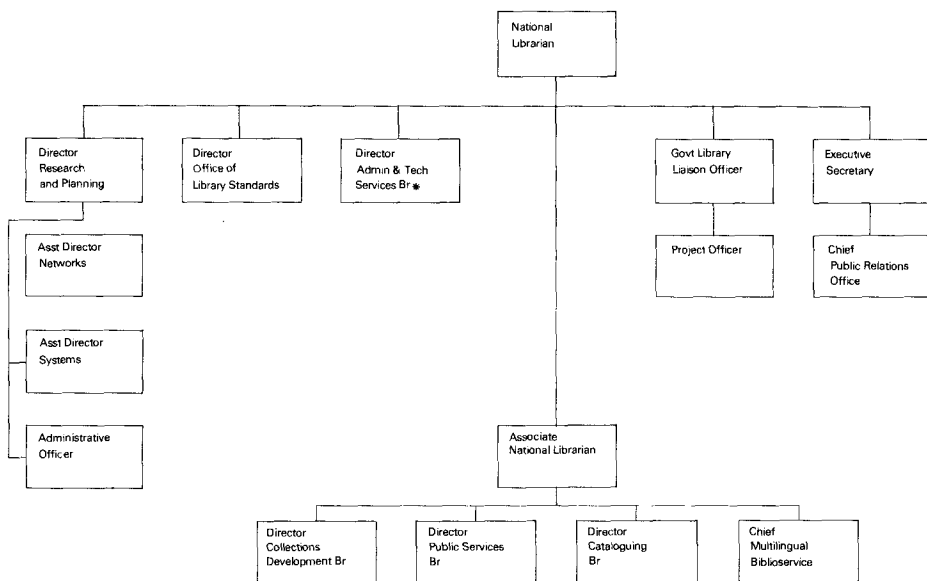
7745 A new unit has been established at NFB headquarters to help make new production and distribution priorities and policies informed and effective. Called the Audience Needs and Reactions Unit, it will focus special attention on the expressed needs and reactions of the audiences, bringing into meaningful relationship the complex and shifting patterns of national priorities, distribution performance, and audience requirements.

### **Distribution Offices**

7748 The board has distribution offices in every province of Canada and abroad in New York, Chicago, San Francisco, London, Paris, Tokyo, New Delhi, and Buenos Aires. Regional production centres have recently been opened in Vancouver, and Halifax.

# National Library of Canada 7750

TBS chart 1 October 1974



\*The branch director reports to both the National Librarian and Dominion Archivist. (see chart 7850 for organizational breakdown.)

## Head Office

National Library and Public Archives Building  
395 Wellington Street  
Ottawa, Ontario  
K1A 0N4

## Minister

Secretary of State

## Principal Officers

National Librarian ..... Dr. Guy Sylvestre  
Associate National Librarian ..... Lachlan F. MacRae

## Historical Background

The National Library of Canada came formally into existence on January 1, 1953, by the proclamation of the *National Library Act* (RSC 1952 c. 330). It is now governed by a new Act proclaimed on September 1, 1969 (SC 1968-69 c. 47, now RSC 1970 c. N-11). 7752

The National Library is designated as a department and the Secretary of State as Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1963-678, 30 April 1963).

## Overall Responsibilities

General functions of the National Library include:

- (a) the collection, by purchase or otherwise, of books for the Library;
  - (b) the compilation and maintenance of a Canadian Union Catalogue in which the contents of the principal library collections throughout Canada may be listed;
  - (c) the compilation and publication of a national bibliography in which books produced in Canada, written or prepared by Canadians or of special interest or significance to Canada may be noted and described;
  - (d) the compilation and/or publication of other bibliographies, checklists and indexes; and
  - (e) the coordination of the library services of government departments, branches, and agencies.
- 7753

## Organization and Programs

The National Library is composed of five branches and four other offices.

### Cataloguing Branch

This branch deals with:

- (a) the compilation and publication of the current national bibliography *Canadiana*, of retrospective national bibliographies and of annual and retrospective lists of theses accepted by Canadian universities for higher degrees;
  - (b) the cataloguing of books added to the National Library's collections;
  - (c) the acquisition and registration, under the *Book Deposit Regulations of the National Library Act*, of books published in Canada, as well as the acquisition of books about Canada or by Canadians but published abroad; and
- 7755

\*text effective October 1974

- (d) the operation of the Canadian Theses on Microfiche Service which, at the request of any Canadian university, publishes on microfiche any or all theses accepted by that university, and sells copies in microform.

## Public Services Branch

- 7759 This branch provides an information service based on the resources of the National Library, an SDI service, and a book location service to facilitate inter-library loans, based on a centralized bank of bibliographic information, for graduate and post-graduate students, university faculty members, libraries of all types, agencies of the government at all levels, and other researchers.

## Collections Development Branch

- 7763 This branch is responsible for surveying library resources in Canada and for the procurement of library materials for the National Library by purchase and exchange. It collects and exchanges surplus library materials ensuring their rational distribution among libraries throughout Canada.

## Research and Planning Branch

- 7767 This branch is responsible for the planning, study and implementation of automated systems at the National Library, as well as the improvement of existing manual systems, and also for the development and promotion of cooperative library systems, including a Canadian library network, with national and international interfaces.

## Administration and Technical Services Branch\*

- 7771 This branch provides advice on general policy and attends to the administrative requirements of the Library.

## Office of Library Standards

- 7775 This office is concerned with the development and evaluation of national and international standards with the objective of improving the bibliographic services of the National Library and of contributing to Canadian and universal bibliographic control.

## Government Libraries Liaison Office

- 7779 This office gives the many federal departmental, branch, and agency libraries across Canada a continuing contact with the National Library on administrative, operational, and planning matters.

## Multilingual Biblioservice

- 7783 Under the Multicultural Programme of the Federal government, the National Library operates a multilingual biblioservice, whose primary objective is to acquire and disseminate, through the Canadian public library networks, deposit collections of library materials in the non-official languages spoken in Canada. The purpose is to ensure that library materials are available to Canadians whose mother tongue is other than English or French.

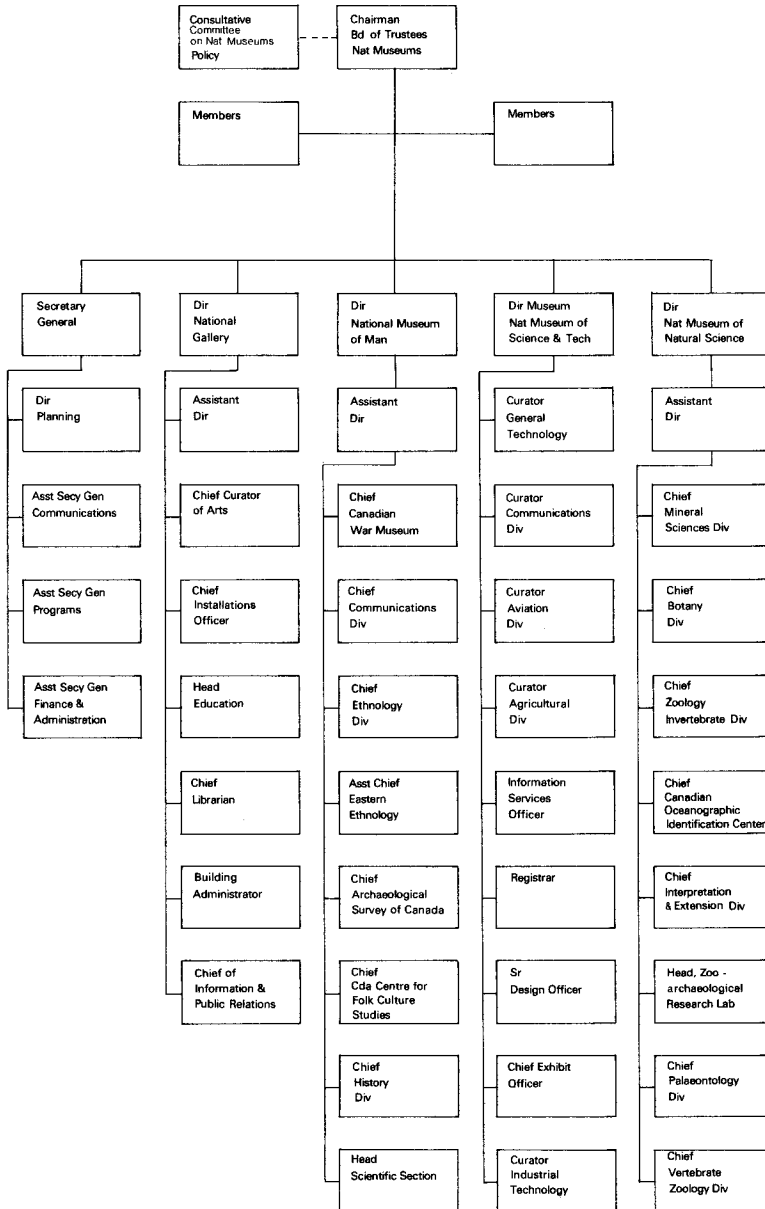
\*See para 7871 for more detail

## National Library Advisory Board

This board was established, under section 9 of the *National Library Act*, to advise and assist the National Librarian in connection with the organization and development of the National Library. 7787

# National Museums of Canada 7800

T 8 S Chart 1 Oct 1974



**Head Office**

360 Lisgar Street  
Ottawa, Ontario  
K1A 0M8

**Minister Designated**

Secretary of State\*\*

**Board of Trustees**

Chairman, George Ignatieff ..... Toronto, Ont.  
Vice-Chairman, André Bachand ..... Montréal, Qué.  
Members  
George W. P. Heffelfinger ..... Winnipeg, Man.  
Michael C. D. Hobbs ..... Vancouver, B.C.  
William Dodge ..... Ottawa, Ont.  
Sally Weaver ..... Kitchener-Waterloo, Ont.  
Léon Simard ..... Montréal, Qué.  
Marie-Paule LaBrègue ..... Québec City, Qué.  
Jean des Gagniers ..... Québec City, Qué.  
Marie Tellier ..... Montréal, Qué.  
William G. Schneider (ex officio) ..... Ottawa, Ont.  
André Fortier (ex officio) ..... Ottawa, Ont.

**Principal Officers**

Secretary-General ..... Bernard Ostry  
Assistant Secretaries-General  
    (Finance and Administration) ..... Arthur G. Trickey  
    (Programmes) ..... Jennifer McQueen  
Director-General, Planning ..... Miles C. M. Cameron  
Directors  
    (National Gallery of Canada) ..... Dr. J. S. Boggs  
    (National Museum of Natural Sciences) ..... Dr. L. Lemieux  
    (National Museum of Man) ..... Dr. W. E. Taylor, Jr.  
    (National Museum of Science and Technology) ..... Dr. D. M. Baird

**Historical Background**

The National Museums of Canada, at first known as the Victoria Memorial Museum, originated in the Geological Survey of Canada. In January 1927, the Victoria Memorial Museum became known as the National Museum (*Order-in-Council PC 1625-1927*). In 1957, this Museum was divided into two branches—Human History, and Natural History, with an additional branch—Science and Technology being established in 1966.

7802

In April 1968, a new Act amalgamated these three branches, plus the National Gallery of Canada, under the aegis of one corporation known as the National Museums of Canada (RSC 1970 c. N-12).

7803

The National Museums is designated as a departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*. (OIC P.C. 1968-727, 17 April 1968; SOR/68-151). The Museums is an agent of Her Majesty.

\*text effective October 1974; names updated to January 1975

\*\* (OIC P.C. 1968-521, 19 March 1968)

## Overall Responsibilities

7804 The purposes of the Corporation are to demonstrate the products of nature and the works of man, with special but not exclusive reference to Canada, so as to promote interest therein throughout Canada and to disseminate this knowledge.

## Organization and Programs

7805 The Corporation is composed of a Board of Trustees reporting to the Secretary of State; a Secretary-General and Chief Executive Officer who is responsible for the overall planning and coordination of corporate activities and programs and for ensuring that the Board's policies are effectively carried out; and four National Museums which include: the National Gallery of Canada; the National Museum of Man; the National Museum of Natural Sciences; and the National Museum of Science and Technology.

## Consultative Committee, National Museum Policy

7806 The "National Museum Policy" announced by the Secretary of State on March 28, 1972, describes a program of decentralization and democratization for Canadian museums. Essentially, this policy proposes that the movement of objects, collections and exhibits be increased and expanded across Canada for the benefit of more people through a grants and contributions program, and various service programs.

7807 The objective, therefore, is to better distribute those cultural resources which are obtainable through Canadian museums, both national and regional, to the end that the greatest possible number of Canadians be exposed to our national heritage.

7808 The National Museums of Canada has, through its Board of Trustees, appointed a "Consultative Committee". To assist the Committee and the Board of Trustees, a "Secretariat" has been formed in Ottawa to collect information and consult with groups and individuals who wish to become involved in the programs.

## Financial Programs

### Associate Museums

7810 In addition to the four National Museums, Associate Museums\* receive federal funding for those activities and projects related to the decentralization and democratization of our national heritage.

- Art Gallery of Greater Victoria, Victoria
- British Columbia Provincial Museum, Victoria
- Vancouver Art Gallery, Vancouver
- Vancouver Museums and Planetarium, Vancouver

#### Alberta

- Edmonton Art Gallery, Edmonton
- Glenbow-Alberta Institute, Calgary
- Provincial Museum and Archives of Alberta, Edmonton

#### Saskatchewan

- Norman Mackenzie Art Gallery, Regina
- Mendel Art Gallery, Saskatoon
- Western Development Museum, Saskatoon

#### Manitoba

- Manitoba Museum of Man and Nature, Winnipeg
- Winnipeg Art Gallery, Winnipeg

#### Ontario

- Art Gallery of Ontario, Toronto

#### Québec

- Le Musée du Québec, Québec
- Le Musée d'Art Contemporain, Montréal
- Montréal Museum of Fine Arts, Montréal

\*list effective January 1975



New Brunswick —New Brunswick Museum, St. John  
 Nova Scotia —Nova Scotia Museum, Halifax  
 P.E.I. —Confederation Art Gallery and Museum, Charlottetown  
 Newfoundland —Newfoundland Museum, St. John's

National Exhibition Centres\*  
 Special Grants\*  
 Training Assistance\*  
 Catalogue Assistance\*  
 Education and Extension\*  
 Emergency Purchase Fund\*

**Other Programs**

7812

Canadian Conservation Institute\*  
 Museumobile\*  
 National Inventory\*  
 National Loan Collection\*

**National Gallery of Canada**

7814

Elgin and Slater Streets  
 Ottawa, Ontario  
 K1A 0M8

Director ..... Dr. Jean S. Boggs  
 Assistant Director ..... Gyde V. Shepherd (acting)

**Historical Background**

The beginnings of the National Gallery of Canada are associated with the founding of the Royal Canadian Academy of Arts in 1880. The Marquess of Lorne, then Governor General, had recommended and assisted in the founding of the Academy. Among the tasks he assigned to that institution was the establishment of the National Gallery at the seat of government. 7815

In 1960, the Gallery entered a new era in its history when the entire national collection (and the staff and equipment necessary to its maintenance) were transferred temporarily to new modern quarters—the Lorne Building in downtown Ottawa. 7816

The Gallery's collections have been built up along international lines and give the people of Canada an indication of the origins from which their own tradition is developing. The collection of Canadian art, the most extensive and important in existence, is continually being augmented by the purchase of works from the Biennials of Canadian Art and other sources. 7817

The collections include many Old Masters, among which are twelve acquired from the famous Liechtenstein collection; extensive war collections; the Massey 7818

\*narrative will be included in next edition

collection presented to the Gallery during 1946-50 by the Massey Foundation; a growing collection of contemporary art; prints and drawings; and diploma works of the Royal Canadian Academy. The prints and drawings collection consists of more than 5000 items. The services of the Gallery include the operation of a reference library which contains more than 30,000 volumes and periodicals on the history of art and other related subjects. The library is open to the public.

7820 An active program of exhibitions, lectures, films, and guided tours is maintained for visitors to the Gallery in Ottawa. The interests of the country as a whole are served by circulating exhibitions, lecture tours, publications, reproductions, and films prepared by the National Gallery staff. Promotion of, and information on, art films are handled by the Canadian Centre for Films on Art, and their distribution by the Canadian Film Institute. The Gallery promotes interest in Canadian art abroad by participating in international exhibitions such as the Biennials of Venice and Paris, and by preparing major exhibitions of Canadian art for showing in other countries. At the same time, it brings important exhibitions from abroad for circulation in Canada.

## 7825 National Museum of Man

Victoria Memorial Museum Building  
 Metcalfe and McLeod Streets  
 Ottawa, Ontario  
 K1A 0M8

Director ..... Dr. W. E. Taylor, Jr.  
 Assistant Director ..... J. Pendergast

### Overall Responsibilities

7826 The National Museum of Man is concerned with the archaeology, ethnology, physical anthropology, ethnohistory, folklore, and history of Canada. These study collections, which are open to research by properly qualified students, include 601,047 archaeological specimens, 30,762 ethnological specimens, and 2833 in physical anthropology. Folksong collections include recordings of 4500 Indian, 14,000 French-Canadian, 5000 British-Canadian songs, and 2448 New Canadian folksongs. The historical collection now being assembled totals 10,802 specimens. Scientific and educational publications are available for distribution.

## Canadian War Museum

7831 330 Sussex Drive  
 Ottawa, Ontario  
 K1A 0M8

Chief Curator ..... L. F. Murray

The Canadian War Museum, a component of the National Museum of Man, is concerned with research collections, exhibits, and publications in Canadian military history.

## 7832 National Museum of Natural Sciences

Victoria Memorial Museum Building  
 Metcalfe and McLeod Streets  
 Ottawa, Ontario  
 K1A 0M8

Director ..... Dr. Louis Lemieux  
Assistant Director ..... F. H. Schultz

### Overall Responsibilities

This Museum deals with the sciences of Botany, Geology, Palaeontology, and Zoology. Four main exhibition halls on Birds, Mammals, Dinosaurs and Minerals are maintained in the Victoria Memorial Museum Building. Large research collections are held in that building and in three other buildings in Ottawa. These collections are open to study by qualified students including post-doctoral fellows and other contractees sponsored by the Museum. 7834

The National Herbarium contains 310,000 sheets of vascular plants, and 142,000 sheets of cryptogamic plants. 7835

The National Zoological collections include 130,000 lots of molluscs (two million specimens); 50,000 lots (three-quarters of a million specimens) of crustaceans and other marine invertebrates; 143,000 fishes; 55,000 reptiles and amphibians; 57,000 birds; and 37,000 mammals. 7836

The Palaeontological collections include about 6000 fossil specimens, and the National Collection of Display Minerals, about 10,000 specimens. 7837

The Canadian Oceanographic Identification Centre was organized in 1967. 7838

Scientific and popular publications are available on these subjects. 7839

## National Museum of Science and Technology

1867 St. Laurent Blvd.,  
Ottawa, Ontario  
K1A 0M8

Director ..... Dr. D. M. Baird

### Overall Responsibilities

The National Museum of Science and Technology is designed to bring scientific literacy to the visiting public, and to familiarize them with the language, events, and history of science. In the Museum, scientific principles and displays are demonstrated by means of artifacts and texts, which correlate these principles with the development of technology. All this is done with particular emphasis on the technologies of ground transportation, aviation, agriculture, shipping, and industrial technologies which have been so closely fused to the history of this nation. 7842

The Museum displays are colourful and inventive; designed to involve people in the learning process. Visitors are asked: 7843

- (a) to participate in experiments and in making things work;
- (b) to explore the technological park;
- (c) to ride in a double-decker bus, or ride down a track in a gondola car;
- (d) to push a button or wind a crank to learn some physical law; or
- (e) to sit in the driver's seat of a giant steam locomotive or a farm tractor.

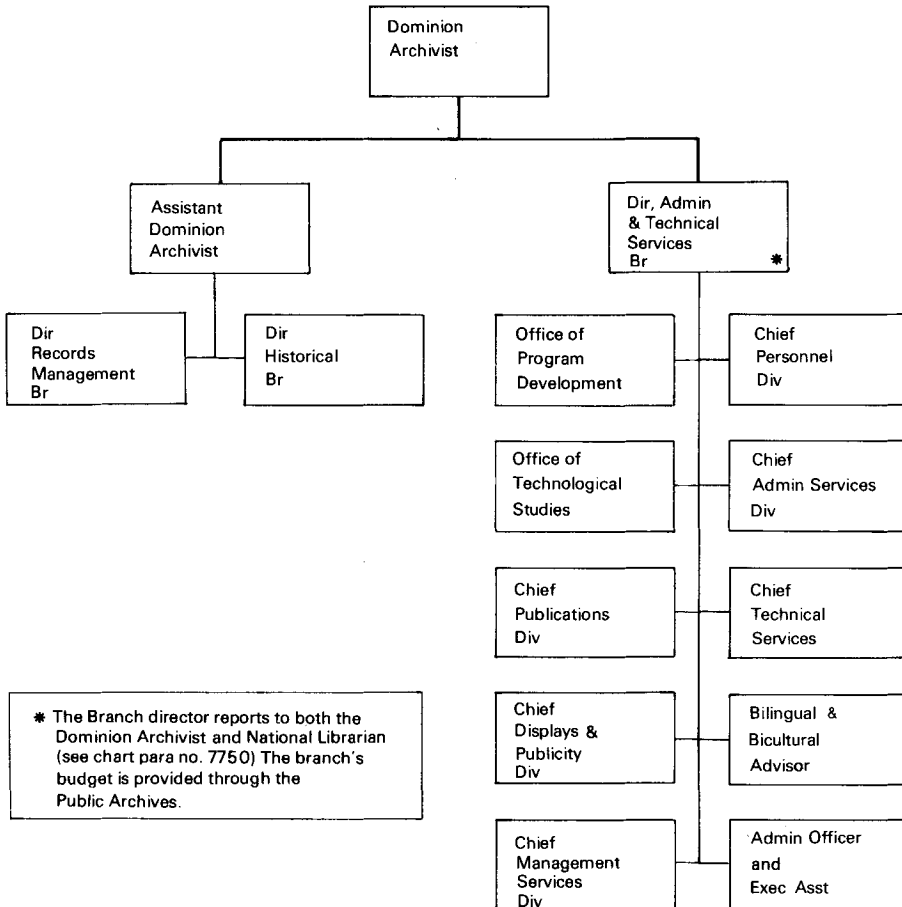
Museum collections are made available to other museums in Canada and abroad, with a view to bringing the story of science and technology to the widest audience possible. 7844

### National Aeronautical Collection

The National Aeronautical Collection, part of the Museum, is located in aircraft hangars at Rockcliffe Airport. There are displayed some 50 of Canada's national collection of about 90 aircraft, together with one of the finest engine collections in the world and other artifacts relating to the development of aviation. 7846

# Public Archives of Canada 7850

T B S Chart 1 Oct 1974



**Head Office**

National Library and Public Archives Building  
395 Wellington Street  
Ottawa, Ontario  
K1A 0N3

**Minister**

Secretary of State

**Principal Officers**

Dominion Archivist .....	Dr. W. I. Smith
Assistant Dominion Archivist .....	Bernard Weilbrenner
Directors (Administration and Technical Services Branch) .....	A. C. Taylor
(Historical Branch) .....	Hugh A. Taylor
(Records Management Branch) .....	David Shadd

**Historical Background**

Provision for the creation of the Public Archives was first made by an *Order-in-Council of June 20, 1872* which appointed an officer of the Department of Agriculture to take charge of historical archives. In 1912, the Archives Branch was established under statute as the Public Archives of Canada (now Public Archives Act RSC 1970 c. P-27). The Archives also administers the Public Records Order (OIC P.C. 1966-1749).\*\*

7852

The Archives is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1952-1903, 31 March 1952). The Secretary of State is designated as the Appropriate Minister for the purposes of the same Act (OIC P.C. 1963-678, 30 April 1963).

**Overall Responsibilities**

The Public Archives has a dual role. As a research institution it is responsible for acquiring from any source all significant documents of value to Canada and relating to the development of the country, and for providing suitable research services and facilities to make this material available to the public. As an essential part of the government administration, it has broad responsibilities in regard to the promotion of efficiency and economy in the management of its records.

7853

**Organization and Programs**

The Public Archives is composed of three branches: Historical, Records Management, and Administration and Technical Services.

7855

**Historical Branch**

Documents in the Public Archives may not be taken out on loan; they must be consulted in the building, but the "Search Rooms" are open 24 hours a day for accredited researchers. Documents on microfilm, however, can be borrowed on interlibrary loan. Reproductions of archival material may be obtained at a very reasonable rate.

7857

The Historical Branch maintains offices in London, England, and Paris, France. This branch is comprised of seven divisions.

\*text effective October 1974

\*\*Published in: Public Archives, *Records Scheduling and Disposal*, Ottawa, 1974. Appendix "A"

## **Manuscript Division**

7858

This division is responsible for all primary textual documents, originals or copies, other than records of the Government of Canada. It is engaged in acquiring, arranging, and preserving private papers and corporate records of permanent value. The division consists of several sections and units, including, arts, business, ethnic, genealogical, judicial, labour, medical and scientific, military, political, public affairs, scholastic, and sports archives.

## **Public Records Division**

7859

This division is responsible for the selection, custody and control of the historical public records created and collected by the Government of Canada.

## **Machine Readable Archives Division**

This division preserves EDP records from the federal government and private sources.

## **Pictures Division**

7861

This division is responsible for the custody and archival servicing of documentary visual records of national or cultural significance. Included in its holdings are some three million paintings, drawings, prints, photographs, heraldic devices, and miscellaneous graphics which provide a visual insight into Canadian development from the year 1500 to the present.

## **National Film Archives**

7863

This archives exists to ensure the preservation of audiovisual materials of national interest. The collection includes films, video tapes, and sound recordings as well as posters, still photographs and books of related interest.

## **National Map Collection of Canada**

7865

This collection has custody of approximately 500,000 cartographical items, including atlases, maps, charts, plans and related material. The collection maintains a virtually complete cartographical record of Canada from the year 1500 to the present, plus a comprehensive collection of current foreign material.

## **Library**

7867

The Library contains some 100,000 volumes on Canadian history, 18,000 brochures, 1500 different periodicals, 800 posters, and 1000 scrapbooks of press clippings.

## **Records Management Branch**

7869

This branch was established in 1956 to assist departments and agencies in records management. It is located at Tunney's Pasture, Ottawa, Ontario. The services provided include: recommendations and advice on scheduling and disposal of records and the provision of the necessary storage, and reference service and planned disposal of dormant records on an economical basis. The branch publishes records management manuals. There are regional centres in Vancouver, B.C., Winnipeg, Man., Toronto, Ont., Montréal, Que., and Halifax, N.S.

## **Administration and Technical Services Branch**

7871

This branch in addition to its administrative services, including publications, publicity and exhibitions, has an extensive conservation, restoration, and reprography program. It provides a technical and advisory service on microfilming, determines specifications for all forms of microfilms and equipment, the processing of

microfilm, the servicing of equipment, and tests microfilms for all government departments and agencies.

### **Central Microfilming Unit**

This unit does microfilm work for departments at cost.

7873

### **Other Services**

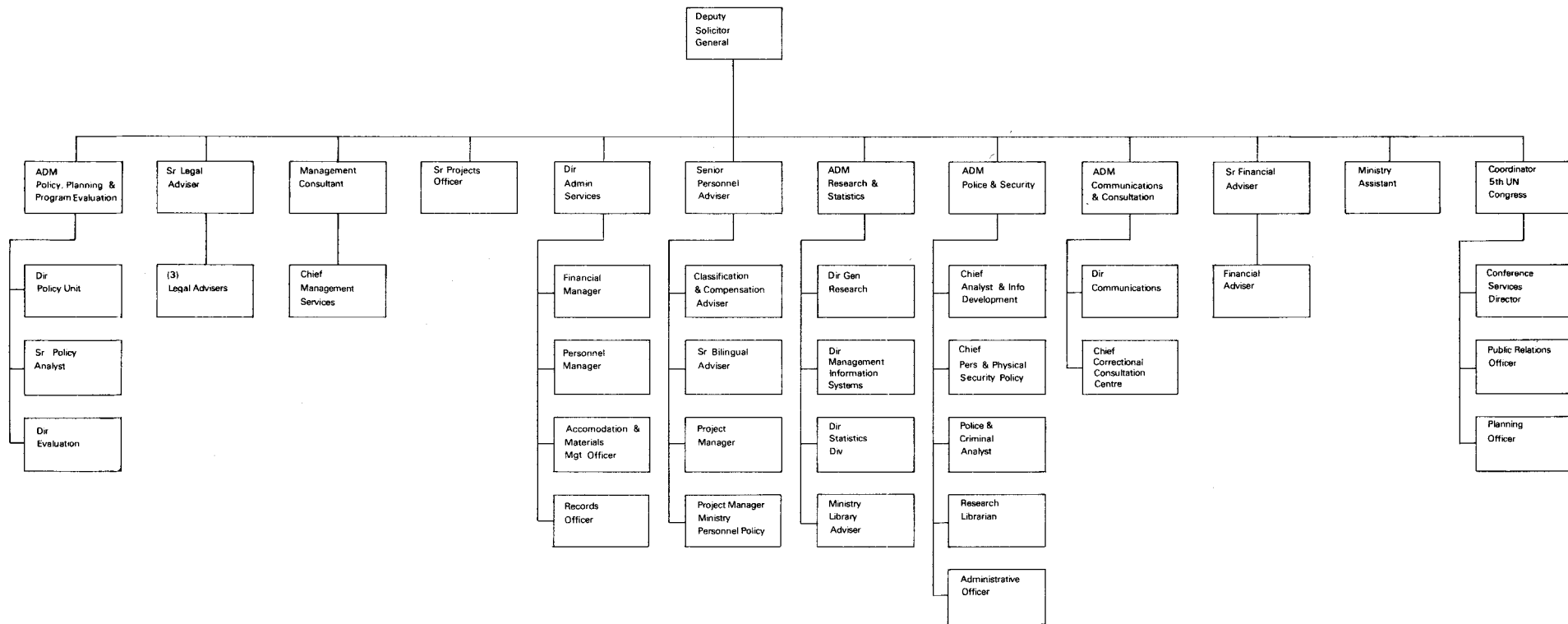
The branch also provides the same full range of services to the National Library. As well, it also administers Laurier House as an historical museum and has custody of the National Medal Collection.

7874

Regional Offices (see paras 7857 and 7869)

# Solicitor General 7900

T B S Chart 1 Oct 1974





Sir Wilfrid Laurier Building  
340 Laurier Avenue West  
Ottawa, Ontario  
K1A 0A6

**Minister**

The Hon. Warren Allmand P.C., M.P.

**Principal Officers**

Deputy Solicitor General .....	Roger Tassé, Q.C.
Assistant Deputy Ministers (Policy Planning & Program Evaluation).....	A. Wakabayashi
(Research & Systems Development) .....	B. C. Hofley
(Police & Security Planning Analysis Branch) .....	R. P. Bourne
(Communications & Consultation).....	Reeves Haggan

**Historical Background**

Before 1936, the Office of the Solicitor General was either a Cabinet post or a Ministerial post outside the Cabinet. From 1936 to 1945 the position did not exist, the duties of the Office being wholly absorbed by the Attorney General of Canada. The *Solicitor General Act 1945* re-established the Solicitor General as a Cabinet officer and provided that "the Solicitor General shall assist the Minister of Justice in the Counsel work of the Department of Justice, and shall be charged with such other duties as are at any time assigned to him by the Governor-in-Council". This legislation was repealed in 1966 when a new Department of the Solicitor General was created and the Solicitor General of Canada was assigned responsibility for the Royal Canadian Mounted Police and the Canadian Penitentiary Service (RSC 1970 c. S-12).

7902

**Overall Responsibilities**

The duties, powers and functions of the Solicitor General of Canada extend to and include all matters over which the Parliament of Canada has jurisdiction, not assigned by law to any other department, branch or agency of the Government of Canada, relating to:

7905

- (a) reformatories, prisons and penitentiaries;
- (b) parole and remissions; and
- (c) the Royal Canadian Mounted Police.

**Organization and Programs**

Organizational changes have resulted in the establishment of a Secretariat headed by the Deputy Solicitor General who is responsible for advising the Minister on matters of policy and for assisting the agencies under the aegis of the department\*\* in the implementation of approved policies.

7908

The Secretariat has the following four branches, each of which is headed by an assistant deputy minister: Policy Planning and Program Evaluation; Police and Security Planning and Analysis; Research and Systems Development; and Communication and Consultation.

7909

\*text effective October 1974; names updated to January 1975

\*\*legally it is the Department of the Solicitor General, from a functional viewpoint it is referred to as the Ministry

## Policy Planning and Program Evaluation Branch

7910 The promotion of an over-all sense of policy direction for the Ministry is a key responsibility of this branch. The branch also:

- 7915 (a) chairs the federal-provincial joint working group that is reviewing the programs, services and financial arrangements for young persons in conflict with the law, a review closely co-ordinated with the work of the Ministry committee on legislation that is developing a proposed replacement for the Juvenile Delinquents Act;
- 7920 (b) co-ordinates the work of the study group on the development of a federal corrections agency to fulfil the federal government's operational responsibilities in corrections;
- 7925 (c) chairs and provides staff support to the Ministry committee on native people and the law that is co-ordinating and developing policies and programs that meet the objectives and goals of the Ministry in its dealings with native people.

## Police and Security Planning and Analysis Branch

7930 This branch monitors and analyzes internal security information on international terrorism, collective violence, and social unrest that is potentially violent. It is increasingly involved in police policy.

7935 Several projects were undertaken during the year in co-operation with other Ministry branches, federal departments and agencies, and the RCMP. Among them were:

- 7940 (a) the development of contingency planning procedures for the Ministry in the event of internal security crises such as riots, the hijacking of aircraft, kidnapping and the holding of hostages;
- (b) studies to assess Canada's vulnerability to possible acts by international terrorist organizations;
- (c) studies on establishing national police research and training capabilities;
- (d) the formulation of government policy recommendations on the physical security of information and property;
- (e) studies of federal firearms control legislation to determine whether changes are required; and
- (f) studies on the practical implementation of legislation such as the *Protection of Privacy Act*.

## Research and Systems Development Branch

7950 This branch includes the Research and Statistics Divisions, Management Information Systems Division, and the Library.

### Research Division

In the fall of 1973 the Research Division was reorganized into the following three functional units:

- 7952 (1) Research Planning and Liaison—responsible for maintaining contact with the division's clients and ensuring that the results of research are fed back into the system in a meaningful way.
- 7956 (2) Research Programme Management—responsible for the research management functions related to project decision-making and project control including project design, monitoring and project evaluation.
- 7960 (3) Research Resources—responsible for managing the divisions intramural research personnel, establishing and maintaining contact with the Canadian research community and encouraging the development of criminological research manpower within Canada.

In addition to the above studies, the Research Division continued its support of a Summer Student Research Program during 1973. This program involved the participation of 40 students working in the field on 22 short-term research projects in the areas of crime prevention, law enforcement and corrections. The students, most of whom were at the post-graduate level, were supervised by university faculty and staff of private research agencies. 7962

### **Statistics Division**

The aim of the division is to respond to requests for information and to provide a statistical analysis capability within the Secretariat. The division is active in the development of the CANJUS project: a computerized simulation model of the Canadian Criminal Justice System. 7970

### **Management Information Systems**

This division was set up during the fiscal year 1973-74 to assist the Ministry in the development of better management information systems. During the first year this division carried out important studies to determine the status and level of development of criminal justice information systems throughout Canada. The Division also assisted the Canadian Penitentiary Service in the development of the Inmate Record and Temporary Absence Systems. 7975

### **Library**

The Ministry Library expanded its services to regional offices and institutions during the year and together with the Research Division began planning for a Documentation Centre that would become the *clearing house* for all Canadian criminological research. 7979

## **Communication and Consultation Branch**

### **Communication Division**

Plans were developed for a Communication Division to replace the Information Services Unit effective April 1, 1974, and assume wider responsibility for the Ministry's internal and external communication. 7980

Publications produced by the unit included the annual report of the Ministry of the Solicitor General, the report of the Task Force on the release of inmates, the report of the Task Force on community-based residential centres, *The Criminal in Canadian Society*, the report of the *Commission of Inquiry into Penitentiary Security in the Quebec Region*, and *Facts about the Correctional Investigator*, a pamphlet. 7983

Close liaison was maintained with Information Canada on answering queries from the general public about criminal justice.

### **Consultation Centre**

The Ministry's Consultation Centre fulfils its responsibilities through broadly based policy consultations, demonstration projects, consultative studies and reviews of provincial correctional systems, and through consultation on specific problems or needs. 7985

In demonstration projects, the centre worked with the Native Clan Organization of Manitoba and provided substantial funds for the operation of a residential service and other rehabilitative activities for Indians and Métis ex-offenders in Manitoba. As well, the centre is working with Nova Scotia to assess current programs and to develop a model for the diversion of young persons from the criminal justice system.

In providing consultation on specific problems or needs, the centre:

- (a) convened the second National Conference on the Development of a National Information Centre for Volunteers in Criminal Justice Services and agreed to 7986

undertake a feasibility study for the establishment of such a centre during fiscal 1974-75;

- 7987 (b) undertook a national study on the Offender and Ex-offender as a Correctional Manpower Resource which will be published in 1974-75;
- (c) established a national team of consultants to review strategies for federal support of provincial efforts in juvenile crime prevention; and
- (d) formed a national planning committee to pursue the development needs of probation as an alternative to incarceration in Canada and to plan the first national conference of directors of probation.

### Statutes

7995 The Minister is responsible for administering the following statutes:

*Criminal Records Act* (RSC 1970 c. 21 [1st Supp]) as amended

*Parole Act* (RSC 1970 c. P-2) as amended

*Penitentiary Act* (RSC 1970 c. P-6)

*Prison and Reformatories Act* (RSC 1970 c. P-21)

*Royal Canadian Mounted Police Act* (RSC 1970 c. R-9)

*Royal Canadian Mounted Police Pension Continuation Act* (RSC 1970 c. R-10) as amended

*Royal Canadian Mounted Police Superannuation Act* (RSC 1970 c. R-11) as amended

### Other Agencies

7998 The Minister is responsible for the following agencies:

Canadian Penitentiary Service (see para 8000)

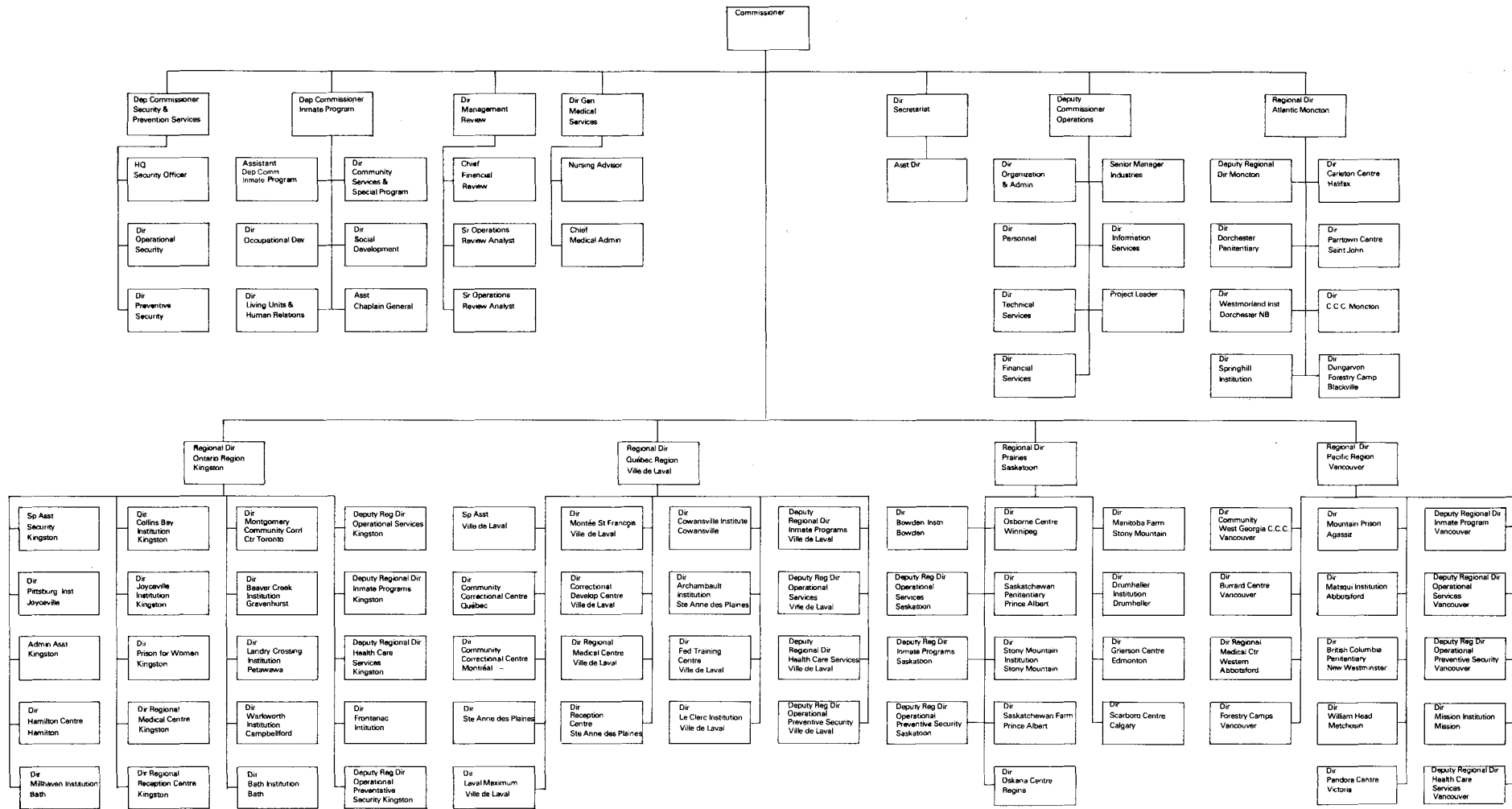
Correctional Investigator (see para 8091)

National Parole Board (see para 8100)

Royal Canadian Mounted Police (see para 8150)

# Canadian Penitentiary Service 8000

T B S Chart 1 Oct 1974



## Head Office

Sir Wilfrid Laurier Building  
340 Laurier Avenue  
Ottawa, Ontario  
K1A 0P9

## Minister

Solicitor General

## Principal Officers

Commissioner ..... André Therrien  
Deputy Commissioners  
(Inmate Programs)..... John W. Braithwaite  
(Security)..... R. J. A. Diguier  
(Operational Services)..... Yvon Gariépy

## Historical Background

The Canadian Penitentiary Service was established by section 3 of the *Penitentiary Act* (SC 1960-61—now RSC 1970 c. P-6). The Service is designated as a department, and the Solicitor General as the Appropriate Minister within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1965-2286, 22 Dec 1965). 8002

## Overall Responsibilities

The Service is responsible for all federal penitentiaries. It administers sentences imposed by the courts and prepares inmates for their return as useful citizens to the community. 8003

## Organization and Programs

The Commissioner of Penitentiaries, under the direction of the Solicitor General, is responsible for the control and management of the Service, and related matters. 8004

Programs for rehabilitating inmates, focussed mainly on occupational and social development, are available, and include several community-based programs. Industrial training in at least 25 occupational skills is offered at trade schools within the institutions\*. Opportunities for upgrading and extending educational levels are provided in the institutions, and through day parole and temporary day passes to the outside community. Maintenance and surveillance of inmates includes medical, dental, and psychiatric treatment. The Service releases inmates when parole is granted by the National Parole Board (para 8101). The care of parolees is the responsibility of the National Parole Service (para 8132).

The organization of the Service is national and regional. Headquarters for the Service is in Ottawa.

## Regional Offices

Jurisdiction over four regional areas is delegated to headquarters in the regions. Institutions in the Maritimes report directly to Headquarters in Ottawa. 8005

\* text effective January 1975

\*\* An institution is a penitentiary within the federal sense

8005  
(cont'd)

**Regional Headquarters (Québec)**

5486 Boulevard Lévesque  
Ville de Laval, Qué.  
H7L 1N0

**Regional Headquarters (Prairies)**

313 20th Street East  
Saskatoon, Sask.  
S7K 0A9

**Regional Headquarters (Ontario)**

P.O. Box 1174  
Kingston, Ont.  
K7L 4Y8

**Regional Headquarters (Pacific)**

P.O. Box 158  
Pacific Centre  
700 West Georgia Street  
Vancouver, B.C.  
V7Y 1B9

# Correctional Investigator\*

8091

P.O. Box 950  
Station "B"  
Ottawa, Ontario  
K1P 5R1

## Minister

Solicitor General

Commissioner.....Inger Hansen, Q.C.

## Historical Background

A Commissioner, to be called the Correctional Investigator, was appointed pursuant to Part II of the *Inquiries Act* (OIC P.C. 1973-1431, 5 June 1973). The OIC authorized the appointment for one year beginning 18 June 1973, and authorized the Minister to reappoint for one additional year.

8092

The Commissioner submits reports and makes recommendations to the Minister.

## Overall Responsibilities

The Correctional Investigator may investigate, on her own initiative or on complaint from or on behalf of inmates as defined in the Penitentiary Act, and report upon problems of inmates that come within the responsibility of the Solicitor General, other than problems raised on complaint

8093

(a) concerning any subject matter or condition that ceased to exist or to be the subject of complaint more than one year before the lodging of the complaint with the Commissioner;

or

(b) where the person complaining has not, in the opinion of the Commissioner, taken all reasonable steps to exhaust available legal or administrative remedies; and the Commissioner need not investigate if

(a) the subject matter of a complaint has previously been investigated;

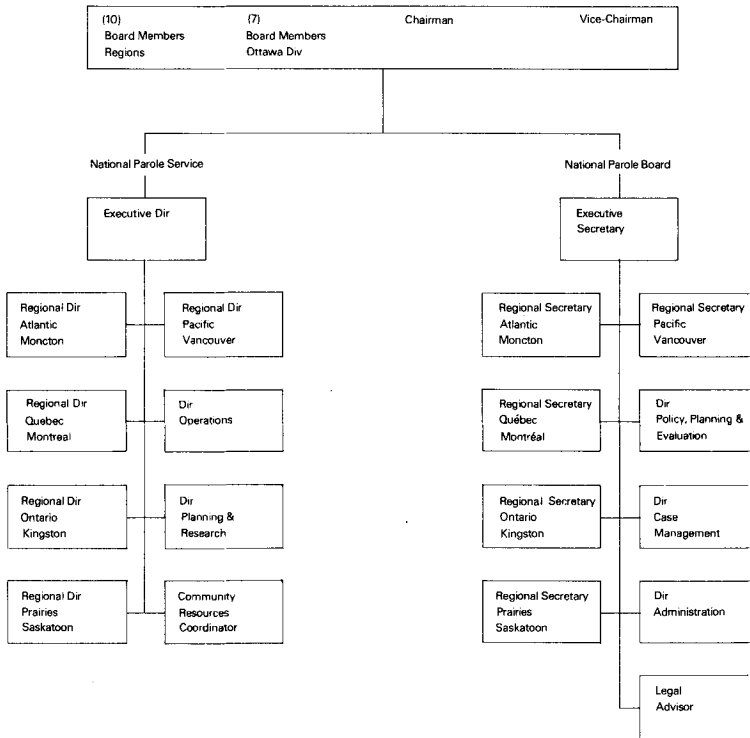
or

(b) in the opinion of the Commissioner, a person complaining has no valid interest in the matter.



# National Parole Board 8100

T B S Chart 1 Oct 1974



**Head Office**

Sir Wilfrid Laurier Bldg  
340 Laurier Avenue  
Ottawa, Ontario  
K1A 0R1

**Minister**

Solicitor General

**Members of the Board**

Chairman .....	W. R. Outerbridge, Q.C.
Vice-Chairman .....	Claude Bouchard (acting)
Members .....	H. G. Christie
	M. Maccagno
	Miss M. L. Lynch, Q.C.
	B. K. Stevenson
	Claude Bouchard
	J. P. Gilbert
	Dr. R. L. Hutson

**Principal Officers**

Executive Director .....	L. M. W. Pisapio
Executive Secretary .....	J. H. Leroux

**Historical Background**

The National Parole Board was established by section 3 of the Parole Act (SC 1958 c.38, now RSC 1970 c. P-2). (The *Parole Act* replaced the *Ticket of Leave Act*.) 8102

The Board is designated as a department, and the Solicitor General as the Appropriate Minister within the meaning and purpose of the Financial Administration Act (OIC P.C. 1965-2286, 22 Dec 1965). 8103

The National Parole Board has two arms, the actual Board which makes parole decisions, and the National Parole Service which functions at the community level. 8104

**Overall Responsibilities**

The National Parole Board has the exclusive jurisdiction and absolute discretion to grant, refuse, or revoke parole\*\* (subject to the *Prisons and Reformatories Act*) for any adult inmate in a federal or provincial institution who is serving a sentence under any federal statute. 8105

Although eligibility for parole is based on the type and length of sentence, the Board is not a reviewing authority and is not concerned with the propriety of the conviction or the length of the sentence; this is the function of the court. In addition, the Board has no jurisdiction over a child under the *Juvenile Delinquents Act*, or over an inmate serving a sentence for a breach of a provincial statute, (for example, a liquor control act). 8106

Through the *Parole Act*, the Board is involved in the pardon granting process under the Royal Prerogative of Mercy, when asked to do so by the Solicitor General. This concerns free pardons, ordinary pardons, and remissions of fines, forfeitures, or penalties. 8108

\*text effective October 1974; updated to January 1975.

\*\*Parole is a conditional release from prison whereby an inmate, when eligible and ready, may finish his sentence in the community, under supervision, subject to certain restrictions and conditions; the purpose of this parole being the long-term protection of society through the rehabilitation of the inmate.

8110 Under the *Criminal Records Act* the Board also has specific responsibilities for investigations and recommendations concerning pardons of people convicted and subsequently rehabilitated. Under the Act, a pardon may be granted two years after the end of a sentence for a summary offence, or five years after the end of a sentence for an indictable offence.

8112 The Board also has jurisdiction to revoke or suspend any order made under federal legislation prohibiting a person from operating a motor vehicle.

## **Organization and Programs**

8114 There are at least three and no more than 19 members who are appointed by the Governor-in-Council for a period not longer than 10 years. A member may be re-appointed. One of the members is designated as chairman and another as vice-chairman. The chairman is the chief executive officer; supervising and directing the work and staff of the Board. The chairman may establish divisions of the Board, consisting of two or more members, that may carry out duties and functions of the Board, exercising all the powers conferred on the Board.

8116 Under the direction of the chairman, the Board has a staff, known as the "parole service", which is divided into divisions under the direction of an executive director.

### **Executive Director**

8118 This officer is responsible for the organization, training, and efficiency of staff, for the administration of programs concerning selection and supervision of inmates, for investigations into pardons and remission of fines, forfeitures, or prohibitions against driving, and generally to implement the purposes and provisions of the *Parole Act* through adequate control and management.

### **Assistant Executive Director**

8123 This officer is responsible for organizational planning and development; research planning, development, and coordination; staff training and development programs; liaison with community resources for rehabilitation and after-care agencies; and for all district representatives (except those in Québec).

### **Secretary to the Board**

8128 The secretary is responsible for services to the board that include informing the board of precedence, previous policies, and keeping minutes of the board's meetings. The secretary also communicates all the board's policy decisions to the parole service.

### **Secretariat Staff**

8130 The secretariat staff is responsible for identification, recording and communicating all decisions on each case to those concerned.

## **Parole Service Administration**

### **Case Preparation Division**

8132 This division prepares the cases of parole applicants for the board (i.e. investigation and appraisal of applications entailing community assessment, institutional interviewing, and participation in institutional rehabilitation programs). The division is divided into four sections: special cases, evaluation, general cases, case investigation.

## **Parole Supervision Division**

Supervision and guidance for people released on the various forms of parole or under mandatory supervision is the responsibility of this division. Direct or assigned supervision and liaison with the police, members of community, and other agencies or authorities are within its responsibility. This division also deals with the reinstatement of driving licences that have been suspended under federal law. The Division is divided into three sections: police liaison, evaluation, and operations. 8137

## **Clemency and Criminal Records Division**

Investigation and analysis of applications, and recommendations for pardons are the responsibility of this division, as well as handling applications for remission of fines or forfeitures under the *Criminal Code*, or other federal acts. 8141

## **Administration and Personnel Division**

This division is responsible for personnel, finance, purchasing, accommodation and material records, and typing services. 8143

## **Legal Division**

This division deals with legal questions and procedures arising from the administration of the *Parole Act*. 8145

## **Information Services**

This division is responsible for relations with the news media, and for the publication of material about the board, and it provides general information to the public. 8147

## **Regional Offices**

The Regional Director, Québec, is responsible for case preparation and supervision and other parole activities with the region. The office is located in Montréal. 8149

The board has 34 district offices across Canada each headed by a district representative who administers the federal parole program, including case preparation and parole supervision. These offices are located in:

Abbotsford, Prince George, Vancouver and Victoria, B.C.

Calgary and Edmonton, Alta.

Prince Albert, Regina and Saskatoon, Sask.

Brandon and Winnipeg, Man.

Guelph, Hamilton, Kingston, London, Ottawa, Peterborough, Sudbury,

Thunder Bay, Toronto and Windsor, Ont.

Chicoutimi, Granby, Laval, Montréal, Québec, Rimouski and St. Jérôme, Qué.

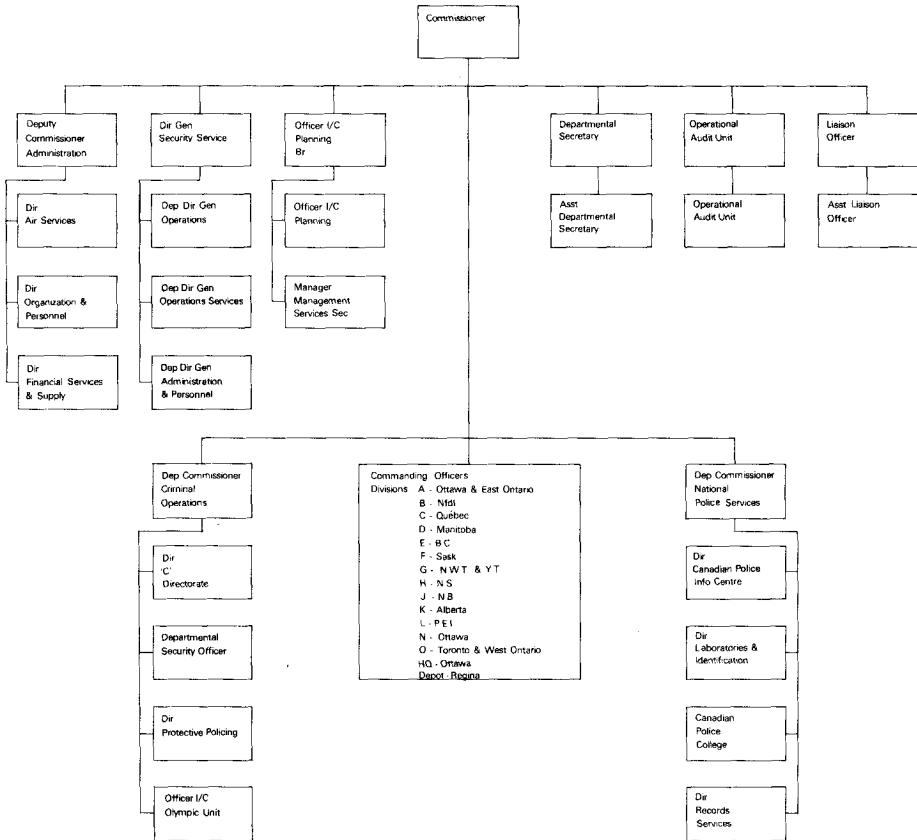
Moncton and Saint John, N.B.

Halifax, Sydney and Truro, N.S.

St. John's, Nfld.

# Royal Canadian Mounted Police 8150

T B S Chart 1 Oct 1974



## Head Office

Headquarters Building  
1200 Alta Vista Drive  
Ottawa, Ontario  
K1A 0R2

## Minister Designated

Solicitor General\*\*

## Principal Officers

Commissioner M. J. Nadon  
Deputy Commissioner R. J. Ross\*\*\* .....(Criminal Operations)  
Deputy Commissioner P. Bazowski\*\*\* ..... (Administration)  
Deputy Commissioner C. R. Eves\*\*\* .....(National Police Service)  
Mr. M. R. Dare, Director General .....(Security Service)

## Historical Background

The Royal Canadian Mounted Police was established in 1873 as the North West Mounted Police by *An Act respecting the Administration of Justice, and for the establishment of a Police Force in the North West Territories* (SC 1873 c. 35—now the *Royal Canadian Mounted Police Act* [RSC 1970 c. R-9]). The Force was set up to police a territory extending from the western boundary of Manitoba to the Rocky Mountains, then known as the North West Territories. 8152

In 1904, King Edward VII authorized the Force to use the prefix 'Royal' in recognition of its exemplary services. In 1918, the Royal North West Mounted Police was assigned the duty of enforcing federal legislation for that part of Canada west of Port Arthur and Fort William. In 1920, its jurisdiction was extended to the whole of Canada; the name of the Force was changed to the Royal Canadian Mounted Police, and the headquarters was moved from Regina to Ottawa. 8153

The first duties of the Force in 1873 included the suppression of the liquor traffic in the North West Territories, the collection of customs dues, the establishment of law and order. 8155

The RCMP† is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1952-1903, 31 March 1952).

## Overall Responsibilities

Laws made by, or under the authority of, the federal government, are enforced by the Royal Canadian Mounted Police in all provinces and territories of Canada. 8157

The enforcement of the Criminal Code of Canada, and the administration of justice within the provinces, are the responsibility of the provincial governments. The R.C.M.P. enforces criminal and provincial laws within all provinces, except Ontario and Québec. In addition, the R.C.M.P., under contract, provides its policing services to 161 municipalities throughout Canada.

The Yukon and Northwest Territories are policed exclusively by the R.C.M.P. where police jurisdiction over criminal offences, federal statutes and territorial ordinances has been assigned to the Force.

A Prevention Oriented Policing Service (POPS) concept within the Force is now into its second year of implementation. This system emphasizes the need to place 8158

\*text effective October 1974

\*\*OIC P.C. 1965-2286, 22 Dec 1965

\*\*\*Commissioner and Deputy Commissioner are ranks whereas Director General is a title.

†for the sake of consistency the abbreviation RCMP is used throughout the text, but the RCMP also refer to themselves as the Force. Although never used by the RCMP the term "Mounties" is even more familiar to those outside the RCMP.

the policeman not only in the area, but also at the time, crimes are known to be committed. This "presence", in itself, will be a deterrent to the offender as well as enhancing the apprehension factor. Inherent in the POPS concept is the recognition of the importance of police-community relations which is provided as a specific police function. The emphasis on police-community relations is vital to the overall policing objective of securing voluntary observance of the law by all citizens.

The Force continues to maintain its policy of restraining and, wherever possible, of reducing the progression of criminal activity. One of the major priorities is to emphasize preventive policing, particularly at the general-detachment and highway-patrol level.

## **Organization and Programs**

8159 The Royal Canadian Mounted Police is organized under authority of the R.C.M.P. Act. In accordance with the Act, it is headed by the Commissioner who, under the direction of the Solicitor General of Canada, has the control and management of the Force. Headquarters of the Force is in Ottawa.

There are 12 operational divisions, alphabetically designated, with a headquarter for each located in provincial capitals, except for "C", which is in Montreal, and "A" and "G", which are in the national capital.

The operational divisions have 40 sub-divisions and 677 detachments. Air and Marine services within the Force support the operational divisions as do the two training divisions, "N" and "Depot", in Rockcliffe, Ont., and Regina, Sask., respectively.

## **Commercial Crime Branch**

8160 The Commercial Crime Branch sphere of activity centres on business-oriented crimes encompassing offences relating to rights of property, fraudulent transactions respecting contracts, corporate frauds, tax frauds, bankruptcies, fraudulent securities and other promotions, counterfeiting, frauds where the Government of Canada is the victim, and corruption of public officials.

At Headquarters Ottawa, the Branch monitors the activities of 22 Commercial Fraud Sections located in most major Canadian centres and provides guidance, assistance and liaison, on the national and international scene with foreign enforcement agencies, as well as with various commissions and departments of the Canadian federal and provincial governments.

8161 The Commercial Fraud Sections are staffed with personnel who, as well as being peace officers, have obtained varying levels of education and experience in such disciplines as law, accounting, commerce and business administration.

The Branch also maintains specialized Counterfeit Sections in Vancouver, Ottawa and Montréal. These units are engaged in the detection and prevention of counterfeiting activities in Canada.

## **National Crime Intelligence Branch**

8162 The criminal intelligence function of the Force is dedicated to combatting organized crime. There are 22 N.C.I. Sections located at strategic points throughout Canada. In addition, the major municipal police forces in Canada and the provincial police forces of Ontario and Québec have 48 units engaged in this field. All activities are welded together by the Criminal Intelligence Service Canada, a multi-force organization, developed for this purpose.

As an extension of the Criminal Intelligence Service Canada concept, the use of joint force operations has been developed, in which police resources are pooled in an area, and concentrated on a specific organized crime subject or situation.

In each case, N.C.I.B. investigators, along with their counterparts from local police departments, examine organized crime situations in their respective regions. The view here is to focus on these problem areas and take appropriate action against them. Resources have also been committed to the Bureau of Investigations into Organized Crime, a branch of the Public Commission of Inquiry into Organized Crime, now under way in Québec.

8163

## Customs and Excise Branch

In the fiscal year 1973-74, the value of goods seized under the Customs Act amounted to \$1,696,888.89. This resulted from seizures of goods unlawfully imported for personal and commercial purposes.

8164

There were 178 stills and part stills seized under the provisions of the Excise Act. Of these, seven complete stills were of the commercial "column" type with a combined output of 1,400 gallons of illicit spirits per day. The daily excise duty or federal revenue loss on this type of operation would amount to approximately \$28,000.

The unlawful exportation of Canadian silver coin minted prior to mid-August 1968 continued to be somewhat of a problem in view of the international price of silver and the fact that melting operations can legally be carried out in other countries. A silver dollar minted prior to mid-August 1968 has a current value of \$1.80.

8165

## Drug Enforcement Program

The drug enforcement program of the R.C.M.P. has placed emphasis on the detection and apprehension of major importers and traffickers of illicit drugs. A comparison of the arrest and seizure statistics for 1972 and 1973 indicates that the drug enforcement program of the R.C.M.P. has begun to produce results.

8166

Good liaison has been established with Drug Enforcement agencies in foreign countries. This mutual co-operation and flow of intelligence has resulted in numerous large seizures of drugs and arrests of influential members of international drug trafficking syndicates.

## Interpol Section

The International Criminal Police Organization—Interpol—was founded in 1923 and is now composed of 117 member countries. A National Central Bureau is established in each country to represent all the accredited police organizations of that country.

8167

Canada joined Interpol in 1949, and the R.C.M.P. was designated to operate the Canadian National Central Bureau which is located within the Ottawa Headquarters. Commissioner W. L. Higgitt (retired) of the Royal Canadian Mounted Police is the current president.

The organization's primary purpose is to maintain mutual contacts among the world's police forces by providing the tools, mainly communication and information, to enable the police to do a better job in fighting international crime. The mechanism for member countries to exchange information and channel investigative requests is through their respective National Central Bureaus. In addition to enabling the police to request specific criminal investigations, the Organization offers the enforcement community the ability to disseminate criminal intelligence on a world-wide basis.

8168



## Immigration and Passport Section

8169 In the past calendar year, 502 charges under the Immigration Act, Citizenship Act and Criminal Code (Canadian passport offences and offences directly related to Immigration and Citizenship) were disposed of by the Courts.

There were several major investigations into Canadian passport and Immigration Act offences.

Recent changes to immigration procedures effected enforcement of the Act by Immigration and Passport Sections during the past year.

## Migratory Bird Convention Act

8170 This Special Enforcement Group, consisting of 19 members across Canada, in conjunction with field personnel, expended 68,343 man-hours towards the enforcement of the Migratory Birds Convention Act, as well as related wildlife statutes. A total of 677 cases was registered under the M.B.C. Act, while the over-all enforcement of the M.B.C. Act and related *Canada Wildlife Act* resulted in 1,868 charges being placed. Assistance was also rendered by Force members to other Government agencies in 4,021 cases.

## Racetracks

8171 Twenty-eight members of the R.C.M.P. were employed at "parimutuel" tracks to render assistance to the Federal Department of Agriculture in collecting the federal tax levy on \$738,275,070 wagered.

A ministerial decision is being awaited for complete and immediate phase-out of R.C.M.P. participation at racetracks with the present role being totally assumed by the Department of Agriculture.

## Police Service Dog Teams

8172 As a support service, 51 police service dog teams were deployed in 3,063 cases assisting investigators in tracking or searching for criminals, lost or stolen items, illicit alcohol and controlled drugs or narcotics and missing persons.

Through a completed 12-month evaluation exercise at selected international airports, dogs have proven their potential value as extensions to existing control systems at Ports of Entry. These positive results, particularly in the field of explosive detection, would seem to warrant increased use of dogs in this function.

## Airport Policing Branch

8173 The participation of the R.C.M.P. with the Ministry of Transport in the National Airport Security Program was continued during the past year. Airport Detachments operate at all nine international airports as well as at 20 domestic airports. These detachments are staffed by special constables and supervised by regular members of the Force.

As of March 31, 1974, a total of 400 special constables have been recruited. Of these, 330 graduated from the nine-week training program of the Force's training school at Regina, Saskatchewan. Recruiting will continue into the 1974-75 fiscal year until all manpower requirements have been met. A total of 265 special constables have yet to be recruited.

## Physical Protection Branch

### Personal Security Section

The function of this section within Headquarters, Ottawa, is to co-ordinate matters of security, concerning the Governor General, the Prime Minister, federal cabinet ministers and senior government officials. The section co-ordinates security arrangements for foreign heads of state or government and the British Royal Family visiting Canada. The security afforded to foreign embassy personnel and property in Canada is also co-ordinated through this section.

8174

### Special "L" Section

Special "L" Sections established in specific Divisions of the Force, co-ordinate information and carry out investigations dealing with the criminal activities of revolutionary and/or terrorist groups.

8175

## Electronic Data Processing Security Branch

This Branch, which began operations Sept. 1, 1973, is responsible for security surveys of government electronic data processing facilities as well as those within the private sector which process sensitive government information.

8176

The Branch also provides a training and consulting service for use of government EDP operations.

## Protection of Property Branch

This Branch was formerly known as Emergency Planning Section. Twelve units, located at strategic points across Canada, are responsible for carrying out physical security surveys of buildings and property owned or leased by federal government departments, agencies and Crown corporations. In addition, the Branch co-ordinates Contingency Planning or police action to cope with natural or man-made disasters or emergencies.

8177

### Security Equipment Section

This Section continues its activities in maintaining existing equipment, security systems and alarm devices as well as developing new concepts for security within the government service.

8178

### Engineering Section

This highly technical section, staffed with men of engineering, drafting and technological skills, is responsible for ensuring that adequate physical security measures are implemented in all federal government buildings. It is responsible for liaison between the departmental security officers and D.P.W. project engineers to ensure that security is incorporated into the design drawings and the subsequent construction.

8179

The section also works closely with D.P.W. in an effort to provide physical security standards for all new and renovated federal government accommodation.

## Canadian Bomb Data Centre

The organization of a Canadian Bomb Data Centre (C.B.D.C.) within the R.C.M. Police was authorized on Oct. 13, 1972. This Centre acts as a national repository for data relating to incidents involving improvised explosive/incendiary devices (IEDs); thefts of explosives, bomb components, firearms, and ammunition, and provides accredited Canadian law enforcement and government security agencies,

8180

engaged in combatting the IED threat, with technical, statistical and advisory information.

The C.B.D.C. gained operational status on Jan. 1, 1974, with 785 Canadian agencies participating in the program.

## Olympics Unit

8181 The R.C.M. Police, in the role of federal security co-ordinator, works in close conjunction with the Montreal Urban Community Police, the Quebec Police Force, the Kingston City Police, and the Ontario Provincial Police, as well as other police agencies and governmental departments, respecting the necessary security for the 1976 Olympics. There will be a progressive increment in the establishment of this Unit to stay abreast of the increased security planning arrangements as this event draws closer.

## “L” Directorate

8182 This Directorate is comprised of Crime Detection Laboratories and Identification Services which provide scientific and technical assistance, criminal information and identification data, as a national police service, to all Canadian police departments, authorized enforcement and penal agencies, and the criminal courts of Canada.

## Crime Detection Laboratories

8183 As an element of the R.C.M.P.'s national police service, six laboratories are in operation across the country to provide forensic science facilities for the benefit of all law enforcement agencies. These facilities are located at Vancouver, Edmonton, Regina, Winnipeg, Ottawa and Sackville.

## Scientific Services

8184 The Scientific Services sector of “L” Directorate, consisting of senior personnel from the various scientific and technical disciplines within the directorate, is responsible for establishing the methods of analysis or operation and standards of performance for the laboratory sections and some identification services. These functions include the conduct or supervision of research projects and development work, consultation and training, as well as some active case work. Another significant proportion of the work consists of equipment evaluation studies.

## Identification Services

8185 Identification Services is a central repository for a broad range of filed records and identification data submitted by police departments and penal institutions throughout Canada. These records and data provide vital support in criminal investigations and assist in the administration of law as well as the prevention and detection of crime. These records and identification facilities are available to all police departments and penal institutions throughout Canada on a 24-hour, seven-day week, basis.

## Canadian Police Information Centre

8186 The Canadian Police Information Centre performs two basic functions:  
(a) it provides a computerized system permitting storage and retrieval of operational police information by all accredited law enforcement agencies in Canada, 24 hours per day, 7 days per week; and

- (b) it provides those services necessary to the maintenance of existing telecommunications facilities in the R.C.M.P., and the upgrading or development of new telecommunications systems.

The data processing facility allows police departments in any part of Canada to query or enter police information on the system via a terminal device, and receive a response in 90 seconds or less. The information placed on the system includes stolen vehicles, licences and parts; abandoned or legally seized vehicles, or those used in a crime. Persons that are wanted on a warrant, are charged with an indictable offence, and parolees are also permitted entry on the system. A stolen property file will become accessible on the system during the 1974-75 fiscal year.

## **“A” Directorate**

This Directorate plans and directs the policies and programs of the Force relating to the organization and management of personnel. The total establishment of the Force on March 31, 1974, was 15,724.

8187

## **Training and Development Branch**

There were 840 graduates from basic recruit training during the fiscal year. The training of bilingual troops, each consisting of 16 English-speaking and 16 French-speaking recruits, is continuing.

8188

Some 8,300 candidates, 588 of whom were members of other police forces or government agencies, attended various courses at the divisional level. These courses covered operational matters, management, and other specialized fields.

The residence and classroom facilities at Rockcliffe, Ont., which house the Canadian Police College and other internal training courses were in full use throughout the year. Plans for further development of the Canadian Police College and expanded programs are well under way.

The Canadian Police College offers the Executive Development Course for senior officers of all Canadian police forces. The Canadian Police College also provides advanced training courses in intermediate management and specialized areas: senior police administration; identification—crime scene investigation; instructional techniques; counterfeit investigational techniques; criminal intelligence; drug investigational techniques.

8189

A total of 799 were trained in these various programs. Of this number, 326 candidates from other Canadian Police Forces and government agencies participated in courses offered by the College. Personnel from police agencies in the Phillipines and Bermuda also attended courses at the College.

Training for only R.C.M.P. personnel at “N” Division, Rockcliffe, includes courses in investigational techniques, security service, equitation and other internal matters.

There were 104 members of the Force attending universities and technical colleges full-time this year with approximately 850 members enrolled in evening and correspondence courses.

A total of 366 special constables were engaged and commenced training for policing of international and domestic airports.

## **Staffing Branch**

This Branch consists of three sections: Recruiting, Career Planning, and Manpower Planning.

8190

The Recruiting Section is responsible for engaging high-calibre recruits in sufficient numbers to meet the manpower requirements of the Force.

The Career Planning Section provides individual career development patterns, through analysis and research of personnel and service information, that enables the employee to attain maximum job satisfaction and performance.

The objective of the Manpower Planning Section is to analyse systematically the Force's projected human resources requirements as well as its current resources.

As of March 31, 1974, the authorized establishment for regular members of the Force was 11,082. Losses in this category during the past fiscal year totalled 440. This figure represents discharges for all causes, including normal requirements, and produced a satisfactory attrition rate of 4 per cent.

During the fiscal year 1973-74, there were 1,009 (171 Francophone/Bilingual) regular uniformed members engaged in the Force. In addition, 33 ex-members, 181 civilian members and 390 Special Constables entered the Force. Of the uniform personnel hired, 66 of these members held degrees. As well, there were 163 successfully processed applicants on the Force's waiting list at year's end.

## “Air” Directorate

8191 The R.C.M.P. has 21 aircraft posted at 17 different locations across Canada. This fleet includes 19 fixed-wing aircraft; one King Air, six Twin Otters, five Single Otters, five piston-powered Beavers, one turbine powered Beaver and one Grumman Goose. In addition, the Force has two rotary winged aircraft, a Bell 212 Helicopter and a Bell 206 Jet Ranger. The latter was obtained this year and operates out of Victoria.

During 1973-74, these aircraft flew a total of 16,603 hours and covered 2,206,377 air miles.

## “S” Directorate

8192 This Directorate provides and manages the financial resources, accommodation, material and equipment requirements of the Force.

## Records Services Directorate

8193 This Directorate administers the records, directives, reports, correspondence and forms programs of the Force. It also administers the R.C.M.P. Headquarters Library.

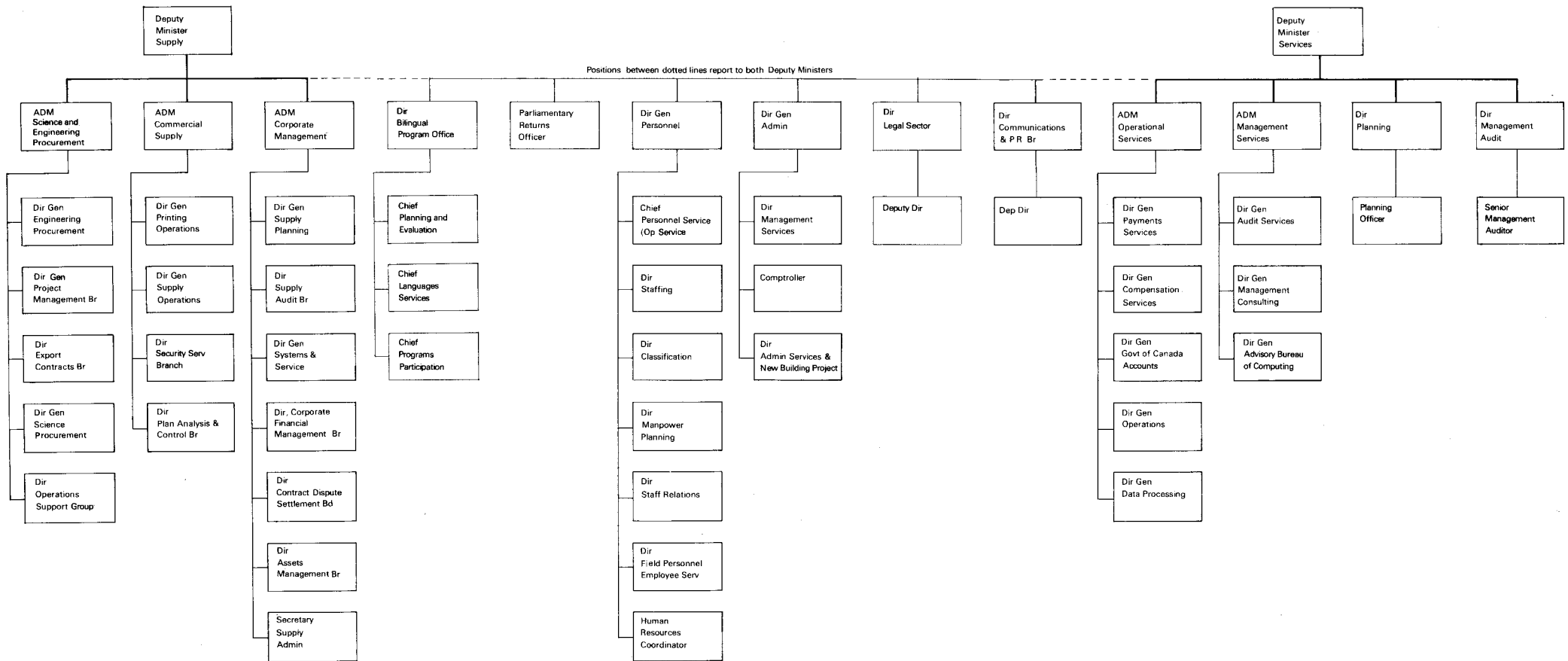
## Northern Work

8194 “G” Division is responsible for policing the Northwest Territories and the Yukon Territory, three small areas in northern British Columbia, and one in northern Alberta. With the exception of bylaw enforcement officers, employed at some of the larger locations, the R.C.M.P. is the only law enforcement agency in the North. It is responsible for an area of 1,458,784 square miles with a widely scattered population of approximately 53,000. The basic responsibility of the R.C.M.P. is to preserve peace and maintain law and order through the enforcement of federal statutes and territorial ordinances.

8195 “G” Division is comprised of four Sub-Divisions and 42 Detachments with Division Headquarters at Ottawa. The Yukon Territory is administered from Whitehorse Sub-Division, while The Northwest Territories is divided into three Sub-Divisions, namely Yellowknife, Inuvik and Frobisher Bay. Additionally, there are four Air Detachments, located at Whitehorse, Yellowknife, Inuvik and Frobisher Bay which, with their aircraft, provide vital support service to police operations. An Airport Detachment was also opened at Whitehorse in March 1974.

# Department of Supply and Services 8200

T B S Chart 1 Oct 1974



## Head Office

MacDonald Building  
123 Slater Street  
Ottawa, Ontario  
K1A 0S5

## Minister

The Hon. Jean-Pierre Goyer, P.C., M.P., Minister of Supply and Services and Receiver General for Canada

## Principal Officers

Deputy Minister of Supply and Queen's Printer..... J. M. Des Roches  
Assistant Deputy Ministers  
(Corporate Management)..... A. R. Bailey  
(Science and Engineering Procurement)..... E. A. Booth  
(Commercial Supply)..... G. A. Berger  
(Supply Planning)..... R. C. D. Laughton  
Deputy Minister of Services  
and Deputy Receiver General for Canada ..... H. R. Balls  
Assistant Deputy Ministers  
(Management Services)..... W. W. Muir  
(Operational Services)..... D. R. Yeomans

## Historical Background

The Department of Supply and Services was established April 1, 1969 by the *Government Organization Act 1969* (now the *Department of Supply and Services Act* RSC 1970 c. S-18). The present department was formed through the amalgamation of the Department of Defence Production; the Department of Public Printing and Stationery; the Ship-building Branch of the Department of Transport; the Office of the Comptroller of the Treasury; the Central Data Processing Service Bureau of the Treasury Board; and the Bureau of Management Consulting Services from the Public Service Commission.

8202

## Overall Responsibilities

The Department of Supply and Services is the purchasing and accounting arm of the government. It provides major common services in the areas of procurement, warehousing, distribution, printing, accounting, payment and audit, and management advisory services.

8204

## Organization and Programs

The department is divided into two administrations: Supply, Services.

8209

## Supply Administration

The major services of Supply Administration are purchasing, warehousing and distribution, maintenance and repair, printing, assets management and traffic management. The organizational responsibility is divided into three services: Science and Engineering Procurement, Commercial Supply, and Corporate Management.

8220

\*text effective October 1974; names to January 1975

## **Science and Engineering Procurement Service**

8230 This service is engaged primarily in the procurement of items of a complex and often unique nature such as aircraft, ships, and electronic equipment (including electronic data processing). It is this service that has been made responsible for implementing the government policy of contracting research and development requirements to the private sector. Also included in this service is the secretariat for the Canadian Commercial Corporation which is responsible for assisting Canadian industry in selling to foreign governments.

8235 The ADM (Science and Engineering Procurement) is both the president of the Canadian Commercial Corporation and of Canadian Arsenals Limited. He reports to the Minister for these Crown corporations.

## **Commercial Supply Service**

8240 This service is involved mainly in commercial type commodities: vehicles, pharmaceuticals, furniture, typewriters, etc. In addition to the central purchasing operation, under the Field Operations Branch there are seven regional offices and eight district offices (including two in Europe).

8245 Printing Service (i.e. in-house print production as well as that contracted out to the private sector) also is included in this service. Printing for both Houses of Parliament is one of the important functions of the Printing Service.

Warehousing, distribution, maintenance, and repair are also responsibilities of the Commercial Supply Service. Also included is traffic management which arranges travel, accommodation and removal for public servants as well as auditing those aspects of contracts where freight costs are involved. The Security Services Branch also falls under the direction of the Commercial Supply Service.

## **Corporate Management Service**

8250 This service exerts its main influence in the fields of central planning, policy formulation, supply systems development, research, and supply audit for the Supply Administration as a whole. It also contributes indirectly to the other services through the development of specifications and standards, quality determination, cataloguing, and data processing services. In addition, it is responsible for certain contractual advisory services, and management of production assets. Customer and supplier relations also come under this service and much importance is placed on maintaining good relations with industry with respect to purchasing policies.

## **Services Administration**

8260 The Services Administration is responsible for a broad range of management and administrative services to the government as a whole and to other departments and agencies.

8262 Acting on behalf of the Receiver General for Canada in accordance with the *Financial Administration Act*, the Services Administration is responsible for making all payments from the Consolidated Revenue Fund, reconciling paid cheques and other instruments, maintaining the central fiscal accounts of Canada and preparing the annual Public Accounts for presentation to the House of Commons by the Minister of Finance.

It also provides management and advisory services in the areas of management consulting, audit, and computing. It provides administrative services in connection with pay, pensions and other employee benefits as well as financial management and statistical reports to other departments of government. It also provides a variety of other accounting and administrative services.

8265 Administration of the Office of the Custodian of Enemy Property\* is also the responsibility of Services Administration.

\*The responsibility was transferred from the Department of Consumer and Corporate Affairs (OIC P.C. 1972-1245, 6 June 1972).



The Services Administration comprises two sectors (each under the direction of an Assistant Deputy Minister): Operational Services, Management Services. 8270

### **Operational Services**

This sector is responsible for administering the Public Service pay payroll; the Superannuation and other employee benefit plans; the Public and Fiscal Accounts of Canada; the financial management reporting services to government departments and agencies; and the issuance of Receiver General cheques. 8280

Operational Services carries out its responsibilities through five branches.

#### **Payments Services Branch**

This branch is responsible for the development of policy, procedures and systems required to effect all cheque disbursements, other than compensation, for the Government of Canada. 8290

#### **Compensation Services Branch**

This branch administers the *Public Service Superannuation Act*, and various employee benefit plans. 8300

#### **Government of Canada Accounting Branch**

This branch is responsible for the Public and Fiscal Accounts of Canada, the reconciliation of all government cheques and the production of financial reports for the departments and agencies of government. 8310

#### **Operations Branch**

This branch, with functional direction from the three branches already mentioned, executes the services of the Operational Services sector through its 39 field offices. 8320

#### **Data Processing Branch**

This branch provides data processing services in support of the programs carried out by the sector. 8330

### **Management Services**

This sector is responsible for three bureaus which provide professional and advisory management, and computer services. 8340

#### **Audit Services Bureau**

This bureau provides a wide range of professional auditing services to departments and agencies of government on request. It is one of the largest organizations of its kind in Canada, with offices located in 12 centres across Canada and one in London, England. The bureau audits government contracts (where the determination of contract costs and the evaluation of contractors' cost projections and budgets is required), cost-sharing agreements with the provinces, subsidies, subventions and grants programs. The bureau also performs internal and operational audits of government departments and agencies on a contract basis. 8350

#### **Bureau of Management Consulting**

This bureau offers broad consulting services: organization analyses, financial management, accounting, data processing, feasibility studies, personnel consulting services, operational research, operations and methods studies, and space planning 8360

studies to government departments. These services are provided to departments and agencies of government in Canada on a fee-for-service basis.

### Advisory Bureau for Computing

8370 This bureau provides advisory services in the field of electronic data processing to government departments and agencies. In addition, it operates Personnel Applications Centre which has responsibility for the government's central personnel records system and the Official Languages Information System.

### 8380 Regional Offices

#### Supply Administration

##### Ontario Region

1191 Cawthra Road  
Port Credit, Ontario  
L5G 4K8

##### Manitoba Region

Room 326  
344 Edmonton Street  
Winnipeg, Manitoba  
R3B 2X9

##### Western Region

10210 107th Street  
Edmonton, Alberta  
T5J 1J9

##### Pacific Region

355 Viking Way  
Richmond, B.C.  
V8W 1W9

##### Capital Region

1010 Somerset St. West  
Ottawa, Ontario  
K1A 0T4

##### Atlantic Region

Morris Drive  
P.O. Box 3000, Main P.O.  
Dartmouth, N.S.  
B2Y 4A8

##### Quebec Region

800 Golf Road  
Nuns' Island  
Montréal, Québec  
H3E 1G9

#### Services Administration

##### Pacific Region

325 Granville Street  
Vancouver, B.C.  
V6C 1S6

##### Alberta Region

9820 107th Street  
Edmonton, Alberta  
T5K 1E9

##### Manitoba-Saskatchewan Region

344 Edmonton Street  
Winnipeg, Manitoba  
R3B 2Y1

##### Ontario Region

480 University Avenue  
Toronto, Ontario  
M5G 1V5

##### Quebec Region

1010 de Lagauchetière Street W.  
Room 1700  
Montréal, Québec  
H3B 2R5

##### Atlantic Region

P.O. Box 1659  
Halifax, N.S.  
B3J 2Z9

##### Capital Region

123 Slater Street  
Ottawa, Ontario  
K1A 0T5

## Statutes

The Minister is responsible for administering the:

8385

*Canadian Commercial Corporation Act* (RSC 1970 c. C-6)  
*Defence Production Act* (RSC 1970 c. D-2) as amended  
*Department of Supply and Services Act* (RSC 1970 c. S-18)  
*Public Service Superannuation Act* (RSC 1970 c. P-36) as amended  
*Royal Canadian Mint Act* (RSC 1970 c. R-8)  
*Surplus Crown Assets Act* (RSC 1970 c. S-20)  
*Trading With The Enemy (Transitional Powers) Act* (SC 1947 c. 24) as amended

## Other Agencies

The Minister also reports to Parliament for the following agencies:

8390

Canadian Arsenals Limited (see para 8400)

Canadian Commercial Corporation (see para 8450)

Canadian Government Specifications Board

The Canadian Government Specifications Board is an interdepartmental agency that serves as the primary standards-producing organization of the federal government. The board is composed of the deputy heads of eight federal departments and agencies as follows:

8395

Deputy Minister of Supply (Chairman)  
Deputy Minister of Industry, Trade and Commerce  
Deputy Minister of Transport  
Deputy Minister of National Defence  
Deputy Minister of Public Works  
Deputy Minister of Consumer and Corporate Affairs  
Secretary of the Treasury Board  
President of National Research Council

The board develops standards in over 100 subject areas, and currently has about 1700 standards on issue in both official languages. These standards are developed through the medium of over 300 technical committees that are broadly representative of producers, consumers, government and general interests across the country. The board has recently received accreditation by the Standards Council of Canada as a standards writing organization eligible, as an element in the National Standards System, to develop national standards in a broad range of subject areas. The Secretariat's staff is supplied by the Technical Services Branch.

Contracts Settlement Board

Crown Assets Disposal Corporation (see para 8500)

Royal Canadian Mint (see para 8550)

## Head Office

Trafalgar Building  
207 Queen Street  
Ottawa, Ontario

## Mailing Address

P.O. Box 717, Station "B"  
Ottawa, Ontario  
K1P 5P8

## Minister

Minister of Supply and Services

## Board of Directors

President, E. A. Booth (ADM, Dept of Supply and Services)  
Vice-president, G. W. Hunter (Master, Royal Canadian Mint)

## Directors

A. R. Bailey (ADM, Dept of Supply and Services)  
L. G. Crutchlow (ADM, Dept of National Defence)  
J. S. Glassford ..... Ottawa, Ontario

## Principal Officer

General Manager and Secretary ..... J. W. Long

## Historical Background

Canadian Arsenals Limited was established 20 September 1945, under *Part 1 of The Companies Act* as a result of government acceptance of the recommendations of the Joint Arsenals Planning Board. The Company is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. The Company is an agent of Her Majesty.

8402

## Overall Responsibilities

The company acquired the best of each type of wartime munitions plant and retained sufficient skilled personnel, techniques, equipment and tools, not only to supply normal peacetime requirements of munitions which civilian industry could not ordinarily be called upon to produce, but also to form the base from which production capacity could be expanded in the event of war.

8403

## Organization and Programs

The duties of the company include the:

- (a) production of stores and equipment to the order of the Department of Supply and Services;
- (b) development of new military equipment carried out to the requirements of the services;
- (c) development and planning of manufacturing processes;
- (d) conservation of production records; and
- (e) maintenance of the special skills related to the above functions which are not normally retained in industry.

8405

## Regional Offices

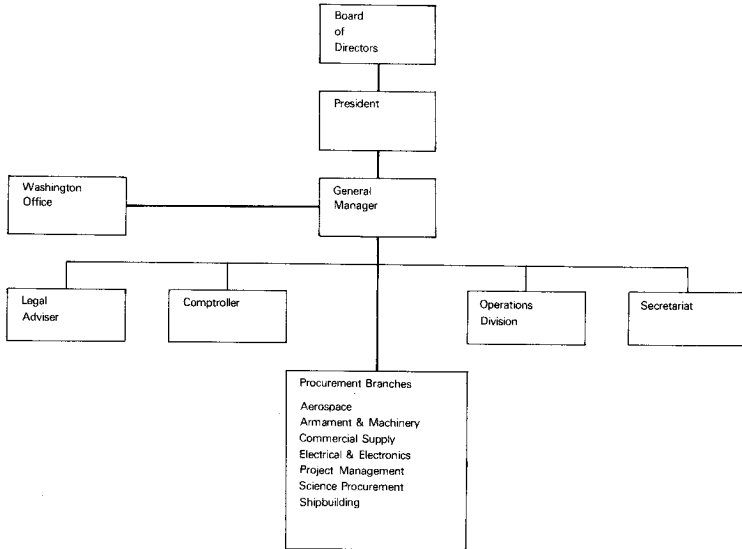
Two operating divisions are located at:  
Small Arms, Mississauga, Ontario (manufacture of small arms); and  
Filling, St. Paul l'Ermite, Québec (filling and assembly of artillery ammunition, mines, bombs, grenades, rockets and other specialities up to torpedo warheads).

8407

\*text effective January 1975

# Canadian Commercial Corporation 8450

CCC Chart - July 1973



## Head Office

70 Lyon Street  
Ottawa, Ontario  
K1A 0S6

## Minister

Minister of Supply and Services

## Board of Directors

President, J. M. Desroches..... (DM [Supply], Dept of Supply and Services)  
Vice-President, F. T. Jackman.....(Gen Dir, Dept of Industry, Trade and Commerce)  
General Manager, B. J. McNally .....(Dept of Supply and Services)  
Directors  
L. G. Crutchlow..... (ADM, Dept of National Defence)  
A. R. Bailey ..... (ADM, Dept of Supply and Services)  
E. A. Booth..... (ADM, Dept of Supply and Services)  
R. C. D. Laughton ..... (ADM, Dept of Supply and Services)  
J. D. Miller..... (Dir Gen, Canadian International Development Agency)  
C. Charland ..... (ADM, Dept of Industry, Trade and Commerce)

## Principal Officers

Comptroller, J. G. Threader.....(Dept of Supply and Services)  
Secretary, T. M. Coghlan .....(Dept of Supply and Services)  
Legal Advisor, P. B. Tetro .....(Dept of Supply and Services)

## Historical Background

The Canadian Commercial Corporation was established in 1946 by the *Canadian Commercial Corporation Act* (SC 1946 c. 40—now RSC 1970 c. C-6) and is wholly-owned by the Government of Canada. Initially it assumed the undertakings of the then Canadian Export Board covering procurement in Canada of goods and services on behalf of foreign governments and United Nations' relief agencies. 8452

In 1947, responsibility for procurement of the requirements of the Department of National Defence was transferred from the Department of Reconstruction and Supply to the corporation, which fulfilled these additional functions until the formation of the Department of Defence Production in 1951. In 1963, the staff of the corporation was integrated with that of the Department of Defence Production, now Department of Supply and Services, which provides all the management and services required by the corporation. 8453

The Corporation is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. The corporation is an agent of Her Majesty. 8454

## Overall Responsibilities

The main functions of the corporation as set out in the Act are: 8455

- (a) to assist in the development of trade between Canada and other nations;
- (b) to assist persons in Canada in obtaining goods and commodities from outside Canada; and
- (c) to dispose of goods and commodities that are available for export from Canada.

Under this broad charter, the corporation acts, primarily, on behalf of the Cana- 8457

\*text effective January 1975

dian government as the contracting agency when other countries and international agencies wish to purchase supplies and services from Canada on a government-to-government basis. An additional important function of the corporation is the procurement in Canada of equipment, supplies and services which the Government of Canada contributes to other nations under Canadian International Development Agency programs.

8459 The corporation will, upon request, quote on the price and availability of any Canadian product or service and provide full contract management services in respect of any procurement made in Canada by another country or international agency. Such Canadian government contract management ensures that the country procuring supplies and services in Canada will enjoy the same standards of procurement as would the Canadian government were it procuring the supplies and services on its own behalf in comparable circumstances.

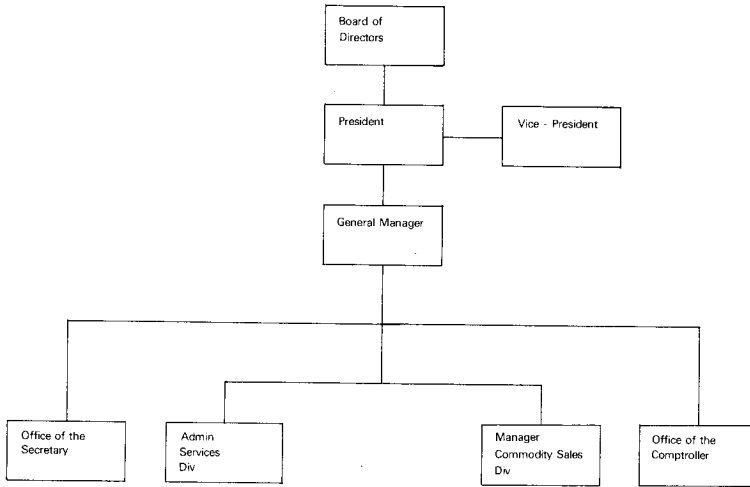
8461 Traditionally, the corporation has been largely responsible for the procurement of military supplies and services on behalf of NATO and other allied countries, the largest single customer being the United States Department of Defense. However, in recent years, the corporation has placed increasing emphasis on the promotion of its services for the procurement in Canada of civilian requirements of other countries. In this regard, the corporation presently acts as the contracting agency for many countries in the Caribbean, Central and South America, and Africa.

8463 In the conduct of its business, the Corporation can act as either an agent of the foreign government or as a prime contractor to the foreign government. The corporation receives invitations to bid, solicits bids from capable Canadian firms and submits responsible bids to the foreign government agency as offers from the corporation. When acting in the role of prime contractor, it subsequently negotiates and executes the resulting government-to-government contracts. The requirements are procured from Canadian firms under Canadian Commercial Corporation contracts with complete contract administration, delivery arrangements and payment provided by the corporation.

The total value of contracts entered into by the corporation since its inception in 1946 is well in excess of \$5 billion.

# Crown Assets Disposal Corporation\* 8500

CADC Chart - January 1975



\* Functions of the Lands and Buildings Division transferred to Dept of Public Works .



## Head Office

219 Argyle Avenue  
Ottawa, Ontario  
K1G 3J8

## Minister

Minister of Supply and Services

## Principal Officers

President ..... (vacant)  
Vice-President ..... E. A. Booth  
General Manager ..... P. A. Chamberlin (acting)  
Comptroller ..... R. J. Yule  
Secretary ..... Miss C. Gosselin  
Legal Counsel ..... (vacant)

## Historical Background

Crown Assets Disposal Corporation is successor to War Assets Corporation which was created by the *Surplus Crown Assets Act* of 1944. In 1949, the Act was amended in order to establish the present corporation. CADC is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. CADC is an agent of Her Majesty. 8502

## Overall Responsibilities

The Corporation provides a specialized sales service to government departments and certain agencies and Crown companies in the disposal of their surplus goods and assets located in Canada and abroad. It acts as agent for the United States, British and other governments in the sale of their surplus assets located in Canada, and has arrangements with a number of European governments for the disposal of Canadian military surplus located in their countries. 8503

## Organization and Programs

The Corporation operates in much the same way as a private company. Executive control is vested in a board of directors of which the president is chairman. Sales, accounting, administrative direction and services are provided by Head Office in Ottawa. Six Regional Sales Offices conduct the sale of general surplus assets located in their respective territories and provide assistance to Head Office in the sale of specialized equipment. 8505

The Corporation is self-sustaining and meets the cost of administrative expenses through fees fixed annually by Governor-in-Council. Net proceeds of sales, excluding sales made on behalf of certain agencies and foreign governments, are remitted to the Receiver General.

## Regional Offices

The regional offices conduct sales of surplus within the areas indicated: 8507

Halifax —Atlantic Region	Toronto —Ontario Region
Montréal—Québec Region	Edmonton —Prairie Region
Ottawa —Capital Region	Vancouver—Pacific Region

\*text effective January 1975

## Head Office

320 Sussex Drive  
Ottawa, Ontario  
K1A 0G8

## Minister

Minister of Supply and Services

## Principal Officers

Master..... G.W. Hunter  
Deputy Master and Production Manager..... (vacant)  
Chief, Financial Division..... Gustave J. Groleau  
Chief, Administrative Division..... Geoffrey Ferguson

## Board of Directors

Jacques M. DesRoches, Chairman, (Deputy Minister of Supply, Department of Supply and Services)  
William A. Kennet (Director, Department of Finance)  
Dr. John Convey..... Ottawa, Ont.  
Philippe Girard..... Montréal, Qué.  
W. Leslie Wardrop..... Winnipeg, Man.  
Gordon W. Hunter (Master, Royal Canadian Mint)

## Historical Background

The Royal Canadian Mint began operations as a branch of the Royal Mint (Great Mint), but was established as a federal government corporation in 1968 (now *Royal Canadian Mint Act* RSC 1970 c.R-8). 8552

The Mint is designated as a departmental corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1969-1092, 27 May 1969; SOR/69-270).

For the purposes of the *Public Service Employment Act*, the Mint is considered part of the public service (OIC P.C. 1970-1073, 16 June 1970).

The Mint is an agent of Her Majesty.

The board of directors of the Mint consists of a Chairman, the Master of the Mint, and five other directors. 8553

The Master is the chief executive officer of the Mint and devotes the whole of his time to the business of the Mint. He is appointed by the Governor-in-Council upon the recommendation of the Board.

## Overall Responsibilities

The Mint may:

- (a) produce and arrange for the production and supply of coins of the currency of Canada;
- (b) produce coins of currency of countries other than Canada;
- (c) melt, assay and refine gold, silver and other metals;
- (d) buy and sell gold, silver and other metals;
- (e) assay, refine, store and otherwise deal with gold, silver and other metals for the account of Her Majesty or others;
- (f) prepare and store shipments of coin, gold, silver and other metals and move such shipments to or from the Mint;

8555

\*text effective October 1974; updated to 1975.

- (g) make medals, plaques and other devices; and
- (h) do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Mint.

8557 All coins of the currency of Canada that are produced at, or supplied by, the Mint are delivered to the Minister of Finance or such person as he may designate.

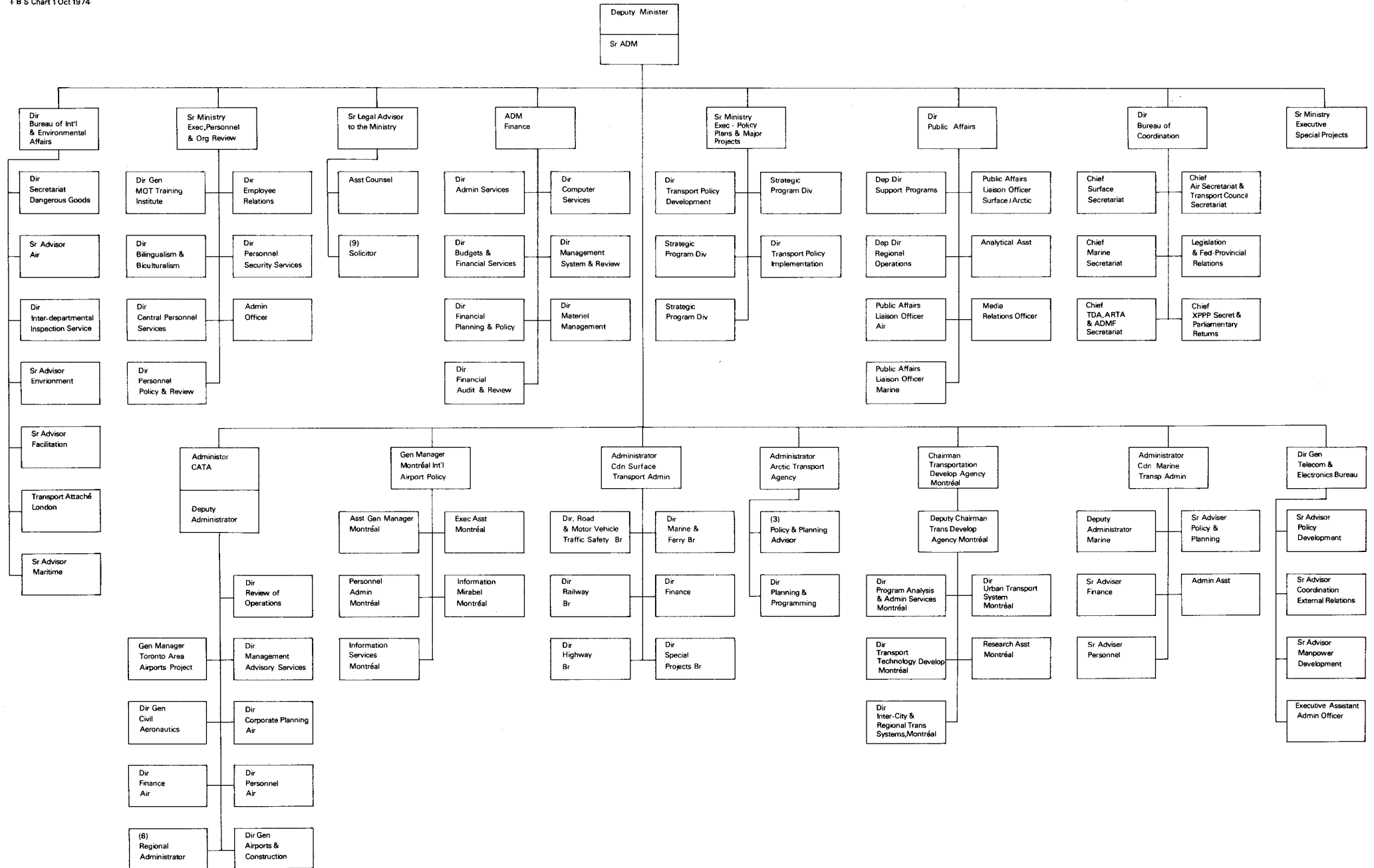
The Mint stores and ships coins of the currency of Canada in accordance with instructions given by the Minister of Finance.

8559 Where the Mint deals with gold, silver, or other metals for the account of Her Majesty, payments for the purchase thereof are made out of the Consolidated Revenue Fund on the authorization of the Minister of Finance and all amounts received from their sale are paid into the Consolidated Revenue Fund.

Similarly, all amounts received from the issue, for circulation in Canada, of coins of the currency of Canada are paid into the Consolidated Revenue Fund.

# Ministry of Transport 8600

T 8 S Chart 1 Oct 1974



## Head Office

Tower "C", Place de Ville  
Ottawa, Ontario  
K1A 0N5

## Minister

The Hon. Jean Marchand, P.C., M.P.

## Principal Officers

Deputy Minister .....	O. G. Stoner
Senior Assistant Deputy Minister .....	G. A. Scott
Senior Assistant Deputy Minister (Special Project) .....	J. M. Davey
Assistant Deputy Minister .....	Guy Lavigueur
Senior Ministry Executives	
(Personnel and Organization Review) .....	W. F. Nelson
(Policy, Planning and Major Projects) .....	Michael Butler
(Legal) .....	L. P. MacLean
Directors	
(Public Affairs) .....	Robert Turner
(Bureau of Coordination .....	André Laframboise
Administrators	
(Canadian Marine Transportation Administration) .....	Roy Illing
(Canadian Air Transportation Administration) .....	W. H. Huck
(Canadian Surface Transportation Administration) .....	R. M. Aldwinkle
(Arctic Transportation Agency) .....	M. G. Hagglund
Chairman, Transportation Development Agency .....	M. D. Armstrong

## Historical Background

The role and structure of the Department of Transport were changed and a Ministry created on February 17, 1970. (The Ministry is a corporate structure of Crown corporations, and operating administrations which have varying degrees of autonomy). A headquarters staff supports the Minister and Deputy Minister in the functions of planning, policy formulation, and assessment of program achievements in terms of ministry objectives.

8602

## Organization and Programs

The Ministry is composed of the: Canadian Marine Transportation Administration; Canadian Air Transportation Administration; Canadian Surface Transportation Administration; Arctic Transportation Agency; Transportation Development Agency.

8620

## Canadian Marine Transportation Administration

This administration coordinates the functions of the St. Lawrence Seaway Authority, the National Harbours Board, and the ministry's Marine Services component.

8630

The administration is responsible for the deep waterway of the St. Lawrence Seaway through the St. Lawrence Seaway Authority\*\*. Through the National Harbours Board, the administration has direct supervision of 13 harbours, and the

\*text effective October 1974; names updated to January 1975

\*\*see para 8950 for more details

grain elevators at Prescott, and Port Colborne, Ontario. In addition to some 300 public harbours and 11 others administered by harbour commissions, this administration also is responsible for aids to navigation, nautical and pilotage services, marine agencies, steamship inspection, and the Canadian Coast Guard.

## Canadian Air Transportation Administration

8660 This administration (CATA) is responsible for providing and operating domestic airway facilities (including air traffic control and telecommunications services), a national air terminal system, and the regulatory services required for aviation safety.

8685 These responsibilities are carried out by four principal components: Civil Aeronautics: Airports and Construction Services; (six regional administrations within six regions in Canada, namely, Atlantic, Québec, Ontario, Central, Western, and Pacific); and staff groups at headquarters in Ottawa.

Policies and standards are formulated at headquarters in Ottawa, with maximum decentralization in respect to operating responsibilities.

## Canadian Surface Transportation Administration

8690 This administration deals with the programming and planning for federal participation in the operation and coordination of highway, rail, and ferry transportation.

It also is responsible for road and motor vehicle traffic safety.

## Arctic Transportation Agency

8720 This agency ensures that the federal government is responsive to the transportation needs of northern Canada in consonance with the dynamic changes which are taking place in that part of the country. The agency coordinates and controls a multi-modal\* transportation program. In conjunction with its office in Yellowknife, N.W.T., the agency is the focal point for the development of federal government transportation policies and facilities in the North.

## Transportation Development Agency

8750 This agency is responsible for developing and coordinating technological research. The agency works closely with government agencies and the academic and scientific community, in order to provide the national focus for changing technology and development in the field of transportation.

## Statutes

8785 The Minister administers or has responsibilities for the following Statutes\*\* and regulations:

### Harbours and Steamships

*Belleville Harbour Commissioners Act* (SC 1952 c. 34, sec. 3)

*Canadian National Steamship Act, 1927* (West Indies) (SC 1927 c. 29; *Order-in-Council P.C. 4115* Sept. 24, 1952.)

*Hamilton Harbour Commissioners Act* (SC 1912 c. 98) as amended

*North Fraser Harbour Commissioners Act* (SC 1913 c. 162) as amended\*\*\*

*Ontario Harbours Agreement Act*, (SC 1963 c. 39)

*Port Alberni Harbour Commissioners Act* (SC 1947 c. 42, sec. 2)

*Toronto Harbour Commissioners Act* (SC 1911 c. 26) as amended\*\*\*

*Trenton Harbour Act* (SC 1922 c. 50, sec. 3, 4, 9; SC 1936 c. 34, sec. 3 [1])

*Winnipeg and St. Boniface Harbour Commissioners Act* (SC 1912 c. 55) as amended\*\*\*

\*modes of transportation

\*\* unless otherwise specified, all are non-consolidated

\*\*\*minister not yet named

## Railways

Act Re: CNR Branch Line (SC 1960-61 c. 56)  
 Act Re: CNR Branch Line (SC 1966-67 c. 15)  
 Act Re: CNR Branch Line (SC 1966-67 c. 35)  
 Act Re: CNR Line (SC 1968-69 c. 3)  
*Canadian National Montreal Terminals Act* (SC 1929 c. 12, sec. 7, 9, 11)  
*Canadian National Railways Capital Revision Act* (RSC 1952 c. 311, [amended SC 1955 c. 29])  
*Canadian National Railways Refunding Act* (SC 1955 c. 31, sec. 5, 7)  
*Canadian National Toronto Terminals Act* (SC 1960 c. 26)  
*Crows Nest Pass Agreement* (SC 1897 c. 5) as amended  
*Intercolonial Railway and P.E.I. Railway Employees' Provident Fund Act* (SC 1907 c. 22, sec. 2), as amended  
*International Rapids Power Development Act* (RSC 1952 c. 157)\* as amended  
*National Transcontinental Railway Act* (SC 1903 c. 71, sec. 22, 28-30), [amended SC 1936 c. 34 sec. 3(1)]  
*Winnipeg Terminals Act* (SC 1907 c. 52)\* as amended

## Companies or Services

Canadian National (West Indies) Steamships Limited  
 Northern Transportation Company Limited (*Order-in-Council P.C. 1970-768*, 30 April 1970)  
 Government Consolidated Telephone Switchboards (Toronto and Edmonton) (SOR 65-75)  
 Government Telephone Service Office (Ottawa) (SOR 65-75)  
 Provision of Airport Emergency Service at Winnipeg International Airport (SOR 67-377)  
*Aeronautics Act* (RSC 1970 c. A-3, sec. 2, 9)  
*Air Canada Act* (RSC 1970 c. A-11, sec. 2)  
*Arctic Waters Pollution Prevention Act* (RSC 1970, c. 2, sec. 5 (2), 6(2), 8(1) (d), 13(1), 14(1) [1st supp.] (SOR 71-219)  
*Atlantic Region Freight Assistance Act* (RSC 1970 c. A-18, sec. 2) as amended  
*Bills of Lading Act* (RSC 1970 c. B-6)\*  
*Bridges Act* (RSC 1970 c. B-10)\*  
*Canadian National Railways Act* (RSC 1970 c. C-10)  
*Canadian National Railways Financing and Guarantee Act* (SC 1970-71-72 c. 17)  
*Canadian Overseas Telecommunications Corporation Act* (RSC 1970 c. C-11, sec. 2; *Order-in-Council P.C. 4115*, Sept. 24, 1952)  
*Canada Shipping Act* (RSC 1970 c. S-9, sec. 2)  
*Carriage by Air Act* (RSC 1970 c. C-14)\*  
*Carriage of Goods by Water Act* (RSC 1970 c. C-15)\*  
*Department of Transport Act* (RSC 1970 c. T-15, sec. 2)  
*Ferries Act* (RSC 1970 c. F-8, sec. 2)  
*Foreign Aircraft Third Party Damage Act* (RSC 1970 c. F-28)\*  
*Government Harbours and Piers Act* (RSC 1970 c. G-9, sec. 2)  
*Government Property Traffic Act* (RSC 1970 c. G-10)\*  
*Government Railways Act* (RSC 1970 c. G-11, sec. 2)  
*Government Vessels Discipline Act* (RSC 1970 c. G-12)\*  
*Harbour Commissions Act* (RSC 1970 c. H-1, sec. 2)  
*Livestock Shipping Act* (RSC 1970 c. L-11, sec. 2)  
*Marine and Aviation War Risks Act* (RSC 1970 c. W-3, sec. 2)  
*Maritime Freight Rates Act* (RSC 1970 c. M-3, sec. 8)\*  
*Motor Vehicle Safety Act* (RSC 1970 c. 26, [1st Supp.] sec. 2)

\*minister not named

8795 *Motor Vehicle Transport Act* (RSC 1970 c. M-14)\*  
*National Energy Board Act* (RSC 1970 c. N-6, sec. 76) as amended  
*National Harbours Board Act* (RSC 1970 c. N-8) as amended; (*Order-in-Council P.C.*  
4115 Sept. 24, 1952)  
*National Transportation Act* (RSC 1970 c. N-17, sec. 2)a  
*Navigable Waters Protection Act* (RSC 1970 c. N-19, sec. 2)  
*Passenger Tickets Act* (RSC 1970 c. P-3 sec. 2, 4, 7, 8)  
*Pilotage Act* (SC 1970-71-72 c. 52)  
*Railway Act* (RSC 1970 c. R-2, sec. 2)  
*St. Lawrence Seaway Authority Act* (RSC 1970 c. S-1, sec. 2)  
*Teleferry Act* (RSC 1970 c. T-2)  
*Transport Act* (RSC 1970 c. T-14, sec. 2)  
*United States Wreckers Act* (RSC 1970 c. U-4)\*

### **Other Agencies**

The Minister is responsible for the following agencies:

Air Canada (see para 8800)

Blue Water Bridge Authority (see para 2399)\*\*

Canadian National Railways (see para 8850)

Canadian Transport Commission (see para 8900)\*\*\*

National Harbours Board (see para 8925)

Northern Transportation Company Limited (see para 1642)

St. Lawrence Seaway Authority (see para 8950)

Seaway International Bridge Corporation Limited (see para 8975)

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\*minister not named

\*\*responsibility shared with Minister of External Affairs.

\*\*\*responsible for transportation regulations aspects only, telecommunications regulations is the responsibility of the Minister of Communications.



**Head Office**

1 Place Ville Marie  
Montréal, Québec  
H3B 3P7

**Minister Designated**

Minister of Transport\*\* \*

**Board of Directors**

Chairman .....	Yves Pratte, Q.C.
Members	
William R. Allen, Q.C.	D. A. Anderson, Q.C.
John Fraser Cruickshank	Pierre Des Marais II
G. W. P. Heffelfinger	Pierre Taschereau
André Monast	L. C. L. Jolivet

**Principal Officers**

Chairman and Chief Executive Officer .....	Yves Pratte, Q.C.
President and Assistant to the Chairman .....	Ralph T. Vaughan
General Counsel .....	I. E. McPherson
Secretary of the Company .....	M. E. Fournier
Group Vice-Presidents	
(Technical Services) .....	D. C. Tennant
(Sales & Services) .....	Maurice d'Amours
Vice-Presidents	
(Finance) .....	M. H. Cochrane
(Personnel and Organizational Development) .....	P. J. Chartrand
(Flight Operations) .....	K. J. Davis
(Operational Planning) .....	C. H. Glenn
(Payload Operations and Control) .....	G. C. Goode
(Public Affairs Branch) .....	C. I. Taylor
(Computer and Systems Services) .....	Pierre Jeannot
(Marketing) .....	Yves J. Ménard
(Maintenance) .....	L. M. Raverty
(Purchasing and Facilities) .....	K. E. Olson
(Central and Southern Regions) .....	J. M. Callen
(Eastern Region) .....	John McGill
(European Region) .....	F. C. Eyre
(United States Region) .....	J. P. Labrie
(Western Region) .....	H. D. Laing
Airtransit—STOL President .....	G. G. Vogan

8802

**Historical Background**

Formerly Trans-Canada Airline, Air Canada, a wholly-owned affiliate of the Canadian National Railways, was incorporated by an Act of Parliament in 1937 (now *RSC 1970 c. A-11*) to provide a public owned air transportation service, with powers to carry on its business throughout Canada and outside of Canada.

8803

\*text effective October 1974; updated to January 1975.

\*\*OIC P.C. 1957-927, 8 July 1957.

Air Canada is designated a Proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. Air Canada is not an agent of Her Majesty.

### Overall Responsibilities

8804 Air Canada now maintains passenger, mail, and commodity traffic services over nation-wide routes. The airline also has services to the United States, England, Scotland, Ireland, France, Switzerland, West Germany, Austria, Belgium, Czechoslovakia, Denmark, the U.S.S.R., Bermuda, the Bahamas, Antigua, Barbados, Jamaica, and Trinidad.

**Head Office**

935 LaGauchetière Street, West  
Montreal, Québec

**Mailing Office**

P.O. Box 8100  
Montreal, Québec  
H3C 3N4

**Minister Designated**

Minister of Transport\*\*

**Board of Directors**

Chairman ..... P. Tashchereau Q.C.

**Members**

D. A. Anderson ..... Toronto, Ont.  
E. A. Pratt ..... St. Johns, Nfld.  
J. W. Vancise ..... Regina, Sask.  
Austin E. Hayes ..... Halifax, N.S.  
Pierre des Marais ..... Montréal, Qué.  
C. Kroft ..... Winnipeg, Man.  
H. C. Pinder ..... Saskatoon, Sask.  
Yves Pratte ..... Montréal, Qué.  
André Monast ..... Québec, Qué.  
J. W. Hinds ..... Sudbury, Ont.  
L. C. L. Jolivet ..... Vancouver, B.C.

**Principal Officers**

President and Chief Exec. Officer ..... Dr. R. A. Bandeen  
System Vice-Presidents ..... W. D. Piggott  
J. H. Spicer  
R. R. Latimer  
Executive Vice-Presidents ..... J. W. G. Macdougall  
J. H. Richer  
Senior Vice-Presidents ..... A. H. Hart  
Maurice Archer  
Vice-Presidents ..... J. Gratwick  
W. R. Corner  
W. H. Bailey  
J. M. Duncan  
J. C. Gardiner  
R. E. Lawless  
J. L. Cann  
W. H. Masse  
G. C. Campbell  
E. J. Denyer  
C. T. Cameron

Vice-President, Assistant to Chairman and  
Secretary of the Company ..... G. Lach  
Vice-President and Chairman of Investment Division ..... J. L. Toole  
Vice-President and General Manager  
(Telecommunications) ..... H. J. Clarke

8852

\*text effective January 1975

\*\*for the purposes of the *Financial Administration Act* (OIC P.C. 1952-4115, 24 Sept 1952)

Regional Vice-Presidents ..... D. W. Blair  
 J. F. Roberts  
 A. R. Williams  
 C. F. Armstrong  
 K. E. Hunt

**Historical Background**

8853 The Canadian National Railway Company was incorporated to operate and manage a national system of railways, including the Canadian Northern Railway System, the Canadian Government Railways, and all lines entrusted to it by Order-in-Council. In 1923 the Grand Trunk Railway Company of Canada was amalgamated with the Canadian National Railway Company and since 1923 a number of railway lines acquired by the Government have been entrusted to the Company for operation and management, including the Newfoundland Railway and steamship services in 1949, the Témiscouata Railway in 1950, and the Hudson Bay Railway and the Northwest Communications System in 1958. The *Canadian National Railways Act*, 1919, was repealed in 1955 and replaced by the *Canadian National Railways Act* (SC 1955 c. 29, now RSC 1970 c. C-10).

**Overall Responsibilities**

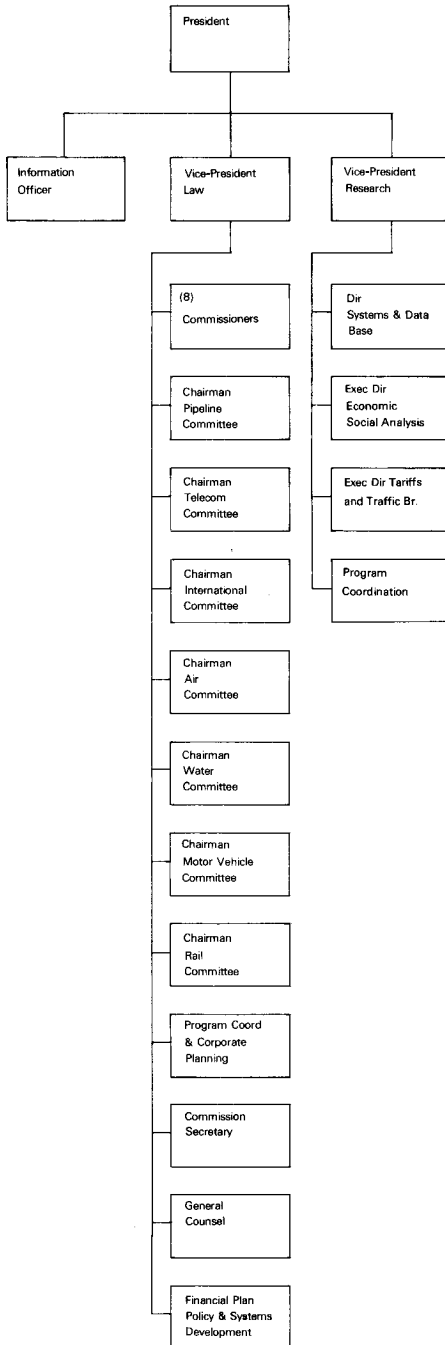
The National Railways as defined by the CN-CP Act is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*.

The Canadian National Railway Company is controlled by a chairman and board of directors appointed by the Governor-in-Council.

8855 Besides operating a railway system of some 24,500 miles main trackage, CN owns a nation-wide hotel chain, a telecommunications company, an express company, road freight operations, steamship ferry services and an airline (Air Canada).

# Canadian Transport Commission 8900

T B S Chart 1 Oct 1974



# Canadian Transport Commission\*

8901

## Head Office

275 Slater Street  
Ottawa, Ontario  
K1A 0N9

## Ministers

Minister of Transport (regulation of transportation)\*\*  
Minister of Communications (regulation of telecommunications)

## Members of the Commission

President ..... The Hon. E. J. Benson, P.C.  
Vice-President ..... Guy Roberge, Q.C.  
Vice-President (Research) ..... R. R. Cope  
Chairmen  
(Water Transport Committee) ..... A. P. Campbell  
(International Transport Policy Committee) ..... J. F. Clark  
(Motor Vehicle Transport Committee) ..... J. A. D. Magee  
(Commodity Pipeline Transport Committee) ..... R. R. Cope (Acting)  
(Railway Transport Committee) ..... D. H. Jones, Q.C.  
(Telecommunication Committee) ..... G. F. Lafferty  
(Air Transport Committee) ..... J. B. G. Thomson  
(Review Committee) ..... Guy Roberge, Q.C.  
Commissioners  
Anne Carver  
H. H. Griffin  
E. H. LaBorde  
J. T. Gray  
R. M. March  
L. R. Talbot  
J. M. Woodard

## Principal Officer

Secretary ..... Harris Arbique

## Historical Background

The Canadian Transport Commission was established on September 19, 1967, pursuant to the *National Transportation Act* (RSC 1970 c. N-17). It is successor to the Board of Transport Commissioners for Canada, the Air Transport Board, and the Canadian Maritime Commission. The Commission is designated as a department within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1967-1768, 18 Sept 1967).

8902

## Overall Responsibilities

The Commission is required to perform all the regulatory and other functions vested in it by the Act, the *Railway Act*, the *Aeronautics Act*, and the *Transport Act*, and other miscellaneous statutes with the general object of coordinating and harmonizing the operation of all carriers engaged in transport (railways, water, aircraft, extra-provincial motor vehicle undertakings, and commodity pipelines). In addition, the Commission must undertake programs of study and research to achieve the objectives of the National Transportation Policy.

8903

\*text effective October 1973; updated to January 1975  
\*\*OIC 1967-1899, 5 Oct 1967

## Organization and Programs

8905 The Commission is a court of record and consists of no more than 17 members who are appointed by the Governor-in-Council for terms not exceeding ten years. For the purpose of performing its duties, the Commission must establish committees consisting of no less than three commissioners each; and any such committee shall, in accordance with the rules and regulations of the Commission, exercise all the powers and duties of the Commission, subject to review by the Commission in certain instances.

8907 Eight such committees have been established:

- Air Transport Committee
- Commodity Pipeline Transport Committee
- International Transport Policy Committee
- Motor Vehicle Transport Committee
- Railway Transport Committee
- Review Committee
- Telecommunication Committee
- Water Transport Committee

The General Rules of the Commission, including rules of practice and procedure, were adopted on September 20, 1967, and published in the issue of October 14, 1967, of the *Canada Gazette*. Subsequent amendments to the General Rules were published in the issues of the *Canada Gazette* dated November 16, 1968, December 6, 1969, January 24, 1970, July 11, 1970, February 20, 1971, and March 22, 1972.

### Regional Offices

8924 The Commission maintains district offices for railway operating and engineering inspections at St. John's Nfld.; Moncton, N.B.; Montréal, Qué.; Toronto, Ont.; Winnipeg, Man.; Saskatoon, Sask.; Calgary, Alta.; and Vancouver, B.C.

## Head Office

Place de Ville  
Tower "C",  
330 Sparks Street  
Ottawa, Ontario  
K1A 0N6

## Minister designated

Minister of Transport\*\*

## Principal Officers

Chairman..... D. E. Taylor  
Vice-Chairman..... Guy Beaudet  
Members..... Dr. S. H. Weyman  
(one vacancy)

## Historical Background

The National Harbours Board was established by the *National Harbours Board Act 1936* (now RSC 1970 c. N-8). The Board is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act*. The Board is an agent of Her Majesty. 8927

## Overall Responsibilities

The board has jurisdiction over the harbours of St. John's, Nfld.; Halifax, N.S.; Saint John, and Belledune, N.B.; Chicoutimi, Baie des Ha! Ha!, Québec, Sept-Îles, Trois-Rivières and Montréal, Qué. Churchill, Man.; Prince Rupert and Vancouver, B.C., and the government grain elevators at Prescott and Port Colborne, Ont. Prior to the establishment of this board, each of the national harbours was operated under the jurisdiction of a local board of harbour commissioners. 8928

## Organization

The board makes regular visits to each of the properties under its control. The head office of the board has a secretariat, administrative, engineering, legal, traffic, economics, public relations, personnel, police and security, and financial branches which provide the board and the ports with professional services. 8929

## Regional Offices

At each of the harbours a local official, the port manager, is responsible to the board for the operation of the port. At the grain elevators an elevator manager, responsible to the board, supervises the operations of those facilities. 8945

\*text effective September 1973; updated to January 1975

\*\*OIC 1952-4115, 24 Sept. 1952



## Head Office

Transport Canada Building  
Place de Ville  
Ottawa, Ontario  
K1R 7R9

## Minister Designated

Minister of Transport\*\*

## Executive Officers

President ..... Paul D. Normandeau  
Vice-President ..... T. J. Quigg  
Member ..... Gordon H. Barrett  
Secretary ..... Louis E. Béland

## Historical Background

The St. Lawrence Seaway Authority was established by the *St. Lawrence Seaway Authority Act* (now RSC 1970 c. S-1). 8952

The Authority is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1954-1300, 1 Sept 1954; SOR/54-402). The Authority is an agent of Her Majesty.

## Overall Responsibilities

The St. Lawrence Seaway Authority is incorporated for the purposes of:

- (a) acquiring lands for and constructing, maintaining and operating all such works as may be necessary to provide and maintain, either wholly in Canada or in conjunction with works undertaken by an appropriate authority in the United States, a deep waterway between the Port of Montréal and Lake Erie, and 8953
- (b) constructing, maintaining, and operating all such works in connection with such a deep waterway as the Governor-in-Council may deem necessary to fulfill any obligation undertaken pursuant to any present or future agreement;
- (c) acquiring lands for, and constructing, maintaining and operating, alone or jointly or in conjunction with an appropriate authority in the United States, bridges connecting Canada with the United States as authorized by the Act, and in connection therewith, or as incidental thereto, acquiring with the approval of the Governor-in-Council shares of property of any bridge company and operating and managing bridges; and
- (d) acquiring lands for, and constructing or otherwise acquiring, maintaining and operating such works or other property as the Governor-in-Council may deem to be necessary incidental to works undertaken pursuant to the Act.

## Organization and Programs

The Legal, and Economics and Research Branches are also located in Ottawa. The headquarters, including the Operation, Administration and Finance and Accounting Branches is located in Cornwall, Ontario while the Engineering and Construction Branches are in Montréal and St. Catharines respectively. The Eastern Region of the Seaway, extending from the Port of Montréal to Lake Ontario, is 8955

\*text effective September 1973; updated to January 1975

\*\*OIC P.C. 1957-928, 8 Jul 1957

headquartered in St. Lambert, Québec, and the Western Region, comprising the Welland and Sault Ste. Marie Canals, is headquartered in St. Catharines, Ontario.

## **Other Agencies**

### **Great Lakes Pilotage Authority**

8972 On February 1, 1972, this authority was established as a subsidiary of the Seaway Authority. It is responsible for the development, issuance and enforcement of pilotage standards and regulations and for providing pilotage service to both national and international shipping within its sphere of jurisdiction which encompasses the Canadian waters in the Province of Québec from St. Lambert upstream, as well as Canadian waters in and around the provinces of Ontario and Manitoba.

**Seaway International Bridge Corporation Ltd. (see para. 8975)**

**Head Office**

P.O. Box 836  
Cornwall, Ontario

**Minister Designated**

Minister of Transport\*\*

**Board of Directors**

President .....	Paul D. Normandeau
Vice-Presidents .....	David W. Oberlin*** William H. Kennedy
Directors .....	James M. Martin John T. Carvell Frederick A. Bush*** Edward Margosian*** Thomas J. Quigg

**Principal Officer**

Manager ..... Joseph Patrick Donihee

**Historical Background**

The company, a subsidiary of the St. Lawrence Seaway Authority, was incorporated, and letters patent were granted, under the *Canada Corporations Act* on 13 November, 1962. 8977

The Corporation is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act* (OIC P.C. 1963-510, 25 Mar 1963; SOR/63-110). The Corporation is an agent of Her Majesty. 8978

**Overall Responsibilities**

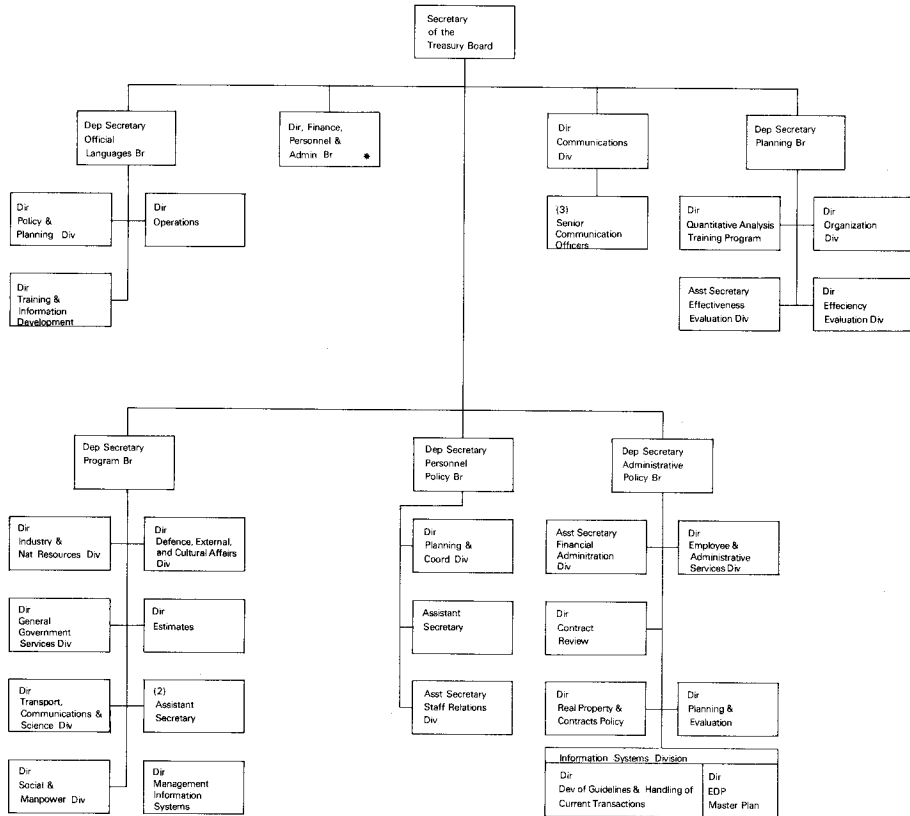
The company operates and manages an international toll bridge system between Cornwall, Ontario, and Rooseveltown, New York, on behalf of the owners (i.e. the St. Lawrence Seaway Authority of Canada, and the United States' Saint Lawrence Seaway Development Corporation). 8981

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\*text effective January 1974; updated to January 1975  
 \*\*(OIC P.C. 1963-510, 25 March 1963)  
 \*\*\*indicates U.S. representative

# Treasury Board Secretariat 9000

T.B. Chart - 1 Oct 1974



• The branch director reports also to the Deputy Minister of Finance as the branch provides a joint service for both departments (the third reporting level is outlined in Chart 2500).

## Head Office

Place Bell Canada  
160 Elgin Street  
Ottawa, Ontario  
K1A 0R5

## Minister

The Hon. Jean Chrétien, P.C., M.P., President of the Treasury Board

## Principal Officers

Secretary of the Treasury Board..... G. F. Osbaldeston  
Deputy Secretaries  
    (Program Branch)..... B. A. MacDonald  
    (Personnel Policy Branch)..... J. P. Connell  
    (Planning Branch)..... A. R. Dobell  
    (Administrative Policy Branch)..... M. A. J. Lafontaine  
    (Official Languages Branch)..... D. Morley

## Historical Background

In the 100th year of its existence the Treasury Board was proclaimed a department on Oct. 1, 1966, under the *Government Organization Act* 1966. The Board, a committee of the Queen's Privy Council for Canada, consists of the President of the Treasury Board, the Minister of Finance, and four other members of the Queen's Privy Council for Canada\*\* who are nominated from time-to-time by the Governor-in-Council. 9002

## Overall Responsibilities

Headed by the Secretary of the Treasury Board, the Treasury Board Secretariat, is the operational arm of the Board. The Secretariat: 9005

- (a) examines the proposed spending programs of all government ministries, departments and agencies;
- (b) makes recommendations to the Treasury Board on proposed expenditures;
- (c) keeps under constant review the development of approved programs in order to ensure effective expenditure management; and
- (d) recommends Public Service personnel management policy to the Treasury Board in the areas of manpower utilization, compensation, pensions and insurance, and staff relations (as well as negotiating the terms of collective agreements with the various bargaining agents).

It is concerned with the development of program evaluation techniques, management improvement practices and efficient administration throughout the government. Upon direction from the President of the Treasury Board, the Secretariat develops and/or implements programs, which are designed to achieve the government's objectives in specific areas applicable to the Public Service as a whole.\*\*\* 9006

\*text effective October 1974; names updated to February 1975; throughout the text the Treasury Board is referred to as the Board, and the Treasury Board Secretariat as the Secretariat.

\*\*more commonly known as Cabinet Ministers

\*\*\*For example, in conjunction with the Public Service Commission, the Secretariat is responsible: for the development and implementation of programs to attain the government's objectives in respect of the use of the two official languages; and for the equalization of employment and advancement opportunities for all Canadians within the Public Service.

## **Organization and Programs**

9007 The Secretariat is composed of five branches: Program; Personnel Policy; Planning; Administrative Policy; Official Languages.

### **Program Branch**

9010 This branch serves as the interface between government departments and agencies and the Board, in so far as the discharge of its mandate for determining an expenditure plan for government (including the determination of program priorities, content, and allocation of resources).

9015 The branch: analyzes and evaluates new policy proposals which emanate from government departments and agencies; develops recommendations to the Board as to the implications of these proposals on the potential resources of government and the extent to which such proposals are likely to contribute to government objectives and priorities; and recommends to the Board the best means of achieving program objectives in the light of available financial and manpower resources, and their optimum allocation against competing demands.

9020 There are five operational divisions (whose responsibilities reflect the main functional groupings of government programs): Industry and Natural Resources; Transportation, Communications and Science; Defence, External and Cultural Affairs; Social and Manpower; General Government Services. The branch also includes two support divisions: Estimates; and Management Information Systems.

9025 The branch maintains continuing contact with departments and agencies from the conceptual stage of policy formulation through to the program, and often to the project stages of a department's operations. This contact is maintained in order to provide analysis and recommendations with respect to resource allocations throughout the budget cycle. The branch also ensures that adequate interdepartmental consultation has taken place on all policy and program proposals prior to presentation to the Board.

9030 The specific responsibilities of the branch include the review of departmental Program Forecasts. This takes place over a period of approximately three months in the spring and early summer of each year and culminates in the approval by the government of an expenditure plan for the coming fiscal year. In the autumn, this plan is used by departments and agencies as the basis for the preparation of their Main Estimates submissions. These submissions are reviewed by the branch and are submitted to the government for final approval in December. Other submissions throughout the fiscal year are reviewed by the branch and may be reflected in Supplementary Estimates, which are normally presented to Parliament in November and March of each year.

### **Personnel Policy Branch**

9035 This branch develops and ensures the application of personnel policies, systems, and methods in order that the human resources needed to carry out programs effectively are determined; obtained at competitive rates of pay; and developed and used efficiently (with due regard for the individual and collective rights of employees).

9036 The branch has primary responsibility for the development of personnel policies, regulations, standards, systems and programs in the following areas.

### **Manpower**

9038 This area develops, implements, maintains and evaluates policy guidelines, programs and procedures, for the accurate determination, allocation, development, and efficient utilization of employees needed in the Public Service to carry out

programs effectively. These measures are aimed at improving the effective use of manpower resources in the Public Service, and include recommendations on organization development, manpower planning, the determination and evaluation of training needs, and educational programs. It also includes advice to departments and agencies on the design and implementation of systems (to achieve improvements in manpower management).

### **Compensation Policy**

This area develops policy guidelines, programs, and regulations which govern salary administration, benefits and allowances for the Public Service. These functions involve the development and maintenance of classification programs and the associated salary structures. Through delegation, the responsibility for classification and the administration of salaries, is being transferred progressively to departments (subject to a monitoring process). Benefit programs and allowance policies approved by the Board, are designed to give maximum responsibility to departments.

9041

### **Staff Relations**

Under the system of collective bargaining established by the *Public Service Staff Relations Act*, the Board is the employer for all employees in the Public Service, with the exception of a number of "separate employers" such as the National Research Council, the Defence Research Board, and the National Film Board. The Treasury Board negotiates collective agreements with the unions representing some 80 bargaining units and advises departments on the administration of the agreements. Consultations are held with representatives of bargaining agents, direct or through the National Joint Council, on matters which are not subject to bargaining or which have wide application in the Public Service. The terms and conditions of employment of employees excluded from collective bargaining are determined by the Board. Policy guidelines and standards are developed to govern physical working conditions and occupational health and safety. The Board prepares and presents the employer's position on grievances that are referred to adjudication; and gives advice and assistance to departmental management at preceding stages in the grievance process. The Board presents the employer position in applications for certification by employee organizations, and in hearings before the Public Service Staff Relations Board on applications for the exclusion of employees from bargaining units.

9044

### **Pensions and Insurance**

This area develops policy guidelines, coordinates the administration, and recommends periodic revision of pension, insurance, and sick leave programs for the Public Service. It negotiates reciprocal pension transfer agreements with other public and private employers, and also studies and proposes means of ensuring compatibility between Public Service employee benefits and social security programs (such as medicare and the Canada and Quebec Pension Plans).

9047

### **Planning Branch**

This branch develops analytic techniques and methodologies in the areas of efficiency evaluation, effectiveness evaluation, and strategic planning; trains individuals and groups in their use; in cooperation with other branches of the Secretariat or other federal agencies, applies these three areas, when appropriate, to specific problems (either in review of past programs or in assessment of proposed new programs); and reports the results through memoranda, studies, manuals, guides, and briefings.

9050

9051 The branch also analyzes organization and/or management complement submissions of departments; coordinates the inputs of other branches into the development of recommendations for the Secretariat's Management Committee; and carries out special studies related to organization issues as assigned by that Committee.

9052 Within the branch, the Effectiveness Evaluation Divisions are concerned with assessment of the extent to which government policy objectives are achieved, and are therefore involved in assisting departments and government generally in identifying the effects of government programs and the total social costs (not only budgetary costs) of achieving them.

### **Efficiency Evaluation Division**

9053 This division assists departments in developing operational performance measurement systems that make it possible to determine trends in operational efficiency and effectiveness. These systems are based on the identification and measurement of the direct outputs of departmental operations and programs and the associated costs.

### **Organization Division**

9057 This division analyses organizational relationships and structures at senior departmental levels, in order to determine whether changes could be made which would increase operational efficiency and program effectiveness. It also makes recommendations in regard to relationships affecting more than one department or agency.

### **Quantitative Analysis Course**

9063 This branch manages, on behalf of the Secretariat, the Quantitative Analysis Course, an intensive eight-month training program in techniques of policy analysis.

### **Administrative Policy Branch**

9065 The branch develops and promulgates the policies which govern administration, (including real property management, and financial administration), within the Public Service; monitors their implementation by the ministries, departments and agencies to which they apply; interprets their applicability as may be necessary; and evaluates them and sustains their relevance in the light of changing conditions.

9066 The purpose of the policies is to ensure that probity and prudence in the acquisition and consumption of administrative inputs prevail throughout the Public Service, so that the expenditure of money and material thereon in support of departmental programs is, and can be shown to be, efficient and effective. The principle that management shall be accountable for its actions is applied as fully as possible.

9067 The branch provides the staff support the Board requires for the exercise of its mandate to provide central direction to the administration of the Public Service. Such direction relates to: The quantity and quality of goods and services which may be required or provided; the methods which may be used in their acquisition or provision, including the choice of suppliers; and the financial administration requirements of Parliament, the Treasury Board and departmental managers. The manner in which this direction is given varies from discretionary guidelines to mandatory regulations, where the Treasury Board is required by statute to prescribe regulations or give direction for general and specific purposes.

The branch has primary responsibility for the following areas.

### **Information Systems**

9069 Those administrative inputs related to information/data handling and processing for which the Board provides central direction within the rationale above. These



inputs, at present, receive separate consideration because of their expensive and highly specialized nature.

### **Financial Administration**

Those administrative inputs for which the Board provides central regulations and direction, for the control and management of government revenues and expenditures, assets and liabilities. 9071

### **Employee and Administrative Services**

Those administrative inputs exclusive of real property for which the Board provides central direction, primarily regarding the quantity and quality of goods and services acquired or provided. 9073

### **Goods, Services and Real Property**

Those administrative inputs for which the Board provides central direction primarily regarding the methods of acquisition or choice of suppliers. Acquisition Policy Division is responsible for the development and dissemination of policies and guidelines to be given effect, including Contracts Policy. Acquisition Review Division is responsible for advising the Board on acquisition submissions referred to it under the policies and guidelines issued, and for the exercise of any authority that may be delegated to the division for the approval of submissions. 9075

### **Policy Evaluation**

The evaluation of departmental implementation of administrative policies, and of the policies themselves. 9077

### **Olympics 1976**

The monitoring, co-ordinating and controlling of all federal activities related to the 1976 Olympics. 9079

## **Official Languages Branch**

The policy of the federal government, is to ensure that every Canadian citizen can communicate with and receive services from the federal government and its agencies, in the official language of his choice; and that federal public servants may work in the official language of their choice. 9080

This branch develops and communicates government policies and programs for the application of the *Official Languages Act* within the Public Service and monitors their implementation and evaluates their effectiveness. 9081

In accordance with the *Official Languages Resolution* adopted by Parliament in June 1973, the branch has developed policies and guidelines to enable departments and agencies to identify and designate the language requirements of all Public Service positions. In cooperation with the Public Service Commission, the branch assists departments and agencies and coordinates their over-all implementation strategies and programs. In keeping with the Resolution, the branch also develops a number of measures designed to increase the use of the French language throughout the Public Service. 9082

In addition, the branch conducts studies and analyzes the results of previous studies on the two official languages, evaluates the over-all progress towards the attainment of the government's official languages objectives, and measures the effectiveness of related policies and programs in the Public Service. It also informs federal employees and other interested parties, on official languages policies and programs. 9083

The branch is divided into three divisions: Policy and Planning; Operations; Information Programs.

## **Policy and Planning Division**

9085 This division identifies areas in the field of official languages where Treasury Board action is required, and prepares, recommends and issues policies and guidelines. It plans, identifies and recommends related programs and procedures required to give effect to the government's official languages policy. It is concerned with such matters as the language requirements of positions, the formation of French Language Units, and the use of both English and French as the language of work in the Public Service. It is also responsible for developing means to assess the government's progress in achieving the goals set out in the *Official Languages Resolution* and for evaluating progress made.

## **Operations Division**

9087 This division co-ordinates and monitors the implementation of the official languages policy and programs in the Public Service. It supports and directs departmental programs designed to achieve official languages objectives; ensures the incorporation of approved policies and guidelines into departmental programs; provides authoritative interpretation to departments and agencies; and maintains liaison with all staff associations through the National Joint Council. In cooperation with Program Branch, the division develops procedures for departmental and agency submissions for supplementary resources, and reviews such submissions and recommends allocations to the Board. In cooperation with Personnel Policy Branch and the Public Service Commission, the division monitors departmental application of the supplementary resources provided; ensures the effective use of language training; and ensures the availability of other training programs, particularly in the French language, that may be required for the effective application of management and employee resources.

## **Information Programs Division**

9089 This division develops, implements and coordinates an over-all information program designed to ensure support, understanding and acceptance of the *Official Languages Act* and government official languages policies and programs. The group also provides assistance to departments and agencies in support of the official languages training programs and responds to inquiries on the official languages policy.

## **Communications Branch**

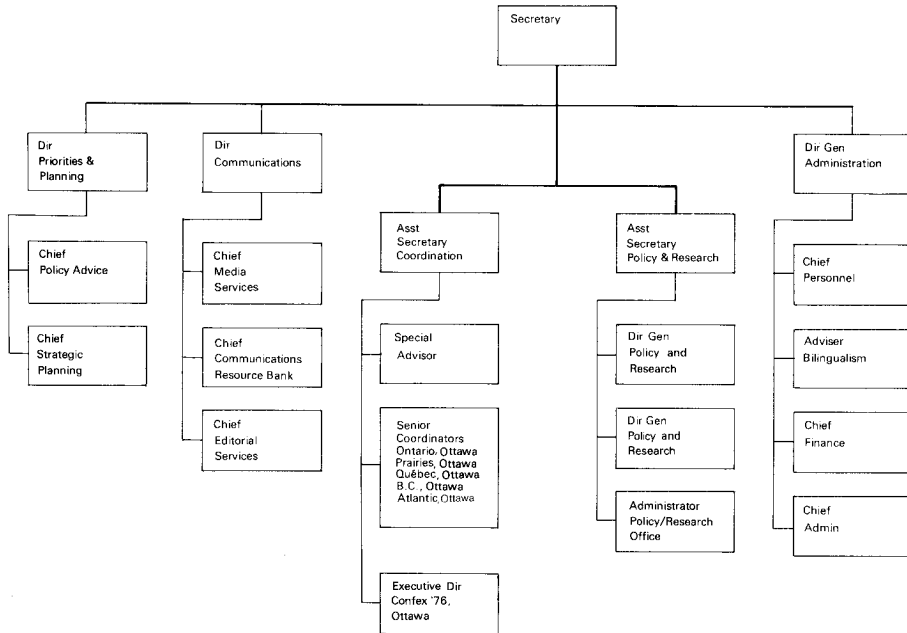
9090 This branch provides the President, the Secretary of the Treasury Board, and the five line branches of the Treasury Board Secretariat with the services, advice and expertise which they require in the area of communications and public relations. This activity is to ensure the most accurate perception by the public of the over-all responsibilities of the Treasury Board, for the general administrative, financial and personnel policies in the Public Service of Canada. The branch is also the enquiry centre and central point of contact between the Secretariat and its publics.

## **Finance, Personnel and Administration Branch**

9095 This branch assists the Secretary in the management of the internal administration of the Secretariat; provides financial, personnel and administrative management and management advice to the branches and divisions; and furnishes administrative services in these areas as required by management and individual employees. (It also provides administrative support to the Department of Finance.)

# Ministry of State for Urban Affairs 9100

T B S Chart 1 Oct 1974



## Head Office

355 River Road  
Ottawa, Ontario  
K1A 0P6

## Minister

The Hon. Barney Danson, P.C., M.P.

## Principal Officers

Secretary ..... J. W. MacNeill  
Assistant Secretaries  
(Coordination and Development) ..... André Saumier  
(Policy and Research) ..... H. L. Laframboise

## Historical Background

The Ministry of State for Urban Affairs was created under the *Ministeries and Ministers of State Act* (RSC 1970 c. 14 [2nd Supp]). A Proclamation establishing the Ministry was issued 30 June 1971 (SOR/71-320, 28 July 1971). OIC P.C. 1971-1696 designated the Ministry as a department and the Minister of State as the Appropriate Minister for the purposes of the *Financial Administration Act* (SOR/71-408, 25 Aug 1971).

9102

The establishment of the Ministry and the assignment to it of explicit tasks reflect a number of facts about the urbanization process:

9106

- (a) Canada is one of the most urbanized countries in the world and urban growth is continuing at a fast rate.
- (b) A highly integrated national urban system, responsive to policies, exists in Canada.
- (c) Urban problems are interdependent—housing, transportation, land use, environmental decay, congestion, growth, the fiscal squeeze—and they require a commensurate policy planning process.
- (d) Federal policies and programs have an impact on urbanization and on the form and quality of specific urban regions and communities.
- (e) More comprehensive federal policies are required to shape the future pattern of urban Canada, and the form and quality of urban regions.
- (f) Concerted federal and provincial policies and programs are needed to guide the development and quality of life in existing and new urban centres.
- (g) More knowledge is required about Canadian urbanization, its trends, its implications, the focus shaping it, and the levers available to modify it.

## Overall Responsibilities

The Ministry plans, develops, and coordinates new and innovative urban policies in areas of special importance and urgency. The Ministry's role is threefold:

9110

- (a) development of federal policies to enhance and improve the effects of urbanization;
- (b) integration of federal urban priorities with other federal policies and programs; and
- (c) development of intergovernmental relationships to promote coordination of urban policies and programs.

The Ministry was established to suggest urban priorities, to evaluate and produce policies, and to undertake and catalyze research related to urban policies

9112

\*text effective October 1974

for implementation through programs within federal jurisdiction. Its key functions are:

- (a) Policy development which includes initiating proposals for new policies, projects and activities; evaluating proposals for new policies, projects and activities; evaluating existing policies, projects and activities of the federal government, and recommending changes where required; and seeking, in consultation with the provinces and municipalities, the cooperative development of urban policies in Canada.
- (b) Research which deals with initiating urban research and policy studies; coordinating, in cooperation with other federal departments and agencies, research relating to urbanization; and developing priorities for urban research.
- (c) Coordination which includes coordinating and promoting national urban policies among federal departments and agencies; coordinating federal activities in establishing cooperative relationships with the provinces and their municipalities to improve the urban environment; and coordinating federal involvement with other governments and non-governmental organizations in urban policy matters.

## **Organization and Programs**

The Ministry is divided into two Wings: Policy and Research, and Coordination.

### **Policy and Research Wing**

9114 This wing is composed of four units: Urban Policy Branch; Urban Research Branch; Information and Data Systems Branch; and Planning and Evaluation Division.

#### **Urban Policy Branch**

9117 This branch is responsible for defining the desirable directions of urban change.

#### **Urban Research Branch**

9120 This branch is responsible for defining a policy-relevant comprehensive and integrated research program.

#### **Information and Data Systems Branch**

9123 This branch is responsible for developing and coordinating an urban information system.

#### **Planning and Evaluation Division**

9127 This division is responsible for developing "quick response" and short-term policy advice on current issues without interrupting long-term policy development.

### **Coordination Wing**

9130 This wing is responsible for interdepartmental and intergovernmental relations, and for the development of mechanisms necessary to foster a concerted approach to urban issues and to induce and effect positive changes in urban Canada.

The wing is composed of two units: Coordination Branch, and Development and Programming Group.

### **Coordination Branch**

This branch develops cooperative relationships with other federal agencies, and with other levels of governments (both provincial and municipal) in each of the five major Canadian regions (i.e. Atlantic, Québec, Ontario, Prairie, and British Columbia), and in major urban areas. 9133

### **Development and Programming Group**

This group provides advice on applied urban development; evaluates the continuing process of institutional relationships in urban policy development; provides innovative and alternative approaches to the solution of concrete urban problems; and evaluates continuing non-governmental involvement in the urban development process. 9137

## **Staff Support Units**

### **Administration Branch**

This branch includes Personnel, Financial, and Administrative services for the Ministry. 9140

### **Communications Branch**

This branch is responsible for explaining the Ministry's objectives and policies to its public. The branch has three divisions—Communications Research and Resource; Editorial Services; and Media Relations. 9143

# Central Mortgage and Housing Corporation\*

9161

## Head Office

Montreal Road  
Ottawa, Ontario  
K1A 0P7

## Minister

Minister of State for Urban Affairs

## Board of Directors

Chairman, William Teron .....	Ottawa, Ont.
Members	
Jean-Guy Carrier .....	Montréal, Qué.
Frank A. G. Carter .....	Ottawa, Ont.
Mrs. Rosemary Hamilton .....	Vancouver, B.C.
James W. MacNeill .....	Ottawa, Ont.
Thomas L. McGloan .....	Saint John, N.B.
S. S. Reisman .....	Ottawa, Ont.

## Executive Officers

President .....	William Teron
Vice-Presidents .....	Alain de C. Nantel I. R. MacLennan

## Historical Background

The Central Mortgage and Housing Corporation was established on January 1, 1946, by the *Central Mortgage and Housing Corporation Act* (SC 1945 c. 15—now RSC 1970 c. C-16). CMHC is designated a proprietary corporation (Schedule D) within the meaning and purpose of the *Financial Administration Act*. CMHC is an agent of Her Majesty.

9162

## Overall Responsibilities

The major function of the Corporation is to administer the *National Housing Act* (NHA) (now RSC 1970 c. N-10). Under this Act, the corporation is authorized to insure mortgage loans made by approved lenders for new and existing homeowner housing, new rental housing, and dwellings built by co-operative associations. Where loans are not available from approved lenders, the corporation may make loans on its own account as well as loans and annual contributions to home-purchasers whose income does not enable them to pay the full annual cost. It may also make loans to:

9164

- (a) provinces, municipalities and public housing agencies for public housing and land assembly projects to be used for general residential developments, and for the development of new communities;
- (b) any organization, corporation or individual wishing to undertake the provision of accommodation for families or individuals of low income, and elderly persons, either through new construction or the purchase and improvement of existing buildings together with capital grants;
- (c) provinces and municipalities for sewage treatment projects to assist in the control of water and soil pollution;

\*text effective October 1974; names updated to January 1975

- (d) provinces, municipalities, universities, colleges, school boards, hospitals, cooperative associations and charitable corporations for the provision of residential accommodation for single and married students; and
- (e) organizations and individuals wishing to rehabilitate residential structures.

9165 In the lending field the corporation is also authorized to guarantee up to five per cent of the aggregate principal amount of home improvement loans made by banks and approved instalment credit agencies.

The corporation may purchase and sell insured mortgage loans, administer insured loans, make loans to approved lenders on the security of mortgages, and purchase the debentures of lending institutions.

9168 The *National Housing Act* also empowers the corporation to assist in the improvement of housing in Canada through:

- 9170 (a) participation with provincial governments in the development of serviced land and new communities for residential purposes, the construction of new housing projects and the acquisition of existing buildings and their improvement or conversion for public housing;
- (b) contributions and loans, for implementing neighbourhood improvement programs and site clearance programs;
- (c) construction and management of housing projects on its own account and on behalf of federal government departments and agencies; and
- (d) research into housing conditions, community and developmental projects and other activities for the betterment of residential construction, and the experimental production of materials required for either improved construction or reduction in cost of construction.

The corporation makes a careful examination and investigation into any practical proposal for increasing the volume of housing in Canada, for improving housing conditions, and for producing housing of the required standards at lower cost.

## Organization and Programs

The organizational division of the corporation follows.

9172 Administration is responsible for day-to-day administrative matters throughout the corporation. The administrative units include Office Services Department, Translation Services, Library, and Building Maintenance Section.

9174 Appraisal is responsible for advising the corporation on real estate values.

Architectural and Planning is responsible for designing and planning projects for which the corporation is responsible.

9176 Budget and Financial Analysis is responsible for preparing and administering the annual budget.

9178 Economics and Statistics is responsible for all data, surveys, and reports of a statistical nature prepared by the corporation.

9182 Engineering and Construction is responsible for supervising the corporation's direct construction activity including that undertaken for other federal agencies and departments; as well as for ensuring that adequate standards of construction are maintained in NHA construction; it also administers the sewage treatment loan program.

9184 Financial Services is responsible for controlling and recording all financial transactions, ensuring that funds are available to meet authorized expenditures, and initiating and implementing proper accounting procedures.

Information is responsible for the provision of information services to the general public and the handling of corporation publications.

Legal is responsible for the day-to-day legal work of the corporation including the employment of outside solicitors.

Loans carries out lending and insurance functions.

Mortgage Administration handles the administration of mortgages.



Mortgage Marketing is responsible for all matters connected with the sale of mortgage loans.

Organization and Methods examines all aspects of the corporation's organization, methods and procedures, and administration research. 9186

Personnel is responsible for supervision of all personnel matters.

Policy Planning is responsible for the overall program planning for the corporation.

Real Estate is responsible for the supervision of property management.

Secretariat is responsible for the provision of a coordinated documentation and secretarial centre relating to briefs on policy matters, legislative and regulatory amendments and all other relevant documentation.

Social Development is responsible for providing advice to management on social considerations related to housing.

Urban Renewal and Public Housing handles the corporation's responsibilities in these fields including land assembly, new communities, neighbourhood improvement and the residential rehabilitation programs. 9188

Also included in the organization are an Internal Audit Group, and Senior Advisers in specialized fields.

### Regional Offices

Five regional offices supervise the activities within the areas indicated: 9189

#### **Atlantic Region**

Suite 700, 5251 Duke Street  
Halifax, N.S.  
B3V 1P5

#### **Québec Region**

2350 Manella Road  
Town of Mount Royal  
Montréal, Qué.

#### **Ontario Region**

Suite 1108, 145 King St. West  
Toronto, Ontario  
M5H 1J8

#### **Prairies Region**

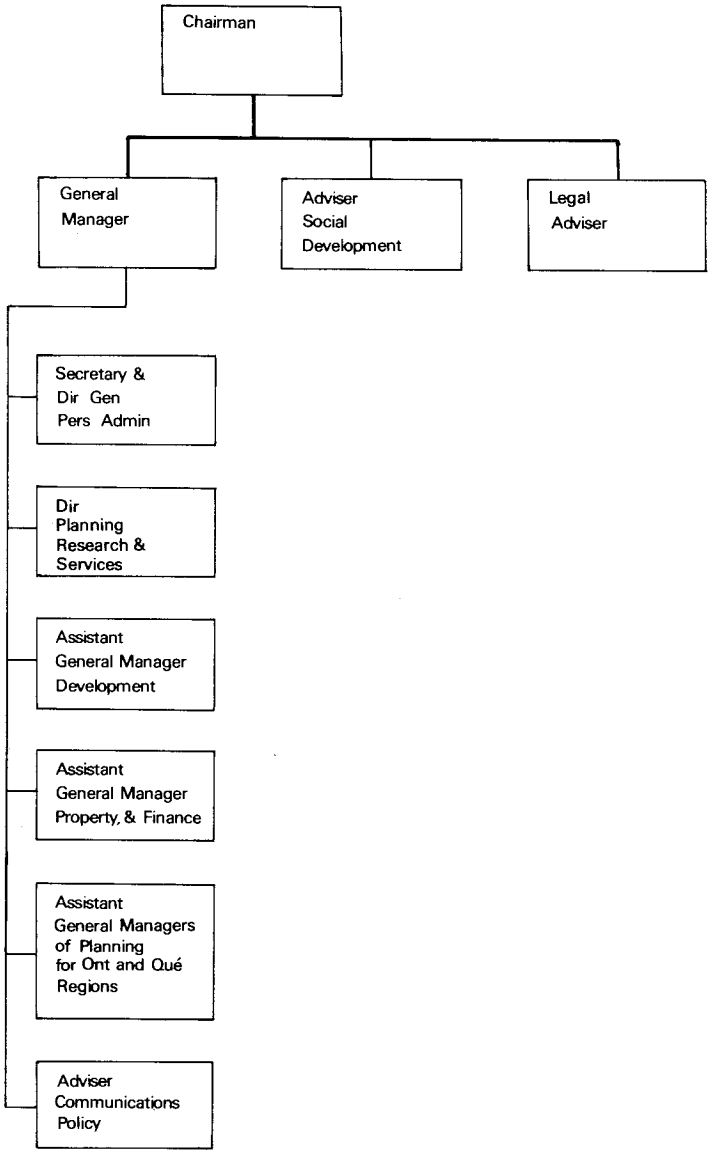
Suite 402, Centennial House  
310 Broadway Avenue  
Winnipeg, Manitoba  
R3C 0S6

#### **British Columbia and Yukon Territory**

Suite 240, Bank of Montreal Building  
2609 Granville Street  
Vancouver, British Columbia  
V6H 3H3

Local offices are established in cities and towns where the operation of the *National Housing Act 1954*, requires an administration centre.

# National Capital Commission 9200



## Head Office

48 Rideau Street  
Ottawa, Ontario  
K1N 8K5

## Minister Designated

Minister of State for Urban Affairs\*\*

## Members of the Commission

Chairman, Edgar Gallant ..... Ottawa, Ont.  
Vice-Chairman ..... (vacant)

### Members

Clément N. Beauchamp ..... Hull, Qué.  
Dr. N. Stuart Boyle ..... Taber, Alta.  
Edythe Goodridge ..... St. John's, Nfld.  
Thomas Howarth ..... Toronto, Ont.  
William D. Hurst ..... Winnipeg, Man.  
Barbara Lambert ..... Ottawa, Ont.  
René N. Leblanc ..... Moncton, N.B.  
Stuart S. Lefeaux ..... Vancouver, B.C.  
Richard Morency ..... Sainte Foy, Qué.  
Maynard F. Schurman ..... Summerside, P.E.I.  
William J. Stephens ..... Sydney, N.S.  
William Vanden Bosch ..... Manotick, Ont.  
John H. Wade ..... Victoria, B.C.

## Principal Officer

General Manager ..... Alex E. Morin

## Historical Background

The *National Capital Act* 1959 (now RSC 1970 c. N-3) created the National Capital Commission (NCC), an Agency Corporation. NCC has the central objective of developing the National Capital Region in accordance with its national significance as the seat of the Canadian government. 9202

The Commission is designated as an agency corporation (Schedule C) within the meaning and purpose of the *Financial Administration Act* (*National Capital Commission Act*) The Commission is an agent of Her Majesty.

## Overall Responsibilities

The Region, centred around the cities of Ottawa and Hull, covers an area of 1800 square miles of the provinces of Ontario and Québec. Here, through the NCC, the federal government seeks to achieve a Capital that will be: 9203

- (a) a symbol of Canada's linguistic and cultural values;
- (b) an efficient and satisfying place in which to carry on the nation's business; and
- (c) a model of urban planning and development that will benefit other parts of the country and be a source of pride for Canadians.

The Commission's major responsibility is to coordinate the development of all federally-owned lands in the National Capital Region. Authority to accomplish this 9205

\*text effective October 1974; names updated to February 1975

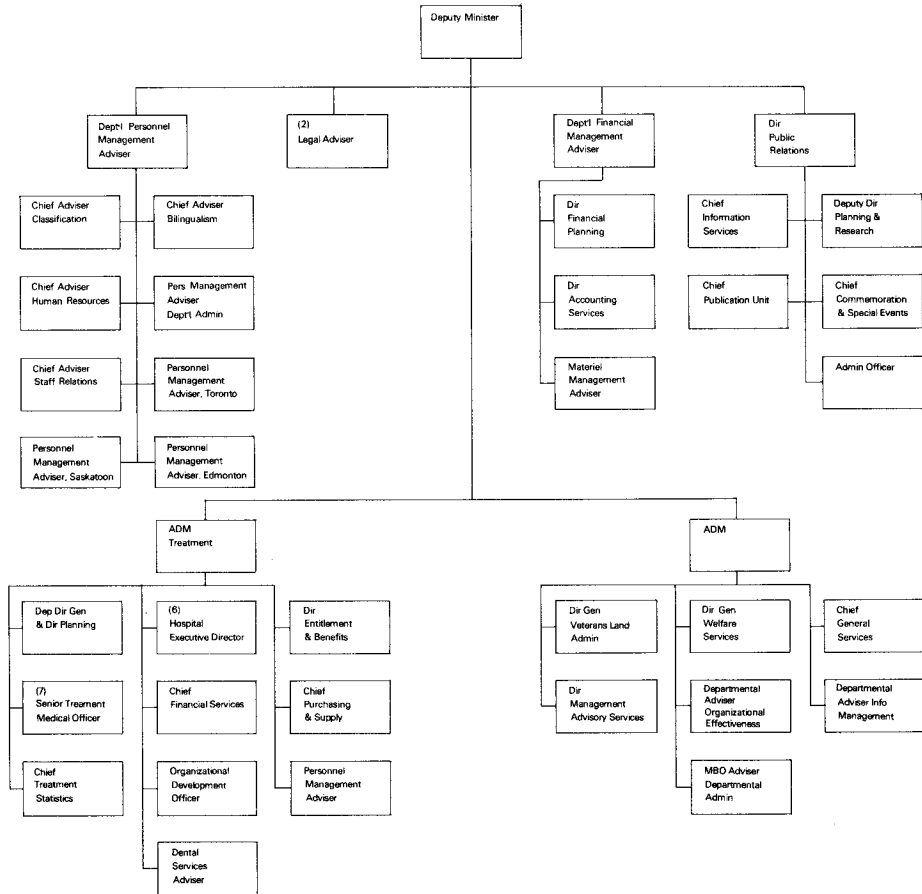
\*\*OIC P.C. 1972-158, 31 Jan 1972

objective is established in the Act under which commission approval is required for the exterior design elements of all federal works, including site and location. This authority and the commission's power to acquire strategic lands in the Region enable direct federal planning and participation in local planning solutions with the provincial and municipal governments.

9207 The National Capital Commission is composed of 20 members appointed by the Governor-in-Council. The commissioners are residents of each province of Canada, the cities of Hull and Ottawa, and other municipalities within the National Capital Region.

# Department of Veterans Affairs 9250

T 8 S Chart 1 Oct 1974



**Head Office**

Veterans Affairs Building  
284 Wellington Street  
Ottawa, Ontario  
K1A 0P4

**Minister**

The Hon. Daniel Joseph MacDonald, P.C., M.P.

**Principal Officers**

Deputy Minister ..... (vacant)  
Assistant Deputy Minister ..... W. B. Brittain  
Assistant Deputy Minister (Treatment)..... A. F. Jones, M.D.

**Historical Background**

The department was established originally on February 1918 as the Department of Soldiers' Civil Re-establishment. In 1928, the Department of Pensions and National Health was established through the amalgamation of the Department of Health with the Department of Soldiers' Civil Re-establishment. In 1944, the Department divided to become the Department of National Health and Welfare (see para 4900) and the Department of Veterans Affairs (RSC 1970 c. V-1). 9252

**Overall Responsibilities**

The department is concerned exclusively with the welfare of veterans and with the dependants of veterans and of those who died on active service. The department is empowered to provide treatment services (i.e. hospital, medical, dental, prosthetic); welfare services; education assistance; life insurance; and land settlement and home construction assistance. 9254

**Organization and Programs**

The department is organized into three components: Veterans Land Administration, Welfare Services Branch, and Treatment Services Branch.

**Veterans Land Administration\*\***

The Veterans Land Administration assists qualified veterans to settle under the *Veterans' Land Act* as farmers, small holders, commercial fishermen and provincial land settlers; and supervises and assists qualified veterans who contract to build their own homes under the provisions of the *Veterans' Land Act*. There are also provincial advisory boards. 9255

**Welfare Services Branch**

This branch is responsible for the administration of benefits available to discharged members of the Armed Forces under the terms of the *Veterans Rehabilitation Act*, the *War Service Grants Act*, the *Children of War Dead (Education Assistance) Act*, and the Assistance Funds (i.e. *War Veterans Allowance Act*, and *Civilian* 9256

\*text effective October 1974; names updated to January 1975.

\*\*the Director, the *Veterans' Land Act*, is designated a Departmental corporation (Schedule B) within the meaning and purpose of the *Financial Administration Act*; the Minister designated the Appropriate Minister under the Act (OIC P.C. 1903-1952. 31 Mar 1952).

*War Pensions and Allowances Act*). The branch also administers life insurance contracts issued under the *Returned Soldiers' Insurance Act*, and the *Veterans Insurance Act*.

## Treatment Services Branch

9257 This branch provides medical and dental services for entitled veterans throughout Canada and, at the request of the authorities concerned, for members of the Armed Forces, the Royal Canadian Mounted Police and the wards of other governments or departments. Prosthetic services are provided to entitled veterans by the Department of National Health and Welfare but paid for by the Department of Veterans Affairs.

## Regional Offices

9258 The department has treatment institutions and facilities in nine major urban centres across Canada, and it maintains administrative offices in the large cities and in London, England. The offices in Canada are shared with the Canadian Pension Commission, the War Veterans Allowance Board, and the Bureau of Pensions Advocates.

Administration outside of Ottawa is under the general direction of 18 district and four sub-district offices located at: St. John's, Nfld.; Charlottetown, P.E.I.; Halifax, and Sydney, N.S.; Saint John, N.B.; Montréal and Québec City, Qué.; Hamilton, Kingston, London, North Bay, Ottawa, Thunder Bay, Toronto, and Windsor, Ont.; Winnipeg, Man.; Regina, and Saskatoon, Sask.; Calgary, and Edmonton, Alta.; and Vancouver, and Victoria, B.C. Each district office has a Senior Treatment Medical Officer, and a District Director Veterans Welfare.

9259 Seven regional directors, appointed under the Veterans' Land Act, are located at Saint John, N.B. (for the Atlantic provinces); Montréal (Québec); Toronto (Ontario); Saskatoon (Prairies) and Vancouver (British Columbia).

## Statutes

9260 The Minister is responsible for the:

*Allied Veterans Benefits Act* (RSC 1952 c. 8)  
*Army Benevolent Fund Act* (RSC 1970 c. A-16)  
*Children of War Dead (Education Assistance) Act* (RSC 1970 c. C-18) as amended  
*Civilian War Pensions and Allowances Act* (RSC 1970 c. C-20) as amended  
*Department of Veterans Affairs Act* (RSC 1970 c. V-1) as amended  
*Fire Fighters War Service Benefits Act* (RSC 1952 c. 117)  
*Pension Act* (RSC 1970 c. P-7) as amended  
*Returned Soldiers' Insurance Act* (SC 1920 c. 54) as amended  
*Soldier Settlement Act* (RSC 1927 c. 188) as amended  
*Special Operators War Service Benefits Act* (RSC 1952 c. 256)  
*Supervisors War Service Benefits Act* (RSC 1952 c. 258)  
*Veterans Benefit Act* (RSC 1970 c. V-2)  
*Veterans Insurance Act* (RSC 1970 c. V-3)  
*Veterans' Land Act* (RSC 1970 c. V-4) as amended  
*Veterans Rehabilitation Act* (RSC 1970 c. V-5)  
*War Service Grants Act* (RSC 1970 c. W-4)  
*War Veterans Allowance Act* (RSC 1970 c. W-5) as amended  
*Women's Royal Naval and the South African Military Nursing Service (Benefits) Act*  
(RSC 1952 c. 297)

## Other Agencies

The Minister also is responsible for the following agencies;

### Army Benevolent Fund Board

National Secretary ..... E. A. Olmstead 9261

The Board was established in 1947 by the *Army Benevolent Fund Act* in order to spend funds accumulated from army messes and canteens during World War II; and to assist army veterans of that war and their dependants when help is not available through veterans legislation or other social programs. The Army Benevolent Fund also administers other funds—the Canadian Army Welfare Fund which assists members and ex-members of the Canadian Army who served between October 1946 and February 1968, and the Canadian Forces Personnel Assistance Fund which assists serving members of Canada's Armed Forces.

Bureau of Pensions Advocates (see para 9270)

Canadian Pension Commission (see para 9285)

Commonwealth War Graves Commission\* 9262

Pension Review Board (see para 9325)

War Veterans Allowance Board (see para 9380)

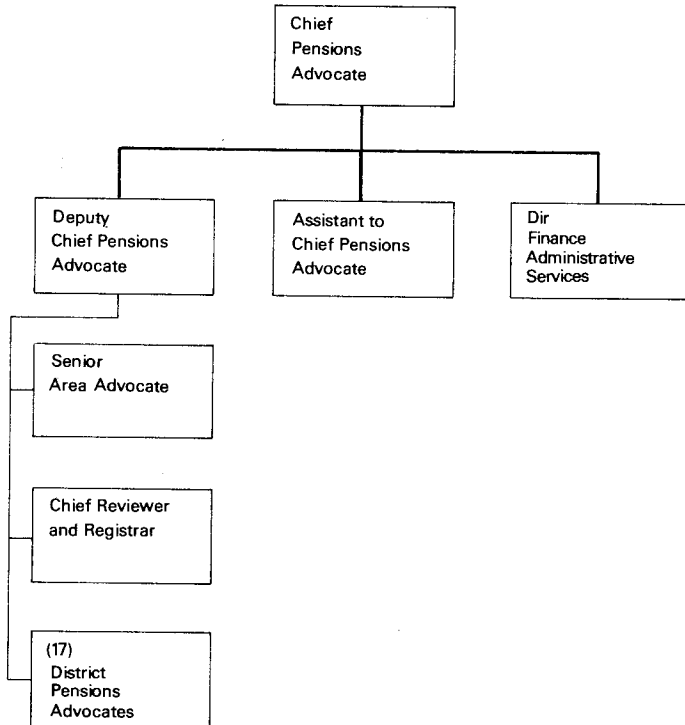
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\* Editor's note: the Commonwealth War Graves Commission (Canadian Agency) does not report to Parliament through a Minister of the Crown. However, the Minister of Veteran's Affairs, by virtue of his position, is the representative of the Commission for the Government of Canada. The Commonwealth War Graves Commission was established by Royal Charter in 1917 and its head office is at 2 Mario Road, Maidenhead, Berkshire, England.



# Bureau of Pensions Advocates 9270

T B S Chart 1 Oct 1974



# Bureau of Pensions Advocates\*

9271

## Head Office

Veterans Affairs Building  
284 Wellington Street  
Ottawa, Ontario  
K1A 0P4

## Minister

Minister of Veterans Affairs

## Advocates

Chief Pensions Advocate ..... D. K. Ward, LL.B.  
Deputy Chief Pensions Advocate ..... L. T. Aiken  
Senior Area Advocate ..... L. M. Hanway, M.C., E.D., C.D., B.Sc. LL.B.  
Area Advocates ..... R. A. Pinsonnault, Q.C., B.A., LL.B.  
J. A. Barsalou, D.F.M., C.D., LL.L.

## Administrative Officers

Director, Financial & Administrative Section ..... G. A. Woolley  
Chief Reviewer & Registrar ..... J. C. Desjardins

## District Pensions Advocates

H. B. Morgan, B.A., M.A. (Oxon) ..... St. John's, Nfld.  
I. M. MacLeod, Q.C. .... Charlottetown, P.E.I.  
L. J. Trottier, B.A. .... Halifax, N.S.  
W. A. Stover, E.D., B.C.L. .... Saint John, N.B.  
A. Legendre, B.A., LL.B. .... Québec, Qué.  
J. P. Lupien, E.D., B.A., LL.L. .... Montréal, Qué.  
G. S. Brown ..... Ottawa, Ont.  
J. W. Stark, B.C.L. .... Toronto, Ont.  
R. F. Robinson, LL.B. .... North Bay, Ont.  
C. B. Sullivan, LL.B. .... Hamilton, Ont.  
J. M. O'Connell, B.A., LL.B. .... London, Ont.  
A. Schroeder, LL.B. .... Winnipeg, Man.  
W. D. Grayson, M.C., B.A., LL.B. .... Regina-Saskatoon, Sask.  
E. L. Strangward, B.A., LL.B., M.A. .... Calgary, Alta.  
J. K. Dalgliesh, C.D., LL.B. .... Edmonton, Alta.  
J. T. Bourke, LL.B. .... Vancouver, B.C.  
R. N. Gourlie, D.F.C., B.A., LL.B. .... Victoria, B.C.

## Historical Background

The Bureau of Pensions Advocates was established under *Part II of An Act to amend the Pension Act* (RSC 1970 c. 22 [2nd Supp]). Prior to March 31, 1971, the bureau had been the Veterans Bureau Branch within the Department of Veterans Affairs. Today the bureau is not part of the department but it does, from time to time, make such reports to the Minister as he may direct.

9272

## Overall Responsibilities

It is the duty of the bureau, upon request to;

- (a) provide a counselling service to applicants and pensioners with respect to the application to them of the Pension Act or any other law providing for the awarding or granting of pensions;

9274

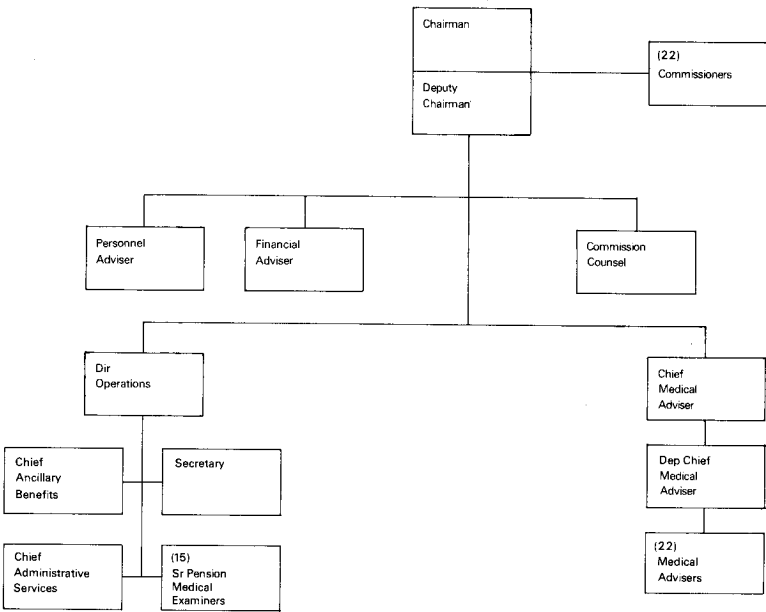
\*text effective January 1975

- (b) assist applicants in the preparation of applications; and
- (c) arrange for applicants and pensioners to be represented by a pensions advocate at hearings held under the *Pension Act*.

9276        The relationship between the bureau and an applicant or pensioner requesting its assistance is that of a solicitor and client, and the bureau shall not be required in any proceedings before the Canadian Pensions Commission, an Entitlement Board, or the Pension Review Board, to disclose any information or material in its possession relating to an applicant or pensioner.

# Canadian Pension Commission 9285

T B S Chart 1 Oct 1974



## Head Office

Veterans Affairs Building  
Lyon and Wellington Streets  
Ottawa, Ontario  
K1A 0P4

## Minister

Minister of Veterans Affairs

## Members of Commission

Chairman.....	A. O. Solomon, QC, CD, BA, LLB, BPA
Deputy Chairman.....	J. M. Forman, DFC
Commissioners	
J. M. Cameron, ED	A. Bédard, MD
J. L. Thompson, MD	C. Legault
E. Morin, BA, MD	R. LaBrosse, MC, CD
The Hon. R. J. Teillet, P.C.	P. Boyce, CD
D. A. Knight, BA, LLB	C. L. Glibbery
R. F. L. Hanna, MBE, BA	J. Hebda
J. L. Wightman, CD, BA	D. H. Harrison, CD, LLB
Y. Paré	E. L. Davey, MD, DPH, FRCP(c)
H. J. Clarke	M. L. MacFarlane, BCL
C. K. H. Kendall	R. M. McDonald

## Principal Officers

Chief Medical Adviser.....	C. N. Brebner, MD, FRCS(c)
Director of Operations.....	R. B. Ingalls, DSO, DFC, CD
Secretary to the Commission.....	M. J. Kealey
Chief, Ancillary Benefits Branch.....	F. G. Whitall
Commission Counsel.....	D. L. Whitman, BSC, LLB

## Historical Background

Formerly the Board of Pension Commissioners, the Canadian Pension Commission was established originally in 1916 as the first organization created to deal solely with war pensions\*\*. In 1933, an amendment to the *Pension Act* abolished the Board of Pension Commissioners and created the Canadian Pension Commission with powers and functions similar to its predecessor. The present membership on the Commission allows for up to 14 Commissioners and for 10 ad hoc Commissioners.

9288

## Overall Responsibilities

The Commission has full and unrestricted power and authority, and exclusive jurisdiction to deal with, and adjudicate upon, all questions relating to the award, increase, decrease, suspension, or cancellation of any pension under the Act (with respect to disability or death incurred on or attributable to military service with the Canadian Armed Forces since the commencement of World War I), and to the recovering of any overpayment which may have been made. In addition, the Commission considers (under special authority contained in the Act) applications for the supplementing to Canadian rates of pensions awarded Canadians who, legally residing in

9290

\*text effective January 1975

\*\*the work of paying and administering pensions for war service in the Canadian Armed Forces formerly performed by the Pensions and Claims Board of the Department of National Defence

Canada at the outbreak of World Wars I or II, served with the Imperial or Allied forces during either of those two wars, as a consequence of which they were awarded pensions by the governments of those countries. Under the terms of the Act, the Commission also considers applications for pension at Canadian rates from such Canadians whose claims have been rejected by the government of the country in whose forces they served.

9292 Entitlement Boards, each consisting of three Commissioners, travel to various centres across Canada in order to hold hearings in respect of appeals made by applicants who are dissatisfied with the Commission's decisions made at the first level of adjudication.

9294 The Commission also administers Parts I to X of the *Civilian War Pensions and Allowances Act* which makes provision for a number of groups who were specially engaged during World War II (including merchant seamen, auxiliary services personnel, fire-fighters who served in the United Kingdom, special constables with the Royal Canadian Mounted Police, overseas welfare workers, and others in this category).

9296 The Commission is responsible also for the:

- (a) authorization and payment of monetary grants accompanying certain gallantry awards granted members of the Canadian Armed Forces;
- (b) adjudication upon claims for pension for injury or disease made by certain members of the Royal Canadian Mounted Police;
- (c) expressions of opinion under the *Defence Services Pension Act*;
- 9298 (d) claims under the *Special Operators War Service Benefits Act*, and the supplementing of pensions paid under the *Women's Royal Naval Services and the South African Military Nursing Service (Benefits) Act*;
- (e) claims made under the *Civilian Government Employees (war) Compensation Order*;
- (f) regulations under the *Flying Accidents Compensation Order*; and
- (g) administration of certain trust funds donated to the Commission for relief of urgent cases of emergency and distress.

## Organization and Programs

9300 In addition to the executive officers, there are two main branches at the Commission's head office: the Medical Advisory Branch, and the Operations Branch.

### Medical Advisory Branch

9301 This branch is responsible for reviewing medical evidence and for providing medical advice to the Commission on such matters as the relationship of a disability to service, and the assessment of pensionable disabilities.

### Operations Branch

9310 This branch is responsible for the general operations of the Commission. This includes the direction of district offices, and the processing of dependent's pensions and other ancillary benefits. The branch also provides secretariat and support services to the Commission.

## Regional Offices

The Commission maintains offices at:

Veterans Pavilion,  
General Hospital  
St. John's, Nfld.  
A1C 5V4

Dominion Building  
Queen and Richmond Streets  
Charlottetown, P.E.I.  
C1A 7M8

Le Centre Hospitalier de  
L'Université Laval  
2705 Blvd. Laurier  
Ste. Foy, Qué.  
G1V 4G2

National Defence Medical Centre  
Room M-129  
Alta Vista Drive  
Ottawa, Ont.  
K1A 0K6

Federal Building  
Ferguson and  
Worthington Streets  
North Bay, Ont.  
P1B 8J4

Westminster Hospital  
"A" Wing  
777 Base Line Road  
London, Ont.  
N6A 4S2

Deer Lodge Hospital  
2109 Portage Avenue  
Winnipeg, Man.  
R3J 0L3

Motherwell Building  
Room 215  
Rose St. and Victoria Ave.  
Regina, Sask.  
S4P 3R4

Colonel Belcher Hospital  
1213-4th St. S.W.  
Calgary, Alta.  
T2R 0X7

Shaughnessy Hospital  
4500 Oak Street  
Vancouver, B.C.  
V6H 3N1

Camp Hill Hospital  
Halifax, N.S.  
B3H 3G2

West Saint John  
Community Hospital  
Saint John, N.B.  
E2L 4J7

Queen Mary Veterans Hospital  
4545 Queen Mary Road  
Montréal, Qué.  
H3W 1W4

Sunnybrook Hospital  
2075 Bayview Avenue  
Toronto, Ont.  
M4P 2H2

National Revenue Building  
Main and Caroline Streets  
Hamilton, Ont.  
L8N 3J9

New Federal Building  
Clarence Street  
Kingston, Ont.  
K7L 1X4

Federal Building  
Room 502  
1st Ave. and 22nd St.  
Saskatoon, Sask.  
S7K 0E6

Colonel Mewburn Pavilion  
University of Alberta Hospital  
Edmonton, Alta.  
T5K 1H7

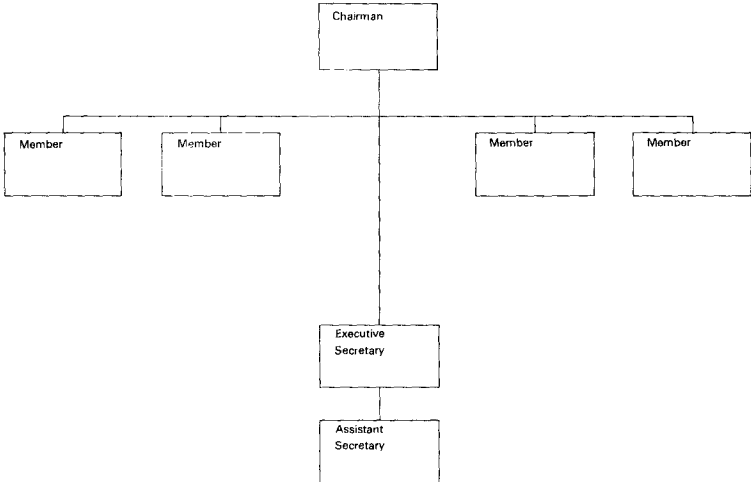
Custom House  
Room 248  
816 Government Street  
Victoria, B.C.  
V8W 1W8

9318

9320

# Pension Review Board 9325

T B S Chart 1 Oct 1974





## Head Office

Veterans Affairs Building  
284 Wellington Street  
Ottawa, Ontario  
K1A 0P4

## Minister

Minister of Veterans Affairs

## Members of the Board

Chairman..... R.N. Jutras  
Other Members..... W.P. Powers  
P.E. Reynolds  
M.A. Fullerton  
Jean Miquelon, Q.C.

## Historical Background

The Board was established under section 75 of *An Act to amend the Pension Act* (RSC 1970 c. 22 [2nd Supp.]). 9327

## Overall Responsibilities

The board has the authority to determine any questions of law or fact as to whether a person is entitled to an award under this Act and the amount of any such award, and the decision of the board is final and binding for all purposes of this Act (meaning the *Pension Act*). 9330

The board may sit and hear appeals only in the National Capital Region (the precise area is defined in the *National Capital Act*). 9332

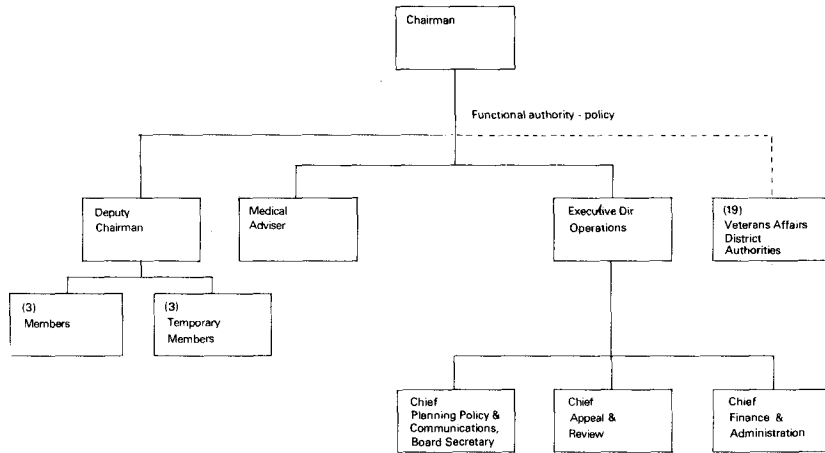
An applicant who is dissatisfied with a decision of an Entitlement Board (see para 9290) or a decision of two members of the commission designated under section 67 (of the *Pension Act*) may, by notice in writing, appeal the decision to the Pension Review Board. 9334

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\*the text is a re-arrangement, plus updating to January 1975 of the October 1973 edition of OGC, para 9357.

# War Veterans Allowance Board 9380

T B S Chart 1 Oct 1974



## Head Office

Veterans Affairs Building  
284 Wellington Street  
Ottawa, Ontario  
K1A 0P4

## Minister

Minister of Veteran Affairs

## Members of the Board

Chairman .....	D. M. Thompson
Deputy Chairman.....	J. U. Doucet
Members.....	H. B. Mersereau
	J.-M. Favreau
	E. G. B. Foote
	R. W. Fairclough
	D. T. McFarlane

## Additional Members without remuneration

Deputy Minister of Veterans Affairs .....	(vacant)
Dominion Secretary—Royal Canadian Legion.....	J. E. A. J. Lamy

## Principal Officers

Executive Director, Operations .....	Jean-Pierre Gagné
Chief, Finance and Administration .....	Elwood F. R. Keenleyside
Chief, Appeals and Review .....	André G. Maltais
Chief, Research and Statistics.....	Jean-Claude Léger
Chief, Planning, Policy and Communications.....	Jacques Petit-Clerc

## Historical Background

The War Veterans Allowance Board was established in 1936 to replace the War Veterans Allowance Committee as the agency responsible for the administration of the *War Veterans Allowance Act*, which was enacted in 1930.

9832

The Act was designed to provide an allowance for war veterans who, because of the rigors of theatre-of-war service, were deemed to be "pre-aged"\*\*\* and thus were unable to support themselves and their families. These veterans suffered in varying degrees from the after-effects of the physical and psychological stresses of their service; many had not been wounded, but they were casualties of the war nonetheless.

## Overall Responsibilities

Appointments to the Board are made by the Governor-in-Council on recommendation of the Minister of Veterans Affairs. The Board acts as a court of appeal for applicants and recipients who are aggrieved by any decision of a District Authority. The Board may on its own motion review any adjudication made by a District Authority, and alter or reverse such adjudication. The Board may, at any time, review and alter its own former decisions. It has also the responsibility to advise the Minister in matters requiring regulations by the Governor-in-Council.

9385

The War Veterans Allowance Board is administratively coordinated with the Department of Veterans Affairs which provides the service required by the Board to

\*text effective October 1974

\*\*\*Because of the pre-aging connotation, the allowance was often called the "Burnt-out Pension" and that term continues to be used.

carry out its task. The Board exercises functional authority over the nineteen District Authorities; it is responsible for the supervision and control of their practices, and issues instructions to that effect.

## Organization and Programs

### Allowances

9386 From the beginning until the spring of 1973, the allowances were subject to a means test, with the amount of other income and assets being limited. Now it is a "modified income-tested" program, which ignores the assets themselves but takes into account the income they produce.

Since October 1, 1973, and quarterly thereafter, the income levels are increased in accordance with the increase in the cost-of-living, except the escalation for orphans' income levels will continue to be on an annual basis. As of January 1, 1975, the maximum allowance payable to a single recipient was \$189.48 a month, and a recipient at the married rate could be paid a maximum allowance of \$322.86 a month. In effect since April 1, 1974, the rates for orphans were increased to \$125.00 per month for each orphan, less any amount payable under the *Family Allowances Act, 1973*, for that orphan. Effective January 1, 1975, and on January 1 of each succeeding year, the income level will be increased in accordance with the rise in the cost-of-living.

Since April 1, 1974, the allowance paid on behalf of a child of a widow, widower or unmarried veteran or an allowance paid to an orphan is continued to age 25 as long as the child or orphan continues his education; otherwise, the allowance paid is discontinued at age 17.

Since October 1, 1974, the Act provides for the payment of an additional monthly allowance, less Family Allowance in pay under the *Family Allowances Act*, for each dependent child of a widow, widower or unmarried veteran after the first, and for each dependent child of all other recipients.

Since its inception the Act has been amended many times, not only to keep the rates and ceilings aligned with living costs, but also to extend its benefits to other veterans, (e.g. those who served in both World Wars but not in a theatre-of-war, and to the widows and orphans of recipients or eligible veterans).

9388 Similar benefits were made available in 1962, under Part XI of the *Civilian War Pensions and Allowances Act*, to merchant seamen, ferry pilots, special operators, auxiliary workers and others who, during World War I or World War II, served in the para-military organizations specified in that Act.

Recipients, who are eligible for Old Age Security and the Guaranteed Income Supplement, are deemed to be receiving those benefits and the recipients' allowances are adjusted accordingly.

Certain categories of income and casual earnings up to specified amounts are exempt from the income calculations; and veterans who are WVA recipients, or would be but for the receipt of Old Age Security, are eligible for free treatment for any condition.

### District Authorities

9390 Since 1950, decisions on applications for and awards of the allowances have been made by the district authorities, which have been set up in each district of the Department of Veterans Affairs (DVA). The Ottawa District Authority also functions as the Foreign Countries District Authority.

Members of the district authorities are DVA employees and all reports and investigations, required for WVA purposes, are provided by the Welfare Services Branch of DVA.

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Act carrying into effect the Treaties of Peace between Canada and Italy, Roumania, Hungary and Finland, **2397**

Act respecting National Battlefields at Quebec, **3097**, 3152

Act respecting the Administration of Justice, and for the establishment of a Police Force in the North West Territories, 8152

Act Respecting the International Boundary Waters Treaty and the existence of the International Joint Commission, **2397**, 2477

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Atlantic Region Freight Assistance, **8790**

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Bills of Exchange, **2695**

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## **Brief Identifying Names\***

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<b>Legal Name</b>	<b>English</b>	<b>French</b>
Department of Agriculture	Agriculture Canada	Agriculture Canada
Department of Communications	Communications Canada	Communications Canada
Department of Consumer and Corporate Affairs	Consumer and Corporate Affairs	Consommation et Corporations
Department of National Defence	National Defence	Défense nationale
Department of Energy, Mines and Resources	Energy, Mines and Resources Canada	Énergie, Mines et Ressources Canada
Department of the Environment	Environment Canada	Environnement Canada
Department of External Affairs	External Affairs Canada	Affaires extérieures Canada
Department of Finance	Finance	Finances
Department of National Health and Welfare	Health and Welfare Canada	Santé et Bien-être social Canada
Department of Indian Affairs and Northern Development	Indian and Northern Affairs	Affaires indiennes et du Nord
Department of Industry, Trade and Commerce	Industry, Trade and Commerce	Industrie et Commerce
Department of Justice	Department of Justice	Ministère de la Justice
Department of Labour	Labour Canada	Travail Canada
Department of Manpower and Immigration	Manpower and Immigration	Main-d'oeuvre et Immigration
Post Office Department	Canada Post	Postes Canada
Department of Public Works	Public Works Canada	Travaux publics Canada
Department of Regional Economic Expansion	Regional Economic Expansion	Expansion économique régionale

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\*i.e. the public or short name of the federal government departments (see para 4134 for details on the Graphic Design Secretariat). The Brief Identifying Name usually appears on one or two lines with the Federal Symbol.

<b>Legal Name</b>	<b>English</b>	<b>French</b>
Department of National Revenue	Revenue Canada Customs and Excise	Revenu Canada Douanes et Accise
	Revenue Canada Taxation	Revenu Canada Impôt
Ministry of State for Science and Technology	Ministry of State Science and Technology	Ministère d'État Sciences et Technologie
Department of the Secretary of State of Canada	Secretary of State	Secrétariat d'État
Department of the Solicitor General	Solicitor General Canada	Solliciteur général Canada
Department of Supply and Services	Supply and Services Canada	Approvisionnement et Services Canada
Department of Transport	Transport Canada	Transports Canada
Ministry of State for Urban Affairs	Ministry of State Urban Affairs Canada	Ministère d'État Affaires urbaines Canada
Department of Veterans Affairs	Veterans Affairs	Affaires des anciens combattants



**Adjournment**—means the termination of the sitting with the object of holding the sitting the following day or at some later date.

**Advisory Board**—see Branch of Government.

**Advisory Council**—see Branch of Government.

**Agencies of the State**—see Branch of Government

**Agency**—see Branch of Government.

**Agency corporation**—an agency corporation is defined as a Crown corporation that is an agent of Her Majesty in right of Canada, and is responsible for the management of trading or service operations on a quasi-commercial basis, or for the management of procurement, construction or disposal activities on behalf of Her Majesty in right of Canada.

**Aide memoire**—a written record of a subject being discussed (i.e. background notes).

**Appointments by Order-in-Council**—see Designated by the Governor-in-Council.

**Appropriation Act**—authorizes the expenditure of public funds for specific purposes.

**Atlantic Provinces/Regions**—includes Newfoundland (and Labrador), Nova Scotia, Prince Edward Island, New Brunswick (see also Maritime Provinces).

**Bank**—or “chartered bank” means a bank to which the *Bank Act* applies.

**Blue Book**—a term generally applied to federal government publications bound in blue paper. The term can also refer to either the Main Estimates or the Public Accounts.

**Board**—see Branch of Government.

**Branch of Government**—any part or portion of the federal government the head of which reports to or through a member of the Queen’s Privy Council for Canada.

**Broadcasting**—means any radio-communication in which the transmissions are intended for direct reception by the general public.

**Cabinet**—see para 6005 (history), and para 6045 (names).

**Canadian Mission**—is a Department of External Affairs post abroad.

**Chairman**—see Deputy Head.

**Chancery**—is a short form for Chancellery and means the main office in either a High Commission or Embassy (as used within the meaning of an External Affairs post abroad).

**Chief Commissioner**—see Deputy Head.

**Chief Statistician**—see Deputy Head.

**Citations**—see References and Citations.

**Clerk of the...**—see Deputy Head.

**Commission**—see Branch of Government.

**Commissioner**—see Deputy Head.

**Committee of the Privy Council**—see para 6005 (history) and para 6045 (names).

**Commonwealth**—“British Commonwealth”, “Commonwealth of Nations”, or “British Commonwealth of Nations” means the association of countries named in the schedule to the *Interpretation Act*, which schedule may be amended from time-to-time by proclamation of the Governor-in-Council:

- (a) by adding to the schedule the name of any country recognized by such proclamation to be a member of the Commonwealth, or
- (b) by deleting from the schedule the name of any country recognized by such proclamation to be no longer a member of the Commonwealth; and “Commonwealth country” means a country that is a member of the association of such countries.

**Consular Officer**—see Diplomatic or Consular Officer.

**Corporation**—Words establishing a corporation shall be construed:

- (a) to vest in the corporation power to sue and be sued, to contract and be contracted with by its corporate name, to have a common seal and to alter or change it at pleasure, to have perpetual succession, to acquire and hold personal property or movables for the purposes for which the corporation is established and to alienate the same at pleasure;
- (b) in the case of a corporation having a name consisting of an English and a French form or a combined English and French form, to vest in the corporation power to use either the English or the French form of its name or both forms and to show on its seal both the English and French forms of its name or have two seals, one showing the English and the other showing the French form of its name;
- (c) to vest in a majority of the members of the corporation the power to bind the others by their acts; and

(d) to exempt from personal liability for its debts, obligations or acts such individual members of the corporation as do not contravene the provisions of the enactment establishing the corporation.

**Corporation**—see Branch of Government; see *also* Crown corporation.

**Corporation, name of**—where an enactment establishes a corporation and in each of the English and French versions of the enactment the name of the corporation is in the form only of the language of that version, the name of the corporation shall consist of the form of its name in each of the versions of the enactment.

**Council**—see Branch of Government.

**Crown corporation**—means any agency of the federal government that reports to or through a Minister of the Crown, and also includes those agencies as listed in Schedule "B" (*Departmental Corporation*), Schedule "C" (*Agency Corporation*), and Schedule "D" (*Proprietary Corporation*) of the Financial Administration Act.

**Departmental Corporation**—departmental corporation is defined as a Crown corporation that is a servant or agent of Her Majesty in right of Canada and is responsible for administrative, supervisory or regulatory services of a governmental nature.

**Deputy head**—means the deputy head of a department, a person having by law the status of a deputy head, and includes the chairman, president, or other chief executive officer of any branch of government other than a department, as listed in Schedule "A" of the *Financial Administration Act*.

This includes such titles as:

Chairman, Chief Commissioner, Chief Statistician, Clerk of the . . . , Commissioner, Deputy Minister, Deputy Postmaster General, Deputy Solicitor General, Director General, Dominion Archivist, Governor, Master, National Librarian, Parliamentary Librarian, President, Secretary, Secretary-General, Secretary of the . . . , Superintendent of . . . , Under-Secretary of . . .

**Deputy Minister**—see Deputy Head.

**Deputy Postmaster General**—see Deputy Head.

**Deputy Solicitor General**—see Deputy Head.

**Designated by the Governor-in-Council**—the method of designation, called an Order-in-Council, is an administrative device used to carry out an executive order.

**Diplomatic instrument**—means a device in writing, and also includes such titles as an agreement, protocol, exchange of notes, convention, exchange of letters.

**Diplomatic or Consular Officer**—includes an ambassador, envoy, minister, chargé d'affaires, counsellor, secretary, attaché, consul-general, consul, vice-consul, pro-consul, consular agent, acting consul-general, acting consul, acting vice-consul, acting consular agent, high commissioner, permanent delegate, adviser, acting high commissioner, and acting permanent delegate. (see *also* Embassy, High Commission).

**Director-General**—when the title is used for the senior Principal Officer—see Deputy Head.

**Dissolution**—means Parliament ceases to exist.

**Documentation under the Sign-Manual**—documentation issued in the name and under the signature of Her Majesty the Queen, without any seal (RSC 1970 c. S-6).

**Dominion Archivist**—see Deputy Head.

**Effective date**—insofar as Statutory Instruments (SI) and Statutory Orders and Regulations (SOR) are concerned, and unless stated elsewhere in the order, the effective date is the date of registration. This definition, however, only applies from the date on which the *Statutory Instruments Act* was proclaimed in force.

**Embassy**—is an External Affairs post situated in other than a Commonwealth country (see *also* High Commission).

**Employment visa**—means a work permit.

**Enact**—includes to issue, make or establish.

**Enactment**—means an Act or regulation or any portion of an Act or regulation.

**Executive power**—in law, Executive power is exercised through the Governor-in-Council.

**Federal**—can also have the connotation of national, as in the case of a federally incorporated company.

**Fiscal year**—or "financial year" means, in relation to money provided by Parliament or the Consolidated Revenue Fund, or the accounts, taxes or finances of Canada, the period beginning on and including the 1st day of April in one year and ending on and including the 31st day of March in the next year.

**Forces**—means the Canadian Armed Forces.

**Gender**—words importing male persons include female persons, and corporations.

**Governor**—see Deputy Head.

**Governor General**—representative of the Crown in Canada. The “Governor”, “Governor of Canada”, or “Governor General” means the Governor General for the time being of Canada, or other chief executive officer or administrator for the time being carrying on the Government of Canada on behalf of and in the name of the Sovereign, by whatever title he is designated.

**Governor-in-Council**—in general usage, the term “the Cabinet” is more commonly applied to the government of the day. The Cabinet is the deliberative body summoned to meet at the behest of the Prime Minister to discuss, in private, questions of government policy. The Governor-in-Council—the Governor General acting on the advice of the Privy Council—is the formal executive body which gives legal effect to those decisions of Cabinet that are to have the force of law. In composition, the two bodies—Cabinet and Committee of the Privy Council—are identical.

**Government**—means those members of the Queen’s Privy Council for Canada who comprise the Government of the day (i.e. the Cabinet). However, government (small g) means the federal government as a whole.

**Great Seal of Canada**—issued in the name of the reigning sovereign, the seal is affixed to formal documents (such as proclamations, commissions, land grants). The phrase generally used is “... by instrument under the Great Seal of Canada is ...”. The Registrar General is the custodian of the Great Seal. (The Seal is about five inches in diameter and comprises the seal and a matching counterpart between which a document can be impressed.)

**Green Paper**—statement of proposed policy; basis of discussion.

**Hansard**—popular name given to the *Debates of the House of Commons*, and/or the *Debates of the Senate*.

**High Commission**—an External Affairs post situated in a Commonwealth country.

**Instrument of advice**—can mean a letter.

**Legal name**—means that name which appears in the enabling act, proclamation, order-in-council, or other instrument used by the Government.

**Maritimes, Maritime Provinces or Regions**—includes Nova Scotia, Prince Edward Island, New Brunswick. (see also Atlantic Provinces).

**Master**—see Deputy Head.

**Member of the Queen’s Privy Council for Canada**—see para 6005 (history), and para 6045 (names of Committee [Cabinet]).

**Minister Designated**—means a member of the Queen’s Privy Council for Canada who is designated by the Governor-in-Council in order to carry out certain statutory duties.

**Minister of the Crown**—see member of the Queen’s Privy Council for Canada.

**Ministers of State for Ministries of State**—Over each Ministry of State established, a Minister of State for that Ministry appointed by commission under the Great Seal shall preside. The Minister of State for a Ministry of State holds office during pleasure during the existence of the Ministry and has the management and direction of the Ministry. In addition to the powers, duties and functions specified in the proclamation establishing a Ministry of State, the powers, duties and functions of the Minister for that Ministry, extend to and include such other matters as are assigned or transferred to the Minister or the Ministry by or pursuant to any Act of the Parliament of Canada. (RSC 1970 c.14 [2nd Supp.] sections 19 & 21).

**Ministers of State, other**—A Minister of State appointed by commission under the Great Seal, other than a Minister who presides over a Ministry of State,

(a) may be assigned by the Governor-in-Council to assist any Minister or Ministers having responsibilities for any department or other portion of the public service of Canada in the carrying out of those responsibilities; and

(b) shall exercise or perform such of the powers, duties or functions of any Minister or Ministers having responsibilities for any department or other portion of the public service of Canada as may be assigned or transferred to him pursuant to any Act of the Parliament of Canada. Where a Minister of State referred to in section 23 of the *Minister and Ministries of State Act* is assigned to assist a Minister having responsibilities for any department or other portion of the public service of Canada, or has assigned or transferred to him any powers, duties or functions of any such Minister, the Minister of State shall, in providing such assistance or in exercising or performing such powers, duties or functions, make use of the services and facilities of that department or portion of the public service. (RSC 1970 c.14 [2nd Supp.], sections 23 & 24).

**Ministries of State**—Where it appears to the Governor-in-Council that the requirements for formulating and developing new and comprehensive policies in relation to any matter or matters coming within the responsibility of the Government of Canada, warrant the establishment for the time being of a special portion of the public Service of Canada, presided over

by a Minister charged with responsibility for the formulation and development of such policies, the Governor-in-Council may, by proclamation, establish a Ministry of State for that purpose.

A proclamation establishing a Ministry of State shall:

- (a) state the name of the Ministry;
- (b) specify the matter or matters in relation to which the Minister for the Ministry is to formulate and develop policies; and
- (c) specify the powers, duties and functions to be assigned to the Minister for the Ministry in relation to the formulation and development of those policies.

The Governor-in-Council may, by proclamation, from time to time, change the name of a Ministry of State or vary any matter set out in the proclamation establishing the Ministry.

The Governor-in-Council may, by proclamation, terminate the existence of a Ministry of State. (RSC 1970 c.14 [2nd Supp.], Sections 14 to 17).

**National Librarian**—see Deputy Head.

**Order-in-Council appointments**—see Designated by the Governor-in-Council.

**Order Paper**—popular name given to *Order of Business and Notices* (the daily agenda of the House of Commons).

**Parliament of Canada**—the Queen, the appointed upper house called the Senate, and the elected lower house called the House of Commons.

**Parliamentary Librarian**—see Deputy Head.

**Prairies**—includes Manitoba, Saskatchewan, Alberta.

**President**—when it is used as a title under the heading Principal Officers, see Deputy Head.

**Prime Minister**—chief executive, and head of government.

**Privy Council Office**—the Prime Minister's department (see para 6007).

**Privy Councillors**—members of the Queen's Privy Council for Canada. Membership is for life. A member is styled Honourable, and may use the initials P.C. after his name. Being a member does not necessarily mean being a member of the Cabinet. (see para 6005).

**Proprietary corporation**—is defined as a Crown corporation that:

- (a) is responsible for the management of lending or financial operations, or for the management of commercial or industrial operations involving the production of or dealing in goods, and the supplying of services to the public; and
- (b) is ordinarily required to conduct its operations without parliamentary appropriations.

**Prorogation**—means the act by which a session of Parliament is brought to an end.

**Public Officer**—includes any person in the Public Service of Canada:

- (a) who is authorized by or under an enactment to do or enforce the doing of an act or thing or to exercise a power; or
- (b) upon whom a duty is imposed by or under an enactment.

**Public Officers**—every public officer appointed before, on or after the 1st day of September 1967, by or under the authority of an enactment or otherwise, shall be deemed to have been appointed to hold office during pleasure only, unless it is otherwise expressed in the enactment or in his commission or appointment.

**Public organizations**—when used within the context of the federal Public Service see Branch of Government.

**Public Service**—means those Branches of Government as listed in Schedule I, Part I of the *Public Service Staff Relations Act* (additions and deletions to the Schedule are published as SOR's in the *Canada Gazette* Part II, but the references are also indicated in the latest *Table of Public Statutes* [found at the back of the 1973-74 *Statutes of Canada*]).

**Queen's advisors**—see para 6005

**Queen's Printer**—Every copy of an enactment having printed thereon what purports to be the name or title of the Queen's Printer and Controller of Stationery of the Queen's Printer shall be deemed to be a copy purporting to be printed by the Queen's Printer for Canada. (SC 1967-68 c. 7 sec. 24; SC 1968-69 c. 28, sec. 105); see also para 8201 and para 4129.

**Regulation**—includes an order, regulations, Order-in-Council, order prescribing regulations, rule, rule of court, form, tariff of cost or fees, letters patent, commission, warrant, proclamation by-law, resolution or other instrument issued, made or established

- (a) in the execution of a power conferred by or under the authority of an Act, or
- (b) by or under the authority of the Governor-in-Council.

**Repeal**—includes revoke or cancel.

**Royal Assent**—the Clerk of the Parliaments shall endorse on every Act, immediately after the title thereof, the day, month and year when the Act was assented to in Her Majesty's name; such endorsement shall be taken to be a part of the Act, and the date of such assent shall be the date of the commencement of the Act, if no other date of commencement is therein provided.

**Secretary, Secretary-General, Secretary of the...**—when the title is used for the senior *Principal Officer* see Deputy Head.

**Statute citations**—see References and Citations.

**Statutory Instrument**—means any rule, order, regulation, ordinance, direction, form, tariff of costs or fees, letters patent, commission, warrant, proclamation, by-law, resolution, or other instrument issued, made or established. (For a more detailed description refer to *An Act to provide for the examination, publication and scrutiny of regulations and other statutory instruments*—short name *Statutory Instruments Act* [SC 1970-71-72, c. 38]).

**Superintendent of...**—when the title is used for the senior *Principal Officer* see Deputy Head.

**Treasury Board**—a committee of Privy Councillors charged with the financial and personnel management of the federal Public Service.

**Unclassified Crown corporation**—a term used in the *Canada Yearbook* to group those agencies which are not included in the Schedules of the *Financial Administration Act* (see Crown corporation).

**Under-Secretary of...**—see Deputy Head.

**Western Canada**—includes Manitoba, Saskatchewan, Alberta, British Columbia.

**White Paper**—statement of final, decided policy.

## List of Acronyms

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ARDA	Agricultural and Rural Development Administration	ICER	Interdepartmental Committee on External Relations
CALURA	Corporation and Labour Unions Returns Act	INTELESAT	International Telecommunications Satellite Organization
CANDIDE	Canadian Disaggregated Interdepartmental Economic model	Interpol	International Criminal Police Organization
CANFARM	Canadian Farm Management Data System*	LEAP	Local Employment Assistance Program
CANJUS	Canadian Criminal Justice System project	LIP	Local Initiative Program
CAP	Career Assignment Program	MAPP	Major Postal Plan
CATA	Canadian Air Transportation Administration	NASA	National Aeronautics and Space Administration
CIDA	Canadian International Development Agency	NATO	North Atlantic Treaty Organization
COFOR	Canadian Occupational Forecasting Program	NORAD	North American Air Defence Command
DEVCO	Cape Breton Development Corporation	POPS	Prevention Oriented Policing Service
DREE	Department of Regional Economic Expansion*	SALT	Strategic Arms Limitation Talks
ERTS	Earth Resources Technology Satellite	STOL	Short Take-off and Landing
FRED	Fund for Rural Economic Development	TRACE	Toronto Annual Canadian Econometric model
GATT	General Agreements on Tariffs and Trade	UCAN	Uranium Canada*
		UNCTAD	United Nations Conference on Trade & Development
		UNESCO	United Nations Educational Scientific and Cultural Organization

\*although not true acronyms, these have been listed here for the convenience of the reader.

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## List of Abbreviations

Acct, account/accounting	Br, Branch
ACS, Assistant Chief Statistician	B.S.A., Bachelor of Science in Agriculture
ADM, Assistant Deputy Minister	B.Sc., Bachelor of Science
Admin, Administration/Administrative	B.Sc.A., Bachelor of Applied Science
ADPMG, Assistant Deputy Post Master General	B.Sc.F., Bachelor of Science of Forestry
AECB, Atomic Energy Control Board	BSDT, Bureau of Staff Development & Training
AECL, Atomic Energy of Canada Limited	
AES, Atmospheric Environment Service	c., chapter
Agr, Agriculture	C.A., Chartered Accountant
Alta, Province of Alberta	CADC, Crown Assets Disposal Corporation
Assoc, Associate	CAL, Canadian Arsenals Ltd.
Asst, Assistant	CANFARM, Canadian Farm Management Data System
B.A., Bachelor of Arts	C.B., Companion of the Most Honourable Order of the Bath
B.A.Sc., Bachelor of Applied Science	CBC, Canadian Broadcasting Corporation
B&B, Bilingual and Bicultural	CBDC, Canadian Bank Data Centre
BBG, Board of Broadcast Governors	C.B.E., Commander of the Order of the British Empire
B.C., Province of British Columbia	
B.C.C., British Crown Colony	cc., chapters
B.C.L., Bachelor of Civil Law	CCA, Consumer and Corporate Affairs, Department of
B. Comm., Bachelor of Commerce	CCC, Canadian Commercial Corporation
Bd, board	C.C.C., Community Correctional Centre
B.D., Bachelor of Divinity	Cda, Canada
B.L., Bachelor of Law	C.D., Canadian Forces Decoration
B.N.A. Act, British North America Act	CDC, Canadian Dairy Commission
B of C, Bank of Canada	
BPA, Bachelor of Public Administration	

CDIC, Canada Deposit Insurance Corporation  
 Cdn, Canadian  
 CFDC, Canadian Film Development Corporation  
 CFHQ, Canadian Forces Headquarters  
 C.H., Companion of Honour  
 Class, Classification  
 CLFB, Canadian Livestock Feed Board  
 C.M., Master in Surgery  
 CMAC, Court Martial Appeal Court of Canada  
 CMHC, Central Mortgage and Housing Corporation  
 C.N.G., Companion of the Most Distinguished Order of St. Michael and St. George  
 CNR, Canadian National Railways  
 Co, Company  
 Comm, depending on its context—Commission/Commissioner/Communications/Committee  
 Constr, Construction  
 Coord, Coordinate/Coordination  
 Corp, Corporate/Corporation  
 COTC, Canadian Overseas Telecommunications Corporation  
 CPDL, Canadian Patents and Development Limited  
 CPIC, Canadian Policy Information Centre  
 CPS, Canadian Penitentiary Service  
 CRTC, Canadian Radio-Television Commission  
 CSCE, Conference on Security and Cooperation in Europe  
 Ctr, centre  
 CTS, Communications Technology Satellite  
 CWB, Canadian Wheat Board  
 CWS, Canadian Wildlife Service  
 CYC, Company of Young Canadians  
 D.C.L., Doctor of Common (Civil) Law  
 D.D.S., Doctor of Dental Surgery  
 D. Eng., Doctor of Engineering  
 Dep, Deputy  
 Dep Dir, Deputy Director  
 Dep Dir Gen, Deputy Director General  
 Dept, department  
 Dept'l, departmental  
 D.E.S., Diplôme d'Études supérieures  
 D.F.C., Distinguished Flying Cross  
 Dir, director  
 Dir Gen, director general  
 Dirs, Directors  
 Div, division  
 D.Litt., Doctor of Letters  
 DND, Department of National Defence  
 DNR (C&E), Department of National Revenue (Customs & Excise)  
 DNR (T), Department of National Revenue (Taxation)  
 DOT, Department of Transport  
 DPW, Department of Public Works  
 DREE, Department of Regional Economic Expansion  
 D.Sc., Doctor of Science  
 D.S.C., Distinguished Service Cross  
 DSIS, Defence Scientific Information Service  
 D.S.O., Companion of the Distinguished Service Order  
 DSS, Department of Supply and Services  
 D.U.C., Doctorate University of Calgary  
 DVA, Department of Veterans Affairs  
 D.V.M., Doctor of Veterinary Medicine  
 EA, Department of External Affairs  
 EAL, Eldorado Aviation Limited  
 E.D., Efficiency Decoration  
 EDC, Export Development Corporation  
 EDP, electronic data processing  
 Educ, education  
 EEC, European Economic Community  
 Elect, electronic  
 EMO, Canada Emergency Measures Organization  
 Eng., English  
 ENL, Eldorado Nuclear Limited  
 EPS, Emergency Planning Secretariat (PCO)  
 Exam, examiners  
 Exec, executive  
 F.C.A., Fellow of the Institute of Chartered Accountants  
 FCC, Farm Credit Corporation  
 Fed, federal  
 FFMC, Freshwater Fish Marketing Corporation  
 F.G.S.A., Fellow of the Geological Society of America  
 F.I.A.S., Fellow of the Indian Academy of Science  
 F.I.Ae.S., Fellow of the Institute of Aeronautical Sciences  
 Fin, Finance/Financial/Department of Finance  
 FPSB, Fisheries Prices Support Board  
 F.R.Ae.S., Fellow of the Royal Aeronautical Society  
 F.R.A.I., Fellow of the Royal Anthropological Institute  
 F.R.A.I.C., Fellow of the Royal Architectural Institute of Canada  
 F.R.B., Fisheries Research Board  
 F.R.C.P., Fellow of the Royal College of Physicians  
 F.R.C.S., Fellow of the Royal College of Surgeons  
 Fr, French  
 F.R.S., Fellow of the Royal Society  
 F.R.S.A., Fellow of the Royal Society of Arts  
 F.R.S.C., Fellow of the Royal Society of Canada  
 Gen, general  
 G.M., George Medal  
 Govt, government  
 Gp, Group  
 H of C, House of Commons

Hon, Honourable  
 HQ, headquarters

IC, Information Canada  
 I/C, in charge of  
 IAND, Indian Affairs and Northern Development,  
 Department of  
 ICAO, International Civil Aviation Organization  
 IDAP, Industrial Design Assistance Program  
 IDB, Industrial Development Bank  
 IDRC, International Development Research  
 Centre  
 ILO, International Labour Organization  
 IMF, International Monetary Fund  
 Improv, improvement  
 Ind., Independent (political affiliation)  
 Ind, industrial  
 Ind. Lib., Independent Liberal (political  
 affiliation)  
 Info, information  
 Inst, institution/institutional  
 INTELSAT, International Telecommunications  
 Satellite  
 Intergov'tl, intergovernmental  
 Int'l, international  
 ITC, Industry Trade and Commerce, Department  
 of

Jr, Junior

Lab, Laboratory  
 Lab.-Lib., Labour-Liberal (political affiliation)  
 L. ès L., Licence ès Lettres  
 Lib., Liberal (political affiliation)  
 LL.B., Bachelor of Laws  
 LL.D., Doctor of Laws  
 LL.L., Licentiate in Laws  
 LL.M., Master of Laws  
 LP, Library of Parliament  
 Ltd, limited

M.A., Master of Arts  
 Man., province of Manitoba  
 M.B.C. Act, Migratory Birds Convention Act  
 M.B.E., Member of the Order of the British  
 Empire  
 MBFR, Mutual and Balanced Force Reductions  
 MBO, Management By Objectives  
 M.C., Military Cross  
 M.D., Doctor of Medicine  
 M.E., Mechanical Engineer  
 M.E.I.C., Member of the Engineering Institute of  
 Canada  
 M.Eng., Master of Engineering  
 Mgt, management  
 M.Inst.C.E., Member of the Institute of Civil  
 Engineers

Mktg, Marketing  
 MOT, Ministry of Transport  
 M.P., Member of Parliament  
 MP's, Members of Parliament

M.P.A., Master in Public Administration  
 MRC, Medical Research Council  
 M.Sc., Master of Science  
 MSST, Ministry of State for Science and  
 Technology  
 Mtl, Montréal  
 MUA, Ministry of State for Urban Affairs

NAC, National Arts Centre  
 Nat, National  
 NATO, North Atlantic Treaty Organization  
 N.B., province of New Brunswick  
 NCC, National Capital Commission  
 NCIB, National Crime Intelligence Branch  
 (RCMP)  
 NCPC, Northern Canada Power Commission  
 NDP, New Democratic Party  
 NEB, National Energy Board  
 NEPE, National Emergency Planning  
 Establishment  
 NFB, National Film Board  
 Nfld, province of Newfoundland  
 NHA, National Housing Act  
 NLC, National Library of Canada  
 NMC, National Museums of Canada  
 NPB, National Parole Board  
 NRC, National Research Council  
 N.S., province of Nova Scotia  
 NWT, Northwest Territories

O.B.E., Officer of the Order of the British Empire  
 OECD, Organization for Economic Co-operation  
 and Development  
 OGC, Organization of the Government of  
 Canada  
 OIC, Order-in-Council  
 Ont, province of Ontario  
 Op, operation/operational  
 Org, Organization

PAC, Public Archives of Canada  
 P.C., Privy Councillor  
 P.C., Privy Council (when used after the words  
 Order-in-Council)  
 P.C., Progressive Conservative  
 PCO, Privy Council Office  
 P.E.I., province of Prince Edward Island  
 Perm, permanent  
 Pers, personnel  
 PFAA, Prairie Farm Assistance Administration  
 PFRA, Prairie Farm Rehabilitation Administration  
 Ph.D., Doctor of Philosophy  
 Ph.Me, Master of Philosophy  
 Plan, planning  
 PMO, Prime Minister's Office  
 PO, Post Office Department  
 Pol. Sc., Political Science  
 PPB, Planning, programming and budgeting  
 PR, Public Relations  
 Pr, principal  
 Prev, prevention



Prov, provincial  
PSC, Public Service Commission  
PSSRB, Public Service Staff Relations Board  
Psycho, psychological  
Pub, Public

Q.C., Queen's Counsel  
Qué, province of Québec

RCM, Royal Canadian Mint  
RCMP, Royal Canadian Mounted Police  
R.C.N.(R), Royal Canadian Navy (Reserve)  
RDIA, Regional Development Incentives Act  
Reg, regional  
Relat, relations  
Rep, representation  
RSC, Revised Statutes of Canada  
Rt. Hon., Right Honourable

Sask., province of Saskatchewan  
SC, Statutes of Canada  
S.C., Social Credit  
SCC, Supreme Court of Canada  
ScC, Science Council of Canada  
SCICS, Canadian Intergovernmental Conference  
Secretariat

Sec, section  
Secy, Secretary  
Sen, Senate  
SI/, Statutory Instrument  
SI, Système International (International System  
of Units)

S of S, Department of Secretary of State  
SOR, Statutory Order and Regulation

Sp, special  
Sr, senior  
Stat, statistics  
Stats Can, Statistics Canada  
STI, National Scientific and Technical  
Information System

Supp, Supplement  
Supt, superintendent  
Surv, Surveillance

TB, Treasury Board  
TBS, Treasury Board Secretariat  
Tech, technology  
Telecom, telecommunications  
Transp, transport/transportation

UCAN, Uranium Canada  
UIC, Unemployment Insurance Commission  
UN, United Nations  
US, United States

V.C., Victoria Cross  
V.D., Volunteer Decoration  
Vet, Veterinarian  
V.R.D., Volunteer Reserve Decoration

WVA, War Veterans Administration  
WVAB, War Veterans Allowance Board

XPPP, Corporate Policy Planning and Major  
Projects (DOT)

Y.T., Yukon Territory

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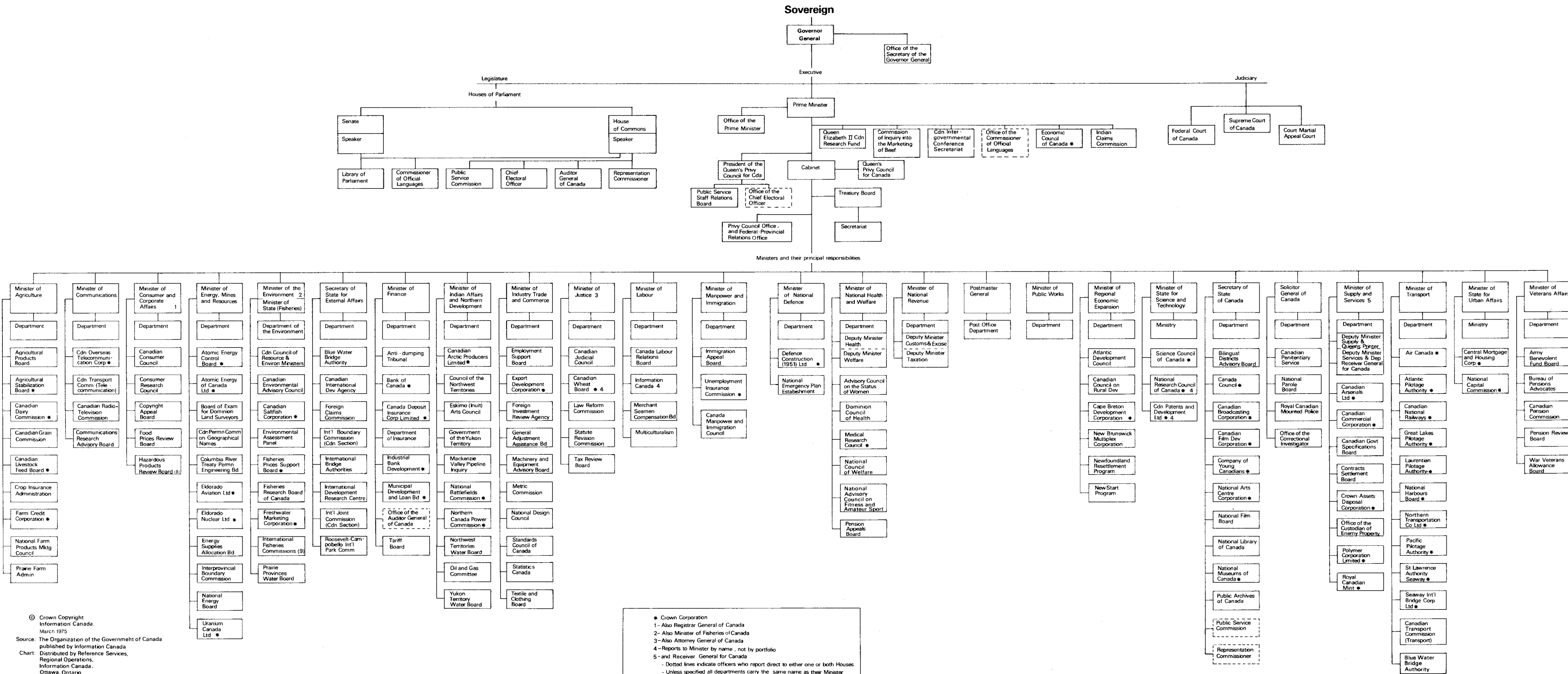
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